

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA JANUARY 11, 2002 (Second Friday of Each Month) SCMTD ENCINAL CONFERENCE ROOM *370 ENCINAL STREET, SUITE 100* SANTA CRUZ, CALIFORNIA

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

- **WELCOME TO NEWLY SWORN IN BOARD MEMBERS**

1. ROLL CALL
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
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 11/9/01, 11/16/01 AND 12/14/01
Minutes: Attached
 - 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR NOVEMBER AND DECEMBER 2001
Report: Attached
 - 7-3. ACCEPT AND FILE NOVEMBER AND DECEMBER 2001 RIDERSHIP REPORT
Report: Attached
 - 7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claims of: AmCom Insurance Service; Nina Carlotta; Clairedene Mary K. Smith; Kathleen Smith; Jeff Long
Claims: Attached
- ACTION REQUIRED AT 1/11/02 MEETING**

* Please note: Location of Meeting Place

- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 11/15/01 AND 12/20/01
Minutes: Attached
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 11/14/01 AND 12/19/01
Minutes: Attached
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR OCTOBER AND NOVEMBER 2001, APPROVAL OF BUDGET TRANSFERS
Staff Report: Attached
- 7-8. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATES FOR OCTOBER AND NOVEMBER 2001
Staff Report: Attached
- 7-9. ACCEPT AND FILE STATUS REPORT FOR DECEMBER AND JANUARY FOR CALL STOP ISSUE PROGRESS
Staff Report: Attached
- 7-10. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR OCTOBER AND NOVEMBER 2001
Staff Report: Attached
- 7-11. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR OCTOBER AND NOVEMBER 2001
Staff Report: Attached
- 7-12. ACCEPT AND FILE STAFF REPORT ON THE INVESTIGATION OF BIO-DIESEL AS AN INTERIM FUEL
Staff Report: Attached
- 7-13. CONSIDERATION OF FINAL REPORT ON THE "IBUS" TDA-DEMONSTRATION PROJECT
Staff Report: Attached

REGULAR AGENDA

- 8. CONSIDERATION OF RESOLUTION OF APPRECIATION FOR BRUCE GABRIEL
Presented by: Chairperson
(To be presented at the January 18, 2002 meeting)
Staff Report: To be included in the Add-On Packet

Regular Board Meeting Agenda

January 11, 2002

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9. CONSIDERATION OF RESOLUTION OF APPRECIATION FOR PAUL CHANDLEY
Presented by: Les White, General Manager
(To be presented at the January 18, 2002 meeting)
Staff Report: To be included in the Add-On Packet
10. CONSIDERATION OF PRESENTATION OF EMPLOYEE LONGEVITY AWARDS
Presented by: Chairperson
(To be presented at the January 18, 2002 meeting)
Staff Report: Attached
11. CONSIDERATION OF ADOPTION OF REVISED FARE ORDINANCE FOR HIGHWAY
17 EXPRESS SERVICE
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
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
Presented by: Les White, General Manager
Staff Report: Attached
13. CONSIDERATION OF APPROVAL OF 2002 FEDERAL LEGISLATIVE PROGRAM
Presented by: Les White, General Manager
Staff Report: Attached
14. CONSIDERATION OF AWARD OF CONTRACT FOR ELIGIBILITY SOFTWARE FOR
PARATRANSIT RIDES
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: To be included in the Add-On Packet
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
Presented by: Margaret Gallagher, District Counsel
Staff Report: Attached
16. CONSIDERATION OF ADOPTION OF THE SANTA CRUZ METROPOLITAN TRANSIT
DISTRICT'S AMENDED RECORDS RETENTION SCHEDULE
Presented by: Margaret Gallagher, District Counsel
Staff Report: Attached

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)
Presented by: Margaret Gallagher, District Counsel
Staff Report: Attached

18. CONSIDERATION OF APPROVAL OF LEASE FOR WATSONVILLE TRANSIT CENTER KIOSK #6 FOR FLOR BELLA
Presented by: Margaret Gallagher, District Counsel
Staff Report: Attached

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Pursuant to Subdivision (a) of Section 54956.9)
 - a. Name of Case: Lorraine Pyne vs. Santa Cruz Metropolitan Transit District
 - b. Name of Case: Ronald Arnett et al vs. California Public Employees' Retirement Systems (PERS)

2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
(Pursuant to Subdivision (b) of Section 54956.9)
 - a. Name of Case: Kathleen Smith vs. SCMTD

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

Title: General Manager

SECTION III: RECONVENE TO OPEN SESSION

19. REPORT OF CLOSED SESSION

ADJOURN

NOTICE TO PUBLIC

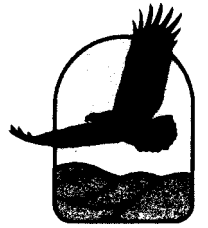
Members of the public may address the Board of Directors on a topic not on the agenda but within the jurisdiction of the Board of Directors or on the consent agenda by approaching the Board during consideration of Agenda Item #2 "Oral and Written Communications", under Section I. Presentations will be 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.

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**
831.728.6018

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831.728.6049

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PURCHASING
831.728.6029

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AIRPORT

100 Aviation Way
831.728.6075

Fax 831.763.4058

FIRE

115 Second Street
831.728.6060

Fax 831.763.4054

LIBRARY

310 Union Street
831.728.6040

Fax 831.763.4015

PARKS, RECREATION & NEIGHBORHOOD SERVICES

30 Maple Avenue
831.728.6081

Fax 831.763.4078

December 4, 2001

Santa Cruz Metropolitan Transit District
Les White, General Manager
230 Walnut Street
Santa Cruz, CA 95060

Dear Les:

I am resigning from my position as the City of Watsonville representative on the Transit District Board of Directors effective November 30, 2001.

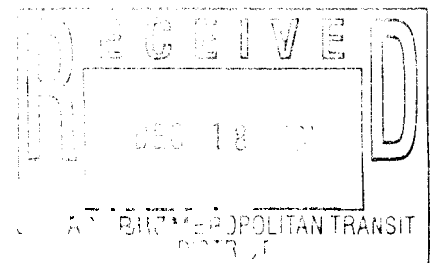
It is has been a pleasure working with you and the Board Members to increase County-wide collaboration.

Sincerely,

A handwritten signature in black ink that reads "Rafael Lopez". The signature is written in a cursive style.

Rafael Lopez
City Council Member
District 1

c: Mayor Betty Bobeda
City Council Members



12/2/01

Tom Gestri
Concrete and General Engineering Contractor

CA License #546706

620 14th Ave., Santa Cruz, CA 95062

831-475-4172

(fax) 831-475-5950

Dr. Mr. Gabriel,

I fully support widening of
Highway 1 to alleviate the traffic
problem. Thank you for considering
my view.

Best Regards,

*Tom Gestri

* resident, tax payer, voter, + concerned
citizen since 1962



People Power!

224 Walnut Avenue · Santa Cruz, CA 95060 · (831) 425-0665

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.

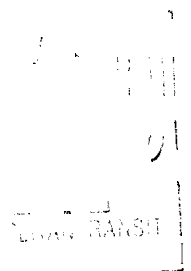
2) I have only once, in a year and a half of riding this route, seen a wheelchair use the area that bicycles would be put in. Of course, as the policy states, should a wheelchair person need this space they would be given priority.

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 LADE ON HIGHWAY 9 OR BIKES ON BUSES
ALFRED COMTOIS and wife - 430-9374
CEO ACWELDING SCOTTS VALLEY

J. L. Fuent...
J. L. Fuent... WK: 429-2080

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

November 9, 2001

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, November 9, 2001 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice-Chairperson Reilly called the meeting to order at 9:05 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Jeff Almquist
Tim Fitzmaurice
Bruce Gabriel
Michelle Hinkle
Mike Keogh
Christopher Krohn
Emily Reilly
Ex-Officio Mike Rotkin

DIRECTORS ABSENT

Sheryl Ainsworth (arrived at 9:07 a.m.)
Jan Beautz (arrived at 9:15 a.m.)
Rafael Lopez
Dennis Norton

STAFF PRESENT

John Aspesi, Fleet Maint. Supervisor
Bryant Baehr, Operations Manager
Kim Chin, Planning & Marketing Manager
Mark Dorfman, Asst. General Manager
Terry Gale, IT Manager
Margaret Gallagher, District Counsel
Tom Hiltner, Grants/Legis. Analyst

David Konno, Fac. Maint. Manager
Lloyd Longnecker, District Buyer
Ian McFadden, Transit Planner
Elisabeth Ross, Finance Manager
Judy Souza, Base Superintendent
Leslie R. White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

Jim Bosso, S. C. Transportation
Wally Brondstatter, UTU
Ceil Cirillo, Redevelopment Dept.
Linda Clayton, SEA
Pat Dellin, SCCRTC
Dianna Dunn, SEIU

Mary Ferrick, PSA
Kasandra Fox, MASTF
Jeff LeBlanc, Rider
Bonnie Morr, UTU
Will Regan, VMU
Candace Ward, UCSC

2. ORAL AND WRITTEN COMMUNICATION

- a. Dorothy LeNormand RE: Route #3B

3. LABOR ORGANIZATION COMMUNICATIONS

New Union positions were announced as follows:

Will Regan, Interim President, VMU (filling in after John Mellon's resignation)
Bonnie Morr, Chair of UTU's Local 23
Linda Clayton, President of SEA
Mary Ferrick, Chair, PSA

Will Regan also informed the Board of the importance of the Second Harvest Food Drive.

ITEM #22 FROM THE REGULAR AGENDA WAS TAKEN OUT OF ORDER.

22. CONSIDERATION OF MEMORANDUM OF UNDERSTANDING WITH THE CITY OF SANTA CRUZ FOR PROJECT MANAGEMENT FOR METRO CENTER RENOVATION/EXPANSION

Summary:

Les White reported that the Metro Center renovation/expansion project would be broken down into a number of phases. He summarized Phase I - III as having two parts:

Part 1 – Development of conceptual design and strategy for maximizing development potential of the property; examination of mixed use of the property; development of budget (public and private funds), and environmental review.

Part 2 – Acquisition of Greyhound for parking capacity. State funds in the amount of \$1M were earmarked at 100% for design, examination, budget development, strategies, and Greyhound property acquisition.

METRO has entered into a Memorandum of Understanding (MOU) with the City of Santa Cruz for various functions, including acquisition of the necessary right-of-way, as outlined in the MOU. The proposed MOU was distributed at this meeting. Phase I is anticipated to cost approximately \$200,000.

Staff is recommending that the City of Santa Cruz and METRO apply for a grant for \$75,000 under the Downtown Rebound Program to augment this funding. Ceil Cirillo reported that the Redevelopment Agency will go before the City Council on November 20 in this regard.

DIRECTOR BEAUTZ ARRIVED AT THE MEETING.

Discussion:

Director Reilly was informed that the timeline on the \$1M in State funds is 24 months; therefore, these funds need to be utilized by August 2003. The long-term funding for this project is not in place, however, Ceil Cirillo and her staff will work with METRO staff to find the necessary funding sources. Ms. Cirillo has the tax information that METRO staff requested and will have this delivered. The Redevelopment Agency will be involved up to the construction phase that will include property acquisition, the public input process, and permitting process.

There was discussion regarding construction of a housing development on the adjoining property. Director Almquist requested that METRO staff ensure that a child care facility be considered as a potential use as well. Director Gabriel expressed concern regarding the mixed use of transit and housing, and the specifics on funding for each use. There is currently interest from Pacific Properties and from UCSC in the housing aspect of this project.

4. METRO USERS GROUP (MUG) COMMUNICATIONS

No questions or comments.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

No questions or comments.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

The following items were distributed to the Board at this meeting and will be distributed through an add-on packet as well for the 11/16/01 Board meeting: Board Meeting Minutes of 10/19/01, October Ridership report, ADA Paratransit Program report for September, Memorandum of Understanding between METRO and the City of Santa Cruz.

CONSENT AGENDA

7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 10/12/01 AND 10/19/01

No questions or comments.

7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS

No questions or comments.

7-3. ACCEPT AND FILE OCTOBER 2001 RIDERSHIP REPORT

No questions or comments.

7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claim of: Sheila Solano

Ex-Officio Director Rotkin expressed concern that a rider whose life was very likely saved by a bus operator is now suing the METRO for having to crouch down to avoid gunfire.

7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 10/18/01

No questions or comments.

7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 10/17/01

No questions or comments.

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

Ex-Officio Rotkin requested an update on how Staff is responding to the current budget situation. Elisabeth Ross reported that the budget had not been updated since the budget revision was adopted by the Board last month. Ms. Ross will not have an update on the sales tax until December. Passenger revenues are down and Staff is conducting a survey of other transit centers to see if they are experiencing the same shortfall in passenger revenues. Staff will return to the Board in January or February with another budget revision. Ex-Officio Director Rotkin inquired about the expense for temporary staff and was informed that Staff is aggressively recruiting to fill the vacant positions. This issue should resolve itself within the next few months due to a larger number of applicants showing interest in the positions. Ms. Ross added that funds would be transferred to cover temporary help and that this expense would be a "wash".

7-8. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE

Bryant Baehr went to the UCSC campus in response to Director Fitzmaurice's concerns that the bus capacity at approximately 7:00 p.m. is inadequate. Mr. Baehr reported that temporary resources have been shifted to alleviate this problem, with a view towards making these changes permanent. Two additional trips between 7:30 p.m. and 8:30 p.m. have been added. This route will be monitored on a weekly basis.

Ex-Officio Director Rotkin reported on the recent meeting between METRO Staff and UCSC Transportation and Parking Services (TAPS) staff. Regular monthly meetings were established to discuss concerns on campus. These meetings will take place on the second Tuesday of the month at 9:00 a.m. Compromises were made regarding signage on both the METRO buses and campus shuttles. It was determined that the route around the perimeter of the campus could be run less expensively by METRO than by TAPS, however, METRO is not in a position to take over the entire perimeter service. Meeting participants included Bryant Baehr, Mark Dorfman, Les White, Emily Reilly, Mike Rotkin, Ian McFadden, Kim Chin, and Wes Scott and Larry Paegler from UCSC. METRO Staff will talk with UCSC staff after the enrollment period ends regarding the shift in classes that would affect transit timetables. Mark Dorfman added that billings are up 12.86%. There was discussion of the possibility of having bus pass swipe cards on campus. This type of pass will be tested on the Lift Line employees.

7-9. ACCEPT AND FILE STATUS ON CALL STOP ISSUE PROGRESS

Bryant Baehr reported that the agenda for the call stop training has been finalized. A “Train the Trainer” session will be held on Monday. Awareness training for the bus operators will take place December 3 – 13, 2001. The Board-approved call stop list will be included in the *Headways* as of December. District Counsel is still waiting to hear back from the Office of Civil Rights on this list. Director Fitzmaurice is interested in what is entailed in the training. Bonnie Morr invited the Directors to attend the training. Jeff LeBlanc reiterated how important it is for the bus operators to use both the microphone and scrolling sign for hearing impaired passengers.

ITEMS 10 AND 11 WERE TAKEN OUT OF ORDER.

10. CONSIDERATION OF AUTOMATED ANNOUNCEMENT SPECIFICATIONS

Summary:

In response to Director Fitzmaurice’s concerns, Bryant Baehr reported that once installed, there would be a central control unit that integrates all systems, thereby ensuring that the equipment is not turned off by the operators. Mr. Baehr stated that lapel microphones would be investigated. Staff is researching integrating this system into the radio system and utilizing foot switches to turn microphones on and off.

Discussion:

There was discussion regarding a change order to ensure that the current buses on order would not have a different type of system, which would make it necessary to replace it with the newly acquired announcement equipment.

11. CONSIDERATION OF MONITORING CALL STOP COMPLIANCE

Summary:

Staff is seeking direction from the Board on a program to monitor compliance. Three options were given in the Staff Report: Customer Service reports, trained customers, and National monitoring company or local investigators.

Discussion:

Ex-Officio Director Rotkin suggested utilizing customer input in conjunction with notifying passengers that they can complain if the stops are not called out. Director Reilly requested an update from Staff as to compliance, which Director Almquist explained would be needed in order to win the lawsuit that is pending in this regard.

DIRECTOR REILLY RETURNED TO THE CONSENT AGENDA AT THIS POINT.

7-10. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR SEPTEMBER 2001

No questions or comments.

7-11. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR SEPTEMBER 2001

No questions or comments.

7-12. CONSIDERATION OF AUTHORIZATION TO PARTICIPATE IN CAL-CARD PROGRAM

No questions or comments.

7-13. ACCEPT AND FILE STAFF REPORT ON THE INVESTIGATION OF BIO-DIESEL AS AN INTERIM FUEL

Summary:

Les White stated that Staff is continuing to work on this investigation. Additional regulations are coming out and the California Air Resources Board (CARB) is looking into applying the Urban Bus Rule to schools.

- 7-14. a. CONSIDERATION OF APPROVAL OF REVISION TO BY-LAWS OF SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC) TO CHANGE ANNUAL MEETING DATE TO THIRD FRIDAY IN OCTOBER AND CHANGE CORPORATION ADDRESS TO 370 ENCINAL, SANTA CRUZ;**
- b. CONSIDERATION OF APPROVAL OF CONTRACT WITH SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FOR TAX ACCOUNTING SERVICES FOR SCCIC WITH BROWN ARMSTRONG, CPA, FOR FISCAL YEARS ENDING JUNE 30, 2001, 2002 AND 2003.**

No questions or comments.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR KEOGH

Continue meeting past 11:00 a.m.

Motion passed unanimously with Directors Lopez and Norton absent.

DIRECTOR FITZMAURICE LEFT THE MEETING.

REGULAR AGENDA

8. **ANNOUNCEMENT: NOTIFICATION OF MEETING LOCATION FOR NOVEMBER 16, 2001 – Watsonville City Council Chambers, 250 Main Street, Watsonville**

Summary:

Director Reilly reminded the audience that next week's Board meeting would be held in Watsonville. Director Ainsworth commented that if there is no public participation from the area in which the Board meeting is being held, then the Board should rethink its decision to rotate the Board meetings to different venues. Jeff LeBlanc added that it comes down to publicizing that the Board meeting would be in a specific city.

9. **PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**

No questions or comments.

12. **CONSIDERATION OF BUS STOP ADVISORY COMMITTEE (BSAC) RECOMMENDATIONS REGARDING BUS STOP IMPROVEMENTS**

Summary:

David Konno reported BSAC's recommendations relating to the August Board meeting discussion on shelter maintenance. Les White added that the BSAC Committee felt that trashcans at every shelter were not necessary. Mr. White recommended to the Board that installation or purchase of additional shelters be put on hold until the shelter program is resolved. A resolution would be to install a ½ or full panel on the approach side, a perforated panel back side, and no panel or a metal panel on the far side. Also, he recommends that existing shelters be retrofitted in this configuration before putting additional shelters on line.

Discussion:

A booklet on Tolar Shelters was distributed to the Board. Director Beutz stated that she prefers that METRO not acquire any more acrylic panels. Les White recommended to the Board that they defer this item for one month so Staff can come to a consensus on a better recommendation. Director Ainsworth asked for more information regarding number of shelters, design, sizes, custom element. Director Almquist suggested that tempered glass be used in the shelters to alleviate the graffiti problem.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR KEOGH

Move Items #14 through 20 and Item #23 to the Consent Agenda.

Motion passed with Directors Fitzmaurice, Lopez and Norton absent.

DIRECTOR ALMQUIST LEFT THE MEETING.

ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR GABRIEL

Defer Item #12 to the December Board Meeting.

Motion passed with Directors Almquist, Fitzmaurice, Lopez and Norton absent.

Director Krohn suggested placing recycling and garbage bins side by side at the shelters to reduce trash.

13. FIRST READING OF REVISED FARE ORDINANCE FOR HIGHWAY 17 EXPRESS SERVICE

Summary:

Mark Dorfman reported that two public hearings would be conducted on November 28th in Santa Cruz and San Jose. Transcripts will be available at the December 21st Board meeting at the time of the second reading and adoption. The Board will receive copies of all e-mails received on this issue when the Fare Ordinance is being considered for adoption.

14. CONSIDERATION OF 2002 REGULAR BOARD MEETING SCHEDULE

Moved to Consent Agenda for 11/16/01 Board meeting.

15. CONSIDERATION OF RENEWAL OF CONTRACT FOR REVENUE AND NON-REVENUE TIRES

Moved to Consent Agenda for 11/16/01 Board meeting.

16. CONSIDERATION OF AWARD OF CONTRACT FOR VEHICLE BODY REPAIR AND PAINTING

Moved to Consent Agenda for 11/16/01 Board meeting.

17. CONSIDERATION OF AMENDING CONTRACT TO REPOWER UP TO FORTY-TWO (42) DIESEL ENGINE ASSEMBLIES

Moved to Consent Agenda for 11/16/01 Board meeting.

18. CONSIDERATION OF AWARD OF REGIONAL TRANSIT COORDINATING COUNCIL (RTCC) CONTRACT FOR ENGINE OIL

Moved to Consent Agenda for 11/16/01 Board meeting.

19. CONSIDERATION OF AWARD OF CONTRACT FOR DENTAL INSURANCE COVERAGE

Moved to Consent Agenda for 11/16/01 Board meeting.

20. CONSIDERATION OF RENEWAL OF CONTRACT FOR LONG-TERM DISABILITY INSURANCE

Moved to Consent Agenda for 11/16/01 Board meeting.

21. CONSIDERATION OF AUTHORIZATION TO OPERATE WATSONVILLE HOLIDAY SHUTTLE

Summary:

Mark Dorfman stated that Staff is requesting authorization to operate the Watsonville Holiday Shuttle. He added that when the Transportation Commission took action on this topic, it required that there be no fee. The METRO's participation would be 23%.

ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR AINSWORTH

Move Item 21 to the Consent Agenda.

Motion passed with Directors Almquist, Fitzmaurice, Lopez and Norton absent.

23. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING ONE NEW DETROIT DIESEL SERIES 50 ENGINE ASSEMBLY

Moved to Consent Agenda for 11/16/01 Board meeting.

ADJOURN

There being no further business, Director Reilly adjourned the meeting at 11:34 a.m.

Respectfully submitted.

DALE CARR
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

November 16, 2001

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, November 16, 2001 at the Watsonville City Council Chambers, 250 Main Street, Watsonville, CA.

Chairperson Ainsworth called the meeting to order at 9:04 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Jeff Almquist
Jan Beautz
Tim Fitzmaurice
Michelle Hinkle
Mike Keogh (arrived at 9:20 a.m.)
Christopher Krohn
Emily Reilly
Ex-Officio Mike Rotkin

DIRECTORS ABSENT

Bruce Gabriel
Rafael Lopez
Dennis Norton

STAFF PRESENT

John Aspesi, Fleet Maint. Supervisor
Bryant Baehr, Operations Manager
Kim Chin, Planning & Marketing Manager
Mark Dorfman, Asst. General Manager
Marilyn Fenn, Asst. Finance Manager
Margaret Gallagher, District Counsel

David Konno, Fac. Maint. Manager
Elisabeth Ross, Finance Manager
Robyn Slater, Asst. H.R. Manager
Judy Souza, Base Superintendent
Leslie R. White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

Ceil Cirillo, Redevelopment Dept.
Linda Clayton, SEA
Dianna Dunn, SEIU
Mary Ferrick, PSA
Kasandra Fox, MASTF
Jeff LeBlanc, Rider

Bonnie Morr, UTU
Carolyn O'Donnell, SC TMA
Carlos Palacio, Watsonville City Manager
Pat Spence, MASTF
Will Regan, VMU
Linda Wilshusen, SCCRTC

2. ORAL AND WRITTEN COMMUNICATION

Written:

- a. Dorothy LeNormand
- b. Cara Lamb

RE: Route #3B
RE: Route #71 Bus

Oral:

Bonnie Morr made an announcement about the Thanksgiving dinner being held at the Veterans Hall on Front St. in Santa Cruz. Ms. Morr stated that volunteers are needed for preparation from Tuesday, through the dinner on Thursday. All Directors were invited to attend.

Carlos Palacio thanked the Board for using Watsonville as its venue for this Board meeting. He also voiced his appreciation of METRO Staff and for the express service to Santa Cruz in the mornings. Mr. Palacio added that an affordable housing project will be under long-term lease with the City of Watsonville and will be built near the site of the Watsonville Transit Center. There will be childcare facilities as well.

3. LABOR ORGANIZATION COMMUNICATIONS

None

4. METRO USERS GROUP (MUG) COMMUNICATIONS

Director Hinkle read the following Motions made at the recent MUG Meeting:

1. MUG RECOMMENDS THAT THE BOARD PURSUE BUS OPERATOR CALL STOP TRAINING NOW AND INVESTIGATE CD-ROM MONITORING SYSTEMS FOR THE FUTURE.
2. MUG URGES THE BOARD TO MOVE FORWARD WITH THE HWY 17 FARE INCREASES.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

Pat Spence, Paratransit Chairperson for MASTF, invited the Board to attend MASTF's meeting on December 20th at which time there will be the annual presentation of certificates of appreciation and its 13th anniversary celebration. Certificates and recognition will be given to the individuals who participated in the paratransit awareness training. The meeting will take place from 2-4:00 p.m. at the University Towne Center, 1101 Pacific Avenue. Director Fitzmaurice may be the keynote speaker.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

SECTION 1:

ADD TO ITEM #2

ORAL AND WRITTEN COMMUNICATIONS:

1. Cara Lamb RE: Route #71 Bus
(Add written communication)

CONSENT AGENDA:

- ADD TO ITEM #7-1** APPROVE REGULAR BOARD MEETING MINUTES OF 10/12/01 AND 10/19/01
**(Add Minutes of 10/19/01 and Revised Minutes of 10/12/01)
(10/19/01 Minutes were distributed to the Board at the 11/9/01 Board Meeting)**
- ADD TO ITEM #7-3** ACCEPT AND FILE OCTOBER 2001 RIDERSHIP REPORT
**(Add Ridership Report)
(Report was distributed to the Board at the 11/9/01 Board Meeting)**
- ADD TO ITEM #7-10** ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR SEPTEMBER 2001
**(Insert Report)
(Report was distributed to the Board at the 11/9/01 Board Meeting)**

REGULAR AGENDA:

- DELETE ITEM #8** ANNOUNCEMENT: NOTIFICATION OF MEETING LOCATION FOR NOVEMBER 16, 2001 BOARD MEETING
(Announcement made at 11/9/01 Board Meeting)
- DELETE ITEM #12** CONSIDERATION OF BUS STOP ADVISORY COMMITTEE (BSAC) RECOMMENDATIONS REGARDING BUS STOP IMPROVEMENTS
(Deferred to December Board Meeting)
- ADD TO ITEM #22** CONSIDERATION OF MEMORANDUM OF UNDERSTANDING WITH THE CITY OF SANTA CRUZ FOR PROJECT MANAGEMENT FOR METRO CENTER RENOVATION/EXPANSION
(Add Revised Memorandum of Understanding)

In addition, a newly revised version of the Memorandum of Understanding for Item #22 was distributed to the Board.

CONSENT AGENDA

- 7-1. **APPROVE REGULAR BOARD MEETING MINUTES OF 10/12/01 AND 10/19/01**
7-2. **ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS**
7-3. **ACCEPT AND FILE OCTOBER 2001 RIDERSHIP**
7-4. **CONSIDERATION OF TORT CLAIMS: Deny the Claim of: Sheila Solano**
7-5. **ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 10/18/01**
7-6. **ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 10/17/01**

- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR SEPTEMBER 2001, APPROVAL OF BUDGET TRANSFERS
- 7-8. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE
- 7-9. ACCEPT AND FILE STATUS ON CALL STOP ISSUE PROGRESS
- 7-10. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR SEPTEMBER 2001
ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR SEPTEMBER 2001
- 7-12. CONSIDERATION OF AUTHORIZATION TO PARTICIPATE IN CAL-CARD PROGRAM
- 7-13. ACCEPT AND FILE STAFF REPORT ON THE INVESTIGATION OF BIO-DIESEL AS AN INTERIM FUEL
- 7-14. a. CONSIDERATION OF APPROVAL OF REVISION TO BY-LAWS OF SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC) TO CHANGE ANNUAL MEETING DATE TO THIRD FRIDAY IN OCTOBER AND CHANGE CORPORATION ADDRESS TO 370 ENCINAL, SANTA CRUZ;
b. CONSIDERATION OF APPROVAL OF CONTRACT WITH SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FOR TAX ACCOUNTING SERVICES FOR SCCIC WITH BROWN ARMSTRONG, CPA, FOR FISCAL YEARS ENDING JUNE 30, 2001, 2002 AND 2003.
- 7-15. CONSIDERATION OF 2002 REGULAR BOARD MEETING SCHEDULE
- 7-16. CONSIDERATION OF RENEWAL OF CONTRACT FOR REVENUE AND NON-REVENUE TIRES
- 7-17. CONSIDERATION OF AWARD OF CONTRACT FOR VEHICLE BODY REPAIR AND PAINTING
- 7-18. CONSIDERATION OF AMENDING CONTRACT TO REPOWER UP TO FORTY-TWO (42) DIESEL ENGINE ASSEMBLIES
- 7-19. CONSIDERATION OF AWARD OF REGIONAL TRANSIT COORDINATING COUNCIL (RTCC) CONTRACT FOR ENGINE OIL
- 7-20. CONSIDERATION OF AWARD OF CONTRACT FOR DENTAL INSURANCE COVERAGE
- 7-21. CONSIDERATION OF RENEWAL OF CONTRACT FOR LONG-TERM DISABILITY INSURANCE
- 7-22. CONSIDERATION OF AUTHORIZATION TO OPERATE WATSONVILLE HOLIDAY SHUTTLE
- 7-23. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING ONE NEW DETROIT DIESEL SERIES 50 ENGINE ASSEMBLY

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR BEAUTZ

Approve Consent Agenda.

Motion passed unanimously.

In reference to the Cara Lamb letter under Written Communications, Les White stated that this issue is being investigated by the Service Planning and Review Committee to find resources to add service to this corridor. Director Reilly requested that the Board be kept apprised on this issue and be supplied with a copy of the response letter that would be sent to Ms. Lamb.

REGULAR AGENDA

ITEM #22 WAS TAKEN OUT OF ORDER.

22. CONSIDERATION OF MEMORANDUM OF UNDERSTANDING WITH THE CITY OF SANTA CRUZ FOR PROJECT MANAGEMENT FOR METRO CENTER RENOVATION/EXPANSION

Summary:

Les White reported that a Memorandum of Understanding (MOU) with the City of Santa Cruz is needed in order for Staff to move forward on the renovation/expansion project for the Metro Center. Expertise will be needed in the development and mixed-use aspects of this project. After meeting with the Redevelopment Staff, it was recommended that the MOU be shortened to two years at an estimated cost of \$120,000. A copy of this amended MOU was distributed to the Board. METRO Staff will work with the City to determine if there is other funding that would allow Staff to conduct an examination of mixed use and housing. Staff is requesting authorization to move forward on the MOU with the City of Santa Cruz.

Discussion:

Director Beautz clarified that \$1M in Traffic Congestion Reduction Program (TCRP) funds could not be used for any other project. The State of California understands that METRO will approach them again to participate in the funding of Phase II. Director Ainsworth was informed that in conjunction with assistance from METRO staff, Ceil Cirillo and the Redevelopment Agency would take the lead in pursuing private partners to assist in the funding. Ms. Cirillo and the Redevelopment Agency will provide the Board with periodic status reports in order to receive recommendations from the Board.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR KROHN

Authorize the General Manager to sign a Memorandum of Understanding with the City of Santa Cruz for project management services for the Santa Cruz METRO Center renovation/expansion project.

Motion passed unanimously.

8. DELETED

9. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

None of the following employees were present to accept their longevity certificates.

TWENTY YEARS

Carolyn (Coco) Conklin, Bus Operator
Bruce Grobman, Bus Operator
Linda Tarsky, Bus Operator

TWENTY-FIVE YEARS

Mary Kohama, Bus Operator
Maurice Jemison, Bus Operator

10. CONSIDERATION OF AUTOMATED ANNOUNCEMENT SPECIFICATIONS

Summary:

Bryant Baehr stated that the Request For Proposal (RFP) is prepared for the installation of the talking bus technology. Staff recommends that the Board authorize Staff to proceed with the RFP.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR FITZMAURICE

Approve specification for the Automated Announcement System and authorize the General Manager to issue a Request for Proposal (RFP).

Motion passed unanimously.

11. CONSIDERATION OF MONITORING CALL STOP COMPLIANCE

Summary:

Bryant Baehr reported that Staff is seeking direction from the Board as it relates to monitoring call stop compliance. The staff report lists three common programs used for monitoring – 1) customer service reports – stops will be listed in the *Headways* as of December; 2) utilize customers, such as seniors' groups, and receive reports on a monthly basis; 3) utilize an outside company to monitor compliance at approximately \$500-\$650/day. Utilizing a local firm to monitor compliance would cost approximately \$250/day. Another option would be for Staff to conduct a baseline audit once training is complete and report back to the Board with its findings. Call Stop training will be complete by December 12, 2001, for all operators except those on Workers' Comp, long-term leave and vacations.

Discussion:

Director Keogh suggested that Staff contact Monterey-Salinas Transit (MST) about trading supervisor staff time so they can audit our system and METRO supervisors could audit MST's call stop system. Mr. Baehr will investigate this option and will contact Valley Transportation Authority (VTA) as well. Ex Officio Director Rotkin suggested no monitoring system until Staff can discern whether the training was successful. He further suggested that customers be made aware that they have a right to complain if stops aren't called, and also advise the passengers that the drivers are in training in this regard. Jeff LeBlanc would like to see a formal monitoring system in place and stated that MASTF's members have participated in the training for the past ten years, to no avail. Mr. Baehr stated that Staff should have good idea of compliance with one week of monitoring, utilizing a local firm at a cost of approximately \$1,250. Bonnie Morr commented that as long as no disciplinary action is taken or any specific drivers are monitored,

the union isn't opposed to monitoring of the system. She added that with training and the Talking Bus technology, the funds for monitoring could go to bus service instead.

ACTION: MOTION: DIRECTOR FITZMAURICE
SECOND: DIRECTOR ALMQUIST

Explore options related to the most economical way to audit the system periodically on a proposed quarterly basis.

Motion passed unanimously.

Bryant Baehr confirmed that if the use of MST and/or VTA supervisors cannot be arranged by January 2002, he would utilize an outside agency. Director Fitzmaurice recommended that Staff go forward with one baseline review of the effectiveness of the system.

12. DEFERRED TO DECEMBER BOARD MEETINGS

13. FIRST READING OF REVISED FARE ORDINANCE FOR HIGHWAY 17 EXPRESS SERVICE

Summary:

Mark Dorfman reported that the Board had approved changes to the budget last month. Staff was directed to consider raising fares on the Highway 17 Express; the last increase to this service was in 1993. Mr. Dorfman reviewed the process that needed to take place. Two public hearings have been set: one in Santa Cruz and one in San Jose, on November 28th. Rider alerts have been placed in the buses to inform Highway 17 riders of this proposal and of the two public hearings. In addition, a website has been established for rider input. Messages from this website will be provided to the Board at the second reading of the Fare Ordinance as well as transcripts of the two public hearings. Mr. Dorfman reiterated the proposed fare increases and added that the monthly pass includes unlimited rides on METRO's system and VTA's system as well as on the light rail. VTA is supportive of the increases as well and the increases would be conducted jointly with VTA.

Discussion:

Director Ainsworth encouraged Board members to attend the public hearings. She suggested that information be placed in the Highway 17 buses advising riders that this is the first increase since 1993, along with information about gas prices and car prices. Income projections from the fare increase would be an additional \$28,890 for the remainder of 2001. Annually, the fare increase would produce \$57,000 in revenue. Linda Wilshusen remarked that the proposed increases are reasonable and suggested that information regarding "cost per mile" be given out with the other proposed information to the ridership.

ACTION: MOTION: DIRECTOR FITZMAURICE
SECOND: DIRECTOR ALMQUIST

Introduce the fare ordinance as presented that will raise the fare on the Highway 17 Express, including information on the cost of driving and other suggested information to the ridership.

Motion passed unanimously.

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

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

16. **MOVED TO CONSENT AGENDA AS ITEM #7-17**

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

18. **MOVED TO CONSENT AGENDA AS ITEM #7-19**

19. **MOVED TO CONSENT AGENDA AS ITEM #7-20**

20. **MOVED TO CONSENT AGENDA AS ITEM #7-21**

21. **MOVED TO CONSENT AGENDA AS ITEM #7-22**

23. **MOVED TO CONSENT AGENDA AS ITEM #7-23**

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

District Counsel Gallagher reported that there would be discussions in Closed Session regarding whether or not to initiate litigation in one case.

25. **ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION**

None

SECTION II: CLOSED SESSION

Chairperson Ainsworth adjourned to Closed Session at 10:26 a.m. and reconvened to Open Session at 10:36 a.m.

SECTION III: RECONVENE TO OPEN SESSION

26. **REPORT OF CLOSED SESSION**

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

ADJOURN

There being no further business, Chairperson Ainsworth adjourned the meeting at 10:36 a.m.

Respectfully submitted.

DALE CARR
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

December 14, 2001

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, December 14, 2001 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice-Chairperson Reilly called the meeting to order at 9:12 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Jeff Almquist
Bruce Gabriel
Michelle Hinkle
Mike Keogh
Christopher Krohn
Emily Reilly
Ex-Officio Mike Rotkin

DIRECTORS ABSENT

Sheryl Ainsworth
Jan Beautz
Tim Fitzmaurice
Rafael Lopez
Dennis Norton

STAFF PRESENT

Bryant Baehr, Operations Manager
Paul Chandley, H. R. 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
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

Jim Bosso, S. C. Transportation
Linda Clayton, SEA
Mary Ferrick, PSA
Jeff LeBlanc, Rider
Steve Marcus, UTU
Bonnie Morr, UTU

Carolyn O'Donnell, TMA
Josh Shaw, Shaw & Yoder
Patricia Spence, MASTF
Sam Storey, Community Bridges
Marion Taylor, League of Women Voters
Linda Wilshusen, SCCRTC

2. ORAL AND WRITTEN COMMUNICATION

- a. James Bosso, S.C. Transportation RE: Community Bridges Contract Extension
- b. Susan Mankowski RE: Traffic Congestion
- c. Ann Ainsworth RE: County Housing Project, Watsonville

3. LABOR ORGANIZATION COMMUNICATIONS

Bonnie Morr reminded the Board of the UTU Holiday Party being held this evening.

4. METRO USERS GROUP (MUG) COMMUNICATIONS

None

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

Pat Spence reminded the Board of the MASTF meeting on 12/20 at which paratransit certificates and Awards of Appreciation will be presented. The meeting will be held at 2:00 p.m. in Room 223 of the University Towne Plaza.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Director Gabriel submitted a letter in support of the widening of Highway 1. This letter will be in next month's Board packet under "Written Communications".

CONSENT AGENDA

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

No questions or comments.

7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS

No questions or comments.

7-3. ACCEPT AND FILE NOVEMBER 2001 RIDERSHIP REPORT

No questions or comments.

7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claims of: AmCom Insurance Service; Nina Carlotta; Kathleen Smith

No questions or comments.

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

No questions or comments.

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

No questions or comments.

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

No questions or comments.

7-8. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE

No questions or comments.

7-9. ACCEPT AND FILE STATUS REPORT ON CALL STOP ISSUE PROGRESS

No questions or comments.

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

No questions or comments.

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

Les White assured the Board that METRO's role in this project, which was to put together an outline of how new vehicles could be put in place, is concluded.

REGULAR AGENDA

8. CONSIDERATION OF ACCEPTANCE OF FINANCIAL STATEMENTS AND REPORTS OF INDEPENDENT AUDITOR FOR YEAR-ENDING JUNE 30, 2001

Summary:

Elisabeth Ross reported that the final audit for the year ending June 30, 2001 was fine. Ms. Ross stated that the presentation by Benjamin Reyes of Brown Armstrong could be delayed until the January 2002 Board meeting once an extension is received from the Transportation Commission. Ms. Ross proceeded to discuss the possibility of not having a quorum at the December 21st Board Meeting and her concerns that Mr. Reyes would make the trip for nothing. METRO's contract states that one trip would be paid for in order for a Brown Armstrong

representative to attend a Board Meeting. Director Almquist stated that it was not necessary for Mr. Reyes to come out at all.

Ex-Officio Director Rotkin indicated that the Board had authority to take action on items at this first Board Meeting and Vice-Chairperson Reilly proceeded to ask if there were any items on the agenda that required action today.

Sam Storey of Community Bridges interjected that dependent care coverage is needed by January 1, 2002, for his employees in order to keep to the schedule. He asked that action be taken today on Item #16.

It was requested that Josh Shaw make a brief presentation on the 2002 State Legislative Program even though this item was approved.

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

Deferred to January 2002 Board Meeting.

10. CONSIDERATION OF APPROVAL OF 2002 STATE LEGISLATIVE PROGRAM

Summary:

Les White introduced Josh Shaw of Shaw & Yoder, METRO's State Legislative advocate and Executive Director of the California Transit Association.

Discussion:

Mr. Shaw gave a very brief presentation on the proposed 2002 State Legislative Program. He reported that in FY 99/00 the State experienced a 25% growth in revenues over the previous year. FY 00/01 reflected 10% more revenue. It was Mr. Shaw's hope that FY 01/02 would end with a \$3M reserve. However, currently revenues are down. He added that FY 01/02 would be below projections by 10%. There is a deficit in the current year of nearly \$3B with a projected deficit for FY 02/03 of \$12M. Mr. Shaw confirmed that the \$8M in TCRP funds are safe.

Mr. Shaw asked for support of Proposition 42, which would dedicate the State's sales tax on gasoline to transit. Ex-Officio Rotkin expressed his hope that the Motion would reflect direction to Staff to prepare letters to the Board members who sit on other agencies' boards and committees to lobby for support of this Proposition as well.

MOTION: DIRECTOR GABRIEL SECOND: DIRECTOR HINKLE

Move approval of Items 8, 10, 13, 14 and 16 with direction to Staff to prepare letters to Board members who sit on other agencies to lobby for support of Proposition 42.

Motion passed unanimously.

11. CONSIDERATION OF APPROVAL OF 2002 FEDERAL LEGISLATIVE PROGRAM

Summary:

Les White stated that this item could be postponed until the January 18, 2002, Board meeting when there would be more specifics on the incentive tier and discussions with the public.

Discussion:

Staff was directed to bring this item back in January but to proceed with lobbying in the meantime. Staff will also include a chart in their presentation at the January meeting.

Ex-Officio Director Rotkin noted that the Board will be evaluating Les White today and that, in his opinion, Mr. White is doing a good job and that his focus on large capital projects is also good.

Bonne Morr announced the holiday dinner at the Veterans Hall on December 24th and that help would be needed all day and all night until after the dinner ends.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR GABRIEL

Cancel the Board Meeting scheduled for December 21, 2001, and move any pending items to the January Board meeting.

Motion passed unanimously.

12. CONSIDERATION OF AWARD OF CONTRACT FOR ELIGIBILITY SOFTWARE FOR PARATRANSIT RIDES

Deferred to January Board meeting.

13. CONSIDERATION OF AMENDING HAZARDOUS WASTE DISPOSAL CONTRACT

14. CONSIDERATION OF AMENDING CONTRACT FOR PRINTING OF HEADWAYS

15. CONSIDERATION OF NOMINATION OF DIRECTORS TO SERVE AS BOARD OFFICERS FOR THE YEAR 2002, TRANSPORTATION COMMISSION, AND METRO USERS GROUP CHAIRPERSON ASSIGNMENTS

Deferred to January Board meeting.

16. CONSIDERATION OF WAIVING \$21,498 IN ADMINISTRATIVE FEE REBATES FROM COMMUNITY BRIDGES TO ALLOW FOR THE IMPLEMENTATION OF DEPENDENT MEDICAL CARE COVERAGE FOR LIFT LINE EMPLOYEES

SECTION II: CLOSED SESSION

Vice-Chairperson Reilly adjourned to Closed Session at 9:44 a.m. and reconvened to Open Session at 10:00 a.m.

SECTION III: RECONVENE TO OPEN SESSION

17. REPORT OF CLOSED SESSION

There was nothing to report.

ADJOURN

There being no further business, Director Reilly adjourned the meeting at 10:00 a.m.

Respectfully submitted.

DALE CARR
Administrative Services Coordinator

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

DATE 11/01/01 THRU 11/30/01

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
5085	11/02/01	677.38 00	PACIFIC BELL/SAC	75894	OCT PHONE LINE MIS	94.01	
				75895	OCT PHONE LINE MIS	260.55	
				75896	OCT PHONE LINE MIS	342.79	
5086	11/02/01	35.32 001025	COUNTY OF SANTA CRUZ	75897	SEPT/OCT WOODWASTE	33.22	
5087	11/02/01	479.00 001257	DOMINICAN HOSPITAL OF S C	75992	SEPT EXAMS	479.00	
5088	11/02/01	415.71 001263	ABBITT STREET RADIATOR	75898	REPAIR RADIATOR	415.71	
5089	11/02/01	196.71 001296	BENDER & CO. INC., MATTHEW	75899	CA EMP LAW- LEGAL	196.71	
5090	11/02/01	2,370.74 001346	CITY OF SANTA CRUZ	75995	2000-02 STORM WATER	2,370.74	
5091	11/02/01	1,137.50 001492	EVERGREEN	75900	HAZ WASTE DISPOSAL	1,137.50	
5092	11/02/01	595.37 001683	WEBB ENTERPRISES	75901	P/D FORMS	595.37	
5093	11/02/01	4,490.60 001743	ITI HARTFORD	75994	NOV LIFE INSURANCE	4,490.60	
5094	11/02/01	309.00 001752	THOMPSON PUBLISHING GROUP, INC.	75995	FAMILY/MEDICAL LEAVE	309.00	
5095	11/02/01	43,710.00 001762	COMMUNITY BRIDGES	75902	OCT DISPATCH FEE	43,710.00	
5096	11/02/01	3,462.91 001800	THERMO KING OF SALINAS, INC	75903	ALTERNATOR'S-FLEET	3,462.91	
5097	11/02/01	455.00 001844	BRINKS INCORPORATED	75904	OCT SECURITY	455.00	
5098	11/02/01	1,580.70 001931	LITTLER MENDELSON	75905	LEGAL SERVICES	1,580.70	
5099	11/02/01	4,867.80 001991	BAY STAFFING	75906	TEMPS W/E 10/7 FLEET	791.00	
				75996	TEMPS W/E 10/22 PLNS	896.00	
				75997	TEMPS W/E 10/8 MIS	3,180.80	
5099F1	11/02/01	-4,867.80 001991	BAY STAFFING	76019	VOID CHECK	-3,180.80	PRE-PAID
				76021	VOID CHECK	-791.00	
				76023	VOID CHECK	-896.00	
					VOID CHECK		
5100	11/02/01	516.75 002028	WESTCOAST LEGAL SERVICE	75907	PROF SERVICES	516.75	
5101	11/02/01	7,007.50 002065	BOWMAN & WILLIAMS	75908	ENGINEERING SVCS	7,007.50	
5102	11/02/01	388.69 002063	COSTCO	75909	EMPLOYEE INCENTIVE	330.77	
				75910	PHOTO PROCESS-OPS	23.96	
				75911	PHOTO PROCESS-LEGAL	6.46	
				75912	PHOTO PROCESS-OPS	27.48	
5103	11/02/01	100.86 002161	APPLIED INDUSTRIAL TECH	75913	REPAIRS/MAINT FAC	100.86	
5104	11/02/01	6,352.25 002192	BAY EQUIPMENT & REPAIR	75914	GUT REPAIR REV VEH	6,352.25	
5105	11/02/01	2,000.00 002267	SHAW & YODER	75923	MAY LEGISLATIVE REP	2,000.00	
5106	11/02/01	650.00 002385	OPTIMUM BUSINESS MACHINES	75915	COPIER MAINT DUBOIS	650.00	
5107	11/02/01	64.00 002567	DEPARTMENT OF JUSTICE	75916	SEPT FINGERPRINTS	64.00	
5108	11/02/01	1,767.75 002607	CIC ANALYTICAL SERVICES INC.	75917	DIL ANALYSIS	1,767.75	
5109	11/02/01	2,130.22 002626	NELSON\NYGAARD	75918	ADA CERT TO 8/31/01	2,130.22	
5110	11/02/01	3,333.84 002662	NETWORK ASSOCIATES, INC.	75919	NETSHIELD SECURITY	3,333.84	
5111	11/02/01	907.30 002686	WATERLEAF ARCHITECTURE	75998	PROF SVCS TO 9/28/01	907.30	
5112	11/02/01	25.07 002707	PITNEY BOWES CREDIT CORP	75920	POSTAGE METER-PLANS	25.07	
5113	11/02/01	230.05 007	UNITED PARCEL SERVICE	75921	9/13-10/12 MAILINGS	230.05	
5114	11/02/01	121.91 009	PACIFIC GAS & ELECTRIC	75922	9/13-10/12 PAUL ST	121.91	
5115	11/02/01	679.24 013	MCI SERVICE PARTS, INC.	75923	REV VEH PARTS	679.24	
5116	11/02/01	900.00 017	SUN MICROSYSTEMS, INC.	75924	10/1-12/31 SVCS	900.00	
5117	11/02/01	570.42 018	SALINAS VALLEY FORD SALES	75925	REV VEH PARTS/SUPPLY	570.42	
5118	11/02/01	416.36 020	ADT SECURITY SYSTEMS,	75926	REPAIR WIRING	92.67	
				75927	NOV ALARMS	323.69	
5119	11/02/01	529.65 042	ORCHARD SUPPLY HARDWARE	75929	SEPT SUPPLIES	529.65	
5120	11/02/01	303.50 056	GREEN LINE	75999	HAZ MAT GREASE TRAPS	303.50	
5121	11/02/01	4,122.22 057	U.S. BANK	76000	4251-2400-0554-7229	4,122.22	
5122	11/02/01	936.00 060A	CITY OF SANTA CRUZ	76001	PARKING PERMITS (9)	936.00	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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5123	11/02/01	170.72 067	ROTO-ROOTER SEWER/PLUMBING	75928	METRO - REPAIR	170.72
5124	11/02/01	23.00 079	SANTA CRUZ MUNICIPAL UTILITY	75930	TREE TRIM REFUGE	23.00
5125	11/02/01	193.25 081	KAR PRODUCTS	75931	PARTS/SUPPLIES	193.25
5126	11/02/01	120.00 083	THYSSENKRUPP ELEVATOR -042	75932	OCT ELEVATOR SVC	120.00
5127	11/02/01	53.23 104	STATE STEEL COMPANY	75133	REPAIR/MAINT SUPPLY	53.23
5128	11/02/01	3,545.66 117	GILLIG CORPORATION	76002	REV VEH PARTS	2,566.99
				76003	REV VEH PARTS	978.67
5129	11/02/01	711.16 120	OFFICE DYNAMICS INC.	76004	COPIER MAINT. ADMIN	711.16
5130	11/02/01	583.01 135	SANTA CRUZ AUTO PARTS, INC.	75934	REPAIR IMPACT GUN	583.01
5131	11/02/01	100.00 136	DANCING MAN IMAGERY	75935	PHOTO SUPPLY/PROCESS	100.00
5132	11/02/01	1,340.03 148	ZEP MANUFACTURING COMPANY	75936	REV VEH PARTS	762.22
				75937	Z GREEN CLEANER	577.81
5133	11/02/01	75.00 150	U.C. REGENTS	75938	SEPT ROOM RENTAL	75.00
5134	11/02/01	2,562.40 180	HANFLOWER TEMPORARY SERVICE INC	75339	TEMPS W/E 9/23 PLANG	676.40
				75940	TEMPS W/E 9/30 HRD	1,886.00
5135	11/02/01	272.23 192	ALWAYS UNDER PRESSURE	75941	OUT REPAIR EQUIPT	272.23
5136	11/02/01	1,166.10 216	LABOR READY, INC.	75942	TEMPS W/E 10/12 FAC	1,166.10
5137	11/02/01	40.00 271	CARLSON, BRENT D., M.D., I N C .	75943	SEPT EXAMS	40.00
5138	11/02/01	257.20 282	BRINGER INC. W. W.	76005	CLEANING SUPPLIES	257.20
5139	11/02/01	198.40 288	MUNCIE RECLAMATION & SUPPLY	75944	REV VEH PARTS	198.40
5140	11/02/01	72.00 299	STANEK, RICHARD	75945	CANNON TYPEWRITER	72.00
5141	11/02/01	72.23 300	MATCO TOOLS	75946	REPAIR AIR RATCHET	72.23
5142	11/02/01	1,989.60 358	POWR-FLITE	75947	CLEANING SUPPLIES	46.95
				75948	FLOOR MACHINES	1,942.65
5143	11/02/01	22,011.81 376	MULTISYSTEMS, INC	75949	7/1-8/31 PARATRANSIT	22,011.81
5144	11/02/01	4,517.56 378	STEWART & STEVENSON	75950	CORE CREDIT	-269.39
				75951	REV VEH PARTS	806.33
				75952	REV VEH PARTS	112.71
				75953	REV VEH PARTS	1,062.45
				75954	REV VEH PARTS	1,292.75
				75955	REV VEH PARTS	812.71
5145	11/02/01	202.00 394	APPLIED DIGITAL SOLUTIONS	75956	PRINTER MINT.	202.00
5146	11/02/01	1,147.01 395	APPLIEDGRAPHICS, INC.	75957	OPS DAILY VEH SHEETS	1,147.01
5147	11/02/01	165.09 399	SEARS	75958	TOOLS - FACILITIES	119.29
				75959	PARTS/SUPPLIES FAC	45.80
5148	11/02/01	4,765.00 410	TRANSIT INFORMATION PRODUCTS	75960	HEADWAYS FALL EDIT.	4,765.00
5149	11/02/01	590.00 421	PAGE PUBLICATIONS	75961	TRANSIT ACCESS REPT	295.00
				75962	TRANSIT ACCESS-LEBL	295.00
5150	11/02/01	2,665.60 432	EXPRESS PERSONNEL SERVICES	75963	TEMPS W/E 9/23 HRD	896.00
				75964	TEMPS W/E 10/7 HRD	1,769.60
5151	11/02/01	144.92 436	WEST GROUP PAYMENT CTR	76006	AUG MONTHLY ACCESS	144.92
5152	11/02/01	399.00 439	SKILLPATH SEMINARS	76014	FINANCE & ACCT TRAIN	399.00
5153	11/02/01	60.00 456	CLARK, MIKE	75965	TRANSLATE WINTER SVC	60.00
5154	11/02/01	12,504.78 477	SANTA CRUZ COUNTY TAX COLLECTR	75966	SVTC PROP. TAX 01/02	12,504.78
5155	11/02/01	1,085.00 478	BEE CLENE	75967	CLEANING OF OFFICES	1,085.00
5156	11/02/01	154.08 493	IMAGING PRODUCTS, INTERNATIONL	75968	100 ROLLS COLOR FILM	154.08
5157	11/02/01	191.92 510	ASCQM HASLER LEASING	75969	NOV POSTAGE MACHINE	191.92
5158	11/02/01	506.52 542	CAIS LABORATORIES INC.	75970	REV VEH PARTS	506.52
5159	11/02/01	376.65 566	CALISTOGA SPRING WATER CO.	75971	SEPT/OCT WATER ADMN	261.65
				75972	SEPT/OCT WATER PLNG	94.67

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5160	11/02/01	139.50	601 ENERGY CONTROL GROUP LLC	75973		REV VEH PARTS	139.50	
5161	11/02/01	207.50	612 GM DISTRIBUTING	76007		REPAIR SHREDDER	207.50	
5162	11/02/01	2,360.00	620 KSBW-TV	75974		T.V. ADVERTISING	2,360.00	
5163	11/02/01	40.00	632 GOVERNMENT FINANCE OFFICERS	76008		PENSION/BENEFITS	40.00	
5164	11/02/01	93.40	640 HEAVY DUTY SPECIALTIES	75975		SMALL TOOLS - FLEET	93.40	
5165	11/02/01	6.00	708 CALIFORNIA HIGHWAY PATROL	76009		REPORT	6.00	
5166	11/02/01	194.89	779 STAR MACHINE & TOOL CO.	75976		SMALL TOOLS 190	194.89	
5167	11/02/01	560.00	787 KRAY 103.5	76013		ADVERTISING	560.00	
5168	11/02/01	200.00	793 CHEUNG, KIM WAI	75977		REMOVE REFRIDGERATOR	200.00	
5169	11/02/01	2,678.67	795 IBM	75978		OUT REPAIR EQUIPT	2,678.67	
5170	11/02/01	450.90	796 CHALK'S TRUCK PARTS, I N C.	75979		SMALL TOOLS 440	450.90	
5171	11/02/01	11.30	980 MCMASTER-CARR SUPPLY CO	75980		REPAIRS/MAINT	11.30	
5172	11/02/01	100.00	8001 AINSWORTH, SHERYL	75981		OCT BOARD MEETINGS	100.00	
5173	11/02/01	100.00	8002 ALMQUIST, JEFF	75982		OCT BOARD MEETINGS	100.00	
5174	11/02/01	100.00	8003 BEAUTZ, JAN	75983		OCT BOARD MEETINGS	100.00	
5175	11/02/01	100.00	8004 FITZMAURICE, TIM	75984		OCT BOARD MEETINGS	100.00	
5176	11/02/01	100.00	8005 GABRIEL, BRUCE	75985		OCT BOARD MEETINGS	100.00	
5177	11/02/01	50.00	8006 HINKLEMICHELLE	75986		OCT BOARD MEETINGS	50.00	
5178	11/02/01	100.00	8008 KROHN, CHRISTOPHER	75987		OCT BOARD MEETINGS	100.00	
5179	11/02/01	50.00	8010 NORTON, DENNIS	75988		OCT BOARD MEETINGS	50.00	
5180	11/02/01	100.00	8011 REILLY, EMILY	75989		OCT BOARD MEETINGS	100.00	
5181	11/02/01	10.00	E386 CENTER, DOUGLAS	75990		DMV/VTT FEES OPS	10.00	
5182	11/02/01	66.00	E505 NAUKKARINEN, JUKKA	76010		REIMB. MEDICAL EXAM	66.00	
5183	11/02/01	30.70	E522 CARR, DALE	75991		INK CARTRIDGE	30.70	
5184	11/02/01	242.00	M014 HARRELL, LAURA	76011		NOV MEDICAL PREMIUM	242.00	
5185	11/02/01	2,793.84	R363 BERGSTROM, JORDAN	76012		SETTLEMENT CLAIM	2,793.84	
5186	11/05/01	80.00	E239 SLATER, ROBYN	76015		TRAVEL ADVANCE	80.00	MANUAL
5187	11/09/01	82,715.59	001316 DEVCO OIL	76018		OCTOBER FUEL	82,715.59	
5188	11/09/01	4,397.40	001991 BAY STAFFING	76020		TEMPS W/E 10/8 MIS	2,710.40	
				76022		TEMPS W/E 10/8 FLEET	791.00	
				76024		TEMPS W/E 10/22 PLNG	896.00	
5189	11/09/01	59.63	057 U.S. BANK	76016		4251-2400-0574-2597	59.63	
5190	11/09/01	152,471.36	502 PUBLIC EMPLOYEES'	76017		NOV MEDICAL INS	152,471.36	
5191	11/08/01	30.00	001374 SANTA CRUZ COUNTY SHERIFF	76235		APPLICATION FEE	30.00	MANUAL
5192	11/16/01	1,344.43	001 PACIFICSELL/SAC	76170		OCT/NOV PHONE LINE	1,344.43	
5193	11/16/01	9,173.28	001043 VISION SERVICE PLAN	76025		NOVEMBER VISION INS	9,173.28	
5194	11/16/01	599.00	001054 INTERNATIONAL PERSONNEL	76026		ANNUAL MEMBERSHIP	599.00	
5195	11/16/01	8,848.42	001063 NEW FLYER INDUSTRIES LIMITED	76027		REV VEH PARTS 174	214.90	
				76028		REV VEH PARTS 708	707.74	
				76029		REV VEH PARTS 32	32.22	
				76030		REV VEH PARTS 1683	1,683.47	
				76031		REV VEH PARTS 375	375.45	
				76032		REV VEH PARTS 3029	3,028.95	
				76033		REV VEH PARTS 1049	1,048.51	
				76034		REV VEH PARTS 752	752.22	
				76035		REV VEH PARTS 296	295.46	
				76036		REV VEH PARTS 704	704.10	
5196	11/16/01	1,326.26	001119 MACERICH PARTNERSHIP, LP. THE	76171		DEC - CAPITOLA MALL	1,326.26	

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5197	11/16/01	360.96 001230	CAPITOL CLUTCH AND BRAKE, INC	76037	REV VEH PARTS	360.96
5198	11/16/01	300.66 001296	BENDER & CO., INC., MATTHEW	76038	EMPLOYMNT LAW BOOK	116.39
				76039	LABOR/EMP ARBITR, TN	184.27
5199	11/16/01	128 35 00 315	WASTE MANAGEMENT OF S C	76040	OCT MT HRM/KINGS VLG	16.40
				76041	OCT KINGS VLG ROAD	111.95
5200	11/16/01	745.60 001579	SAFETY-KLEEN CORP	76042	HAZ WASTE DISPOSAL	745.60
5201	11/16/01	250.00 001600	DIAMOND LINK FENCE CO.	76043	REPLACE PARTS- GATE	250.00
5202	11/16/01	% 906.74 001616	UNUM	76044	NOV LTD INSURANCE	35,906.74
5203	11/16/01	44.63 001646	STEVE'S UNION	76045	SEPT FUELS	44.63
5204	11/16/01	1,200.00 001708	SANTA CRUZ AREA TMA	76172	TDA DEMO	1,200.00
5205	11/16/01	366.12 001711	MOHAWK MFG, & SUPPLY CO.	76173	REV VEH PARTS 366	366.12
5206	11/16/01	298.00 001752	THOMPSON PUBLISHING GROUP, INC.	76046	FAIR LABOR HANDBOOK	298.00
5207	11/16/01	45,661.00 001762	COMMUNITY BRIDGES	76174	SEPT ADA PARATRANSIT	145,661.00
5208	11/16/01	2,766.00 001774	EOS CLAIMS SERVICES, INC.	76047	10/24-12/26 SVC FEE	2,766.00
5209	11/16/01	900.00 001887	HUMPHREY, YVONNE A.	76176	DEC - VERNON ST LOT	900.00
5210	11/16/01	582.74 001936	WORLDCOM TECHNOLOGIES, INC.	76048	OCT LONG DISTANCE	582.74
5211	11/16/01	38.10 001944	SANTA CRUZ COUNTY LAW LIBRARY	76049	381 COPIES	38.10
5212	11/16/01	387.85 001976	SPORTWORKS NORTHWEST, INC.	76050	REV VEH PARTS 382	387.85
5213	11/16/01	6 99.18 001991	BAY STAFFING	76051	TEMP PS W/E 9/16 FLEET	211.66
				76052	TEMP PS W/E 10/21 FLET	1,043.00
				76175	TEMP PS W/E 10/28 PLNG	444.50
5214	11/16/01	199.04 002012	CARTER, H.V. CO. INC.	76053	REPAIRS/MAINT.	199.04
5215	11/16/01	164.62 002028	WESTCOAST LEGAL SERVICE	76054	PROF SVCS	164.62
5216	11/16/01	237.82 002063	COSTCO	76055	REFRIGERATOR-SMC	163.86
				76056	PHOTO PROCESS-OPS	18.71
				76057	PHOTO PROCESS-OPS	55.25
5217	11/16/01	169.40 002069	A TOOL SHED, INC.	76058	EQUIPT RENTAL	169.40
5218	11/16/01	28,761.47 002116	HINSHAW, EDWARD & BARBARA	76177	DEC - 120 DUBOIS	5,861.19
				76178	DEC - 370 ENCINAL	22,900.28
5219	11/16/01	10,173.30 002117	IUDANG, NICK	76179	DEC - 111 DUBOIS	10,173.30
5220	11/16/01	4,259.69 002192	BAY EQUIPMENT & REPAIR	76059	OCT REPAIR REV VEH	4,259.69
5221	11/16/01	2,000.00 002267	PHAW & YOER V DE	76060	SEPT LEGISLATIVE REP	2,000.00
5222	11/16/01	5,997.88 002287	CALIFORNIA SER I EMPLOYEE	76061	NOV MEDICAL INS	5,997.88
5223	11/16/01	208.40 002313	HARTSELL & OLIVIERI	76062	TRANSCRIPTS - LEGAL	208.40
5224	11/16/01	3,750.95 002346	CHANEY, CAROLYN & ASSOC INC.	76063	NOV LEGISLATIVE REP	3,750.00
				76064	APR-SEPT EXPENSES	236.95
5225	11/16/01	134.69 002380	MOBILE STORAGE GROUP, INC.	76065	10/22-11/19 CONTAINR	134.69
5226	11/16/01	367.27 002412	BORDEN DECAL CO., INC.	76066	REV VEH PARTS	367.27
5227	11/16/01	26.50 002447	SETON IDENTIFICATION PRODUCTS	76067	NAME PLATES	26.50
5228	11/16/01	713.85 002459	SCOTTS VALLEY WATER DISTRICT	76068	8/8-10/9 KINGS VLG	28.70
				76069	8/8-10/9 KINGS VLG	685.15
5229	11/16/01	2,217.30 002510	FREDERICK ELECTRONICS CORP.	76180	DEC - 375 ENCINAL	2,217.30
5230	11/16/01	1,024.36 002634	PITNEY BOWES PURCHASE POWER	76181	POSTAGE - PLANNING	1,024.36
5231	11/16/01	710.19 002639	NEXTEL COMMUNICATIONS	76070	9/26-10/25 PHONES	710.19
5232	11/16/01	253.80 002643	IOS CAPITAL	76182	11/22-12/21 COPIER	253.80
5233	11/16/01	360.00 002683	TRUCK-TRAILER-TRANSIT	76071	REV VEH PARTS 300	300.00
5234	11/16/01	150.19 002689	B & B SMALL ENGINE REPAIR	76072	REPAIRS/MAINT	150.19
5235	11/16/01	408.81 004	NORTH BAY FORD LINC-MERCURY	76073	REV VEH PARTS	408.81
5236	11/16/01	161.82 007	UNITED PARCEL SERVICE	76183	OCT/NOV FREIGHT	161.82
5238	11/16/01	12,079.73 009	PACIFIC GAS & ELECTRIC	76074	10/4-11/1 PACIFIC	747.67

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					76075	10/4-11/1 PACIFIC	1,195.81	
					76076	9/25-10/29 RIVER	2,282.10	
					76077	9/28-10/29 GOLF CLUB	2,087.13	
					76078	9/28-10/29 GOLF CLUB	138.37	
					76079	9/27-10/26 SAKATA	8.64	
					76080	9/28-10/29 RIVER	41.67	
					76081	9/28-10/29 RODRIGUEZ	1,362.39	
					76082	9/28-10/29 RODRIGUEZ	17.66	
					76083	9/28-10/29 BEACH ST	134.25	
					76084	10/2-10/30 DUBOIS	150.52	
					76085	10/2-10/30 ENCINAL	2,832.44	
					76086	10/2-10/30 HARVEY WT	38.58	
					76087	10/2-10/30 DUBOIS	981.96	
					76088	10/2-10/30 ENCINAL	57.96	
					76089	9/27-10/26 SAKATA	10.50	
					76184	10/4-11/1 PACIFIC	73.64	
					76185	9/30-10/31 CNG FUEL	13.42	
5239	11/16/01	1,000.00	CABRILLO COLLEGE		76090	TDA DEMO	1,000.00	
5240	11/16/01	2,595.31	SALINAS VALLEY FORD SALES		76091	REV VEH PARTS	1,327.70	
					76092	REV VEH PARTS	1,267.61	
5241	11/16/01	69.98	KELLY-MOORE PAINT CO INC.		76093	REPAIRS/MAINT	69.98	
5242	11/16/01	1,070.46	KINKO'S INC.		76186	OCTOBER PRINTING	1,070.46	
5243	11/16/01	59.14	LENZ ARTS. INC.		76094	EMPLOYEE INCENTIVE	59.14	
5244	11/16/01	2,687.84	MISSION UNIFORM		76187	OCT UNIFORMS/LAUNDRY	554.36	
					76188	OCT UNIFORMS/LAUNDRY	2,133.48	
5245	11/16/01	276.19	ORCHARD SUPPLY HARDWARE		76189	OCT SUPPLIES - FAC	276.19	
5246	11/16/01	1,976.87	PALACE M T & OFFICE SUPPLY		76222	OFFICE SUPPLIES	224.22	
					76223	TIMECARDS - OPS	395.56	
					76224	OFFICE SUPPLY-HRD	61.35	
					76225	OFFICE SUPPLY-LEGAL	201.50	
					76226	FRANKLIN PLANNER-MIS	23.97	
					76227	OFFICE SUPPLY-FIN	181.35	
					76228	OFFICE SUPPLY-FAC	94.22	
					76229	OFFICE SUPPLY-ADMIN	34.40	
					76230	OFFICE SUPPLIES	115.17	
					76231	OFFICE SUPPLY-ADMIN	264.38	
					76232	COPY PAPER-ADMIN	201.19	
					76233	OFFICE SUPPLY-HRD	55.45	
					76234	OFFICE SUPPLY-ADMIN	124.11	
5247	11/16/01	325.91	ROYAL WHOLESALE ELECTRIC		76095	REPAIRS/MAINT	325.91	
5248	11/16/01	2,741.17	BATTERIES U.S.A. INC.		76190	REV VEH PARTS	2,741.17	
5249	11/16/01	73.23	REGISTER PAJARONIAN		76096	ADVERTISING	73.23	
5250	11/16/01	512.04	KENVILLE & SONS LOCKSMITH		76097	REPAIRS/MAINT	512.04	
5251	11/16/01	77.15	COAST PAPER & SUPPLY INC.		76098	CLEANING SUPPLIES	77.15	
5252	11/16/01	14,843.03	SANTA CRUZ MUNICIPAL UTILITY		76099	9/1-10/31 PACIFIC	66.29	
					76100	9/1-10/31 PACIFIC	6,731.03	
					76101	8/31-10/30 GOLF CLUB	1,416.31	
					76102	8/31-10/30 RIVER ST	3,122.51	
					76103	8/31-10/30 ENCINAL	165.50	
					76104	8/31-10/30 DUBOIS	1,183.60	

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CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
					76105	8/31-10/30 ENCINAL	1,432.80	
					76191	8/31-11/1 PACIFIC	724.99	
5253	11/16/01	10,999.68	085 DIXON & SON, INCORPORATED		76106	OUT REPAIR REV VEH	577.00	
					76107	OCT TIRES & TUBES	10,422.68	
5254	11/16/01	75,834.71	101 EOS CLAIMS SERVICES, INC.		76108	GCT W/C TRUST ACCT	75,834.71	
5255	11/16/01	381.06	107 SAN LORENZO LUMBER CO., INC.		76109	REPAIRS/MAINT	381.06	
5256	11/16/01	2,238.60	110 TRANSMART		76192	DEC CUSTODIAN SVCS	2,238.60	
5257	11/16/01	21.18	115 SNAP-ON TOOLS CORPORATION		76110	EMPLOYEE TOOLS	21.18	
5258	11/16/01	8,979.71	117 GILLIG CORPORATION		76111	REV VEH PARTS	205.93	
					76112	REV VEH PARTS	4,286.04	
					76113	REV VEH PARTS	3,507.69	
					76114	REV VEH PARTS	149.12	
					76115	REV VEH PARTS	331.00	
					76116	REV VEH PARTS	86.92	
					76117	REV VEH PARTS	320.08	
					76118	REV VEH PARTS	92.93	
5259	11/16/01	3,245.95	134 PAY WIRELESS SYSTEMS		76193	OUT REPAIR EQUIP 226	3,245.95	
5260	11/16/01	919.49	135 SANTA CRUZ AUTO PARTS, INC.		76119	REV VEH PARTS/SUPPLY	919.49	
5261	11/16/01	460.15	147 ZEE MEDICAL SERVICE		76120	SAFETY SUPPLIES	460.15	
5262	11/16/01	686.76	149 SANTA CRUZ SENTINEL		76194	OCTOBER ADS	686.76	
5263	11/16/01	515.48	156 PRINT GALLERY, THE		76121	PRINTING - PLANNING	515.48	
5264	11/16/01	808.99	166 HOSE SHOP, INC., THE		76122	REV VEH PARTS/SUPPLY	607.02	
					76123	REPAIRS/MAINT	201.97	
5265	11/16/01	1,007.75	170 TOWNSEND'S AUTO PARTS		76124	REV VEH PARTS/SUPPLY	1,007.75	
5266	11/16/01	431.39	172 CENTRAL WELDERS SUPPLY, I NC.		76125	PARTS & SUPPLIES	421.39	
5267	11/16/01	36.20	173 AGM RISK SERVICES INC.		76126	EMPLMNT LIABILITY	36.20	
5268	11/16/01	1,242.08	191 GOLDEN GATE PETROLEUM		76127	OCT FULES	1,242.08	
5269	11/16/01	813.95	211 BOWMAN DISTRIBUTION		76195	PARTS & SUPPLIES 773	813.95	
5270	11/16/01	1,794.00	216 LABOR READY, INC.		76128	TEMPS W/E 11/2 FAC	598.00	
					75129	TEMPS W/E 10/26 FAC	598.00	
					76196	TEMPS W/E 11/2 FAC	598.00	
5271	11/16/01	3,488.80	221 VEHICLE MAINTENANCE PROGRAM		76130	REV VEH PARTS 1733	1,803.45	
					75157	REV VEH PARTS 1685	1,685.35	
5272	11/16/01	247.11	289 MUNCIE RECLAMATION & SUPPLY		76131	REV VEH PARTS	247.11	
5273	11/16/01	250.00	292 NORTH COUNTY RECOVERY & TOWING		76132	OUT REPAIR REV VEH	250.00	
5274	11/16/01	783.86	294 ANDY'S AUTO SUPPLY		76133	REV VEH PARTS/SUPPLY	783.86	
5275	11/16/01	266.36	316 WATSONVILLE AUTO SUPPLY		75134	REV VEH PARTS	266.36	
5276	11/16/01	4,350.00	350 NEW HORIZONS		76198	TRAINING CLASSES 30	4,350.00	
5277	11/16/01	36.94	372 FEDERAL EXPRESS		76135	POSTAGE & MAILINGS	36.94	
5278	11/16/01	18,211.76	376 MULTISYSTEMS, INC		76136	SEPT PROF SVCS	9,566.24	
					75137	DEC-JAN PROF SVCS	8,645.52	
5279	11/16/01	338.04	405 JOHN'S ELECTRIC MOTOR		76138	OUT REPAIR EQUIPT	338.04	
5280	11/16/01	144.81	424 VERIZON WIRELESS-PAGERS		76139	NOV PAGERS	144.81	
5281	11/16/01	150.00	434A VERIZON WIRELESS		76140	NOV REPEATER	150.00	
5282	11/16/01	271.18	436 WEST GROUP PAYMENT CTR		76141	LITIGATION HANDBOOK	80.81	
					76142	SEPT ACCESS CHARGES	190.37	
5283	11/16/01	2,063.41	480 DIESEL MARINE ELECTRIC		76143	REV VEH PARTS	2,063.41	
5284	11/16/01	410.00	481 PIED PIPER EXTERMINATORS, INC.		76144	OCT PEST CONTROL	410.00	
5285	11/16/01	1,650.00	490 FAST RESPONSE ON-SITE		76145	PROF/TECH SVCS	1,650.00	
5286	11/16/01	269,106.00	508 COMPLETE COACH WORKS		76146	OUT REPAIR REV VEH	134,553.00	

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				76147	OUT REPAIR REV VEH	134,553.00	
5287	11/16/01	636.55	511 LUMINATOR	76148	PARTS & SUPPLIES 38	48.94	
				76199	REV VEH PARTS 583	587.61	
5288	11/16/01	116.05	524 JIM'S BUSINESS MACHINES CO.	76150	TIMECLOCK RIBBONS	116.05	
5289	11/16/01	480.00	533 LINDSKOG P. E., ROBERT	76151	PROF SVCS 10/15-16	480.00	
5290	11/16/01	75.00	540 SUPERIOR ALARM	76152	OUT REPAIR BLDG/IMP	75.00	
5291	11/16/01	360.00	571 MONTEREY INFORMATION TECH.	76153	PROF/TECH SVCS	360.00	
5292	11/16/01	22,229.90	582 TOYOTA OF SANTA CRUZ	76154	TOYOTA PRIUS SEDAN	22,229.90	
52513	11/16/01	4,099.80	585 IDEAL ENVIRONMENTAL	76155	STORAGE CONTAINER	4,099.80	
5294	11/16/01	1,565.32	587 JAGUAR DESIGN STUDIO	76156	BUS CARDS/POSTERS	1,565.32	
5295	11/16/01	383.00	614 TESSCO TECHNOLOGIES, INC.	76157	REV VEH PARTS	383.00	
5296	11/16/01	2,367.95	629 HUGHES & ASSOCIATES	76158	PROF SVCS 10/2-22	2,367.95	
5297	11/16/01	39,603.24	633 PRUDENTIAL HEALTHCARE	76200	NOV DENTAL INS.	39,603.24	
5298	11/16/01	8,857.50	636 SCHARRENBERG LAW OFFICES	76201	PROF SVCS 9/5-10/12	8,857.50	
5299	11/16/01	43.49	647 GFI BENFARE	76202	FREIGHT CHARGES	43.40	
5300	11/16/01	1,175.00	650 CENTRAL COAST LANDSCAPE	76203	OCT LANDSCAPE	1,175.00	
5301	11/16/01	783.50	656 SIRENNET.COM	76204	REV VEH PARTS 748	783.50	
5302	11/16/01	22.95	657 VISUAL STUDIO MAGAZINE	76205	SUBSCRIPTION - 1 YR	22.95	
5303	11/16/01	373.40	658 RENAISSANCE ESMERALDA RESORT	76206	HOTEL & SHUTTLE	373.40	
534	11/16/01	312.50	659 ARMADA GROUP, INC.	76207	CONSULTING SVCS	312.50	
5305	11/16/01	6.00	708 CALIFORNIA HIGHWAY PATROL	76208	REPORT FEE	6.00	
5306	11/16/01	289.92	710 S & J PRODUCTS	76209	REV VEH PARTS 271	289.92	
5307	11/16/01	572.56	775 STAR MACHINE & TOOL CO.	76210	PARTS/SUPPLIES 565	572.56	
5308	11/16/01	319.91	783 HOUSE OF MACHINING, INC.	76211	OUT REPAIR EQUIPT	319.91	
5309	11/16/01	450.90	7% CHALK'S TRUCK PARTS, INC.	76212	SMALL TOOLS 449	450.90	
5310	11/16/01	169.40	932 A.L. LEASE COMPANY, INC.	76213	RENTAL - CHIPPER	169.40	
5311	11/16/01	66.42	973 SANTA CRUZ DODGE	76214	REV VEH PARTS	66.42	
5312	11/16/01	80.00	E012 ASPESI, JOHN	76215	TUB TRAINING 11/29	80.00	
5313	11/16/01	35.45	E012A ASPESI, JOHN	76216	BID REFRESHMENTS	35.45	
5314	11/16/01	42.00	E091 MELLON, JOHN	76217	LUNCH & PARKING FEES	42.00	
5315	11/16/01	64.00	E245 GALLEGOS, JUAN	76218	DMV FEES - FLEET	64.00	
5316	11/16/01	64.00	E246 HERNANDEZ, EFRAIN	76219	DMV FEES - FLEET	64.00	
5317	11/16/01	120.00	E397 GALLAGHER, MARGARET	76220	CALTIP CONF 12/6-7	120.00	
5318	11/16/01	139.99	M001 HORTON, JOSEPH	76221	DEC MEDICAL PREMIUM	130.00	
5319	11/16/01	130.00	M002 RACKLEY, EARL	76222	DEC MEDICAL PREMIUM	130.00	
5320	11/16/01	65.00	M003 WYANT, JUDI	76223	DEC MEDICAL PREMIUM	65.00	
5321	11/16/01	65.00	M005 ROSS, EMERY	76224	DEC MEDICAL PREMIUM	65.00	
5322	11/16/01	169.00	M006 VAN DER ZANDE, E D	76225	DEC MEDICAL PREMIUM	169.00	
5323	11/16/01	122.00	M007 BLAIR-ALWARD, GREGORY	76226	DEC MEDICAL PREMIUM	122.00	
5324	11/16/01	122.00	M008 CAMPOS, ARVILLA	76227	DEC MEDICAL PREMIUM	122.00	
5325	11/16/01	339.00	M009 FREEMAN, MARY	76228	DEC MEDICAL PREMIUM	339.00	
5326	11/16/01	122.00	M010 SHORT, SLOAN	76229	DEC MEDICAL PREMIUM	122.00	
5327	11/16/01	46.00	M011 LAWSON, LOIS	76230	DEC MEDICAL PREMIUM	46.00	
5328	11/16/01	46.00	M012 ROSE, JACK	76231	DEC MEDICAL PREMIUM	46.00	
5329	11/16/01	38.00	M013 JAHNKE, ELJEEM	76232	DEC MEDICAL PREMIUM	38.00	
5330	11/16/01	228.23	R364 NORTH COUNTY RECOVERY AND	76233	SETTLEMENT PROP DMG	228.23	
5331M	11/20/01	2,030.00	080 STATE BOARD OF EQUALIZATION	76234	OCT PREPAY USE TAX	2,030.00	MANUAL
					OCT PREPAY USE TAX		
5332	11/30/01	3,105.68	001 PACIFIC BELL/SAC	76236	NOV SUMMARY BILL	2,325.14	
				76237	NOV PHONE LINE-MIS	345.72	

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					76238	NOV PHONE LINE - MIS	343.72	
					76239	NOV PHONE LINE- MIS	73.10	
5333	11/30/01	36.74	001025	COUNTY OF SANTA CRUZ	76240	OCTOBER WOODWASTE	36.74	
5334	11/30/01	9.37	001072	BETSON WEST	76241	LAMP - FACILITIES	9.37	
5335	11/30/01	415.71	001263	ABBOTT STREET RADIATOR	76242	LOW FLOOR RADIATOR	415.71	
5336	11/30/01	1,110.00	001492	EVERGREEN	76243	HAZ WASTE DISPOSAL	1,110.00	
5337	11/30/01	198.00	001523	SANTA CRUZ MEDICAL CLINIC	76342	OCT MEDICAL EXAMS	66.00	
					76343	OCT MEDICAL EXAMS	132.00	
5338	11/30/01	283.00	001752	THOMPSON PUBLISHING GROUP, INC.	76344	LEAVE & DISABLT	283.00	
5339	11/30/01	43,710.00	001762	COMMUNITY BRIDGES	76244	NOV DISPATCH FEE	3,710.00	
5340	11/30/01	7,333.00	001774	EDS CLAIMS SERVICES, INC.	76245	12/24-1/23 W/C FEE	7,333.00	
5341	11/30/01	2,008.92	001800	THERMO KING OF SALINAS, INC	76345	REV VEH PARTS/REPAIR	2,008.92	
5342	11/30/01	70.00	001856	BAY COMMUNICATIONS	76246	OCTOBER PHONE REPAIR	70.00	
5343	11/30/01	1,494.50	001991	BAY STAFFING	76346	TEMPS W/E 1 1/11 FLT	1,494.50	
5344	11/30/01	319.41	002005	TRANSIT RESOURCES, INC.	76347	REV VEH PARTS	319.41	
5345	11/30/01	523.09	002022	WESTCOAST LEGAL SERVICE	76348	OCT PROF SVCS	523.09	
5346	11/30/01	59.53	002063	COSTCO	76247	PHOTO PROCESSING	56.29	
					76248	PHOTO PROCESSING	3.24	
5347	11/30/01	1,223.42	002117	IULIANO, NICK	76249	01/02 PROPERTY TAXES	1,223.42	
5348	11/30/01	311.17	002161	APPLIED INDUSTRIAL TECH	76250	REPAIR/MAINT FAC	264.46	
					76349	REPAIRS/MAINT SUPPLY	46.71	
5349	11/30/01	1,194.08	002192	BAY EQUIPMENT & REPAIR	76350	REPAIR VEH #9822	1,194.08	
5350	11/30/01	274.60	002413	ERIK'S DELICAFE, INC.	76351	WINTERBIDLUNCH	274.60	
5351	11/30/01	128.00	002567	DEPARTMENT OF JUSTICE	76251	OCT FINGERPRINTS	128.00	
5352	11/30/01	110.86	002610	FREDERICK ELECTRONICS CORP.	76253	ADDITIONAL DEC RENT	110.86	
5353	11/30/01	1,845.00	002654	VNA OF SANTA CRUZ	76254	FLU SHOTS	1,845.00	
5354	11/30/01	13,222.68	002686	WATERLEAF ARCHITECTURE	76255	PROF SVCS TO 10/26	13,222.68	
5355	11/30/01	1,079.93	002713	SANTA CRUZ AUTO TECH, INC	76256	OUT REPAIR OTHER VEH	67.65	
					76257	REPAIR VEH #8022	567.06	
					76258	PARTS FOR BRAKE REP.	123.35	
					76259	REPAIR VEH #8021	301.85	
5356	11/30/01	871.67	009	PACIFIC GAS & ELECTRIC	76260	10/10-11/8 KINGS VLG	21.16	
					76261	10/10-11/8 KINGS VLG	fi.23	
					75262	10/10-11/8 KINGS VLG	722.99	
					76263	10/12-11/14 PAUL SWT	116.29	
5357	11/30/01	161.06	013	MCI SERVICE PARTS, INC.	76264	REV VEH PARTS	161.06	
5358	11/30/01	17.00	014	CABRILLO COLLEGE	76265	NOV FINGERPRINTING	17.00	
5359	11/30/01	2,032.05	018	SALINAS VALLEY FORD SALES	76266	REV VEH PARTS	2,032.05	
5360	11/30/01	1,745.00	056	GREEN LINE	76267	HAZ WASTE DISPOSAL	1,745.00	
5361	11/30/01	1,863.71	057	U.S. BANK	76352	4231-2400-0554-7229	1,863.71	
5362	11/30/01	99.55	079	SANTA CRUZ MUNICIPAL UTILITY	76268	10/1-10/31 LANDFILL	99.55	
5363	11/30/01	840.75	081	KAR PRODUCTS	76269	REV VEH PARTS/SUPPLY	840.75	
5364	11/30/01	120.00	083	THYSSENKRUPP ELEVATOR -042	76270	NOV ELEVATOR SVC	120.00	
5365	11/30/01	246.25	090	CRYSTAL SPRINGS WATER CO.	76353	OCT/NOV WATER FLEET	246.25	
5366	11/30/01	2,450.00	116	SANTA CRUZ COMMUNITY	76354	6/1-8/31 PROF SVCS	2,450.00	
5367	11/30/01	3,573.37	117	BILLIS CORPORATION	76271	REV VEH PARTS	197.54	
					76272	REV VEH PARTS	694.13	
					76273	REV VEH PARTS	638.86	
					76274	REV VEH PARTS	1,842.84	
5368	11/30/01	224.00	126	EUCALYPTUS COMMERCIAL SERVICES	76275	SVTC SWEEPING	224.00	

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5669	11/29/01	1,913.21	130 WATSONVILLE CITY WATER DEPT.	76276	10/1-11/1 RODRIGUEZ	9.06	
				76277	10/1-11/1 SAKATA LN	70.98	
				76278	10/1-11/1 SAKATA LN	12.80	
				76279	9/5-11/2 RODRIGUEZ	57.56	
				76280	11/15 CONTAINER	1,230.00	
				76281	9/5-11/2 RODRIGUEZ	474.98	
				76282	9/5-11/2 RODRIGUEZ	57.83	
5370	11/30/01	238.78	147 ZEE MEDICAL SERVICE	76283	SAFETY SUPPLIES	238.78	
5371	11/30/01	577.81	148 ZEP MANUFACTURING COMPANY	76284	CLEANING SUPPLY	577.81	
5372	11/30/01	75.00	150 U.C. REGENTS	76285	OCT ROOM RENTAL	75.00	
5373	11/30/01	41.02	161 OCEAN CHEVROLET INC	76286	REV VEH PARTS	41.02	
5374	11/30/01	120.19	172 CENTRAL WELDERS SUPPLY, INC.	76355	PARTS / RENTALS	120.19	
5375	11/30/01	7,067.17	180 MANPOWER TEMPORARY SERVICE INC	76356	TEMPS W/E 10/21 FLT	1,352.80	
				76357	TEMPS W/E 10/21 HRD	1,735.92	
				76358	TEMPS W/E 10/28 FLT	676.40	
				75359	TEMPS W/E 10/14 HRD	1,859.49	
				76360	TEMPS W/E 11/4 HRD	1,442.56	
5376	11/30/01	120.57	186 WILSON, GEORGE H., INC.	76287	REPAIRS/MAINT	120.57	
5377	11/30/01	25.00	188 PACIFIC BUS MUSEUM	76361	ANNUAL MEMBERSHIP	25.00	
5378	11/30/01	34.25	210 HOLIDAY MUFFLER SERVICE	76288	REPAIR MUFFLER #2021	94.26	
5379	11/30/01	211.04	215 IKON OFFICE SOLUTIONS	76289	11/1-12/1 COPIER-OPS	211.04	
5380	11/30/01	478.40	215 LABOR READY, I NC.	76290	TEMPS W/E 11/9 FAC	478.40	
5381	11/30/01	772.30	221 VEHICLE MAINTENANCE PROGRAM	76291	REV VEH PARTS 750	772.30	
5382	11/30/01	7,430.00	235 RBK CONSULTING SERVICE	75352	PROF SVCS 9/3-11	7,430.00	
5383	11/30/01	976.86	282 GRAINGER INC, W. W.	76292	SHOP CART DRAWER	32.55	
				76293	REPAIRS/MAINT	233.25	
				76294	REPAIRS/MAINT	710.98	
5384	11/30/01	320.00	283 RECALL SECURE DESTRUCTION	75295	SHREDDING O F BOXES	320.00	
5385	11/30/01	130.00	357 COMMUNITY TELEVISION OF	75295	MTG 10/19/01	130.00	
5386	11/30/01	24,123.92	378 STEWART & STEVENSON	76297	OUT REPAIR REV VEH	502.00	
				75298	OUT REPAIR REV VEH	7,380.24	
				76299	OUT REPAIR REV VEH	11,179.33	
				76300	REV VEH PARTS	79.60	
				76301	ENGINE TRAINING	650.00	
				76302	REV VEH PARTS/SUPPLY	4,331.75	
5387	11/30/01	913.05	395 APPLIED GRAPHICS, INC.	76303	PROMO ITEMS	913.05	
5388	11/30/01	280.37	399 SEARS	76304	DRILL KIT - FACILITY	280.37	
5389	11/30/01	2,609.60	432 EXPRESS PERSONNEL SERVICES	7630J	TEMPS W/E 10/28 HRD	1,780.80	
				76306	TEMPS W/E 10/14 HRD	828.80	
5390	11/30/01	2,062.00	433 AMPAC BUILDING MAINTENANCE	76307	OCT MAINT SVTC	2,062.00	
5391	11/30/01	45.00	440 RUNFOROFFICE.COM	76308	OCT-DEC LOBBY REPORT	45.00	
5392	11/30/01	500.00	451 MARKOWITZ, PAUL	76309	CONCRETE SLAB	500.00	
5393	11/30/01	23.05	460 SAFETY ENVIRONMENTAL CONTROL	76310	CLEANING SUPPLIES	23.05	
5394	11/30/01	43.31	461 VULTRON INC.	76364	REV VEH PARTS	43.31	
5395	11/30/01	1,051.10	480 DIESEL MARINE ELECTRIC	76311	REV VEH PARTS	1,051.10	
5396	11/30/01	160.00	481 FIED PIPER EXTERMINATORS, INC.	76312	NOV PEST CONTROL	160.00	
5397	11/30/01	29.97	494 FC MAGAZINE	75313	ONE YR SUBSCRIPTION	29.97	
5398	11/30/01	22,650.28	500 PAIGE'S SECURITY SERVICES, INC	76314	OCT SECURITY	22,650.28	
5399	11/30/01	269,106.00	508 COMPLETE COACH WORKS	76365	OUT REPAIR REV VEH	007,102.00	
5400	11/30/01	191.92	510 ASDCM HASLER LEASING	73315	POSTAGE METER	191.92	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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5401	11/30/01	110.00	525	KION TV		76316	TAPE COPIES-PLANNING	110.00	
5402	11/30/01	371.34	527	RECARD NORTH AMERICA, INC.		76317	REV VEH PARTS 563	371.34	
5403	11/30/01	316.35	566	CALISTOGA SPRING WATER CO.		76318	OCT/NOV WATER ADMIN	178.16	
						76319	OCT/NOV WATER-PLANG	128.17	
5404	11/30/01	113.16	579	LAB SAFETY SUPPLY INC.		76320	PARTS/ SUPPLIES 93	113.16	
5405	11/30/01	183.28	582	TOYOTA OF SANTA CRUZ		76321	REV VEH PARTS	183.28	
5406	11/30/01	1,728.00	629	HUGHES & ASSOCIATES		76322	INVESTIGATIVE SVCS	439.95	
						76366	INVESTIGATIVE SVCS	1,288.05	
5407	11/30/01	239.92	630	SAFEWAY		76367	WINTER BID LUNCH	239.92	
5408	11/30/01	497.45	647	BFI GENFARE		76323	SMALL TOOLS	497.45	
5409	11/30/01	131.95	667	CITY OF SCOTTS VALLEY		76324	11/15 KINGS VLG	131.95	
5410	11/30/01	716.83	779	STAR MACHINE & TOOL CO.		76325	PARTS & SUPPLIES 702	716.83	
5411	11/30/01	229.66	785	COTTERMAN COMPANY		76326	PARTS/SUPPLIES	229.66	
5412	11/30/01	203.43	788	SCMTD PETTY CASH - FINANCE		76368	REIMB PETTY CASH	203.43	
5413	11/30/01	160.80	794	MCBRIDE & ASSOCIATES		76327	PROF SVCS-OCT	160.80	
5414	11/30/01	400.00	799	GREAT WEST		76328	DEFERRED COMP PLAN	200.00	
						76369	DEFERRED COMP PYMNT	200.00	
5415	11/30/01	37.66	980	MCMASTER-CARR SUPPLY CO		76329	REPAIRS/MAINT	37.66	
5416	11/30/01	100.00	B001	AINSWORTH, SHERYL		76330	NOV BOARD MEETINGS	100.00	
5417	11/30/01	100.00	B002	ALMQUIST, JEFF		76331	NOV BOARD MEETINGS	100.00	
5418	11/30/01	100.00	B003	BEAUTZ, JAN		76332	NOV BOARD MEETINGS	100.00	
5419	11/30/01	100.00	B004	FITZMAURICE, TIM		76333	NOV BOARD MEETINGS	100.00	
5420	11/30/01	50.00	B005	GABRIEL, BRUCE		76334	NOV BOARD MEETINGS	50.00	
5421	11/30/01	50.00	B006	HINKLE, MICHELLE		76335	NOV BOARD MEETINGS	50.00	
5422	11/30/01	100.00	B007	KEOGH, MICHAEL		76336	NOV BOARD MEETINGS	100.00	
5423	11/30/01	100.00	B008	KROHN, CHRISTOPHER		76337	NOV BOARD MEETINGS	100.00	
5424	11/30/01	100.00	B011	REILLY, EMILY		76338	NOV BOARD MEETINGS	100.00	
5425	11/30/01	104.08	E021	HILTNER, THOMAS		76339	REIMB TRAVEL EXPENSE	104.08	
5426	11/30/01	326.13	E239	SLALOR ROBYN		76370	REIMB TRAVEL EXPENSE	326.13	
5427	11/30/01	100.00	E404	WILSON, BONNIE		76371	WINTER BID LUNCH	100.00	
5428	11/30/01	15.07	E521	HERNANDEZ, JAIME		76340	OVERTIME MEAL	15.07	
5429	11/30/01	49.37	E522	CARR, DALE		76341	BOARD REFRESHMENTS	49.37	
TOTAL		1,672,930.63		COAST COMMERCIAL BANK			TOTAL CHECKS	345	1,672,930.63

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

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	TRANSACTION COMMENT
5430	12/07/01	64,157.62	001316 DEVCO OIL	76375	NOVEMBER FUEL	64,157.62	
5431	12/07/01	151,247.83	502 PUBLIC EMPLOYEES'	76374	DEC MEDICAL INS.	151,247.83	
5432	12/07/01	86.19	E247 MOORE, DIANE	76375	REIMBURSE MICROWAVE	86.19	
5433	12/07/01	223.92	E117 LIPPERD, SANDRA	76512	REIMB WINTER BID LNC	223.92	MANUAL
5434	12/14/01	620.43	001 PACIFIC BELL/SAC	76376	DEC PHONE LINE MIS	620.43	
5435	12/14/01	9,410.52	001043 VISION SERVICE PLAN	76377	DEC VISION INS.	9,410.52	
5436	12/14/01	5,704.92	001063 NEW FLYER INDUSTRIES LIMITED	76378	REV VEH PARTS 1443	1,442.95	
				76379	REV VEH PARTS (307)	-307.41	
				76380	REV VEH PARTS 2694	2,694.14	
				76381	REV VEH PARTS 445	445.00	
				76382	REV VEH PARTS 477	476.68	
				76383	REV VEH PARTS 954	953.56	
5437	12/14/01	7.11	001072 BETSON WEST	76384	REPAIR/MAINT SUPPLY	7.11	
5438	12/14/01	1,938.22	001230 CAPITOL CLUTCH AND BRAKE, INC	76385	REV VEH PARTS	1,938.22	
5439	12/14/01	499.00	001257 DOMINICAN HOSPITAL OF S C	76386	OCT DRUG TESTING	499.00	
5440	12/14/01	431.88	001263 ABBOTT STREET RADIATOR	76387	OUT REPAIR REV VEH	431.88	
5441	12/14/01	128.35	001315 WASTE MANAGEMENT OF S C	76388	NOV MT HERMON RD	16.40	
				76389	NOV KINGS VLG RD	111.95	
5442	12/14/01	36,375.74	001616 UNUM	76390	DEC LTD INS.	36,375.74	
5443	12/14/01	244.60	001627 NEW PIG CORPORATION	76391	REPAIRS/MAINT SUPPLY	244.60	
5444	12/14/01	63.57	001636 GWENTHER COMPUTER PRODUCTS	76392	COMPUTER SUPPLIES	63.57	
5445	12/14/01	90.98	001737 UNITED STATES PLASTIC CORP.	76393	SAFETY SUPPLIES 63	90.98	
5446	12/14/01	4,434.80	001745 IIT HARTFORD	76394	DEC LIFE/AD&D INS.	4,434.80	
5447	12/14/01	172,484.29	001762 COMMUNITY BRIDGES	76395	OCT ADA PARATRANSIT	172,484.29	
5448	12/14/01	489.91	001936 WORLDCOM TECHNOLOGIES, INC.	76396	NOV LONG DISTANCE	489.91	
5449	12/14/01	135.00	001945 SANTA CRUZ COUNTY BAR ASSN	76397	2002 MEMBER DUES	135.00	
5450	12/14/01	1,795.50	001991 BAY STAFFING	76398	TEMPS W/E 11/18 FLT	787.50	
				76399	TEMPS W/E 11/11 PLNG	1,008.00	
5451	12/14/01	244.16	002028 WESTCOAST LEGAL SERVICE	76400	OTHER CASUALTY EXP.	244.16	
5452	12/14/01	577.97	002063 COSTCO	76401	PHOTO PROCESS-OPS	27.68	
				76402	COFFEE SUPPLIES	113.90	
				76403	DESK- LEGAL DEPT	436.99	
5453	12/14/01	37.00	002069 A TOOL SHED, INC.	76404	RENTAL STEAM CLEANER	37.00	
5454	12/14/01	34.75	002162 ALEXANDER HAMILTON	76405	RECORD KEEPING REQ	34.75	
5455	12/14/01	2,000.00	002267 SHAW & YODER	76406	OCT LEGISLATIVE	2,000.00	
5456	12/14/01	5,997.88	002287 CALIFORNIA SERVICE EMPLOYEE	76407	DEC MEDICAL INS.	5,997.88	
5457	12/14/01	588.02	002323 NORTHERN SAFETY CO., INC.	76408	SAFETY SUPPLIES 470	588.02	
5458	12/14/01	696.88	002399 FREEDOM SHEET METAL, INC.	76409	REPAIR THERMOSTAT	696.88	
5459	12/14/01	2,656.11	002609 CLEANSOURCE	76411	CLEANING SUPPLIES	2,656.11	
5460	12/14/01	253.80	002643 IOS CAPITAL	76412	12/22-1/21 COPIER	253.80	
5461	12/14/01	197.00	002675 WEST GROUP	71413	CA CODE-REGULATIONS	197.00	
5463	12/14/01	10,786.01	009 PACIFIC GAS & ELECTRIC	76417	10/29-11/30 GOLF CLB	1,537.29	
				76418	10/29-11/30 GOLF CLB	411.07	
				76419	10/29-11/30 RIVER ST	88.66	
				76420	10/29-11/30 RIVER ST	1,618.67	
				76421	11/1-12/4 PACIFIC AV	1,408.25	
				76422	10/30-12/1 ENCINAL	257.29	
				76423	10/30-12/1 HARVEY WT	31.80	
				76424	10/30-11/30 DUBOIS	588.77	

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CHK 15ER	CHECK DATE	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
				76425	10/30-11/30 DUBOIS	575.24	
				76426	10/30-12/1 ENCINAL	2,067.10	
				76427	11/1-12/4 PACIFIC AV	586.75	
				76428	10/29-11/30 BENCH ST	94.51	
				76429	10/29-11/30 RODRIGUZ	27.64	
				76430	10/29-11/30 RODRIGUZ	1,284.96	
				76431	10/26-11/28 SAKATA	10.50	
				76432	10/26-11/28 SAKATA	10.50	
				76433	10/4-11/1 PACIFIC AV	184.61	
5464	12/14/01	323.69 020	ADT SECURITY SYSTEMS.	76445	DEC ALARMS	240.66	
				76446	DEC ALARMS	83.03	
5465	12/14/01	86.18 036	KELLY-MOORE PAINT CO INC.	76435	REPAIRS/MAINT SUPPLY	86.18	
5466	12/14/01	1,670.13 039	KINKO'S INC.	76436	PRINTING -PLANNING	48.49	
				76437	PRINTING-PLANNING	781.43	
				76438	PRINTING - ADMIN	411.50	
				76439	PRINTING - LEGAL	18.04	
				76440	PRINTING - OPS	430.67	
5467	12/14/01	467.20 041	MISSION UNIFORM	76434	UNIFORMS/LAUNDRY	467.20	
5468	12/14/01	147.50 067	ROTO-ROOTER SEWER/PLUMBING	76416	OUT REPAIR BLDG/IMP	147.50	
5469	12/14/01	3,203.41 068	UNITED LABORATORIES	76414	REPAIRS/MAINT SUPPLY	2,311.62	
				76415	REPAIRS/MAINT SUPPLY	891.79	
5470	12/14/01	216.93 075	COAST PAPER & SUPPLY INC.	76443	CLEANING SUPPLY	216.93	
5471	12/14/01	10,774.40 025	DIXON & SON, INCORPORATED	76441	NOV TIRES/TUBES	10,073.15	
				76442	OUT REPAIR REV VEH	721.25	
5472	12/14/01	558.53 096	COASTAL TRAINING TECHNOLOGIES	76444	SAFETY SUPPLIES	558.53	
5473	12/14/01	98,092.50 101	EDS CLAIMS SERVICES, INC.	76447	NOV W/C TRUST ACCT	98,092.50	
5474	12/14/01	856.62 107	SAN LORENZO LUMBER CO., INC.	76448	REPAIRS/MAINT SUPPLY	856.62	
5475	12/14/01	76.55 113	SCMTD PETTY CASH - FLEET	76449	7/30-11/23 PETTY CSH	76.55	
5476	12/14/01	475.69 117	BILLIG CORPORATION	76450	REV VEH PARTS	26.99	
				76451	REV VEH PARTS	114.41	
				76452	REV VEH PARTS	334.29	
5477	12/14/01	158.30 122	SCMTD PETTY CASH - OPS	76453	10/1-11 /27 PETTY CSH	158.30	
5477P	12/14/01	-158.30 122	SCMTD PETTY CASH - OPS	26669	VOID CHECK	-158.30	PRE-PAID
					VOID CHECK		
5478	12/14/01	282.10 144	BOSS MANUFACTURING CO.	76454	SAFETY SUPPLIES	282.10	
5479	12/14/01	2,617.85 163	COMMUNITY PRINTER, INC.	76455	COPY SEIU CONTRACTS	2,617.85	
5480	12/14/01	1,368.90 166	HOSE SHOP, INC.,THE	76456	REPAIRS/MAINT SUPPLY	129.65	
				76457	REV VEH PARTS/SUPPLY	1,239.25	
5481	12/14/01	1,386.77 170	TOWNSEND'S AUTO PARTS	76458	REV VEH PARTS	1,386.77	
5482	12/14/01	166.98 187	POLAR RADIATOR SERVICE INC	76459	OUT REPAIR REV VEH	166.98	
5483	12/14/01	1,581.62 191	GOLDEN GATE PETROLEUM	76460	NOV FUELS	1,581.62	
5484	12/14/01	539.00 192	ML WAYS UNDER PRESSURE	76461	REPAIRS/MAINT SUPPLY	539.00	
5485	12/14/01	211.04 215	IKON OFFICE SOLUTIONS	76462	9/1-10/1 COPIER	211.04	
5486	12/14/01	740.02 216	LABOR READY, INC.	76463	TEMP W/E 11/16 FAC	740.02	
5487	12/14/01	2,401.69 220	JONES COMPANY, THE ED	76464	SAFE DRIVER PANELS	2,401.69	
5488	12/14/01	225.00 271	CARLSON, BRENT D., M.D., INC.	76465	NOV DRUG TESTING	225.00	
5489	12/14/01	884.41 282	BRAINER INC. W. W.	76466	CLEANING SUPPLIES	884.41	
5490	12/14/01	212.20 288	MUNCIE RECLAMATION & SUPPLY	76467	REV VEH PARTS	131.22	
				76468	REV VEH PARTS	80.98	
5491	12/14/01	177.25 298	ERGOMETRICS	76469	SCORING SERVICES	177.25	

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CCK NUMBER	CHECK DATE	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
5492	12/14/01	759.00 309	GOOD TIMES	76470	PUBLIC HEARING ADS	759.00	
5493	12/14/01	1,295.80 362	MCBRIDE & ASSOCIATES	76471	COMPUTER SUPPLIES	1,295.80	
5494	12/14/01	132.17 372	FEDERAL EXPRESS	76473	NOV MAILINGS	132.17	
5495	12/14/01	1,282.13 378	STEWART & STEVENSON	76474	REV VEH PARTS	267.18	
				76475	OUT REPAIR REV VEH	1,014.95	
5496	12/14/01	610.00 384	DIRECT SAFETY	76476	PARTS & SUPPLIES	610.00	
5497	12/14/01	1,870.53 389	KENS AUTO PARTS, INC.	76477	REV VEH PARTS/SUPPLY	1,870.53	
5498	12/14/01	202.00 394	APPLIED DIGITAL SOLUTIONS	76478	PRINTER MAINT.	202.00	
5499	12/14/01	4,983.98 418	COUNTY OF SANTA CRUZ	76479	JAN-JUNE CNG FUEL	3,260.95	
				76480	JULY-SEPT CNG FUEL	1,722.03	
5500	12/14/01	1,629.60 432	EXPRESS PERSONNEL SERVICES	76481	TEMPS W/E 11/14	1,629.60	
5501	12/14/01	222.78 434	VERIZON WIRELESS-PAGERS	76482	DEC PAGERS	222.78	
5502	12/14/01	152.50 434A	VERIZON WIRELESS	76483	DEC REPEATER	152.50	
5503	12/14/01	205.95 447	FERRIS HOIST & REPAIR INC.	76484	PARTS/SUPPLIES	205.95	
5504	12/14/01	495.00 455	CREATE A CHECK, INC.	76485	OUT REPAIR EQUIPT	495.00	
5505	12/14/01	720.00 456	CLARK MIKE	76486	SPANISH TRANSLATION	720.00	
5506	12/14/01	1,914.72 480	DIESEL MARINE ELECTRIC	76487	REV VEH PARTS	1,914.72	
5507	12/14/01	150.00 490	FAST RESPONSE ON-SITE	76488	TESTING SVCS	75.08	
				76489	TESTING SVCS	75.00	
5508	12/14/01	4,427.00 492	SOUTH CAROLINA INSURANCE CO.	76490	FLOOD INSURANCE	4,427.00	
5509	12/14/01	843.97 511	LUMINATOR	76491	REV VEH PARTS 838	843.97	
5510	12/14/01	150.00 528	NCHRA-NORTHERN CALIFORNIA	76492	MEMBERSHIP DUES	150.00	
5511	12/14/01	245.93 546	GRANITE ROCK COMPANY	76493	REPAIRS/MAINT	245.93	
5512	12/14/01	180.00 571	MONTEREY INFORMATION TECH.	76494	PROF/TECH SVCS	180.00	
5513	12/14/01	123.85 579	LAB SAFETY SUPPLY INC.	76495	SAFETY SUPPLIES 116	123.85	
5514	12/14/01	80.00 627	A PROFESSIONAL SERVICE COMPANY	76496	SERVE SUMMONS	80.00	
5515	12/14/01	39,613.28 633	PRUDENTIAL HEALTHCARE	76497	DEC DENTAL INS	39,613.28	
5516	12/14/01	37,975.00 639	AIR LOGICS INC.	76498	REPLACE HVAC- M/C	37,975.00	
5517	12/14/01	46,187.05 647	GFI GENFARE	76499	FINAL PYMNT FAREBOX	46,187.05	
5518	12/14/01	1,175.00 650	CENTRAL COAST LANDSCAPE	76500	NOV LANDSCAPE	1,175.00	
5519	12/14/01	8,499.77 782	BLMYER ENGINEERS, INC.	76501	PROF SVCS CNG VEH	8,499.77	
5520	12/14/01	117.05 792	DAVENPORT'S UNION 76	76502	OUT REPAIR REV VEH	117.05	
5521	12/14/01	1,180.00 797	ACCOUNTABLE ROOFING	76503	REPAIR ROOF-RIVER ST	1,180.00	
5522	12/14/01	638.96 932	A.L. LEASE COMPANY, INC.	76504	REPAIRS/MAINT	638.96	
5523	12/14/01	110.54 E012	ASPEZI, JOHN	76505	NATURAL GAS MEETING	110.54	
5524	12/14/01	50.00 E235	THOMAS, RUSSELL	76506	DHV EXAM	50.00	
5525	12/14/01	49.00 E397	GALLAGHER, MARGARET	76507	COURT DOCUMENTS	49.00	
5526	12/14/01	16.00 E521	HERNANDEZ, JAIME	76508	OT MEAL	16.00	
5527	12/14/01	242.00 M014	HARRELL, LAURA	76509	DEC MEDICAL REIMBUSE	242.00	
5528	12/14/01	3,138.97 R365	TRAMMEL, MARK	76510	SETTLEMENT OF CLAIM	3,138.97	
5529	12/19/01	158.30 122	SCHMTD PETTY CASH - OPS	76664	PETTY CSH 10/1-11/27	158.30	MANUAL
5530	12/21/01	709.00 080	STATE BOARD OF EQUALIZATION	76665	NOV TAX PREPAY	709.00	MANUAL
5531	12/26/01	3,092.52 001	PACIFIC BELL/SAC	76513	DEC SUMMARY BILL	2,320.46	
				76514	DEC LINE - MIS	339.48	
				76515	DEC LINE - MIS	339.48	
				76516	DEC LINE - MIS	93.10	
5532	12/28/01	31.88 001025	COUNTY OF SANTA CRUZ	76517	DUMP FEES	31.88	
5533	12/28/01	40.72 001112	BRINK'S TROPHY SHOPPE	76518	UNIFORM LETTERS	40.72	

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

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

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
5534	12/28/01	1,366.07	001119	MACERICH PARTNERSHIP, LP, THE	76519	JAN - CAPITOLA MALL	1,366.07	
5535	12/28/01	327.65	001313	CONSOLIDATED PLASTICS CO INC.	76520	PARTS & SUPPLIES 285	327.65	
5536	12/28/01	2,375.00	001332	LIEBERT, CASSIDY & FRIERSON	76521	EMPL RELATIONS CONS.	2,375.00	
5537	12/28/01	785.00	001492	EVERGREEN	76522	HAZ WASTE DISP	785.00	
5538	12/28/01	26.06	001648	STEVE'S UNION	76523	FUELS & LUBRICANTS	26.06	
5539	12/28/01	43,710.00	001762	COMMUNITY BRIDGES	76524	DEC DISPATCH FEE	43,710.00	
5540	12/28/01	7,333.00	001774	EOB CLAIMS SERVICES, INC.	76525	1/24-2/23 W/C SVC	7,333.00	
5541	12/28/01	3,688.19	001800	THERMO KING OF SALINAS, INC	76526	REV VEH PARTS /SUPPLY	3,688.19	
5542	12/28/01	370.85	001812	GARDEN STATE INT'L TRUCK INC.	76527	REV VEH PARTS	370.85	
5543	12/28/01	900.00	001887	HUMPHREY, YVONNE A.	76528	JAN - VERNON ST LOT	900.00	
5544	12/28/01	478.00	001896	NATIONAL BUSINESS INSTITUTE	76529	AUTO INJ CLAIMS	239.00	
					76530	TRYING AUTO INJ CASE	239.00	
5545	12/28/01	450.00	001930	STATE BAR OF CALIFORNIA	76532	2002 MEMBERSHIP	450.00	
5546	12/28/01	1,557.50	001991	PAYSTAFFING	76531	TEMPS W/E 12/10 PLNG	1,557.50	
5547	12/28/01	905.34	002021	HALL KINTON	76533	TEMPS W/E 12/2 HRD	905.34	
5548	12/28/01	752.30	002028	WESTCOAST LEGAL SERVICE	76534	PROF SVC 11/19-12/5	752.30	
5549	12/28/01	2,825.00	002035	BOWMAN & WILLIAMS	76535	PROF SVC-CAP MALL	2,825.00	
5550	12/28/01	786.30	002063	COSTCO	76536	COLOR TV - ADMIN	305.89	
					76537	WINTER BID LUNCH	425.25	
					76538	PHOTO PROCESS-LEGAL	17.44	
					76539	PHOTO PROCESS-OPS	45.72	
5551	12/28/01	2,196.10	002106	AMERICAN SUPPLY COMPANY	76540	CLEAING SUPPLIES	2,196.10	
5552	12/28/01	28,761.47	002116	HINSHAW, EDWARD & BARBARA	76541	JAN - 370 ENCINAL	22,900.28	
					76542	JAN - 120 DUBOIS	5,861.19	
5553	12/28/01	10,173.30	002117	IULIANO, NICK	75543	JAN - 111 DUBOIS	10,173.30	
5554	12/28/01	1,586.59	002192	BAY EQUIPMENT & REPAIR	76544	OUT REPAIR REV VEH	1,586.59	
5555	12/28/01	360.00	002212	CONFLICT RESOLUTION PROGRAM	76545	MEDIATION SVCS	360.00	
5556	12/28/01	531.67	002323	NORTHERN SAFETY CO., INC.	76546	SHOVEL-FAC MAINT 36	42.30	
					76547	SAFETY SUPPLIES 220	319.65	
					76548	SAFETY SUPPLY 151	169.74	
5557	12/28/01	3,750.00	002346	CHANEY, CAROLYN & ASSOC., INC.	76549	DEC PROF SVCS	3,750.00	
5558	12/28/01	134.69	002380	MOBILE STORAGE GROUP, INC.	76550	11/19-12/17 CONT.	134.69	
5559	12/28/01	706.84	002607	CLEANSOURCE	76551	CLEANING SUPPLIES	706.84	
5560	12/28/01	2,328.16	002610	FREDERICK ELECTRONICS CORP.	76552	JAN - 375 ENCINAL	2,328.16	
5561	12/28/01	637.83	002639	NEXTEL COMMUNICATIONS	76553	10/26-11/25 PHONES	637.83	
5562	12/28/01	3,179.11	002713	SANTA CRUZ AUTO TECH, INC	76554	REPAIR VEH #8015	87.00	
					76555	OUT REPAIR VEH	3,092.11	
5563	12/28/01	776.88	004	NORTH BAY FORD LINC-MERCURY	76556	REV VEH PARTS	776.88	
5564	12/28/01	324.45	007	UNITED PARCEL SERVICE	76557	11/10-12/15 FREIGHT	324.45	
5565	12/28/01	1,851.11	009	PACIFIC GAS & ELECTRIC	76558	11/1-12/4 PACIFIC AV	162.06	
					76559	11/14-12/13 PAUL ST	79.48	
					76560	10/4-11/1 PACIFIC	919.10	
					76561	11/8-12/11 KINGS VLB	590.38	
					76562	11/8-12/11 J.KINGS VLB	15.43	
					76563	11/8-12/11 KINGS VLB	54.66	
5566	12/28/01	1,247.31	013	MCI SERVICE PARTS, INC.	76564	REV VEH PARTS	975.95	
					76565	REV VEH PARTS	271.36	
5567	12/28/01	1,099.27	023	PACIFIC TRUCK PARTS, INC.	76566	REV VEH PARTS	1,099.27	
5568	12/28/01	2,642.23	041	MISSION UNIFORM	76567	NOV UNIFORMS/LAUNDRY	2,642.23	
5569	12/28/01	680.05	042	ORCHARD SUPPLY HARDWARE	76568	NOV SUPPLIES	680.05	

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

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

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
5570	12/28/01	2,410.77	043 PALACE ART & OFFICE SUPPLY	76569	OFFICE SUPPLY ADMIN	137.55	
				76570	OFFICE SUPPLY HRD	151.73	
				76571	OFFICE SUPPLY FLEET	305.99	
				76572	OFFICE SUPPLY ADMIN	294.71	
				76573	OFFICE SUPPLY FIN	91.08	
				76574	OFFICE SUPPLY OPS	317.86	
				76575	OFFICE SUPPLY OPS	208.04	
				76576	OFFICE SUPPLY FIN	206.58	
				76577	OFFICE SUPPLY HRD	78.87	
				76578	OFFICE SUPPLY ADMIN	18.34	
				76579	OFFICE SUPPLY FAC	258.41	
				76580	OFFICE SUPPLY FLEET	179.17	
				76581	OFFICE SUPPLY FLEET	162.61	
5571	12/28/01	167.61	045 ROYAL WHOLESALE ELECTRIC	76582	REPAIRS/MAINT	167.61	
5572	12/28/01	969.75	059 BATTERIES U.S.A. INC.	76583	REV VEH PARTS	969.75	
5573	12/28/01	396.21	061 REGISTER PAJARONIAN	76584	CLASSIFIED ADS	149.03	
				76585	CLASSIFIED ADS	247.18	
5574	12/28/01	120.00	083 THYSSENKRUPP ELEVATOR -042	76586	OUT REPAIR BLDG/IMP	120.00	
5575	12/28/01	222.25	090 CRYSTAL SPRINGS WATER CO.	76587	NOV WATER FLEET	222.25	
5576	12/28/01	56.55	104 STATE STEEL COMPANY	76588	PARTS & SUPPLIES	56.55	
5577	12/28/01	159.30	107 SAN LORENZO LUMBER CO., INC.	76589	OCT SUPPLIES	159.30	
5578	12/28/01	2,238.60	110 TRANSMART	76590	JAN CUSTODIAN SVCS	2,238.60	
5579	12/28/01	92.84	130 WATSONVILLE CITY WATER DEPT.	76591	11/1-12/1 SAKATA LN	12.80	
				76592	11/1-12/3 SAKATA LN	70.98	
				76593	11/1-12/1 RODRIGUEZ	9.06	
5580	12/28/01	2,981.78	134 DAY WIRELESS SYSTEMS	76594	OUT REPAIR EQUIPT	2,981.78	
5581	12/28/01	1,338.50	135 SANTA CRUZ AUTO PARTS, INC.	76595	REV VEH PARTS/SUPPLY	1,338.50	
5582	12/28/01	73.33	144 BOSS MANUFACTURING CO.	76596	SAFETY SUPPLIES	73.33	
5583	12/28/01	1,145.83	148 ZEP MANUFACTURING COMPANY	76597	CLEANING SUPPLY	577.81	
				76598	REV VEH PARTS	571.02	
5584	12/28/01	2,629.12	180 MANPOWER TEMPORARY SERVICE INC	76599	TEMPS W/E 11/25 HRD	1,558.48	
				76600	TEMPS W/E 12/2 HRD	1,070.64	
5585	12/28/01	129.96	192 ALWAYS UNDER PRESSURE	76601	REPAIRS/MAINT SUPPLY	129.96	
5586	12/28/01	444.21	196 LIFT-U-INC.	76602	REV VEH PARTS	444.21	
5587	12/28/01	753.48	211 BOWMAN DISTRIBUTION	76603	PARTS & SUPPLIES 740	753.48	
5588	12/28/01	211.04	215 IKON OFFICE SOLUTIONS	76604	12/1-1/1 COPIER	11.04	
5589	12/28/01	164.45	216 LABOR READY, INC.	76605	TEMPS W/E 11/21 FAC	264.45	
5590	12/28/01	6,825.52	221 VEHICLE MAINTENANCE PROGRAM	76606	REV VEH PARTS 6826	6,125.52	
5591	12/28/01	204.73	259 GARY'S PLASTIC PLACE	76607	REPAIRS & MAINT	204.73	
5592	12/28/01	470.85	294 ANDY'S AUTO SUPPLY	76608	REV VEH PARTS/SUPPLY	470.85	
5593	12/28/01	674.87	315 JB ASSOCIATES	76609	OCT CONSULTING SVC	674.87	
5594	12/28/01	671.07	316 WATSONVILLE AUTO SUPPLY	76610	REV VEH PARTS	671.07	
5595	12/28/01	83.25	331 PHIL'S SMOGS	76611	OUT REPAIR REV VEH	83.25	
5596	12/28/01	92.20	358 FOUR-FLITE	76612	CLEANING SUPPLIES	92.20	
5597	12/28/01	130.00	367 COMMUNITY TELEVISION OF	76613	MTG 11/16 COVERAGE	130.00	
5598	12/28/01	2,817.95	376 MULTISYSTEMS, INC	76614	10/1-10/31 PROF SVCS	2,817.95	
5599	12/28/01	7,696.13	410 TRANSIT INFORMATION PRODUCTS	76615	GRAPHIC SVCS	3,909.83	
				76616	REDESIGN HEADWAYS	3,786.30	
5600	12/28/01	2,062.00	433 AMPAC BUILDING MAINTENANCE	76617	NOV PROF SVCS SVTC	2,062.00	
5601	12/28/01	377.90	436 WEST GROUP PAYMENT CTR	76618	OCT-NOV ACESS CHARGS	377.90	

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

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

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
5602	12/28/01	7,135.25	MOUNTAIN CABLE &	76619	INSTALL CAMERAS	7,135.25	
5603	12/28/01	100.00	STATE BAR OF CALIFORNIA	76620	BOOK-LABOR & ENPL	100.00	
5604	12/28/01	3,613.94	DIESEL MARINE ELECTRIC	76621	REV VEH PARTS	3,613.94	
5605	12/28/01	160.00	PIED PIPER EXTERMINATORS, INC.	76622	DEC PESTCONTROL	160.00	
5606	12/28/01	29.83	BRENTON SAFETY, INC.	76623	SAFETY SUPPLIES	29.83	
5607	12/28/01	325.00	AMERICAN PUBLIC TRANSPORTATION	76624	LEGAL AFFAIRS SEMINR	325.00	
5608	12/28/01	21,185.68	PAIGE'S SECURITY SERVICES INC	76625	NOV SECURITY	21,185.68	
5609	12/28/01	269,106.00	COMPLETE COACH WORKS	76626	OUT REPAIR REV VEH	269,106.00	
5610	12/28/01	191.92	ASCOM HASLER LENSING	76627	POSTAGE METER	191.92	
5611	12/28/01	866.65	LUMINATOR	76628	REV VEH PARTS 89	93.27	
				76629	REV VEH PARTS 419	423.86	
				76630	REV VEH PARTS 144	165.37	
				76631	REV VEH PARTS 196	201.03	
5612	12/28/01	70.15	CONTINUING EDUCATION OF BAR	76632	CA MECHANICS LIENS	70.15	
5613	12/28/01	94.95	BARCO PRODUCTS COMPANY	76633	REPAIRS & MAINT 60	94.95	
5614	12/28/01	494.77	WEST-LITE SUPPLY CO., INC.	76634	REV VEH PARTS	494.77	
5615	12/28/01	248.85	CALISTOGA SPRING WATER CO.	76635	NOV WATER ADMIN	158.68	
				76636	11/14-12/4 WATER FL6	90.17	
5616	12/28/01	5,955.94	SOUTHWEST OFFSET PRINTING	76637	PRINTING - PLANNING	5,955.94	
5617	12/28/01	175.16	ECGI, INC.	76638	REV VEH PARTS	175.16	
5618	12/28/01	168.62	WEBB ENTERPRISES	76639	COMMENT FORMS/PLANG	168.62	
5619	12/28/01	2,000.00	BROWN ARMSTRONG	76640	AUDIT SVCS	2,000.00	
5620	12/28/01	109.84	SPRINGE, PAT	76641	PARATRANSIT EXPENSES	109.84	
5621	12/28/01	3,178.63	DELL MARKETING L.P.	76642	DELL PROCESSOR-MIS	3,178.63	
5622	12/28/01	861.05	CONTROL PRODUCTS COMPANY	76643	DEPOSIT BAGS - OPS	861.05	
5623	12/28/01	80.04	WESTCOAST ANAHEIM HOTEL	76644	TRAINING - HOTEL	80.04	
5624	12/28/01	3,770.00	CPS - HUMAN RESOURCE SERVICES	76645	CLASS & PAY STUDY	3,770.00	
5625	12/28/01	112.86	HYATT REGENCY LA @ MACY PLAZA	76646	TRAINING - HOTEL	112.86	
5626	12/28/01	35.00	SANTA CRUZ AIRPORTER	76647	PICK-UP @ AIRPORT	35.00	
5627	12/28/01	381.67	LOTTS INC.	76648	REPLACE RADIOS	381.67	
5628	12/28/01	399.96	SPARTAN DAILY	76649	ADS 11/13 ISSUE	399.96	
5629	12/28/01	195.65	DAVENPORT'S UNION 76	76650	OUT REPAIR	195.65	
5630	12/28/01	50.00	ALIMOVIST JEFF	76651	DEC BOARD MEETINGS	50.00	
5631	12/28/01	50.00	GABRIEL, BRUCE	76652	DEC BOARD MEETING	50.00	
5632	12/28/01	50.00	HINKLE, MICHELLE	76653	DEC BOARD MEETING	50.00	
5633	12/28/01	50.00	KEOGH, MICHAEL	76654	DEC BOARD MEETING	50.00	
5634	12/28/01	50.30	KROHN, CHRISTOPHER	76655	DEC BOARD MEETING	50.30	
5635	12/28/01	50.00	REILLY, EMILY	76656	DEC BOARD MEETING	50.00	
5636	12/28/01	106.88	FLAGG, PAULA R.	76660	MASTF AWARDS	106.88	
5637	12/28/01	132.19	STICKEL, TOM	76657	EMP INCENTIVE	132.19	
5638	12/28/01	34.01	HERNANDEZ, VICKI	76658	FILM - PLANNING	34.01	
5639	12/28/01	80.00	PALACIOS, HERBERT	76659	TRAINING - 1/10/02	80.00	
5640	12/28/01	28.80	BAEHR, BRYANT	76661	LUNCH MEETING 12/12	28.80	
5641	12/28/01	50.80	CARR, DALE	76662	OFFICE SUPPLY/BOARD	50.80	
TAL		1,262,337.23	COAST COMMERCIAL BANK		TOTAL CHECKS	212	1,262,337.23

Santa Cruz METRO November Ridership Report

REVENUE AND RIDERSHIP SUMMARY BY ROUTE

ROUTE	Revenue		UC				SD		SID		ECC		Month Pass
	REVENUE	RIDERSHIP	Passenger	Student	Faculty	Day Pass	Riders	W/C	Day Pass	CabRide	Blue	Pass	
10	\$ 1,767.52	27,635	\$ 0.06	22,560	1,759	26	55	12	30	291	593	1,326	
13	\$ 730.96	15,856	\$ 0.05	13,867	855	13	15	-	4	122	256	313	
15	\$ 2,073.90	44,438	\$ 0.05	37,952	1,935	35	47	14	20	474	993	2,081	
16	\$ 4,608.24	69,534	\$ 0.07	59,295	2,743	68	86	22	18	685	1,401	2,366	
19	\$ 1,512.00	23,515	\$ 0.06	19,784	978	23	61	6	30	245	558	1,042	
2	\$ 2,143.65	8,930	\$ 0.31	2,127	247	69	89	9	23	296	162	2,239	
3A	\$ 1,334.58	3,659	\$ 0.36	346	103	49	92	11	41	245	72	1,717	
3B	\$ 2,000.81	5,280	\$ 0.38	782	144	76	142	17	31	331	116	2,128	
3N	\$ 169.71	562	\$ 0.30	128	13	-	13	-	-	65	36	182	
4	\$ 614.91	3,773	\$ 0.22	92	56	31	137	73	65	257	33	2,590	
6	\$ 911.92	2,572	\$ 0.35	676	117	53	38	9	14	129	62	853	
7	\$ 714.06	2,317	\$ 0.31	175	29	35	48	26	66	153	25	1,335	
7N	\$ 1,009.36	2,321	\$ 0.43	406	28	3	15	6	-	129	127	758	
8	\$ 992.39	3,973	\$ 0.25	542	95	35	125	17	48	151	43	2,249	
9	\$ 76.14	185	\$ 0.41	9	-	-	3	-	-	13	10	87	
12A	\$ 357.91	6,591	\$ 0.05	5,770	359	16	2	2	4	31	154	113	
12B	\$ 209.03	4,594	\$ 0.05	4,046	222	1	10	4	-	10	42	108	
20	\$ 276.80	8,002	\$ 0.03	6,665	625	3	2	-	1	61	132	384	
22	\$ 268.95	6,340	\$ 0.04	5,627	287	5	7	1	3	27	217	142	
25	\$ 27.61	1,828	\$ 0.02	1,735	33	-	1	1	2	5	46	29	
30	\$ 2,484.13	5,251	\$ 0.47	155	96	43	44	19	27	238	146	2,363	
31	\$ 737.02	1,588	\$ 0.46	110	40	23	12	17	27	80	68	680	
33	\$ 580.17	1,005	\$ 0.58	2	-	13	1	-	1	6	55	454	
34	\$ 350.64	635	\$ 0.55	1	1	3	3	-	3	1	9	296	
35	\$ 23,193.44	43,614	\$ 0.53	1,027	306	626	530	53	240	2,128	1,352	16,336	
36	\$ 503.88	1,061	\$ 0.47	79	38	37	7	-	7	154	39	373	
44	\$ 1,478.47	2,605	\$ 0.57	39	11	61	20	-	19	82	143	1,145	
44	\$ 1,017.34	2,068	\$ 0.49	227	57	14	10	1	10	230	161	582	
42	\$ 531.63	1,009	\$ 0.53	110	12	3	3	1	1	75	94	296	
52	\$ 952.00	2,487	\$ 0.39	56	12	31	64	35	57	217	21	1,297	
54	\$ 2,843.93	7,821	\$ 0.36	1,117	197	111	164	90	53	2,246	185	2,791	
59	\$ 353.53	994	\$ 0.35	36	7	19	62	4	28	88	17	526	
63	\$ 378.88	272	\$ 0.67	17	5	12	28	2	5	14	2	181	
63	\$ 729.33	1,646	\$ 0.44	25	1	27	94	141	64	149	25	784	
65	\$ 4,683.50	10,381	\$ 0.43	666	94	152	242	129	117	730	240	4,742	
66	\$ 8,150.22	17,249	\$ 0.47	1,250	207	301	261	140	152	1,063	345	7,198	
67	\$ 5,150.38	11,308	\$ 0.46	1,252	215	173	142	87	75	610	306	4,458	
69	\$ 6,777.15	15,575	\$ 0.44	1,851	316	245	306	79	114	943	391	6,143	
69A	\$ 10,472.46	19,605	\$ 0.53	1,101	218	264	431	99	169	1,099	524	7,212	
69N	\$ 1,372.52	3,371	\$ 0.41	385	70	3	15	14	2	529	128	1,028	
69W	\$ 1,281.87	26,593	\$ 0.50	1,417	221	336	424	155	187	3,950	712	9,413	
70	\$ 2,171.99	6,595	\$ 0.33	190	25	53	94	48	46	2,327	207	1,986	
71	\$ 45,563.35	82,652	\$ 0.55	2,394	727	859	1,387	321	567	10,439	2,349	25,387	
72	\$ 5,219.17	8,449	\$ 0.62	19	47	122	168	13	115	294	126	3,167	
73	\$ 5,289.10	7,509	\$ 0.70	3	25	94	224	100	127	220	62	2,195	
75	\$ 6,888.16	9,341	\$ 0.74	9	36	133	248	21	107	218	102	2,481	
78	\$ 114.70	177	\$ 0.65	1	-	1	13	-	6	3	5	64	
79	\$ 1,831.77	3,240	\$ 0.57	17	3	66	176	37	98	183	63	1,312	
91	\$ 4,624.78	9,185	\$ 0.54	710	261	122	103	13	34	1,635	317	2,222	
Unknown	\$ 26.29	130	\$ 0.20	16	9	-	2	-	1	1	8	82	
TOTAL	\$ 180,708.03	546,135	\$ 0.33	195,889	13,715	4,489	6,267	1,858	2,864	33,726	13,290	131,533	

ROUTE	Revenue		VTA/SC		SID		ECC		Month Pass			
	REVENUE	RIDERSHIP	Passenger	Day Pass	Riders	W/C	Pass	Blue				
17	\$ 12,321.71	16,146	\$ 0.76	19	24	702	440	24	44	251	372	11,391

RIDERSHIP	
Shuttles	-
TOTAL	-

November Ridership	562,281
November Revenue	\$ 193,029.74

7-3.1

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	15	48	46	2	46	100%
GILLIG	48	12	36	26	10	26	100%
GMC	8	2	6	3	3	3	100%
CHAMPION	4	2	2	1	1	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	43	N/A	43	100%
GILLIG	48	N/A	N/A	13	N/A	13	100%
GMC	8	N/A	N/A	3	N/A	3	100%
CHAMPION	4	N/A	N/A	1	N/A	1	100%

NOVEMBER 2001

printed 12/03/2001

SERVICE INTERRUPTION SUMMARY REPORT
L I F T P R O B L E M S
11/01/2001 TO 11/30/2001

DATE	BLOCK ROUTE	TIME	DIRBUS	REASON	N:BUS	A:BUS	HR:MN	MILE	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 NOVEMBER, 2001

DATE	DAY	BUS #	REASON
11/01/01	THURSDAY	89126	Lift and barrier got stuck
11/01/01	THURSDAY	80596	Front barrier will not go up, only when stowing
11/02/01	FRIDAY	8915LF	Outer barrier of lift does not work
11/02/01	FRIDAY	8911 LF	N/C lift platform got stuck, had to shut engine off and restart
11/02/01	FRIDAY	98366	Kneel function works slowly when going down
11/02/01	FRIDAY	8061 G	Won't stow or go all the way up or down
11/02/01	FRIDAY	8061 G	Lift does not go up or down smoothly, sounds like it off the track
11/03/01	SATURDAY	8110C	Lift door does not lock
11/04/01	SUNDAY	9809LF	When kneel switch is activated bus kneels all the way, doesn't stop
11/05/01	MONDAY	8087F	Problem with lift
11/06/01	TUESDAY	9819LF	Wheelchair lift not working
11/06/01	TUESDAY	8911G	Platform not going down all the way
11/07/01	WEDNESDAY	8912G	Lift does not stow to steps mode
11/10/01	SATURDAY	8095F	Lift won't work with passenger on it
11/10/01	SATURDAY	8088F	P/L stuck out in route, intermittent
11/12/01	MONDAY	8087F	No power to lift
11/12/01	MONDAY	8088F	Lift won't stow
11/13/01	TUESDAY	8096F	Lift needs to be pushed in while stowing
11/13/01	TUESDAY	8095F	Ramp failed @ Portola/37th
11/13/01	TUESDAY	8087F	Lift inoperative
11/14/01	WEDNESDAY	80686	N/C ramp won't carry any load
11/14/01	WEDNESDAY	8061 G	Lift has a hard time extending & stowing
11/15/01	THURSDAY	8915G	Kneel won't work with back door not open
11/15/01	THURSDAY	80676	Lift is leaking hydraulic fluid
11/15/01	THURSDAY	8087F	Lift does not work
11/17/01	SATURDAY	8099F	N/C lift made loud metallic clang while lowering platform to ground
11/20/01	TUESDAY	80556	Lift doesn't work
11/20/01	TUESDAY	8062G	Passenger lift not working
11/20/01	TUESDAY	89126	Had trouble getting lift back into steps, had to recycle several times
11/20/01	TUESDAY	9828LF	Trouble stowing ramp
11/21/01	WEDNESDAY	80556	Lift light stays on after lift is shut off, have to close/open door to reset
11/21/01	WEDNESDAY	8088F	Lift doesn't work
11/23/01	FRIDAY	8065G	Lift will not go up or down
11/23/01	FRIDAY	80556	Lift barrier will not go down
11/24/01	SATURDAY	8077F	Lift would not stow without being pushed
11/25/01	SUNDAY	98396	Kneel beeper is too loud
11/26/01	MONDAY	98366	Sometimes kneel doesn't work
11/27/01	TUESDAY	8061 G	Lift barrier does not go down
11/27/01	TUESDAY	9831 G	Kneel switch is broken
11/27/01	TUESDAY	98366	Passenger lift will not raise or lower
11/28/01	WEDNESDAY	89086	Lift will turn on but not cycle thru
11/28/01	WEDNESDAY	8912G	Steps are difficult to stow
11/28/01	WEDNESDAY	80686	W/C lift inoperative
11/29/01	THURSDAY	80556	Barrier on lift will not go down after deployed
11/29/01	THURSDAY	8061 G	Kneel doesn't completely go down (makes the air release sound)
11/29/01	THURSDAY	8082F	Need to use override when stowing lift
11/29/01	THURSDAY	8087F	Lift not working
11/29/01	THURSDAY	98336	Bus will not raise after kneeling
11/30/01	FRIDAY	80626	No power with passenger on ramp

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PASSENGER LIFT PROBLEMS

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

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

Santa Cruz METRO December Ridership Report

REVENUE AND RIDERSHIP SUMMARY BY ROUTE

ROUTE	REVENUE	RIDERSHIP	Revenue/ Passenger	UC Student	UC Staff Faculty	Day Pass	S/D Riders	W/C	S/D Day Pass	Cabrillo	Bike	Monthly Pass
10	\$ 1,497.42	10,121	\$ 0.15	5,799	1,401	25	58	2	16	233	252	1,268
13	\$ 124.28	2,299	\$ 0.05	1,898	180	-	10	1	4	21	26	73
15	\$ 443.81	7,484	\$ 0.06	6,177	420	6	3	-	5	96	143	370
16	\$ 3,033.87	22,642	\$ 0.13	14,784	2,362	51	76	14	36	496	619	2,084
19	\$ 1,030.55	7,293	\$ 0.14	4,425	776	29	47	6	31	186	242	927
2	\$ 2,363.36	6,312	\$ 0.37	1,092	533	69	72	5	39	248	151	2,242
3A	\$ 1,430.93	3,706	\$ 0.39	263	132	34	95	10	38	225	80	1,721
3B	\$ 2,104.12	4,697	\$ 0.45	342	130	79	125	12	31	275	156	1,986
3N	\$ 187.32	564	\$ 0.33	73	16	1	11	3	-	47	43	242
4	\$ 898.11	4,035	\$ 0.22	77	36	25	191	61	78	235	31	2,767
6	\$ 918.52	2,099	\$ 0.44	285	105	45	36	4	14	94	42	796
7	\$ 869.24	2,110	\$ 0.41	53	50	46	65	20	60	94	24	1,134
7N	\$ 1,186.71	2,137	\$ 0.56	102	22	1	12	4	2	105	116	733
8	\$ 914.44	3,191	\$ 0.29	108	45	37	91	6	54	115	47	2,087
9	\$ 32.30	69	\$ 0.47	8	-	-	1	-	-	3	6	26
12A	\$ 52.10	936	\$ 0.06	792	65	-	1	-	-	7	17	20
12B	\$ 40.77	759	\$ 0.05	655	40	-	1	-	-	6	7	18
20	\$ 81.00	1,169	\$ 0.07	806	207	2	-	2	-	12	13	67
22	\$ 52.85	843	\$ 0.06	688	55	-	-	-	-	14	22	34
25	\$ 3.10	179	\$ 0.02	147	9	-	-	-	-	2	4	18
30	\$ 2,179.37	4,238	\$ 0.51	39	76	24	65	22	23	164	102	1,827
31	\$ 781.78	1,432	\$ 0.55	28	40	19	21	3	17	53	30	579
33	\$ 420.05	711	\$ 0.59	1	-	13	1	-	-	8	19	312
34	\$ 361.02	589	\$ 0.61	2	-	6	-	-	-	1	7	241
35	\$ 22,328.67	40,081	\$ 0.56	511	228	651	456	41	265	1,603	961	16,929
36	\$ 350.95	726	\$ 0.48	9	18	17	26	1	5	66	29	311
40	\$ 1,367.20	2,218	\$ 0.62	52	22	78	18	-	23	56	104	909
41	\$ 840.32	1,586	\$ 0.53	98	36	14	6	-	7	162	123	492
42	\$ 525.11	895	\$ 0.59	45	5	5	3	-	-	75	64	261
52	\$ 832.79	2,061	\$ 0.40	24	39	24	77	13	34	133	18	1,059
54	\$ 3,007.56	6,780	\$ 0.44	88	21	118	190	46	96	1,538	129	2,331
58	\$ 44.75	179	\$ 0.25	6	3	-	1	1	-	16	3	111
59	\$ 405.52	969	\$ 0.42	15	11	17	34	3	28	53	12	516
60	\$ 280.78	504	\$ 0.56	-	4	12	10	-	1	19	13	225
61	\$ 135.95	308	\$ 0.44	4	1	4	2	1	1	17	5	161
63	\$ 754.73	1,644	\$ 0.46	8	7	21	122	124	68	96	27	782
65	\$ 4,402.64	9,549	\$ 0.46	270	78	143	257	119	109	546	180	4,528
66	\$ 8,813.80	16,242	\$ 0.54	594	186	343	236	102	170	822	285	6,606
67	\$ 5,470.31	10,337	\$ 0.53	550	204	191	148	91	66	449	217	4,089
69	\$ 6,651.57	13,841	\$ 0.48	755	268	212	266	73	111	790	349	5,801
69A	\$ 10,804.54	19,009	\$ 0.57	548	193	262	401	103	194	843	495	7,186
69N	\$ 1,508.63	3,205	\$ 0.47	173	59	-	29	11	5	395	108	1,068
69W	\$ 13,558.36	25,029	\$ 0.54	642	198	307	384	153	164	2,697	537	8,613
70	\$ 2,006.69	5,361	\$ 0.37	95	33	58	80	16	34	1,516	126	1,819
71	\$ 39,110.48	68,064	\$ 0.57	1,094	511	818	1,236	310	559	7,102	1,781	21,939
72	\$ 4,207.21	6,810	\$ 0.62	8	45	110	166	8	119	229	116	2,571
73	\$ 4,200.24	5,870	\$ 0.72	5	18	86	227	72	82	173	56	1,723
75	\$ 5,386.28	7,336	\$ 0.73	6	36	117	201	15	99	126	104	2,106
78	\$ 125.50	195	\$ 0.64	4	2	4	18	4	3	5	6	64
79	\$ 1,528.37	2,725	\$ 0.56	1	4	51	151	22	104	121	36	1,152
91	\$ 3,882.83	7,011	\$ 0.55	322	137	88	71	16	31	1,104	244	1,797
Unknown	\$ 56.79	419	\$ 0.14	20	3	7	1	2	7	10	231	-
TOTAL	\$163,595.59	348,569	\$ 0.47	44,591	9,070	4,270	5,799	1,522	2,833	23,502	8,558	116,721

ROUTE	REVENUE	RIDERSHIP	Revenue/ Passenger	VTA/SC Day Pass	CalTrain	17 Day Pass	S/D Riders	W/C	None	ECO Pass	Bike	Monthly Pass
17	\$ 11,468.63	10,896	\$ 1.05	9	41	666	356	8	23	223	283	6,529

RIDERSHIP	
Shuttles	3,950
TOTAL	3,950

November Ridership	363,415
November Revenue	\$175,064.22

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	15	48	47	1	47	100%
GILLIG	48	9	39	23	16	23	100%
GMC	8	2	6	3	3	3	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	43	N/A	43	100%
GILLIG	48	N/A	N/A	10	N/A	10	100%
GMC	8	N/A	N/A	3	N/A	3	100%
CHAMPION	2	N/A	N/A	2	N/A	2	100%

MONTH OF DECEMBER, 2001

DATE	DAY	BUS #	REASON
12/02/01	SUNDAY	8087F	No power to lift
12/04/01	TUESDAY	80626	Lift would not stow correctly
12/04/01	TUESDAY	8088F	Lift does not always activate
12/04/01	TUESDAY	8089F	Lift will not stow
12/04/01	TUESDAY	8095F	P/L very slow during stowage
12/04/01	TUESDAY	8908G	No lift
12/04/01	TUESDAY	8911G	Lift barrier does not deploy properly
12/05/01	WEDNESDAY	8089F	Lift will not stow
12/06/01	THURSDAY	80556	W/C Lift flap won't go down.
12/07/01	FRIDAY	8087F	Lift has no power
12/08/01	SATURDAY	8075F	P/L makes bad noises and won't deploy
12/09/01	SUNDAY	8078F	Lift has to be pushed in to stow
12/10/01	MONDAY	8919G	Lift not working
12/11/01	TUESDAY	9836G	No power to lift
12/11/01	TUESDAY	8060G	Barrier doesn't go down
12/11/01	TUESDAY	8919G	P/L will not raise with an electric wheelchair on it
12/13/01	THURSDAY	8055G	Barrier doesn't go down
12/13/01	THURSDAY	8061 G	Problem with lift
12/13/01	THURSDAY	80626	Lift won't work with passenger on it
12/13/01	THURSDAY	8084F	Lift non op
12/13/01	THURSDAY	8091 F	Lift platform smells like oil
12/14/01	FRIDAY	8088F	Problem with lift
12/15/01	SATURDAY	8089F	No power to lift
12/16/01	SUNDAY	8110C	No lift
12/17/01	MONDAY	8090F	Lift occasionally not working
12/17/01	MONDAY	9835G	Kneel function very slow to work
12/17/01	MONDAY	8065G	Lift would not stow
12/18/01	TUESDAY	8061G	Does not stay in kneel
12/18/01	TUESDAY	8088F	No power to lift
12/18/01	TUESDAY	8097F	W/C lift very slow to go in
12/18/01	TUESDAY	8103GR	Lii would not stow properly
12/19/01	WEDNESDAY	80656	Rear barrier wouldn't meet the stair
12/21/01	FRIDAY	8919G	Lift doesn't lay flat for barrier to go down
12/26/01	WEDNESDAY	8087F	Lift jerky when person on lift going down
12/27/01	THURSDAY	9835G	Lift would not raise
12/27/01	THURSDAY	8094F	W/C lift not working
12/28/01	FRIDAY	8087F	Lift not working consistently
12/28/01	FRIDAY	8094F	Lift seems to work only with heater and other electrical stuff off
12/29/01	SATURDAY	8088F	No power to lift
12/30/01	SUNDAY	8088F	Lift malfunction, from top platform in position lift slammed down

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

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

DECEMBER 2001

printed 01/02/2002

SERVICE INTERRUPTION SUMMARY REPORT
L I F T P R O B L E M S
12/01/2001 T O 12/31/2001

DATE	BLOCK	ROUTE	TIME	DIRBUS	REASON	N:BUS	A:BUS	HR:MN	MILE	LOST	DELAY
12/04/2001	15402	54	0930A	0B0089	LIFT WOULD NOT STOW	0060		00:45	12.05	0045	0000
								00:45	12.05		
								AM Peak	00:00	00.00	
								Midday	00:45	12.05	
								PM Peak	00:00	00.00	
								Other	00:00	00.00	
								Weekday	00:45	12.05	
								Saturday	00:00	00.00	
								Sunday	00:00	00.00	

GOVERNMENT TORT CLAIM



RECOMMENDED ACTION

TO: Board of Directors
FROM: District Counsel
RE: Claim of: AmCom Insurance Service Received: 12/03/01 Claim #: 01-0033
Date of Incident: 07/27/01 Occurrence Report No.: SC 07-01-20

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

- 1. Deny the claim.
- 2. Deny the application to file a late claim.
- 3. Grant the application to file a late claim.
- 4. Reject the claim as untimely filed.
- 5. Reject the claim as insufficient.
- 6. Approve the claim in the amount of \$ ___ and reject it as to the balance, if any.

By 
Margaret Gallagher
DISTRICT COUNSEL

Date: December 17, 2001

I, Dale Carr, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of January 11, 2002.

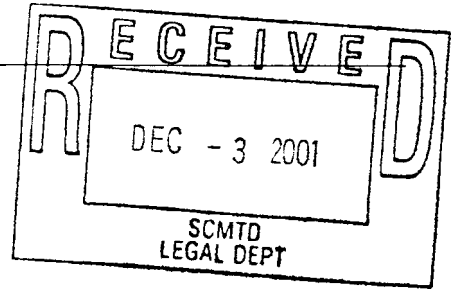
Dale Carr
Recording Secretary

Date

MG/hp

AmCom

INSURANCE SERVICES, INC.



November 29, 2001

Santa Cruz Metropolitan Transit District
370 Encinal St., Ste. #100
Santa Cruz, Ca. 95060
Attn: Herbert Palacios

Re: Our Insured : J.G. Trucking
Our Claim : CL0630
Our Carrier : Clarendon National

Your Driver : unknown
Your Claim : SC070120
Date of Loss : 7/27/01

Dear Herbert,

We are acting as General Managing agent for carrier named above.

Based upon our understanding of the facts, we believe that your driver was responsible for the above-mentioned accident. Your driver pulled out from the curb without looking, made a turn and hit our insureds vehicle. You have this recorded statement from the witness, Steve Roberson. Therefore we feel that we are entitled to look to you for reimbursement for the damages sustained to our insureds vehicle as a result of this loss.

Demand is hereby made for reimbursement in the amount of \$3,356.32, which includes our insureds deductible of \$1 ,000.00. Pertinent documents are attached.

Please make your check payable to **Clarendon National**, as subrogee, and forward to AmCom Insurance Services at the address below. All correspondence should be forwarded to this office and no settlement should be made without advising AmCom Insurance Services. If you have any questions, please, feel free to contact me at the number below.

Sincerely,

A handwritten signature in cursive script that reads "Kelly Seymon".

Kelly Seymon
Subrogation/Claims Representative
(925) 244-0110 ext. 20
Encl.

CLARENDON NATIONAL INSURANCE COMPANY

2308

SERVICED BY: ~~AMCOM INSURANCE SERVICES, INC.~~

CHECK AMOUNT: ***2,356.32**

~~J.G. TRUCKING~~

~~156 WEST 5TH ST.~~

~~WATSONVILLE CA 95076~~

~~JG TRUCKING~~

POL#:SG10200101

~~CL0630/5755 J.G. TRUCKING COV: COLL~~

LEDGER

SUBLEDGER

DEPT

CHECK#: 2308

10/29/2001

0

0

2,356.32

5755

10/22/2001 at 02:16 AM
70571

File ID: 325898

SCA APPRAISAL COMPANY
Burbank Main Office
For Supplements: 818-985-9199 or 818-745-7621
PO Box 1455
Burbank, CA 91507
(818)845-7621 Fax: (818)688-3981
Written by: Michael Vadon # 10/22/2001 02:16 AM

For: American Commercial -
Adjuster: Penny Rondeau #

ESTIMATE OF RECORD

Insured: J. G. Trucking Claim# CL0630
Owner: J. G. Trucking Policy #
Address: 156 West 5th St Date of Loss: 07/27/2001
Watsonville, CA 95076 Type of Loss: Collision
Other: (831)724-6487 Point of Impact: 1. Right Front

Inspect 156 West 5th St Other: (831)724-6487
Location: Watsonville, CA 95076 HOME

Repair Days to Repair
Facility: License #

1993 OTHE Peterbilt Tractor Int:
VIN: 1XP5D89X5PD333107 Lic: Prod Date: Odometer:

NO.	OP.	DESCRIPTION	QTY	EXT. PRICE	LABOR	PAINT
1#	Repl	Front bumper chrome	4	360.00	1.0	
2#	Repl	Hood Right Side Panel	1	284.88	8.5	3.3
3#	Repl	Right Fender	1	361.38	3.5	2.6
4#	Repl	Rt Step	1	93.08	0.5	
5#	Repl	Rt Shell	1	200.00	2.2	
6#	Repl	Signal Lamp	1	12.56	0.4	
7#	Repl	Fender Shield	1	52.00	0.3	
8#	Repl	Stripes/Logos	4	35.00	0.5	
9#	Repl	Headlight pod	1	223.00		
Subtotals ==>				1621.90	16.9	5.9

ESTIMATE OF RECORD

1993 OTHE Peterbilt Tractor Int:

Parts		1621.90
Body Labor	1b.9 hrs @ \$ 65.00/hr	2098.50
Paint Labor	5.9 hrs @ \$ 65.00/hr	383.50
Paint Supplies	5.9 hrs iil \$ 22.00/hr	129.80

SUBTOTAL		\$ 3233.70
Sales Tax	\$ 1751.70 @ 7.0000%	122.62

TOTAL COST OF REPAIRS		\$ 335b.32
ADJUSTMENTS:		
Deductible		1000.00

TOTAL ADJUSTMENTS		\$ 1000.00
NET COST OF REPAIRS		\$ 235b.32

"ATTENTION VEHICLE OWNER AND REPAIR FACILITY"

"IT IS IMPORTANT AND ESSENTIAL TO READ THE FOLLOWING INFORMATION AND DISCLAIMER IN ITS ENTIRETY. THIS INFORMATION AND DISCLAIMER LIMITS S.C.A.'S, THE FIELD APPRAISER'S AND/OR THE INSURANCE CARRIER'S LIABILITY IN CERTAIN SITUATIONS."

* * * * *

"SUPPLEMENT PROCEDURE"

"(IT IS THE REPAIR FACILITY'S RESPONSIBILITY TO FOLLOW THIS SUPPLEMENT PROCEDURE. S.C.A. APPRAISAL COMPANY, THE INSURANCE CARRIER AND/OR THE FIELD APPRAISER WILL NOT BE HELD RESPONSIBLE FOR DELAYS CAUSED BY REPAIR FACILITIES THAT FAIL TO FOLLOW THIS PROCEDURE.)"

"1. REPAIR FACILITY IS TO PREPARE AND FAX A WRITTEN SUPPLEMENT, ALONG WITH ALL INVOICES, TO 818-688-3981."

"2. UPON RECEIPT OF THE WRITTEN SUPPLEMENT, THE FIELD APPRAISER WILL CONTACT THE REPAIR FACILITY AND REINSPECT THE VEHICLE."

ESTIMATE OF RECORD
1993 OTHE Peterbilt Tractor Int:

"3. THE FIELD APPRAISER WILL THEN APPROVE OR DENY ANY ADDITIONAL REPAIRS AND THEN FAX A WRITTEN SUPPLEMENT DIRECTLY TO THE REPAIR FACILITY. "

"4. THE REPAIR FACILITY SHOULD THEN FOLLOW UP WITH THE INSURANCE ADJUSTER, NOT THE FIELD APPRAISER, TO CONFIRM COVERAGE AND PAYMENT. "

"THE FIELD APPRAISER WILL NOT REINSPECT THE VEHICLE UNTIL HE IS IN RECEIPT OF THE WRITTEN SUPPLEMENT AND ALL NECESSARY DOCUMENTATION FROM THE REPAIR FACILITY. DOCUMENTATION IS TO INCLUDE ALL INVOICES AND RELATED PAPERWORK."

"IN ORDER TO SAVE TIME, THE REPAIR FACILITY SHOULD NOT CONTACT THE FIELD APPRAISER BY TELEPHONE; IF POSSIBLE. THE FIELD APPRAISER WILL CONTACT THE REPAIR FACILITY UPON RECEIPT OF THE WRITTEN SUPPLEMENT AND ALL APPLICABLE PAPERWORK. "

"A WRITTEN SUPPLEMENT SHOULD NOT BE CONSTRUED AS A GURANTEE OF PAYMENT AND IS SUBJECT TO BOTH S.C.A AND INSURANCE COMPANY ACCEPTANCE AND APPROVAL. IT IS ESSENTIAL TO CONTACT THE INSURANCE ADJUSTER OF THE APPLICABLE CARRIER TO VERIFY COVERAGE. "

"S.C.A. APPRAISAL COMPANY AND/OR THE FIELD APPRAISER IS NOT AN ENTITY OF THE INSURANCE CARRIER. SCA AND/OR THE FIELD APPRAISER ARE SEPERATE ENTITIES CONTRACTED BY THE INSURANCE CARRIER TO PERFORM AN APPRAISAL OF THE SPECIFIED VEHICLE. THE INSURANCE CARRIER HAS THE FINAL AND ULTIMATE AUTHORITY ON ALL MATTERS. S.C.A. APPRAISAL COMPANY AND/OR THE FIELD APPRAISER HAVE NO AUTHORITY ON THE PAYMENT OF THE SPECIFIED CLAIM AND CAN NOT CONFIRM OR DENY COVERAGE. "

* * * * *

"DO NOT REPAIR THIS VEHICLE UNTIL GUIDELINES ARE ACKNOWLEDGED AND ACCEPTED. "

"BY ACCEPTING THE REPAIR FROM THE OWNER OF THIS VEHICLE, THE SHOP MUST AGREE TO THE FOLLOWING GUIDELINES IF PAYMENT IS EXPECTED FROM THE INSURANCE COMPANY. THE SHOP HEARBY ACKNOWLEDGES THAT THE INSURANCE COMPANY AND/OR S.C.A. WILL NOT BE LIABLE FOR REPAIR COST EXCEEDING 70% OF THE VEHICLE'S ACTUAL CASH VALUE AND/OR UNAUTHORIZED SUPPLEMENTS. "

"UNDER CALIFORNIA BUREAU OF AUTOMTIVE REPAIR LAWS, THE SHOP MUST PRESENT A

ESTIMATE OF RECORD

1993 OTHE Peterbilt Tractor Int:

WRITTEN ESTIMATE PRIOR TO STARTING REPAIRS OR ACCEPT THE INSURANCE APPRAISER'S ESTIMATE. THIS APPLYS TO SUPPLEMENTS AS WELL. THE SHOP MUST TEAR DOWN THE VEHICLE AND CALCULATE A SUPPLEMENT WHICH MUST BE AUTHORIZED IN WRITING BY THE APPRAISER BEFORE ANY WORK IS STARTED. "

"ESTIMATES AND/OR SUPPLEMENTS THAT EXCEED 70% OF THE VEHICLE'S ACTUAL CASH VALUE WILL DEEM THE VEHICLE A TOTAL LOSS WHICH IS THE LIMIT OF THE INSURANCE COMPANIES LIABILITY. S.C.A. WILL NOT BE HELD LIABLE FOR ANY REPAIR COST DUE TO THE FACT S.C.A. APPRAISAL IS NOT THE INSURER. THE REPAIR FACILITY MUST AGREE TO LIMIT AUTHORIZED REPAIR COST TO 70% OF THE VEHICLE'S ACTUAL CASH VALUE IF REPAIRED UNDER THIS CLAIM "

* * * * *

"AVERAGE MARKET A.C.V. OF THIS VEHICLE - KELLEY HID BLUEBOOK"

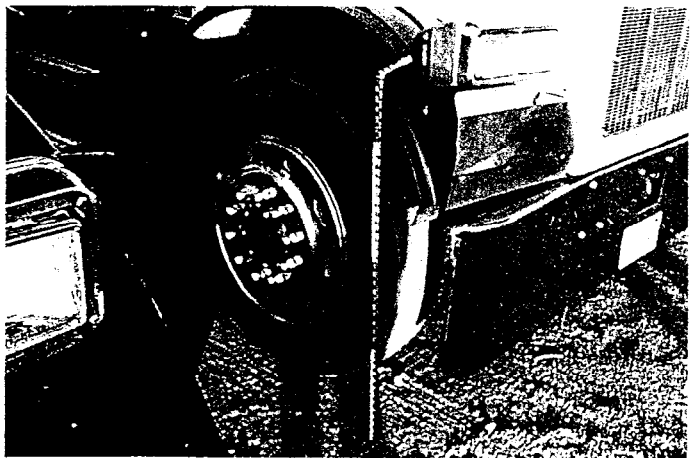
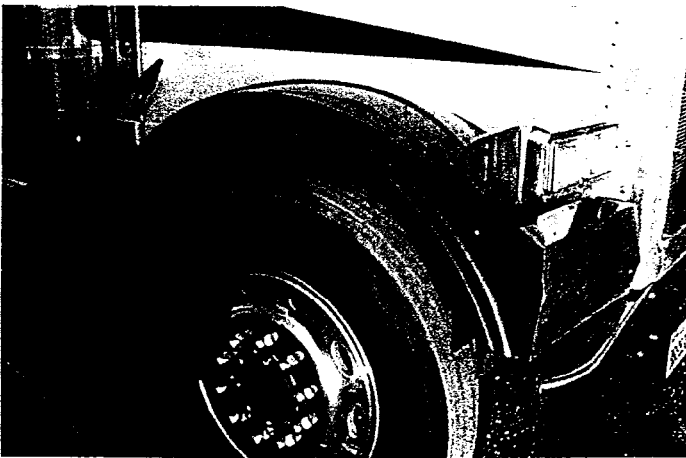
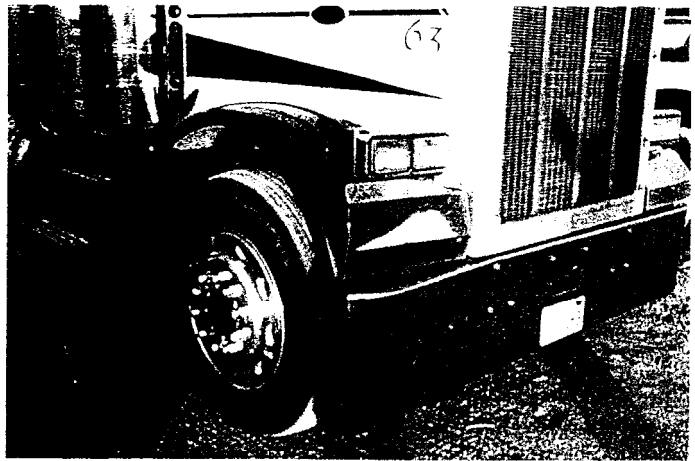
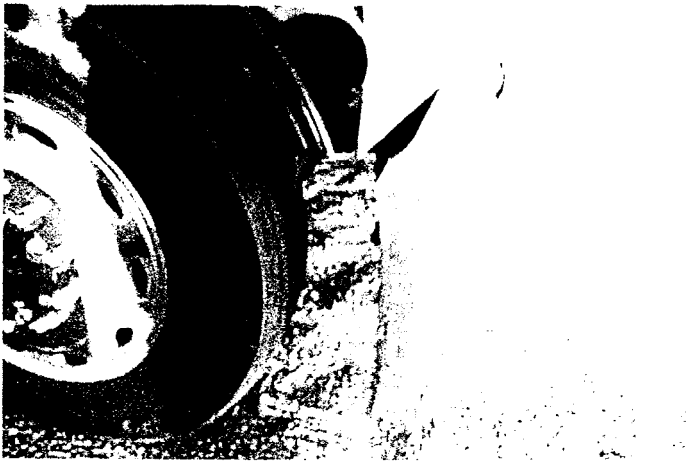
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"THIS IS NOT AN AUTHORIZATION TO REPAIR OR A GUARANTEE OF PAYMENT. AUTHORIZATION FOR ANY REPAIR MUST COME FROM THE VEHICLE OWNER. "

"ESTIMATE SUBJECT TO INSURANCE COMPANY AND/OR S.C.A. AUDIT AND APPROVAL. "

"NO SUPPLEMENTS WILL BE HONORED WITHOUT PRIOR"

Estimate based on MOTOR CRASH ESTIMATING GUIDE. Unless otherwise noted all items are derived from the Guide +CAR Database Pate / and the parts selected are OEM-parts manufactured by the vehicles Original EquipmentManufacturer. Asterisk (*) or DoubleAsterisk (**) indicates that the parts and/or labor information provided by MOTOR may have been modified or may have come from an alternate data source, #on-Original Equipment Manufacturer aftermarket parts are described as AH or QualRepl Parts. Used parts are described as LKQ, QualRecy Parts, RCY, or USED. Reconditioned parts are described as Recon. Recored parts are described as Recore. NAGS Part Numbers and Prices are provided from National Auto Glass Specifications, Inc. Pound sign (#) items indicate manual entries.



S.C.A. Appraisal Company

PO Box 1455
Burbank CA 91507

Phone 818-985-9199

Fax 818-985-9199

SCA NO CL0630

Adjuster Penny ROndeau

Owner J.G. Trucking

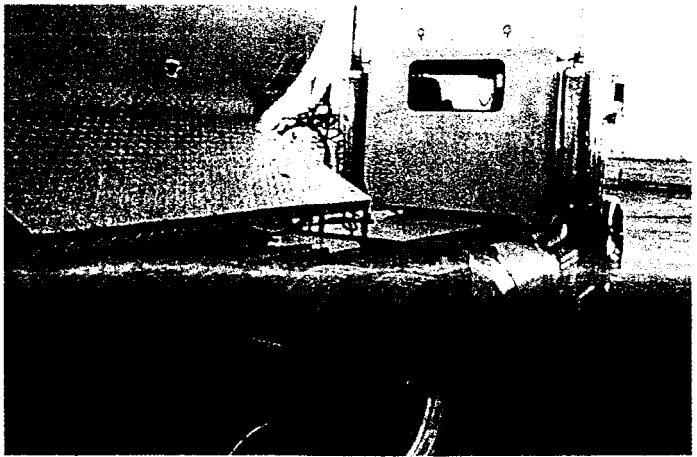
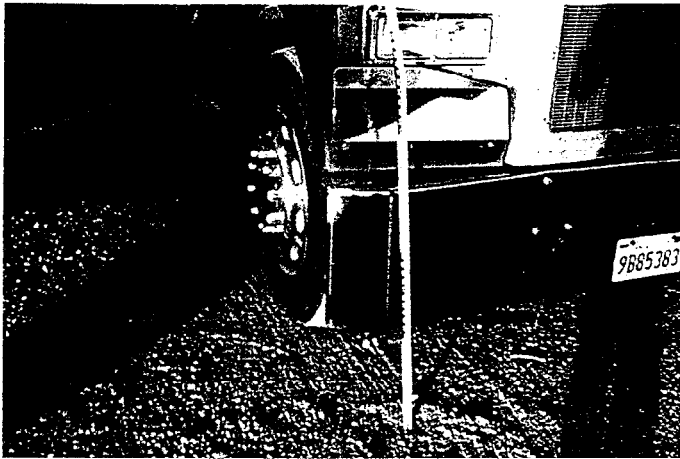
Appraiser Michael Vadon

D/Loss 7/27/0 1

SCA No 325898

Insured J.G Trucking

American Commercial



S.C.A. Appraisal Company

PO Box 1455
Burbank CA 91507

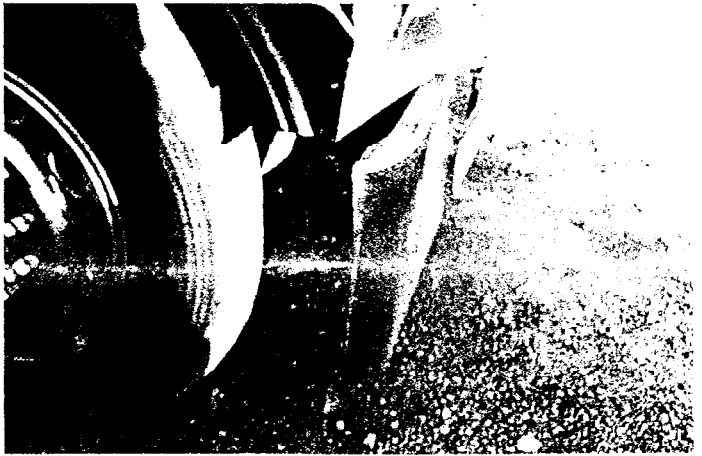
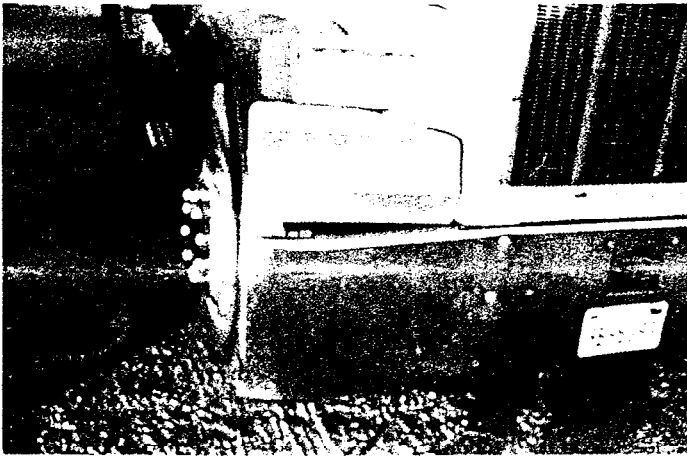
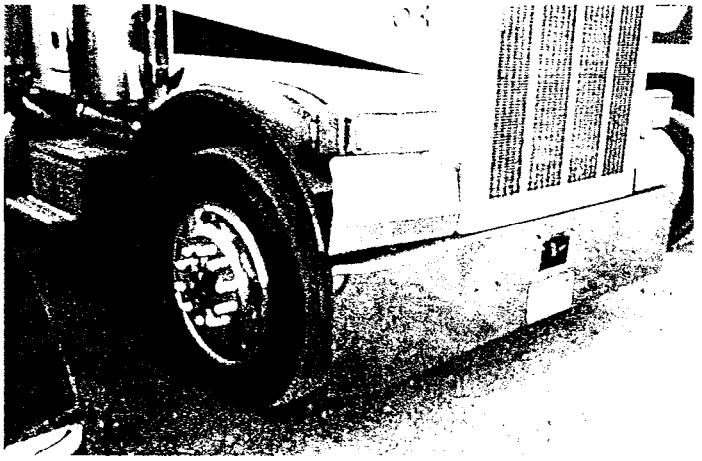
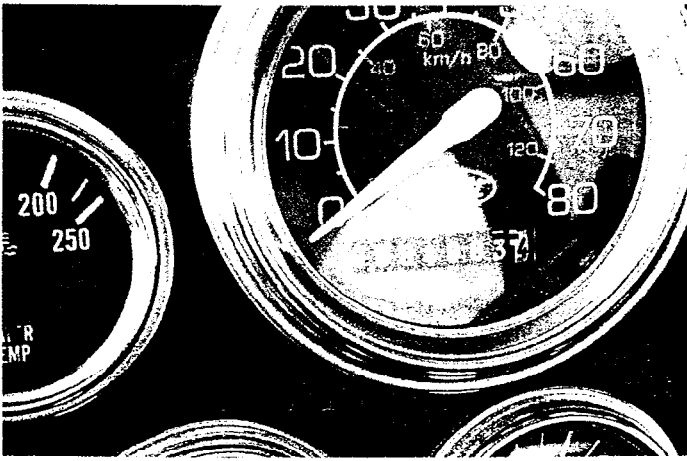
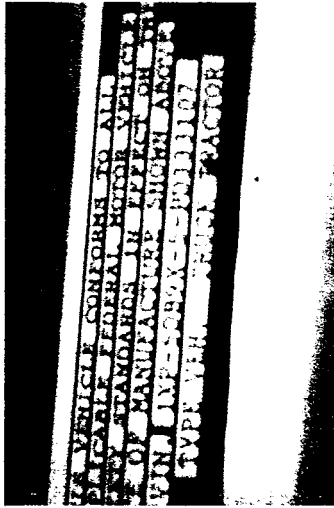
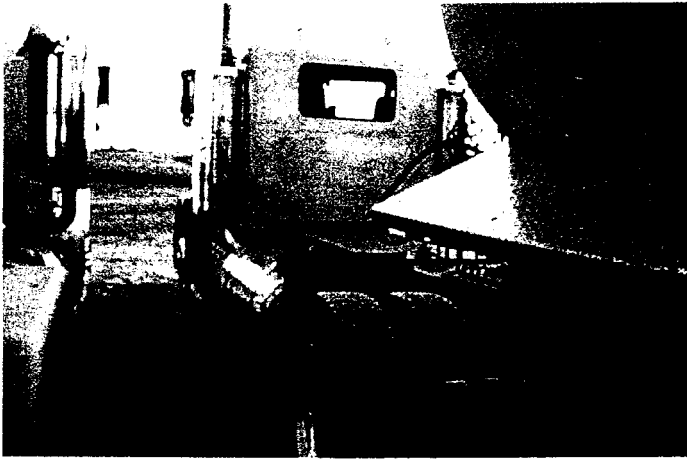
Phone 818-985-9199

Fax 818-985-9199

SCA NO CL0630
Owner J.G. Trucking
D/Loss 7/27/0 1
American Commercial

Adjuster Penny ROndeau
Appraiser Michael Vadon
SCA No 325898

Insured J.G Trucking



S.C.A. Appraisal Company

PO Box 1455
Burbank CA 91507

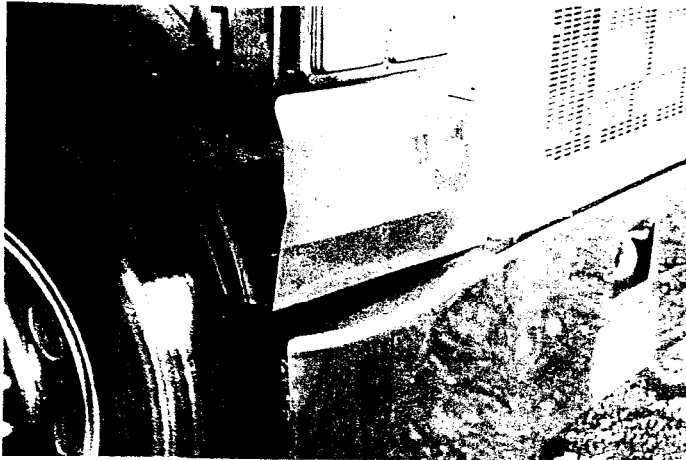
Phone 818-985-9199

Fax 818-985-9199

SCA NO CL0630
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Fax 818-985-9199

SCA NO CL0630

Adjuster Penny RONdeau

Owner J.G. Trucking

Appraiser Michael Vadon

D/Loss 7/27/01

SCA No 325898

insured J.G Trucking

American Commercial



GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Nina Carlotta Received: 12/06/01 Claim #: 01-0034-
Date of Incident: 06/29/01 Occurrence Report No.: SC 06-01-16

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 tile 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: December 17, 2001

I, Dale Carr, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of January 11, 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 # 01-0034

TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

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

1. Claimant's Name: Nina Carlotta

Claimant's Address/Post Office Box: 1816 Via Pacifica, #2108
Aptos, CA 95003

Claimant's Phone Number: (831) 685-3101

2. Address to which notices are to be sent: Christopher A. Landis, Esq.
133 Mission St., Ste. 230, Santa Cruz, CA 95060

3. Occurrence: Malfunctioning doors on bus closed upon plaintiff
causing her to fall.

Date: 6-29-01 Time: unknown Place: Rio Del Mar

Circumstances of occurrence or transaction giving rise to claim: See Above

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: Plaintiff sustained severe personal injuries including a full rupture of her right achilles tendon.

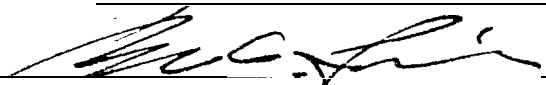
5. Name or names of public employees or employees causing injury, damage, or loss, if known:

6. Amount claimed now \$ 80,000.00

Estimated amount of future loss, if known \$ _____

TOTAL \$ 80,000.00

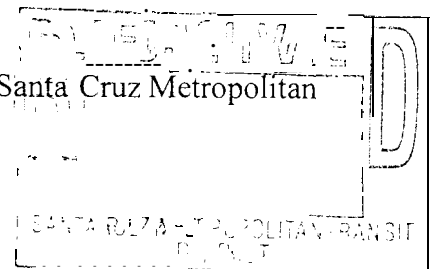
7. Basis of above computations: This is attorney's estimate of value of this claim at this time and is subject to change



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

December 3, 2001
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: Clairedene Mary K. Smith Received: 12/14/01 Claim #: 01-0035
Date of Incident: 12/05/01 Occurrence Report No. : SC 12-01-07

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: December 19, 2001

I, Dale Carr, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of January 11, 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 # 01-0035

TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

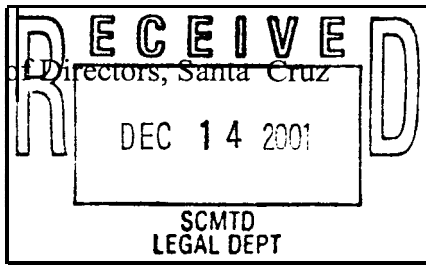
ATTN: Secretary to the Board of Directors
230 Walnut Avenue
Santa Cruz, CA 95060

- Company Representative's Name/Claimant's Name: CLAIRBENE MARY K. SMITH
Claimant's Address/Post Office Box: 138 SEAL CT MARINA, CA 93933
Claimant's Phone Number: 831-883-1942
- Address to which notices are to be sent: SMITHS 1200 RIVER ST.
- Occurrence: I didn't see the accident - but the V.S. worker David Valdez came and told me that the back bumper had
Date: December 5, 2001 Time: 1815-1830 Place: 1200 RIVER ST. S. CRUZ, CA.
Circumstances of occurrence or transaction giving rise to claim: because my vehicle was damaged 95060
- General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known:
- Name or names of public employees or employees causing injury, damage, or loss, if known: DAVID VALDEZ - V.S. Worker
- Amount claimed now 759.35
Estimated amount of future loss, if known \$ 75.00
TOTAL \$ 834.35
- Basis of above computations: Repair Estimate Plus three days rental @ \$200 a day.

Clairebene M. Smith
PARENT'S/CLAIMANT'S SIGNATURE or
COMPANY REPRESENTATIVE'S SIGNATURE

12-14-01
DATE

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



been clipped. then when He came back, this copy is with
him, I then got my car keys and walked out following them to where
my car was parked, 1st stall in front of the flag pole.
We looked at the car - THE LEFT side of REAR bumper WAS HIT. when we got done
looking at the car I said to Shawn and David that it was ALRIGHT about the
bumper being HIT. but then I started thinking because FIRST OF ALL my
BACK REAR bumper HAD NO Damages on it or to it. SO I WAS TALKING
to Byron about my car and trying to explain how it looked. I ASKED IF I
should ASK DAVID IF He didn't write out His Report yet. THAT I WAS RECON
ceding to put in a report. when I did ASK David about IF THE
INSURANCE ~~would~~ ^{district} pay for it. He SAID He believed that the METROPOL
ITAN TRANSIT ~~district~~ ^{district} would pay for. Then He SAID why you want a new bumper
I told Him YES or AT LEAST have it FIXED. Byron mentioned to me that he
and JOSH ~~SAID~~ when it happened. Other person that I spoke with was Fred
and I showed Him the bumper and what side had been HIT. then later
on into the SHIFT. MR. EDI. NELSON APPROACHED ME and introduced Him
SELF and SAID who He was the transit SUPERVISOR and DISPATCHER
ON Duty December 5, 2001 and SAID that He would be back to talk with me. ^{NIGHT} then
He came over to me I introduced myself when He approached me before
the second time. He SAID Miss. Smith I understand your car was it. I SAID YES. then
he asked me to show him where my car was, so we both walked out to car my car
was moved from that stall I told Him. I had ASKED Shawn and David IF I should
move my car. and he SAID YES. I ASKED IF there were any parking spaces open on
the front side of the Bldg he SAID there should be some along side. I got into
my car and went to park. Found a space out on the street 1st stall by the
EXIT DRIVE way. I looked at it with His flash light then, I TOLD Him wait I can
provide or give you a little more better light. SO I brought out my FLOOD light
from out from my trunk of my car this way he was able to see better. He took
pictures of the bumper. then we walked back to where his car was. he SAID he had to put
away his flash light. He SAID he needed information from me. Name, address, phone no,
and insurance. and that he would meet me in the break room he was ALSO doing DISPATCH.
When it was slow on the line. I then went into the break room to give the information.
He then gave me his cards and explained on back of His card and then on the other
card number to call with ext. number and that person will explain what to do. I thanked
him for his Help and Appreciated it. / then this when I explained to you my pain
cross that if I could have your help on filling out the claim form and IF I had to
have an appointment to do this. you took pictures of the rear bumper I then show you the
right side of the rear bumper in which you took pictures of it. and SAID I would go back to where
I had the estimate done and have them rewrite the form. so its explanation is clear
and understandable to read. I will call EDI NELSON to let Him know about the rear right
side bumper. this of what I've written is to the best of my knowledge situation of the accident.



GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors
FROM: District Counsel
RE: Claim of: Kathleen Smith Received: 11/01/01 Claim #: 01-0031
Date of Incident: 06/02/01 Occurrence Report No.: SC 06-01-01

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: December 10, 2001

I, Dale Carr, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of December 21, 2001.

Dale Carr
Recording Secretary

Date

MG/hp

LAW OFFICES
FRIEDLAND, FARLING & HECHT

ATTORNEYS AND COUNSELORS AT LAW

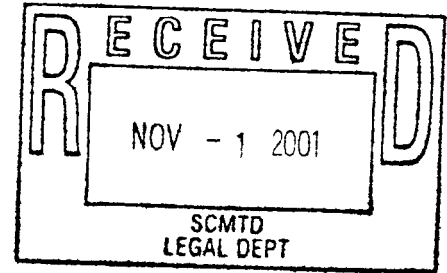
95 SOUTH MARKET STREET
SUITE 640
SAN JOSE, CALIFORNIA 95113

TELEPHONE (408) 297-5300
FAX (408) 297-0900

ALEX FRIEDLAND, INC.
A PROFESSIONAL CORPORATION
DAVID J. FARLING
ROGER D. HECHT

TODD KAMBER DAVIS
MANUEL RIVAS, JR.
SCOTT G LYON

426 14TH STREET
SUITE 213
MODESTO, CA 95354
TELEPHONE (209) 575-3300



October 26, 2001

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

Re: The Claim of Kathleen Smith
Date of Injury : June 2, 2001
Your File No. : SC06-01-01

Dear Ms. Gallagher:

As I advised you in our recent phone conversation, enclosed herewith please find a Government Tort Claim submitted on behalf of Kathleen Smith, by and through her mother and Guardian Ad Litem, Peggy Smith. As I advised you, I will not be representing the Smiths in connection with this claim, but have taken the liberty of assisting them and preparing the Government Tort Claim to preserve the applicable six month statute. All further notices and communication should be directed to the Smiths directly at the information provided in the claim.

Thank you for your anticipated courtesies and cooperation with respect to this matter

Very truly yours,

A handwritten signature in black ink, appearing to read "R. Hecht".

ROGER D. HECHT
Attorney at Law

RDH/tnz
Enclosure

1 Kathleen Smith, a minor
2 by and through her Guardian,
3 Peggy Smith
4 784 Northridge Shopping Center, #215
5 Salinas, CA 93906
6
7

8 IN THE MATTER OF THE CLAIM)
9 OF Kathleen Smith, a minor,) CLAIM FOR DAMAGES
10 by and through her Guardian)
11 ad Litem, Peggy Smith) AGAINST PUBLIC ENTITY
12)
13 Claimant,)
14) (GOVERNMENT CODE SECTIONS
15) 905, 910, 910.2)
16)
17)
18)
19)
20)
21)
22)
23)
24)
25)
26)
27)
28)

15 TO: THE CITY OF SANTA CRUZ, THE COUNTY OF SANTA CRUZ and the
16 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT:

17 Kathleen Smith, a minor, by and through her Guardian Ad Litem,
18 Peggy Smith, hereby makes a claim against the above referenced
19 public entities, and in support thereof, makes the following
20 statements:

21 i. Claimant's Post Office address is 784 Northridge Shopping
22 Center, #215, Salinas, CA 93906.

23 2. All notices concerning this claim should be sent to PEGGY
24 SMITH, on behalf of her daughter, Kathleen, the minor claimant
25 herein, at the above referenced address.

26 3. The dates and place of the occurrence giving rise to this
27 claim are as follows: June 2, 2001, at approximately 1:00 p.m.,
28 while the claimant was disembarking from bus number 9837 on route

1 69, at the Capitola Mall. The public entities referenced herein,
2 owned, operated, managed, controlled and supervised the bus in
3 question, as well as the district's overall transit operations.

4 4. The circumstances giving rise to this claim are as
5 follows:

6 At the above time and place, the minor claimant was
7 disembarking through the rear doors of bus number 9837 which had
8 stopped at the Capitola Mall. The rear doors on said coach were
9 defective in both their design and their operation, insofar as when
10 operated manually by disembarking passengers, they malfunctioned,
11 and suddenly, and unexpectedly, swung back upon the minor claimant,
12 trapping her ankle, causing her to fall forward off the bus and
13 land on the pavement below. As a result of the negligence of the
14 entities and the manner in which they designed, constructed,
15 maintained and operated the bus in question, the plaintiff
16 sustained serious personal injuries including a fractured ankle.
17 The bus in question and the condition of the doors described herein
18 posed a dangerous and defective condition, which created a hazard
19 that a reasonably prudent person exercising due care could not
20 anticipate under the circumstances surrounding claimant's fall.

21 The dangerous condition of the bus and its rear doors as
22 described herein existed, despite the fact that the aforementioned
23 public entities had actual and/or constructive notice of the
24 problems and dangers associated with the use and operations of the
25 rear doors on the coach in question. The public entities and the
26 district referenced herein neglected to warn citizens utilizing its
27 bus of the dangers and defects posed by the rear doors on the coach
28 in question. The aforementioned public entities were under a duty

1 to maintain, inspect, repair, and operate the coach in question to
2 ensure the safety of the passengers riding the bus, and as a direct
3 and proximate result of their failure to fulfill said duties, the
4 minor claimant was injured by the doors when she was disembarking,
5 thereby resulting in severe personal injuries, emotional distress,
6 and pain and suffering.

7 As a proximate result of the negligence of the aforementioned
8 public entities identified herein, the minor claimant was hurt and
9 injured in her health, strength and activity, sustaining severe and
10 serious injury to her body and shock and injury to her nervous
11 system and person, all of which have caused and continue to cause
12 the claimant great mental, physical, emotional and nervous pain and
13 suffering. As a result of such injuries, the claimant has suffered
14 general and special damages relating to medical care she underwent
15 and is currently undergoing.

16 The amount of this claim exceeds \$10,000.00 and would exceed
17 the minimum jurisdictional amount of the Superior Court of Santa
18 Cruz County.

19
20 DATED: *October 25, 2001*

21
22 BY: *Peggy Smith* guardian for
KATHLEEN SMITH, by and
23 Through her Guardian Ad
Litem, Peggy Smith *Kathleen Smith*
24
25
26
27
28



GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors
FROM: District Counsel
RE: Claim of: Jeff Long Received: 12/19/01 Claim #: 01-0036
Date of Incident: 11/09/01 Occurrence Report No.: MISC 01-26

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: December 20, 2001

I, Dale Carr, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of January 11, 2002.

Dale Carr
Recording Secretary

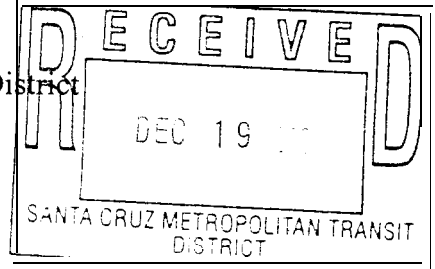
Date

MG/hp

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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

Claim # 01-0036



TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

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

1. Claimant's Name: Jeffrey Long

Claimant's Address/Post Office Box: 147 Market St Apt A
Santa Cruz Ca 95060

Claimant's Phone Number: 831 423 3816

2. Address to which notices are to be sent: 147 Market St Apt A
Santa Cruz Ca 95060

3. Occurrence: Struck the BUS & Sustained 4 Broken Ribs - Back pain
Stitches in ear, a black eye & facial scars. Brain Hematoma.

Date: NOV 9 2001 Time: 5 am Place: Watsonville

Circumstances of occurrence or transaction giving rise to claim: The bus took off
when I was half way out the door & Srashed me into
the side of the bus & I fell face first in it & I
& then took an ambulance ride to the Hospital where I spent
2 days in the emergency room fore treatment & observation.

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as known: facial scars - Black eye - Stitches in ear &
4 broken ribs - ambulance ride - Hospital fees.
Back pain. Broken eye glasses & Brain Hematoma.
& meny Bruise's

5. Name or names of public employees or employees causing injury, damage, or loss, if known: Bus Driver didn't even stop & name is unknown
Bus # 69A Watsonville to Watsonville 5 PM Nov 9 2001

6. Amount claimed now..... \$ 5112.65

Estimated amount of future loss, if known \$ _____

TOTAL..... \$ 5112.65

7. Basis of above computations: Medication - Ambulance cost &
Hospital fees. also perscription cost & School Time

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

12-17-01
DATE

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

12-17-01

These are my medical bills from the accident of Nov 9-01 in Watsonville, along with them I am including an estimate to replace my glasses which were destroyed & a bill for the Tutor for my EMT class "Emergency Medical Training" which I am unable to complete. As I could not walk for a month.

Mrs. Mary Anderson 728-2583

Lawyer Mike White 550-327-5192

Doctor John Cox 425-1270

I have _____ with

WATSONVILLE COMMUNITY HOS
P 0 BOX 60000 FILE #73 4
SAN FRANCISCO CA
94160

PATIENT NAME	ACCOUNT NO.	ADMIT DATE	DIS. DATE	PAGE
LONG JEFFERY	8048503	11/09/01	11/10/01	1

81567	GUARANTOR NAME/ADDR.	F/C	INS. CO/PLANS	POLICY #
	LONG JEFFERY	W	ALLIANCE B	93473841D
	147 MARKET AVE			
	SANTA CRUZ CA 95060			

AGE	DR. NAME
37	HAJDUK STANLEY V

CHRG CODE	DESCRIPTION	QTY	UNIT	PRICE	AMOUNT	CPT CODE
11/09/01 4110010	EKG 12 LEAD	1		392.00	392.00	93005
11/09/01 4170167	NEOSPORIN OINT PAC	3		15.00	45.00	27610
11/09/01 4170453	ACETAMIN/COD 30MG TAB	2		15.00	30.00	27610
11/09/01 4170717	DIAZEPAM 5MG TAB	2		15.00	30.00	27610
11/09/01 4171051	PROMETHAZINE 25MG/ML	2		4.00	8.00	X6742
11/09/01 4171074	MORPHINE SUL 10MG INJ	1		26.00	26.00	X6594
11/09/01 4171134	CHLORDIAZEP 25MG CAP	1		3.00	3.00	27610
11/09/01 4173266	LIDOCAIN 1% 10ML MDV	1		32.00	32.00	X6496
11/10/01 4171134	CHLORDIAZEP 25MG CAP	1		3.00	3.00	27610
11/10/01 4171564	HYDROCODONE/APAP TAB	1		15.00	15.00	27610
11/09/01 4080010	URINALYSIS	1		68.00	68.00	81001 ZS
11/09/01 4050011	DRSG ADAPTIC	1		69.00	69.00	27610
11/09/01 4050265	DRESSING 4X4 (10 PKG)	1		56.00	56.00	27610
11/09/01 4050721	SUTURE	1		70.00	70.00	27610
11/09/01 4421012	CT HEAD NO CONTRAST	1		1259.00	1259.00	70450 TC
11/09/01 0199004	COMPREHENSIVE ED VST	1		1294.00	1294.00	27502
11/09/01 0199007	MINOR PROCEDURE	1		158.00	158.00	SURG

** SUMMARY OF CHARGES **	
** TOTAL CHARGES **	3558.00
** TOTAL PAYMENTS **	.00
** TOTAL ADJUSTMENTS **	.00
** TOTAL AMOUNT DUE **	3558.00



American Medical Response

- dca 4 AMERICAN MEDICAL RESPONSE

TRIP # **SCR-01313392-00**
PATIENT NAME **JEFFREY A. LONG**
DATE OF SERVICE **11/09/2001**
AMOUNT DUE **802.12**

ACCT # **001735246**

ACCOUNT NUMBER: **001735246**

DUE DATE **12/25/2001**

**JEFFREY A. LONG
147A MARKET S T
SANTA CRUZ, CA 95060**

REMIT PAYMENT TO:

**AMERICAN MEDICAL RESPONSE WEST
FILE 73329-F 0 BOX 60000
SAN FRANCISCO, CA 94160-3329**

PLEASE CHARGE MY: VISA MASTERCARD

ACCOUNT _____ EXPIRATION DATE _____

SIGNATURE _____ PLEASE ENTER AMOUNT PAID: \$ _____

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

PATIENT NAME		ACCOUNT NO.	TRIP NO.	INVOICE DATE
JEFFREY A. LONG		001735246-0001	SCR-01313392-00	12/05/2001
DATE OF SERVICE	SERVICE FROM	SERVICE TO		
11/09/2001	FREEDOM 5 CANDIS	WATSONVILLE COMMUNITY HOSPITAL		
IMPORTANT MESSAGES				

CODE	DESCRIPTION	UNITS	UNIT CHARGE	TOTAL CHARGE
X0030	ALS1 EMERGENCY	1	629.40	629.40
X0022	DO NOT USE EKG	1	43.33	43.33
X0034	ALS MILEAGE	2	13.56	27.12
A0999	CERVICAL COLLAR	1	50.59	50.59
A0999	C-SPINE BOARD	1	15.24	15.24
A0994	EKG ELECTRODES	1	14.07	14.37
A0999	HEADBED IMMOBILIZER	1	9.93	9.93
A0999	INFECTION CONTROL	1	7.44	7.44

TOTAL CHARGES DUE	802.12
--------------------------	---------------

CALL RCVD: 15:50
DI AGNOSIS: 8728 87342

SEE REVERSE SIDE FOR INSURANCE INFORMATION AND CUSTOMER SERVICE INFORMATION

FED TAX ID: 77"324739

Keep this portion for your records.



Emergency Training Services

3050 Paul Sweet Road
Santa Cruz, CA 95065

Registration Receipt

Receipt #: 1187

Date: 9/18/01

Jeff Long
147 A Market Street
Santa Cruz, Ca 95060
Home: 831-423-3816
Work:

Course Name	Section	Program Number	Fee
First Responder	802414	802414	\$177.00

Teacher: Conrad, Mike

Room: ETS

Dates: 10/18/01-12/20/01

Days: Thursdays

Time Range: 6pm-10pm

Payment History

Date	Type	Number	Amount
9/18/01	Check	720	\$177.00

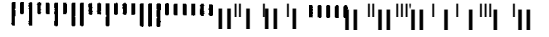
Total Payments: \$177.00

DATE OF STATEMENT	12/06/01	
AMOUNT DUE	120.00	
AMOUNT PAID		

SANTA CRUZ EMERG. PHYS.
 MEDICAL GROUP
 P O BOX 110666
 TACOMA, WA 98011-0666

PLEASE MAKE YOUR CHECK PAYABLE AND REMIT TO:	
ACCOUNT NUMBER	SCR 4061118
PATIENT'S NAME	JEFFREY LONG

PLEASE CHECK BOX IF ABOVE ADDRESS IS INCORRECT
 AND INDICATE CHANGES ON THE BACK



JEFFREY LONG
 147 MARKET STREET UNIT A
 SANTA CRUZ, CA 95060-2901

BILL TO:

I (800) 817-1066
 77-0284377

SANTA CRUZ EMERG. PHYS.
 MEDICAL GROUP
 P O BOX 110666
 TACOMA, WA 98411-0666

Page 1 of 1

STATEMENT OF ACCOUNT

Sunglasses 1 Clear lens
 11.10
 189.95 frame
 \$ 364.93

~~glasses \$164.98 lens
 189.95 frame
 \$ 354.93~~

DATE: 02/07/02 FAX: 8008304028 PRINT LABELS: YES BILL: 00000000000000000000 COPY ON

ITEM	DESCRIPTION	DATE	AMOUNT	PAYEE	STATUS
1	CONTACT LENSES	12/06/01	120.00	JEFFREY LONG	P
2	CONTACT LENSES	12/06/01	120.00	JEFFREY LONG	P
3	CONTACT LENSES	12/06/01	120.00	JEFFREY LONG	P
4	CONTACT LENSES	12/06/01	120.00	JEFFREY LONG	P
5	CONTACT LENSES	12/06/01	120.00	JEFFREY LONG	P
6	CONTACT LENSES	12/06/01	120.00	JEFFREY LONG	P
7	CONTACT LENSES	12/06/01	120.00	JEFFREY LONG	P
8	CONTACT LENSES	12/06/01	120.00	JEFFREY LONG	P
9	CONTACT LENSES	12/06/01	120.00	JEFFREY LONG	P
10	CONTACT LENSES	12/06/01	120.00	JEFFREY LONG	P

JEFFREY LONG CONTACT LENSES FAX: 8008304028 OTHER: Jessica
 (408) 448-4410

** SCREEN CONTENTS FOR TUE, NOV 20, 2001, 11:08 AM **
 11/20/01 EDS VIOLATION WARNING 6075 RX VERIFY
 #291370 07/16/2001 KEV 01 OF 01 WARNING(S)
 LONG, JEFF PHONE: D - (000) 000-0000 N - (000) 000-0000
 CYCLOBENZAPRINE 10MG TABLET SSN# 000-00-0000
 #100 (DR) DR. T. BUSH (408) 885-5000
 TAKE 1 TABLET ORALLY 751 s. BASCOM DEA-AB1365419
 TWICE A DAY (GENERIC FOR SAN JOSE, CA 95060 LIC-G51800
 FLEXERIL) REFILLS REMAINING-1.50 (0100)
 (SCCH-SCCH) RETAIL PRICE-40.25 COPAY-.00 DAW =
 QTY FILL DATE EDS PRICE PHARM. AUTH. AGENT MFG
 A) 50 11/10/01 025 ~~7.77~~ SCCH KEV

s #033 p01 ENTER SELECTION(RX VERIFY)-



PATIENT PRESCRIPTION INFORMATION

LONG, JEFF

PROPOXY-N/APAP 100-650 TAB (ZL)

PROPOXYPHENE NAPSYLATE W/APAP

Rx# : 293413.00

(37)

PRICE: \$16.35

COMMON USE(S) FOR THIS DRUG:

This medication is used to relieve moderate to severe pain.

HOW TO TAKE THIS MEDICATION:

To prevent upset stomach, take with food or milk. Pain medications work best in preventing pain before it occurs. Once the pain becomes intense, the medication is not as effective in relieving it. Use this medication exactly as directed by your doctor. Do not increase your dose, use it more frequently or use it for a longer period of time than prescribed because this drug can be habit-forming. Also, if used for an extended period, do not suddenly stop using this drug without your doctor's approval. Over time, this drug may not work as well. Consult your doctor if this medication is not relieving the pain sufficiently.

POSSIBLE SIDE EFFECTS:

May cause constipation, lightheadedness, dizziness, drowsiness, stomach upset, nausea, flushing or vision changes. If any of these effects persist or worsen, inform your doctor. Notify your doctor immediately if you develop: irregular heartbeat, anxiety, tremors, confusion, depression, low blood pressure, fainting, yellowing of the eyes or skin, stomach pain, dark urine. In the unlikely event you have an allergic reaction to this drug, seek immediate medical attention. Symptoms of an allergic reaction include: rash, itching, swelling, severe dizziness, trouble breathing. If you notice other effects not listed above, contact your doctor or pharmacist.

PRECAUTIONS:

Tell your doctor your medical history, especially of: kidney or liver disease, breathing problems, alcohol and/or drug use, colitis or other intestinal/stomach problems, severe diarrhea, head injury, heart problems, drug allergies. Use caution when engaging in activities requiring alertness such as driving. Limit alcohol intake because it may add to the dizziness/drowsiness effects of this medication. Acetaminophen may cause liver damage. Daily use of alcohol, especially when combined with acetaminophen, may increase your risk for liver damage. Check with your doctor or pharmacist for more information. This medication should be used during pregnancy only when clearly needed. Discuss the risks and benefits with your doctor. This medication is excreted into breast milk. Though to date, no problems have been noted in nursing infants, consult your doctor before breast-feeding.

DRUG INTERACTIONS:

Tell your doctor of all the medicines you may use both prescription and nonprescription, especially of: carbamazepine, cimetidine, ritonavir, other narcotic pain medications, sedatives, tranquilizers, drugs used for anxiety or depression. Before taking over-the-counter pain relievers or cold, cough and allergy products, read their labels to be sure they do not also contain acetaminophen. This medication contains acetaminophen and too much acetaminophen can be harmful. Do not start or stop any medicine without doctor or pharmacist approval.

NOTES :

Do not share this medication with others.

HOW DO I STORE IT?

Store at room temperature away from sunlight and moisture.

WHAT IF I MISS A DOSE?

If you miss a dose, take as soon as remembered: do not take if it is almost time for the next dose, instead, skip the missed dose and resume your usual dosing schedule. Do not "double-up" the dose to catch up.

important note: The following information is intended to supplement, not substitute for, the expertise and judgment of your physician, pharmacist or other healthcare professional. It should not be construed to indicate that use of the drug is safe, appropriate, or effective for you. Consult your healthcare professional before using this drug.

LONG, JEFF
11/26/2001

Rx# 293414 CASH WC=

1204

CONSULT



PRICE: \$44.00 NW=

Page 1



Longs Drugs

Longs fills
online prescriptions
www.longs.com

600 FRONT STREET
SANTA CRUZ, CA 95060

PATIENT PRESCRIPTION INFORMATION	
LONG, JEFF	
CARISOPRODOL 350MG TABLET (SB)	
CARISOPRODOL	(37)
Rx#: 293414.00	PRICE: \$44.00

COMMON USES(S) FOR THIS DRUG:

This medication relaxes muscles and relieves pain and discomfort associated with strains, sprains, spasms or other muscle injuries. Muscle relaxers are for specific muscle injury and pain and should not be used for general body aches and pains.

HOW TO TAKE THIS MEDICATION:

This medication may be taken with food or immediately after meals to prevent stomach upset. Take this as directed. Do not increase your dose or take it more often than prescribed. This medication provides temporary relief and must be used in addition to rest, physical therapy and other measures. Because this medication makes an injury temporarily feel better, do not attempt to lift or exercise too soon. Follow your doctor's instructions for recovery.

POSSIBLE SIDE EFFECTS:

This medication may cause stomach upset, heartburn, headache, dizziness or drowsiness. If these symptoms persist or worsen, notify your doctor promptly. Inform your doctor promptly if you develop: persistent stomach pain, rapid heart rate. In the unlikely event you have an allergic reaction to this drug, seek immediate medical attention. Symptoms of an allergic reaction include: rash, itching, swelling, dizziness, trouble breathing. If you notice other effects not listed above, contact your doctor or pharmacist.

PRECAUTIONS:

Tell your doctor your medical history, especially of: any liver or kidney disease, blood disorders, porphyria, asthma, any allergies. When rising quickly from a sitting or lying position, dizziness or lightheadedness may occur. Change positions slowly. Use caution engaging in activities requiring alertness (such as driving) if this drug makes you dizzy or drowsy. Limit alcohol intake while taking this medication. This drug should be used only when clearly needed during pregnancy. Discuss the risks and benefits with your doctor. Carisoprodol is excreted into breast milk. Consult your doctor before breast-feeding.

DRUG INTERACTIONS:

Tell your doctor of all over-the-counter and prescription medication you may take including: sedatives, tranquilizers, sleeping pills, narcotic pain relievers, medication for depression, certain antihistamines (e.g., diphenhydramine). Many cough-and-cold products contain antihistamines which can cause drowsiness. Check labels carefully and consult your pharmacist if you have any questions. Do not start or stop any medicine without doctor or pharmacist approval.

NOTES:

Do not share this medication with others.

HOW DO I STORE IT?

Store at room temperature between 59 and 86 degrees F (between 15 and 30 degrees C) away from moisture and sunlight. Do not store in the bathroom.

WHAT IF I MISS A DOSE?

If you miss a dose, take it as soon as remembered if it is within an hour or so. If you do not remember until later, skip the missed dose and resume your usual dosing schedule. Do not "double-up" the dose to catch up.

Important note: The following information is intended to supplement, not substitute for, the expertise and judgment of your physician, pharmacist or other healthcare professional. It should not be construed to indicate that use of the drug is safe, appropriate, or effective for you. Consult your healthcare professional before using this drug.

Longs Drugs
600 FRONT STREET
SANTA CRUZ, CA 95060
PHONE

24 HR RECORDER (831) 426-7444

1 1/26/2001 Rx2934 14

LEE, DRUSILLA MD
CASH
PRICE: \$44.00
CARISOPRODOL 350MG TABLET

NDC# 00364-0475
EDS 0014
REG# PHF127550

Receipt



FOI

FO

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 November 15, 2001 in Room 223 of the University Town Center, 1101 Pacific Avenue, Santa Cruz CA.

MASTF MEMBERS PRESENT: April Axton, Sharon Barbour, Ted Chatterton, Michael Doern, Michael Edwards, Glen Eldred, Kasandra Fox, Michelle Hinkle, Ed Kramer, Deborah Lane, Thom Onan, Pop Papadopulo, Camilla Shaffer and Patricia Spence.

METRO STAFF PRESENT:

John Aspesi, Fleet Maintenance Department Supervisor
Bryant Baehr, Operations Department Manager
Kim Chin, Planning and Marketing Department Manager
A. John Daugherty, Accessible Services Coordinator
David Konno, Facilities Maintenance Department Manager

BOARD MEMBERS PRESENT:

Michelle Hinkle

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

None.

RELEVANT ATTACHMENTS: None.

***MASTF MOTIONS RELATED TO METRO MANAGEMENT**

None.

I. CALL TO ORDER AND INTRODUCTIONS

Chairperson Kasandra Fox called the meeting to order at 2:06 p.m.

II. APPROVAL OF THE OCTOBER 18, 2001 MASTF MINUTES

MASTF Motion: That the October 18, 2001 MASTF Minutes be approved as submitted.

M/S/PU: Lane, Papadopulo

III. AMENDMENTS TO THE AGENDA

Deborah Lane reported that the MASTF Executive Committee had deleted the "Prioritization of MASTF Projects" Agenda item from Ongoing Business. She noted that the item was tabled until next year.

IV. ORAL COMMUNICATION AND CORRESPONDENCE

Ms. Fox shared two announcements: First, she noted that she had designed a new border for MASTF Certificates of Appreciation. A sample copy was circulated. Second, she noted that today was her last day as Chairperson. She thanked people for their participation over the last year.

John Daugherty shared the following correspondence and items of interest:

- 1) MASTF had received a copy of a letter from bus rider Whitney Bowman to David Konno. The letter (Attachment A) requests a new bus stop in the Boardwalk area.
- 2) The MASTF Executive Committee sent a follow up letter to Ofelia Gomez after they discussed issues surrounding her concerns with Bryant Baehr last week. Mr. Daugherty read the letter (Attachment B) aloud to the group.
- 3) Mr. Daugherty shared that one page was missing from the *Good Times* articles included in the meeting packet for this month. He noted that he had copies of the missing page available upon request.
- 4) He noted that Ms. Fox and Ms. Lane had attended the public unveiling of the *Alive Again* mural last month. This mural was inspired by the stories of residents of Pleasant Care, who were honored with City of Santa Cruz proclamations. This public event was described in a news article (Attachment C) that was circulated to the group.
- 5) He shared that METRO had just received public notice about a neighborhood meeting to discuss a planned bike and pedestrian bridge over the San Lorenzo River. The meeting, sponsored by the City of Santa Cruz Public Works Department, is set for next Monday, October 19th.

Kim Chin shared several announcements:

- 1) On behalf of the staff of METRO, Mr. Chin thanked Ms. Fox for her leadership during the last year. He noted that she had helped METRO during completion of several projects, including the audit of paratransit service and plans for recertification. He noted that staff looked forward to working with Ms. Fox in the year ahead.
- 2) He relayed a message to the group from Karena Pushnik. Ms. Pushnik announced that State Assemblyman Fred Keeley would speak during the Elderly and Disabled Transportation Advisory Committee (E&D TAC) meeting on December 11, 2001. Ms. Pushnik offered to forward comments and questions to Mr. Keeley. Mr. Chin noted that Mr. Keeley would be present at meeting, which is open to the public, at 2:30 p.m.

Note: Ms. Pushnik can be reached at the Santa Cruz County Regional Transportation Commission (SCCRTC) offices at 460-3210. She forwarded a public invitation (Attachment D) to MASTF after the meeting.

- 3) Mr. Chin reported that a Request For Proposal (RFP) for the next primary contractor for METRO paratransit services has "hit the street." He noted that the METRO Board could have a recommendation to review during January.

- 4) He also reported that work to acquire software to assist with recertification of paratransit customers was progressing.
- 5) He invited MASTF to send one or two representatives as part of the two-day evaluation for candidates for the Paratransit Administrator position. The representatives would participate in a “meet the community” session during Friday November 30, 2001. He asked the group (or the Executive Committee) to notify him on the selection of representatives.

Thom Onan offered the following statement:

“ Thank you. My name is Thom Onan and I’m the paratransit advocate (for) MASTF.

“And you may remember last month I made some oral communications regarding the previous month’s Motion that MASTF passed. The comments I made, I was informed I had bothered several members of MASTF. And I want to apologize for that. I have no intention of offending any people participating in MASTF.

“I feel, and CCCIL feels, the highest regard for MASTF. We feel MASTF is really (a) very effective advocate in the community. So I want to extend my apologies for any misunderstanding I may have caused by my comments about the Motion procedure.

“That being said, I do want to also reiterate the importance I feel we, as members of MASTF, should look at our voting procedures. Thank you.”

Michael Doern described and then drew on the whiteboard his suggestion for improving the weekend Route 61. He asked that consideration be given to change the routing slightly so that the bus passes by the posted bus stops at the Pleasant Care facility. He shared that he has a friend living at Pleasant Care who would enjoy the weekend bus service to Capitola Mall, the Flea Market and other destinations.

Pat Spence announced that Mark Hartunian has resigned as director of the Consolidated Transportation Services Agency (CTSA). She noted that he has accepted a position in the District Attorney’s office. She suggested that MASTF support Deana Davidson, acting CTSA director. Ms. Fox shared that she was working on a letter of appreciation for Mr. Hartunian.

V. ONGOING BUSINESS

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

Mr. Chin reported that the City of Watsonville is establishing a growth boundary around city limits. He noted that METRO is looking forward to working together with City government as a new planning process is developed.

5.2 Discussion of Possible Changes to Transit Center at Capitola Mall – Action Item

Mr. Chin reported that surveyors hired by METRO have completed their evaluation of the existing transit center at Capitola Mall. He noted that METRO forwarded the complete evaluation – including the consultant’s recommendation to develop a path of travel between the transit center and the nearest entrance to *Sears* – to the City of Capitola. The City of Capitola forwarded the evaluation to Mall

Management in a letter. The City awaits a response from Mall Management to the letter. Mr. Chin shared that METRO will keep MASTF apprised of developments. In response to questions from Mr. Doern, he said that the location of the transit center and bus access to the Mall would remain the same for now.

5.3 Progress on Call Stop Committee Recommendations (Bryant Baehr)

Bryant Baehr reported that the METRO Board would review proposals tomorrow at their meeting in Watsonville:

- 1) Specifications for the Talking Bus system. With Board approval of specifications, METRO could get prices for equipment to be bid upon.
- 2) Options on how to monitor Americans with Disabilities Act (ADA) compliance with Call Stops. Mr. Baehr described the three options:
 - Customer Service Reports
 - Passengers trained to monitor compliance
 - Use of a national or local private investigation firm

Mr. Baehr also reported that Call Stop refresher training would begin for bus operators on December 3rd. He estimated that the training would include 95% to 98% of METRO bus operators and that the training would wrap up on December 12th.

5.4 Announcement of Recipients of December 2001 MASTF Certificates of Appreciation (Kasandra Fox)

Ms. Fox announced that the following groups and individuals were selected by the Executive Committee to receive Certificates during the MASTF meeting and festivities on Thursday December 20, 2001:

- **Group Award (Several Certificates): Participants and Sponsors of the Living the Paratransit Experience**
- **Group Award (One Certificate): ADA Paratransit/ParaCruz drivers employed by Courtesy Cab Company**
- **Dennis Baldwin, METRO Bus Operator**
- **Kim Chin, METRO Manager of Planning and Marketing**
- **Andy Hill, METRO Bus Operator**

- **Ed Kramer, MASTF Member**
- **Liz Sparks, Central Coast Center for Independent Living (CCCIL)**
- **Patricia Spence, MASTF Member**

VI NEW BUSINESS

6.1 Nomination and Election of December 2001 – November 2002 MASTF Executive Committee Officers (John Daugherty)

Mr. Daugherty facilitated the election process for the December 2001 – November 2002 MASTF Executive Committee. He read the job descriptions for each position contained in the MASTF By Laws.

One nomination was made, seconded and accepted (M/S/A) for each position. By acclamation, the MASTF Executive Committee members for December 2001 through November 2002 are:

Chairperson: Deborah Lane

M/S/A: Fox, Kramer

Vice Chairperson: Sharon Barbour

M/S/A: Lane, Fox

Bus Stop Improvement Committee Chairperson: Ed Kramer

M/S/A: Lane, Fox

Bus Services Committee Chairperson: Kasandra Fox

M/S/A: Lane, Papadopulo

Training and Procedures Committee Chairperson: Pop Papadopulo

M/S/A: Edwards, Fox

Paratransit Services Committee Chairperson: Pat Spence

M/S/A: Kramer, Papadopulo

MASTF COMMITTEE REPORTS

6.2 Training and Procedures Committee Report (Pop Papadopulo)

Pop Papadopulo reported that Call Stop refresher training for bus operators would occur during December.

6.3 Bus Service Committee Report (Sharon Barbour)

Mr. Baehr reported that the Metro Users Group (MUG) approved Motions on two aspects of ADA Call Stop compliance yesterday: First, MUG recommended that the Call Stop refresher training for bus operators be emphasized and completed. Second, MUG recommended that METRO investigate the use of cameras and audio equipment inside buses to monitor ADA Call Stop compliance.

a) Bus Service Congestion at Cabrillo College

Mr. Baehr reported that METRO had received one customer write up about a situation METRO is aware of: the back up of bus service between Cabrillo College and Santa Cruz during weekday afternoons. He explained that the effect of the back up for passengers peaks between 1:50 p.m. and 3:30 p.m. on

weekdays. He noted that METRO is looking for available resources to meet passenger demand. He pointed out that the METRO Board had closed a \$1, 400, 000 "hole" in the budget last month. He shared that routes would be evaluated to see what resources are available.

6.4 Bus Stop Improvement Committee Report (Pop Papadopulo)

David Konno reported that the Bus Stop Advisory Committee (BSAC) is working to follow up on requests from the METRO Board made during August. Those requests, that concerned the status of bus shelters, included:

- Possible deployment of additional trash cans at bus shelters
- Possible partnership with other agencies (such as the Skills Center and County Probation Department) to assist with bus stop and shelter maintenance
- Possible new specifications for bus shelters that would include metal frame and one clear panel
- The need for a trailer mounted steam cleaner to assist shelter maintenance

Ms. Lane asked Mr. Konno if a new color scheme for bus shelters had been chosen. Mr. Konno responded that the best opportunity to reconsider the color scheme would occur when the contract for shelters is rebid. Ms. Spence asked what process is used to determine where shelters are located. She noted that bus access at new developments is important. Mr. Chin responded that METRO is open to input from MASTF and other groups and individuals. He noted that letters and petitions are helpful to METRO when bus stop and shelter locations are chosen.

6.5 Paratransit Services Committee Report (Pat Spence)

Ms. Spence reported:

- 1) That she, Mr. Daugherty and Mr. Chin had presented information on paratransit to an advanced class at the Cabrillo College Stroke Center on October 29th. She noted that the information appeared to be well received. She believed that more time for the session would have been beneficial.
- 2) She has started work on a project to identify where the funding comes from for various specialized transportation programs. She noted that April Axton might be able to assist her.
- 3) She offered thanks to METRO staff and MASTF members who helped the Living the Paratransit Experience project. She noted that the decisions on whether to repeat the program, and at which intervals to carry it out, was still being discussed.

OTHER REPORTS

6.6 Paratransit Update

a) ADA Paratransit Update

Ms. Axton reported that Lift Line has received two new vehicles for service. She added that Lift Line had just been notified that five additional vehicles had been approved for State grant funding. She also noted that she looks forward to working with Ms. Spence and Deana Davidson, the new CTSA director.

b) Transportation Advocacy (Thom Onan)

Mr. Onan reported that he has received no phone calls this month. Ms. Spence asked what the process is that Mr. Onan follows when he receives a phone call. Mr. Onan responded that he fills out a form after a call is received. An electronic copy of the form (attached to email) is sent to Lift Line. Lift Line staff investigate and then respond to the person who made the phone call. Mr. Onan is sent a copy of the response to the caller.

6.7 U.T.U. Report

6.8 S.E.I.U. Report

No reports on these two items.

6.9 Next Month's Agenda Items

Ms. Fox noted that "our most joyous meeting of the year" happens in December. She noted that the meeting Agenda is short. Ms. Lane asked that persons interested in joining the First Night parade on December 31st – possibly to celebrate public transit -- contact her after the meeting. Mr. Onan requested that the topics quorum and voting procedures be placed on the January 2002 MASTF Agenda.

VII ADJOURNMENT

Ms. Fox adjourned the meeting at 3:25 p.m.

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

NOTE: NEXT MASTF MEETING IS: Thursday December 20, 2001 from 2:00-4:00 p.m., in Room 223 of the University Town Center, 1101 Pacific Avenue, Santa Cruz, CA.

NOTE: NEXT S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday December 14, 2001 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 December 21, 2001 at 9:00 a.m. at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

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 December 20, 2001 in Room 223 of the University Town Center, 1101 Pacific Avenue, Santa Cruz CA.

MASTF MEMBERS PRESENT: April Axton, Sharon Barbour, Jeff Barbour, Richard Camperud, Bridget McMinn Chin, Deana Davidson, Kasandra Fox, Marilyn Garibay, Rodolfo Garibay, Michelle Hinkle, Christopher Krohn, Deborah Lane, Gary Lippman, Barbara McMinn, Thom Onan, Pop Papadopulo, Camille Pierce, Emily Reilly, Susan Siedzick, Barbie Schaller, Stephanie Soriano, Liz Sparks, Patricia Spence and John Wood.

METRO STAFF PRESENT:

Michael Boyd, SEIU/SEA Representative
Kim Chin, Planning and Marketing Department Manager
A. John Daugherty, Accessible Services Coordinator
Mark Dorfman, Assistant General Manager
Terry Gale, Information Technology Manager
Margaret Gallagher, District Counsel
David Konno, Facilities Maintenance Department Manager
Steven Marcus, UTU Local 23 Committee of Adjustment Vice Chair
Bonnie Morr, UTU Representative
Tom Stickel, Fleet Maintenance Department Manager
Randy Yagi, Senior Customer Service Representative

BOARD MEMBERS PRESENT:

Michelle Hinkle
Christopher Krohn
Emily Reilly

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

None.

RELEVANT ATTACHMENTS FORWARDED TO THE BOARD: A, C, D, E, F, G, H, I, J, K, L, M, N and O

***MASTF MOTIONS RELATED TO METRO MANAGEMENT**

None.

I. CALL TO ORDER AND INTRODUCTIONS

Chairperson Deborah Lane called the meeting to order at 2:08 p.m.

II. APPROVAL OF THE NOVEMBER 15, 2001 MASTF MINUTES

**MASTF Motion: That the November 15, 2001 MASTF Minutes be approved as submitted.
M/S/PU: Papadopulo, Spence**

III. AMENDMENTS TO THE AGENDA

None.

IV. ORAL COMMUNICATION AND CORRESPONDENCE

Camille Pierce shared her praise of the “wonderful” work performed by METRO bus operators and other staff. She encouraged MASTF members to “renew the ability to thank” bus operators. “Because without them,” she stated, “we don’t have a bus system.”

Ms. Lane announced that Patricia Spence had been appointed to serve on the METRO Board of Directors.

Mr. Daugherty described two pieces of correspondence sent since the MASTF meeting on November 15:

- 1) He read aloud a letter that was authorized by the MASTF Executive Committee. The letter (Attachment A) was sent to Mark Hartunian “on all our behalf to thank you sincerely for the fine job you have done at Lift Line.”
- 2) A letter from METRO District Counsel Margaret Gallagher sent to MASTF. The letter (Attachment B) noted that Ms. Gallagher would not be able to attend the meeting today. Note: Ms. Gallagher did join the festivities during the presentation of Certificates of Appreciation.

V. ONGOING BUSINESS

Ongoing Business Agenda items and Reports were tabled by the MASTF Executive Committee until the January 17, 2002 MASTF meeting.

VI NEW BUSINESS

6.1 Guest Speaker: Emily Reilly

METRO Board member – and recently elected Vice Mayor for the City of Santa Cruz – Emily Reilly addressed the group. She noted that one of her first meetings after joining the METRO Board was a MASTF meeting. She also noted that she had benefited from the Living the Paratransit Experience training promoted by MASTF last summer: she reassessed her assumption that riding paratransit was much more convenient than fixed route bus service.

She noted that MASTF’s activity was unique compared with other transit systems. “I’ve never seen anything to rival this group,” she noted, “in terms of the time and commitment and earnestness and inspiration and sincerity and joy that you bring to the work that you do.”

Note: Ms. Lane handed over a MASTF letter of thanks (Attachment C) to Ms. Reilly shortly after adjournment of the business Agenda.

6.2 Presentation of MASTF Certificates of Appreciation (Deborah Lane and Pat Spence)

Ms. Lane reintroduced Ms. Spence to the group. Ms. Spence provided background information on the Living the Paratransit Experience Training. She acknowledged the following individuals and oversaw the handing out of several certificates:

- Thanks and certificates to fellow sub committee members Pop Papadopulo and John Wood (Attachments D and E)
- Thanks to Ted Chatterton and Michael Doern for initially volunteering
- Thanks to Mark Hartunian for re inspiring her in the early planning stages
- Thanks to her husband Don Spence for giving her rides and picking up and taking equipment
- Thanks to her daughters for their assistance
- Thanks to Kim Chin's office staff (Paula Flagg and Eileen Hiltner) for being professional and courteous help
- Thanks to Dale Carr for support at the Administration office
- Thanks to Doran Center and John Wood for providing vision simulation glasses

Ms. Spence acknowledged the Board members who supported the Living the Paratransit Experience. Three Board members picked up their Certificates:

- Jan Beautz
- Bruce Gabriel
- Michelle Hinkle (Attachment F)
- Christopher Krohn
- Raphael Lopez
- Dennis Norton
- Sheryl Ainsworth
- Jeff Almquist
- Michael Keogh
- Tim Fitzmaurice
- Emily Reilly (Attachment G)
- Mike Rotkin

Ms. Spence acknowledged two organizations that would receive Certificates in appreciation of their providing, adjusting or coaching the use of supplies for the training:

- Horsynder's Pharmacy
- Lincare, Inc.

Note: One other organization and separate individual not represented at the meeting will also receive Certificates:

- Rhodna Simoni
- Stroke Center

Ms. Spence also praised the METRO staff who participated in the training (and picked up or will receive their Certificates):

- Bryant Baehr
- Kim Chin
- Mark Dorfman
- Terry Gale
- Margaret Gallagher
- David Konno
- Tom Stickel
- Les White

Ms. Spence shared that several special awards would be presented during the METRO Board workshop session next month. “In the end survey, the general indication was that the paratransit experience should be repeated on an annual basis,” Ms. Spence added.

Ms. Spence also noted that the written materials that are part of the Living the Paratransit Experience training have been collected into a single binder. Binders have been prepared for METRO and MASTF. Ms. Spence shared that one binder was available at the meeting today for review.

Ms. Spence and Ms. Lane set up the presentation of the next award, one Certificate of Appreciation from MASTF to the Courtesy Cab drivers delivering Americans with Disabilities Act (ADA) paratransit rides during 2001. Ms Spence noted that the single Certificate (Attachment H) covered the “excellent” service performed by 22 drivers. During the meeting she mentioned several drivers by name that had provided rides to her.

Note: The names of those drivers are accompanied with an * in the complete list of 22 persons below:

Richard Camperud*	Jose Molina*
Daniel Contreras	Gabriel Morales
Marilynn Garibay*	Juan Para*
Rodolfo Orozoc Garibay*	Jamie Perez*
Mike Hall	Stephanie Soriano
Patricia Lacey	Mauricio Soto
Iris Lopez	Juan Vazquez*
Robert Maldonado*	Juan Valdez
Jose Mata	Jorge Venegas
Juan Mejia*	Leopoldo Zaragoza
Jose Melgoza	Cesar Zarazua*

Ms. Lane presided over presentation of MASTF Certificates of Appreciation to the following persons:

- Dennis Baldwin, METRO Bus Operator
- Kim Chin, METRO Manager of Planning and Marketing

- Andy Hill, METRO Bus Operator
- Ed Kramer, MASTF Member
- Liz Sparks, Central Coast Center for Independent Living (CCCIL)
- Patricia Spence, MASTF Member

Kassandra Fox presented the final award, a special lighthearted Certificate to:

- Sharon Barbour, MASTF Vice Chair “and 100 Yard Dash Champion”

Note: Copies of those Certificates (Attachments I-O) are included with the January MASTF meeting packet.

6.3 Next Month's Agenda Items

None.

VII ADJOURNMENT

The meeting was adjourned at 2:47 p.m.

M/S/PU: Fox, Papadopulo

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

NOTE: NEXT MASTF MEETING IS: Thursday January 17, 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 January 11, 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 January 18, 2002 at 9:00 a.m. at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

Santa Cruz Metropolitan Transit District

Minutes-Metro Users Group

November 14, 2001

The Santa Cruz Metropolitan Transit District Metro Users Group met at 2:43 p.m., Wednesday, November 14, 2001, at the District's Encinal Conference Room, 370 Encinal Street, Suite 100, Santa Cruz.

MEMBERS PRESENT

Bruce Gabriel, Chair
G. Ted Chatterton, Transit User
Michelle Hinkle, Alternate Board Member
Carolyn O'Donnell, SC TMA
Barbara Schaller, Seniors Council

VISITORS PRESENT

SCMTD STAFF PRESENT

John Aspesi, Fleet Maint. Supervisor
Bryant Baehr, Operations Manager
Kim Chin, Planning & Marketing Mgr.
David Konno, Fac. Maint. Manager

MUG MOTIONS TO METRO BOARD OF DIRECTORS

1. MUG RECOMMENDS THAT THE BOARD PURSUE BUS OPERATOR CALL STOP TRAINING NOW AND INVESTIGATE CD-ROM MONITORING SYSTEMS FOR THE FUTURE.
 2. MUG URGES THE BOARD TO MOVE FORWARD WITH THE HWY 17 FARE INCREASES.
-

MUG MOTIONS TO METRO MANAGEMENT

None.

1. **CALL TO ORDER AND INTRODUCTION**
2. **ORAL AND WRITTEN COMMUNICATIONS AND ANNOUNCEMENTS**

3. ADDITIONS AND DELETIONS TO THE AGENDA

None.

4. CONSENT AGENDA

- a) Receive and Accept October Meeting Minutes
- b) Monthly Attendance Report
- c) Minutes of Board of Directors Meeting
- d) Monthly Ridership Report for October

ACTION: MOTION: Carolyn O'Donnell SECOND: Michelle Hinkle

APPROVE CONSENT AGENDA

Motion passed unanimously.

5. ON-GOING ITEMS

5a) Review of Current Board Agenda Items

- 1. The committee discussed the fact that bus operators do not call out stops consistently. Concern was expressed that operators may not be aware that this is a federal law and that they don't have a choice about whether or not to call the stops. Bryant Baehr reported that the Operations department would be receiving training on December 2-12, 2001 regarding ADA call stop announcements and the law. Different methods of monitoring calls stops were discussed including on board CD-Rom monitoring systems. These record both audio and visual and would be useful in the event of a claim against the District.

ACTION: MOTION: Barbie Schaller SECOND: Michelle Hinkle

MUG RECOMMENDS THAT THE BOARD PURSUE BUS OPERATOR CALL STOP TRAINING NOW AND INVESTIGATE CD-ROM MONITORING SYSTEMS FOR THE FUTURE.

Motion passed unanimously.

2. Bryant Baehr reported that the Board would decide this month whether or not to proceed with the process of increasing the Hwy 17 fare structure. Hwy 17 fares have not changed since 1993, while costs including fuel, wages, insurance and maintenance have gone up. Kim Chin listed several ways for the public to comment on this issue:

- ❖ Log onto Hwy17@scmtd.com
- ❖ Attend Public Hearings on November 28 (11:30-1:30 p.m. at SJSU; 7-8:00 p.m. at Santa Cruz City Council).
- ❖ Write to the District's General Manager
- ❖ Attend the Board Meeting on December 21, 2001.

Implementing the increased fares to coincide with the introduction of the new buses was discussed. To avoid confusion, the committee decided that if the fare increase is implemented, it should not be put off another 9-12 months when the new buses are expected to arrive.

ACTION: MOTION: Ted Chatterton SECOND: Barbie Schaller

MUG URGES THE BOARD TO MOVE FORWARD WITH THE HWY 17 FARE INCREASES

Motion passed unanimously

The following items were taken out of order as follows:

7. NEW BUSINESS

7d) Bus Operator Award

Chair Bruce Gabriel explained that MUG presents awards to people that the committee feels have gone above and beyond their duty. It was proposed that Bus Operator Lisa Vercauteren be presented a MUG award at next month's meeting for her extraordinary efforts displayed when she ran down the street to return a bracelet to a passenger who had dropped it on the bus.

ACTION: MOTION: Michelle Hinkle SECOND: Barbie Schaller

MUG WISHES TO ACKNOWLEDGE BUS OPERATOR LISA VERCAUTEREN WITH A MUG AWARD AT NEXT MONTH'S MUG MEETING.

Motion passed unanimously.

7b) Members in MUG

Nothing to report

7c) Capitola Mall

Kim Chin reported that the City of Capitola has written to Capitola Mall Management and is awaiting a response regarding the needed accessibility improvements at the Mall Transit Center.

7e) Bikes on Buses

This item was moved to next month's agenda.

6. UPDATES

6a) Paratransit Issues

Kim Chin reported that the deadline for the Paratransit operations RFP is Nov 30, 2001. Staff expects to be able to present the chosen contractor to MUG and MASTF for approval in January 2002, prior to the Board taking action.

Kim Chin announced that Mark Hartunian is no longer with Community Bridges and Dena Davidson is his replacement in the interim.

Mr. Chin reported that interviews for the District's Paratransit Administrator position will be conducted November 29-30, 2001 and that part of the evaluation includes the candidate meeting the community. MUG was invited to send one or more representatives to meet with the applicants and the committee decided that Barbie Schaller would do this. This will be conducted on the morning of Friday, November 30, 2001.

Mr. Chin also reported that the RFP for Paratransit certification software was released on November 12, 2001 and is expected to be completed December 12, 2001. Once the certification software RFP is closed, the eligibility determination RFP will be released.

6b) Bus Stop Signs

Nothing to report

6c) MetroBase

Nothing to report

9. **ADJOURNMENT**

Chair adjourned the meeting at 3:29 p.m.

Respectfully submitted,

Cindi Thomas
Administrative Secretary

Santa Cruz Metropolitan Transit District

Minutes-Metro Users Group

December 19, 2001

The Santa Cruz Metropolitan Transit District Metro Users Group met at 2:11 p.m., Wednesday, December 19, 2001, at the District's Encinal Conference Room, 370 Encinal Street, Suite 100, Santa Cruz.

MEMBERS PRESENT

G. Ted Chatterton, Transit User
Sandra Coley, Pajaro TMA
Connie Day, Transit User
Ron Goodman, Bicycle/Transit User
Michelle Hinkle, Alternate Board Member
Barbara Schaller, Seniors Council

VISITORS PRESENT

Shelly Day, Transit User
Kasandra Fox, MASTF
Sandra Lipperd, UTU President
Bonnie Morr, UTU Chair

SCMTD STAFF PRESENT

Kim Chin, Planning & Marketing Manager
David Konno, Fac. Maint. Manager
Tom Stickel, Fleet Maint Manager
Lisa Vercauteren, Bus Operator

MUG MOTIONS TO METRO BOARD OF DIRECTORS

None.

MUG MOTIONS TO METRO MANAGEMENT

None.

1. CALL TO ORDER AND INTRODUCTION

Kasandra Fox introduced herself as the new MASTF representative.

2. ORAL AND WRITTEN COMMUNICATIONS AND ANNOUNCEMENTS

None.

3. ADDITIONS AND DELETIONS TO THE AGENDA

None.

4. CONSENT AGENDA

Receive and Accept:

- a) November Meeting Minutes
- b) Monthly Attendance Report
- c) Minutes of November Board of Directors Meeting

ACTION: MOTION: Barbie Schaller SECOND: Sandra Coley

APPROVE CONSENT AGENDA

Motion passed unanimously.

5. ON-GOING ITEMS

5a) Review of Current Board Agenda Items

1. Kim Chin reported that Staff is still working on the talking bus technology and call stops.
2. Kim Chin reported that the Board was to consider action on the Hwy 17 fares at the December 21 Board Meeting. This meeting was cancelled and the issue will be postponed until the January 2002 meeting. Mr. Chin went on to explain that 2 public hearings had been held on this issue and that all public feedback and correspondence will be forwarded to the Board.

5b) Review of Headways Redesign Issues

Kim Chin reported that the current edition of Headways has an improved schedule format and more improvements are expected for the Spring edition. A brochure has been completed for UCSC that covers all the routes that serve the campus. Staff is currently working on developing a similar brochure for Cabrillo that will include the Aptos and Watsonville campuses. Mr. Chin went on to report that Staff is considering developing individual pocket size route schedule brochures and testing them out on a few selected routes possibly next Spring/Summer. Connie Day suggested following the Monterey-Salinas format. Sandra Coley suggested utilizing TDA funds to print these on quality paper that would last through repeated use.

5c) Service and Planning Update

Kim Chin had nothing new to report, but explained that route performance will be monitored and weak routes will be candidates for improvement, deletion or redeployment of service. All service modifications made over the past 3 years will be evaluated.

Kasandra Fox and Barbie Schaller complimented that more and more drivers are calling out stops now. Bonnie Morr, UTU Chair replied that OPS had just gone through intensive call stop training.

5d) Marketing

Kim Chin reported that a set of METRO commercials ran this past Spring/Summer. The goal of the commercials was to build public confidence in the services provided by the District. The next phase of commercials will focus on the services provided. The "Yield to Bus" commercial will feature Bus Operator Dennis Baldwin and local law enforcement. It is expected to be aired late January 2002. The new METRO jingle will also be introduced at that time.

5e) Cabrillo College

Kim Chin reported that Staff is developing a brochure, in conjunction with the college, to promote transit ridership. Campus ridership has declined over the past few months. The brochures for the Aptos and Watsonville campuses will be available in both Spanish and English and include maps, routes and trip planners. The brochures are expected to be available by mid January 2002.

David Konno reported that temporary shelters have been installed on campus, both inbound and outbound. Mr. Konno then showed the committee a demo of a "Transit Tube." It is basically a cylinder that has a metal top and bottom and a clear lexan middle to display schedules. The Transit Tube is mounted on a pole and can be rotated to view the schedule inside. The Transit Tube also has information in Braille at the bottom. This demo model will be tested at Cabrillo for public feedback before purchasing others.

Ted Chatterton and Barbie Schaller expressed concern that several schedules are too high to read. David Konno reported that the District is aware of this and is looking into improving both the placement and content of the signs.

5f) Bus Procurement

Tom Stickel reported that the RFP for the 10 convertible Hwy 17 buses is out and bids are due by late February 2002; the buses would arrive about a year after that. The RFP for Transit buses is due out by the end of the year. The 8 dedicated CNG buses are expected to arrive by June 2002. Kim Chin explained that over the next 12-24 months, the entire fleet would be replaced.

6. UPDATES

6a) Paratransit Issues

Kim Chin reported that bids have been received for Paratransit Operations. The selected provider will begin in July 2002 and operate under the new Paratransit

Policies & Procedures. There will be financial incentives and penalties according to provider performance.

Mr. Chin went on to explain that the RFP for the Paratransit Certification Software is out right now, and the new provider will be selected in January 2002. A new RFP will then go out for the people who will conduct the Paratransit Certification interviews, as the Paratransit paper application process will be replaced with an in-person interview. This process will allow individual evaluation based on each person's actual abilities and disabilities, instead of an evaluation based on limited information provided on a written application. The people actually conducting the interviews will be experienced in evaluating individual's abilities and limitations.

Mr. Chin also reported that the Paratransit Administrator interviews conducted in November did not result in a chosen candidate and that the position is still open.

6b) Bus Stop Signs

David Konno reported that Staff is currently working with the Doran Center to determine exactly what type of information needs to be on the signs.

6c) MetroBase

Kim Chin reported that the EIR/FIR (Environmental and Financial Impact Reports) studies are being conducted.

7. NEW BUSINESS

7a) Call Stop Committee Report

Kim Chin encouraged any input/feedback on Bus Operators' performance in calling stops be forwarded to the District.

7b) Capitola Mall

Kim Chin reported that the Capitola Mall has still not responded to the letter sent to them by the City of Capitola regarding the required accessibility improvements from the Mall Transit Center to the Mall entrance. David Konno explained that the District voluntarily spent approximately \$6k surveying this site and forwarded the results to Mall Management with the intention of keeping the process moving.

ACTION: MOTION: Sandra Coley SECOND: Ted Chatterton

MUG RECOMMENDS THAT ANOTHER LETTER BE SENT TO CAPITOLA MALL MANAGEMENT AND THAT A "PLEASE RESPOND BY" DATE BE INCLUDED.

Motion passed unanimously.

7c) Bus Operator Award

Acting Chair Michelle Hinkle presented Bus Operator Lisa Vercauteren a MUG award for outstanding performance.

7d) Bikes on Buses

Ron Goodman pointed out that bicycle riders' transit needs are not being met effectively and proposed that bicycles be allowed inside buses on routes with little or no wheelchair ridership. Kim Chin explained that the District is required by law to provide accessible transportation to people with disabilities, but there is no law requiring transportation to be provided to bicycle riders. Mr. Chin also pointed out that if there were routes designated as allowing bicycles, bike riders would be expecting there would be room for them in the bus and a wheelchair passenger would present a confrontational situation, which has happened before. Mr. Goodman listened to feedback and proposed several ideas including: that bicycle riders already on the bus would get off for any priority passengers; a permit system be used to signify the bike rider has had proper training for bringing and securing their bike inside a bus; paying an additional fee which would include securement straps. One concern brought up by Sandra Lipperd, UTU President, was that Bus Operators do not want to be put in the position of denying or allowing a bicycle on or kicking them off. Kim Chin then said that one of the problems that may be encountered with asking people with bikes to deboard is the issue of transfers. Since these passengers have paid their fare, they may ask for a transfer so that they could continue their journey on another bus. METRO does not currently have transfers. Kim Chin recommended that Mr. Goodman identify the many issues voiced at this meeting and how to address them, and also to present this to MASTF and E&D TAC for their input. Sandra Coley suggested the SCCRTC Bicycle Committee as an additional resource for input. Mr. Goodman said he plans to bring something back to MUG next month and requested concerns be emailed to him at: whatisron@hotmail.com.

8. OPEN DISCUSSION

On behalf of District Staff, Kim Chin thanked the committee for their participation, wisdom and advice over the past year.

9. ADJOURNMENT

Chair adjourned the meeting at 3:40 p.m.

Respectfully submitted,

Cindi Thomas
Administrative Secretary

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 18, 2002
TO: Board of Directors
FROM: Elisabeth Ross, Finance Manager
SUBJECT: MONTHLY BUDGET STATUS REPORT FOR OCTOBER 2001, AND APPROVAL OF BUDGET TRANSFERS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve the budget transfers for the period of November 1 - 30, 2001.

II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$9,476,320 or \$11,435 under the amount of revenue expected to be received during the first four months of the fiscal year, based on the budget revised in October.
- Total operating expenses for the year to date, in the amount of \$8,971,022, are at 28.4% of the revised budget, with 33.3% of the year elapsed.
- A total of \$1,059,800 has been expended through October 31st 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 October 31, 2001. The fiscal year is 33.3% elapsed.

A. Operating Revenues

Revenues are \$11,435 or 0.1% under the amount projected to be received for the period. 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 \$8,971,022 or 28.4% of the revised budget, with 33.3% 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 \$1,059,800 has been expended on the Capital Improvement Program. The largest expenditure to date is for the Engine Repower Project in the amount of \$766,915.

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 October 2001, and Budget Transfers

MONTHLY REVENUE AND EXPENSE REPORT
OPERATING REVENUE - OCTOBER 2001

Operating Revenue	FY 01-02 Budgeted for Month	FY 01-02 Actual for Month	FY 01-02 Budgeted YTD	FY 00-01 Actual YTD	FY 01-02 Actual YTD	YTD Variance from Budgeted
Passenger Fares	\$ 286,192	\$ 293,121	\$ 1,139,176	\$ 1,106,664	\$ 1,113,143	\$ (26,033)
Paratransit Fares	\$ 19,515	\$ 17,268	\$ 59,290	\$ 52,628	\$ 54,060	\$ (5,230)
Special Transit Fares	\$ 231,552	\$ 229,344	\$ 878,220	\$ 454,917	\$ 477,003	\$ (1,217)
Highway 17 Revenue	\$ 80,446	\$ 81,554	\$ 294,255	\$ 285,895	\$ 296,162	\$ 1,907
Subtotal Passenger Rev	\$ 617,705	\$ 621,287	\$ 1,970,941	\$ 1,900,104	\$ 1,940,368	\$ (30,573) See Note 1
Advertising Income	\$ 14,000	\$ 14,000	\$ 56,000	\$ 48,000	\$ 56,000	\$ -
Other Aux Transp Rev	\$ 1,000	\$ 1,148	\$ 4,000	\$ 4,323	\$ 4,060	\$ 60
Rent Income	\$ 10,666	\$ 9,233	\$ 44,585	\$ 41,197	\$ 44,984	\$ 399
Interest - General Fund	\$ 76,778	\$ 76,336	\$ 343,859	\$ 420,532	\$ 343,416	\$ (443) See Note 2
Non-Transportation Rev	\$ 150	\$ 38,283	\$ 600	\$ 1,246	\$ 50,294	\$ 49,694 See Note 3
Sales Tax Income	\$ 1,117,400	\$ 1,117,400	\$ 5,089,627	\$ 5,040,909	\$ 5,089,627	\$ -
TDA Funds	\$ -	\$ -	\$ 1,441,957	\$ 1,249,303	\$ 1,441,957	\$ -
MBUAPCD Funding						
Other Local Funding	\$ -		\$ -			\$ -
State Guideway Funding	\$ -		\$ -			\$ -
Other State Funding						
FTA Op Asst - Sec 5303	\$ -		\$ -			\$ -
FTA Op Asst - Sec 5307	\$ -	\$ -	\$ 505,614		\$ 505,614	\$ -
FTA 00 Asst - Sec 5311	\$ -		\$ -			\$ -
Other Federal Grants						
Other Revenue						
Total Operating Revenue	\$ 1,837,699	\$ 1,877,687	\$ 9,457,182	\$ 8,705,614	\$ 9,476,320	\$ (11,435)

MONTHLY REVENUE AND EXPENSE REPORT
OPERATING EXPENSE SUMMARY - OCTOBER 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
PERSONNEL ACCOUNTS					
Administration	\$ 590,330	\$ 579,830	\$ 160,742	\$ 170,220	29.4%
Finance	\$ 544,423	\$ 526,355	\$ 144,000	\$ 155,757	29.6%
Planning & Marketing	\$ 928,464	\$ 913,943	\$ 222,393	\$ 260,083	28.5%
Human Resources	\$ 472,659	\$ 406,363	\$ 149,920	\$ 104,692	25.8%
Information Technoloav	\$ 355,728	\$ 347,835	\$ 98,778	\$ 110,556	31.8%
District Counsel	\$ 317,568	\$ 310,813	\$ 57,988	\$ 87,392	28.1%
Facilities Maintenance	\$ 1,033,696	\$ 1,023,346	\$ 273,089	\$ 305,575	29.9%
Paratransit Program	\$ 147,345	\$ 99,009	\$ -	\$ -	0.0% See Note 4
Operations	\$ 1,883,433	\$ 1,875,694	\$ 521,769	\$ 576,958	30.8%
Bus Operators	\$ 11,273,632	\$ 11,475,732	\$ 3,235,493	\$ 3,603,130	31.4%
Fleet Maintenance	\$ 3,883,760	\$ 3,869,434	\$ 944,579	\$ 1,106,486	28.6%
Retired Employees Benefits	\$ 433,892	\$ 433,892	\$ 105,823	\$ 127,434	29.4%
Total Personnel	\$ 21,864,930	\$ 21,862,246	\$ 5,914,574	\$ 6,608,282	30.2%
NON-PERSONNEL ACCOUNTS					
Administration	\$ 604,207	\$ 600,177	\$ 162,110	\$ 189,230	31.5%
Finance	\$ 524,400	\$ 512,665	\$ 187,912	\$ 228,695	44.6% See Note 5
Planning & Marketing	\$ 219,901	\$ 235,103	\$ 33,896	\$ 90,821	38.6% See Note 6
Human Resources	\$ 105,117	\$ 147,617	\$ 25,709	\$ 45,765	31.0%
Information Technology	\$ 122,125	\$ 190,225	\$ 40,842	\$ 63,738	48.9% See Note 7
District Counsel	\$ 159,405	\$ 184,405	\$ 32,553	\$ 52,789	28.6%
Facilities Maintenance	\$ 489,234	\$ 531,426	\$ 150,373	\$ 154,697	29.1%
Paratransit Program	\$ 3,445,805	\$ 3,445,805	\$ 701,220	\$ 718,839	20.9% See Note 8
Operations	\$ 435,240	\$ 485,445	\$ 60,324	\$ 117,732	24.3%
Bus Operators	\$ 6,040	\$ 6,040	\$ 958	\$ -	0.0%
Fleet Maintenance	\$ 3,633,153	\$ 3,396,153	\$ 1,139,924	\$ 803,694	23.7%
up Prog/SCCIC	\$ 2,445	\$ 2,695	\$ 2,561	\$ 300	11.1%
Prepaid Expense	\$ -	\$ -	\$ (83,824)	\$ (103,558)	0.0% See Note 9
Total Non-Personnel	\$ 9,747,070	\$ 9,677,754	\$ 2,454,558	\$ 2,362,740	24.4%
Subtotal Operating Expense	\$ 31,612,000	\$ 31,540,000	\$ 8,369,132	\$ 8,971,022	28.4%
Grant Funded Studies/Programs	\$ 70,000	\$ 70,000	\$ 9,995	\$ -	0.0%
Transfer to/from Cap Program	\$ -	\$ -	\$ -	\$ -	0.0%
Pass Through Programs	\$ -	\$ -	\$ -	\$ -	0.0%
Total Operating Expense	\$ 31,682,000	\$ 31,610,000	\$ 8,379,127	\$ 8,971,022	28.4%
YTD Operating Revenue Over YTD Expense				\$ 505,298	

CONSOLIDATED OPERATING EXPENSE
OCTOBER 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	
LABOR						
Operators Wages	\$ 5,838,840	\$ 6,038,840	\$ 1,734,883	\$ 2,000,797	33.1%	
Operators Overtime	\$ 1,001,812	\$ 1,001,812	\$ 262,337	\$ 316,574	31.6%	
Other Salaries & Wages	\$ 6,297,182	\$ 6,080,407	\$ 1,562,945	\$ 1,791,867	29.5%	
Other Overtime	\$ 254,900	\$ 284,900	\$ 79,528	\$ 111,496	39.1%	See Note 10
	\$ 13,392,734	\$ 13,405,959	\$ 3,639,693	\$ 4,220,734	31.5%	
FRINGE BENEFITS						
Medicare/Soc Sec	\$ 124,935	\$ 131,935	\$ -	\$ 42,283	32.0%	
PERS Retirement	\$ 2,954,700 056360	\$ 2,047,209	\$ 252,946 33,438	\$ 286,212	30.3%	
Medical Insurance			\$ 577,823	\$ 625,550	30.6%	
Dental Plan	\$ 507,311	\$ 503,703	\$ 147,067	\$ 156,512	31.1%	
Vision Insurance	\$ 114,499	\$ 113,615	\$ 35,044	\$ 37,472	33.0%	
Life Insurance	\$ 60,639	\$ 60,639	\$ 16,927	\$ 17,444	28.8%	
State Disability Ins	\$ 137,494	\$ 137,494	\$ 26,528	\$ 37,788	27.5%	
Long Term Disability Ins	\$ 499,190	\$ 499,192	\$ 124,688	\$ 139,880	28.0%	
Unemployment Insurance	\$ 27,692	\$ 27,692	\$ 1,254	\$ 1,701	6.1%	
Workers Comp	\$ 1,438,541	\$ 1,438,541	\$ 313,993	\$ 269,779	18.8%	
Absence w/Pay	\$ 2,522,426	\$ 2,522,426	\$ 736,893	\$ 767,706	30.4%	
Other Fringe Benefits	\$ 28,408	\$ 28,408	\$ 8,279	\$ 5,220	18.4%	
	\$ 8,472,195	\$ 8,456,286	\$ 2,274,880	\$ 2,387,548	28.2%	
SERVICES						
Acctng/Admin/Bank Fees	\$ 325,220	\$ 278,940	\$ 104,417	\$ 79,440	28.5%	
Prof/Legis/Legal Services	\$ 376,400	\$ 397,270	\$ 48,414	\$ 74,935	18.9%	
Temporary Help	\$ 19,340	\$ 96,142	\$ 53,954	\$ 67,135	69.8%	See Note 11
Uniforms & Laundry	\$ 34,496	\$ 34,496	\$ 13,303	\$ 10,736	31.1%	
Security Services	\$ 277,438	\$ 327,438	\$ 71,466	\$ 66,709	20.4%	
Outside Repair - Bldgs/Eqmt	\$ 195,261	\$ 195,261	\$ 44,171	\$ 69,337	35.5%	See Note 12
Outside Repair - Vehicles	\$ 272,600	\$ 268,100	\$ 65,052	\$ 83,288	31.1%	
Waste Disp/Ads/Other	\$ 168,947	\$ 201,847	\$ 38,511	\$ 60,334	29.9%	
	\$ 1,669,702	\$ 1,799,494	\$ 439,290	\$ 511,914	28.4%	
CONTRACT TRANSPORTATION						
Contract Transportation	\$ 300	\$ 300	\$ -	\$ -	0.0%	
Paratransit Service	\$ 3,297,605	\$ 3,297,605	\$ 643,599	\$ 670,214	20.3%	See Note 8
	\$ 3,297,905	\$ 3,297,905	\$ 643,599	\$ 670,214	20.3%	
MOBILE MATERIALS						
Fuels & Lubricants	\$ 1,881,130	\$ 1,631,130	\$ 418,147	\$ 334,838	20.5%	
Tires & Tubes	\$ 160,000	\$ 160,000	\$ 33,029	\$ 47,184	29.5%	
Other Mobile Supplies	\$ 8,500	\$ 8,500	\$ 545	\$ 3,044	35.8%	See Note 13
Revenue Vehicle Parts	\$ 745,000	\$ 745,000	\$ 236,418	\$ 167,949	22.5%	
Inventory Adjustment			\$ 198,600			
	\$ 2,794,630	\$ 2,544,630	\$ 886,739	\$ 553,015	21.7%	

CONSOLIDATED OPERATING EXPENSE
OCTOBER 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	
OTHER MATERIALS						
Postage & Mailing/Freight	\$ 19,522	\$ 19,822	\$ 3,532	\$ 8,098	40.9%	See Note 14
Printing	\$ 113,031	\$ 117,731	\$ 17,608	\$ 27,673	23.5%	
Office/Computer Supplies	\$ 76,495	\$ 76,495	\$ 22,526	\$ 19,321	25.3%	
Safety Supplies	\$ 31,713	\$ 31,713	\$ 3,125	\$ 7,438	23.5%	
Cleaning Supplies	\$ 86,556	\$ 86,556	\$ 12,981	\$ 14,195	16.4%	
Repair/Maint Supplies	\$ 77,404	\$ 77,404	\$ 23,574	\$ 20,995	27.1%	
Parts, Non-Inventory	\$ 58,000	\$ 58,000	\$ 18,636	\$ 17,573	30.3%	
Tools/Tool Allowance	\$ 23,467	\$ 27,467	\$ 2,327	\$ 7,272	26.5%	
Promo/Photo Supplies	\$ 19,355	\$ 19,355	\$ 5,456	\$ 7,138	36.9%	See Note 15
	\$ 505,543	\$ 514,543	\$ 109,767	\$ 129,703	25.2%	
UTILITIES						
	\$ 335,310	\$ 348,402	\$ 82,430	\$ 116,561	33.5%	See Note 16
CASUALTY & LIABILITY						
Insurance - Prop/PL & PD	\$ 215,200	\$ 215,200	\$ 46,425	\$ 59,016	27.4%	
Settlement Costs	\$ 100,000	\$ 100,000	\$ 11,934	\$ 11,857	11.9%	
Repairs to Prop	\$ 11,750	\$ 11,750	\$ (1,415)	\$ (463)	0.0%	See Note 17
Prof/Other Services	\$ 30,000	\$ 55,000	\$ 7,205	\$ 36,121	65.7%	See Note 18
	\$ 356,950	\$ 381,950	\$ 64,149	\$ 106,530	27.9%	
TAXES						
	\$ 45,280	\$ 45,280	\$ 8,429	\$ 21,830	48.2%	See Note 19
MISC EXPENSES						
Dues & Subscriptions	\$ 46,093	\$ 58,593	\$ 11,531	\$ 24,141	41.2%	See Note 20
Media Advertising	\$ 50,000	\$ 37,500	\$ 1,154	\$ 17,041	45.4%	See Note 21
Employee Incentive Program	\$ 15,892	\$ 15,892	\$ 1,709	\$ 1,765	11.1%	
Training	\$ 45,615	\$ 51,615	\$ 12,872	\$ 7,896	15.3%	
Travel & Local Meetings	\$ 74,354	\$ 68,354	\$ 13,744	\$ 11,000	16.1%	
Other Misc Expenses	\$ 13,500	\$ 13,500	\$ 7,544	\$ 3,219	23.8%	
	\$ 245,454	\$ 245,454	\$ 48,555	\$ 65,061	26.5%	
OTHER EXPENSES						
Leases & Rentals	\$ 566,298	\$ 570,098	\$ 181,596	\$ 187,911	33.0%	
Transfer to Capital	\$ -	\$ -	\$ -	\$ -	0.0%	
Pass Through Programs	\$ -	\$ -	\$ -	\$ -	0.0%	
	\$ 566,298	\$ 570,098	\$ 181,596	\$ 187,911	33.0%	
Total Operating Expense	\$ 31,682,000	\$ 31,610,000	\$ 8,379,127	\$ 8,971,022	28.4%	

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

CAPITAL PROJECTS	Program Budget	Expended in October	YTD Expended
Grant Funded Projects			
Consolidated Operating Facility	\$ 7,948,083	\$ 2,357	\$ 28,028
Urban Bus Replacement	\$ 8,246,472		\$ 23,020
Engine Repower Project	\$ 3,037,000	\$ 403,659	\$ 766,915
ADA Paratransit Vehicles	\$ 149,000		
Computer System	\$ 115,000		
CNG Facilities for SCM, Ops	\$ 632,000		
Farebox Replacement (CO)	\$ 60,000		\$ 10,428
	\$ 20,187,555		
District Funded Projects			
Bus Stop Improvements	\$ 375,622	\$ 7,008	\$ 7,451
ADA Recertification Program	\$ 65,000		
Ridecheck Upgrade Project	\$ -		
Facilities Repair & Improvements	\$ 229,950	\$ 2,450	\$ 116,291
Machinery/Equipment Repair/Impr	\$ 66,500	\$ 24,370	\$ 24,378
Non-Revenue Vehicle Replacement	\$ 147,000	\$ 22,230	\$ 54,644
Off ice Equipment	\$ 5,000		
IT Projects	\$ 90,000	\$ 360	\$ 28,645
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		
TOTAL CAPITAL PROJECTS	\$ 22,048,119	\$ 462,449	\$ 1,059,800
CAPITAL FUNDING SOURCES			
	Budget	Received in October	YTD Received
Federal Capital Grants	\$ 14,561,939		
State Capital Grants	\$ -		
STA Funding	\$ 1,540,466		
Local Capital Grants	\$ 719,631		
District Reserves	\$ 4,977,583	\$ 462,449	\$ 1,059,800
Transfer from Bus Stop Improvement Reserve	\$ 248,500		
TOTAL CAPITAL FUNDING	\$ 22,048,119	\$ 462,449	\$ 1,059,800

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

1. Passenger fares (farebox and pass sales) are \$26,033 or 2% under the revised budget amount for the year to date. Paratransit fares are \$5,230 or 9% under budget for the period due to fewer rides for the year to date than projected. Special transit fares (contracts) are \$1,217 under the budgeted amount. Highway 17 Express revenue is \$1,907 or 0.6% over the year to date budgeted amount. Together, all four passenger revenue accounts are under the budgeted amount for the first four months of the fiscal year by a net \$30,573 or 1.6%.
2. Interest income is \$443 under the revised budget amount due to lower interest rates. The funds earned interest at a rate of 3.9% in October, while a rate of 4.0% was projected.
3. Non-transportation revenue is \$49,694 over budget largely due to a refund from Community Bridges for last fiscal year in the amount of \$36,268.
4. Paratransit program personnel expense is at zero for the year-to-date since program staff has not yet been hired.
5. Finance non-personnel expense is at 44.6% of the budget due to the annual payment of insurance premiums.
6. Planning & Marketing non-personnel expenses are at 38.6% of the budget due to payments for temporary help to cover long-term employee absences and the APTA PT2 program fees.
7. Information Technology non-personnel expense is at 48.9% of the budget due to purchase of computer supplies and computer maintenance services.
8. Paratransit program expense is only at 20.9% of the budget because the October billing information was not available by the report deadline and no paratransit personnel costs have been incurred to date.
9. 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.
10. Other overtime is at 39.1% of the budget due to high overtime costs in Facilities Maintenance (to cover employee absences), Operations (due to staff absences), and Fleet Maintenance (to cover employee absences, to complete campaigns, to bring the Foothill buses on line and to cover parts staffing on weekends).
11. Temporary help is at 69.8% 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.

12. Outside repair for buildings and equipment is at 35.5% of the budget due to payment of annual computer maintenance fees.
13. Other mobile supplies expense is at 35.8% of the budget due to a volume purchase of driver seat material.
14. Postage and mailing and freight are at 40.9% of the budget due to purchase of postage for the postage meter.
15. Promotional items and photo supplies are at 36.9% of the budget due to purchase of items for the UCSC bi-directional service publicity campaign.
16. Utilities are at 33.5% of the budget due to high gas and electric bills.
17. 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.
18. Professional/other services for casualty and liability expense is at 65.7% of the budget due to unanticipated costs related to new lawsuits.
19. Taxes are at 48.2% of the budget due to annual payment of special tax assessments on the Scotts Valley Transit Center.
20. Dues and subscriptions are at 41.2% of the budget due to the annual payment for the APTA PT2 program.
21. Media advertising is at 45.4% of the budget due to television advertising and the UCSC bi-directional service publicity campaign.

**FY 00-01 BUDGET TRANSFERS
11/1/01-11/30/01**

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # 02-017			
TRANSFER FROM:	50431 I-I 200	Office Supplies	\$ (205)
TRANSFER TO:	50431 I-3200	Office Supplies	\$ 205
REASON:	To cover cost of payroll envelopes purchased by Operations.		
TRANSFER # 02-018			
TRANSFER FROM:	50301 I-1200	Accounting & Audit Fees	\$ (250)
TRANSFER TO:	5030 11-700	Accounting & Audit Fees	\$ 250
REASON:	To reflect contract amount for accounting and audit fees for the Santa Cruz Civic Improvement Corporation.		
TRANSFER # 02-019			
TRANSFER FROM:	503354-4100	Other Vehicle Repair - Out	\$ (500)
TRANSFER TO:	503031-4100	Professional/Technical Fees	\$ 500
REASON:	To cover account overruns for respirator training for the Fleet Maintenance Department.		
TRANSFER # 02-020			
TRANSFER FROM:	501021-1300	Other Salaries	\$ (10,000)
TRANSFER TO:	503041-I 300	Temporary Help	\$ 10,000
REASON:	To cover costs for Temporary Help in the Human Resources Department due to staff shortage.		
TRANSFER # 02-021			
TRANSFER FROM:	50301 I-31 00	Accounting & Audit Fees	\$ (50,000)
TRANSFER TO:	503031-3100	Professional/Technical Fees	\$ 50,000
REASON:	To move funds to correct account for the Paratransit Program.		
TRANSFER # 02-022			
TRANSFER FROM:	501021-I 400	Other Salaries	\$ (6,000)
TRANSFER TO:	503041-I 400	Temporary Help	\$ 6,000
REASON:	To cover costs for Temporary Help in the Human Resources Department due to staff shortage.		
TRANSFER # 02-023			
TRANSFER FROM:	503031-3200	Professional/Technical Fees	\$ (3,800)
TRANSFER TO:	512061-3200	Equipment Rental	\$ 3,800
REASON:	To cover cost of copier rental for Operations Department.		
TRANSFER # 02-024			
TRANSFER FROM:	503354-4100	Other Vehicle Repair - Out	\$ (2,000)
TRANSFER TO:	50451 I-41 00	Small Tools	\$ 2,000
REASON:	To cover account overruns and expected expenditures for the Fleet Maintenance Department.		

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 18, 2002
TO: Board of Directors
FROM: Elisabeth Ross, Finance Manager
SUBJECT: MONTHLY BUDGET STATUS REPORT FOR NOVEMBER 2001, AND APPROVAL OF BUDGET TRANSFERS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve the budget transfers for the period of December 1 - 31, 2001.

II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$12,859,802 or \$390,701 under the amount of revenue expected to be received during the first five months of the fiscal year, based on the budget revised in October.
- Total operating expenses for the year to date, in the amount of \$11,254,763, are at 35.6% of the revised budget, with 41.7% of the year elapsed.
- A total of \$1,435,471 has been expended through November 30th 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 November 30, 2001. The fiscal year is 41.7% elapsed.

A. Operating Revenues

Revenues are \$390,701 or 3% under the amount projected to be received for the period. Most of this shortfall is due to a deduction in the sales tax advance that the State Board of Equalization made in error. 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 \$11,254,763 or 35.7% of the revised budget, with 41.7% of the year elapsed. Variances are explained in the notes following the report.

C. Capital Improvement Program

For the year to date, a total of \$1,435,471 has been expended on the Capital Improvement Program. The largest expenditure to date is for the Engine Repower Project in the amount of \$1,036,021.

IV. FINANCIAL CONSIDERATIONS

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

V. ATTACHMENTS

Attachment A: Revenue and Expense Report for November 2001, and Budget Transfers

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING REVENUE - NOVEMBER 2001**

ATTACHMENT A

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	\$ 19,305	\$ 243,172	\$ 1,409,752	\$ 1,369,359	\$ 1,356,315				\$ (53,437)
Paratransit Fares	\$ 194,263	\$ 18,543	\$ 78,595	\$ 69,764	\$ 72,603				\$ (5,992)
Special Transit Fares		194,627	\$ 672,483	\$ 628,441	\$ 671,631				\$ (852)
Highway 17 Revenue	\$ 77,595	\$ 78,509	\$ 371,849	\$ 359,473	\$ 374,670				\$ 2,821
Subtotal Passenger Rev	\$ 561,739	\$ 534,851	\$ 2,532,679	\$ 2,427,037	\$ 2,747,529				\$ (57,460) See Note 1
Advertising Income	\$ 14,000	\$ 14,000	\$ 70,000	\$ 60,000	\$ 70,000				\$ -
Other Aux Transp Rev	\$ 1,000	\$ 627	\$ 5,000	\$ 5,347	\$ 4,687				\$ (313)
Rent Income	\$ 13,621	\$ 16,311	\$ 58,206	\$ 59,429	\$ 60,968				\$ 2,762
Interest - General Fund	\$ 74,301	\$ 59,247	\$ 418,160	\$ 525,201	\$ 402,663				\$ (15,497) See Note 2
Non-Transportation Rev	\$ 150	\$ 23	\$ 750	\$ 1,378	\$ 50,718				\$ 49,968 See Note 3
Sales Tax Income	\$ 1,489,800	\$ 1,177,100	\$ 6,579,427	\$ 6,421,009	\$ 6,266,727				\$ (312,700) See Note 4
TDA Funds	\$ 1,581,249	\$ 1,581,249	\$ 3,023,206	\$ 2,498,607	\$ 3,023,206				\$ -
MBUAPCD Funding									
Other Local Funding	\$ -		\$ -	\$ 10,800					\$ -
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									
Total Operating Revenue	\$ 3,735,860	\$ 3,383,808	\$ 13,193,042	\$ 12,008,808	\$ 12,859,802				\$ (390,701) I

MONTHLY REVENUE AND EXPENSE REPORT
OPERATING EXPENSE SUMMARY - NOVEMBER 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	
PERSONNEL ACCOUNTS						
Administration	\$ 590,330	\$ 579,830	\$ 202,514	\$ 213,720	36.9%	
Finance	\$ 544,423	\$ 526,355	\$ 181,496	\$ 195,075	37.1%	
Planning & Marketing	\$ 928,464	\$ 913,943	\$ 278,069	\$ 330,503	36.2%	
Human Resources	\$ 472,659	\$ 400,363	\$ 174,271	\$ 136,051	34.0%	
Information Technology	\$ 355,728	\$ 347,835	\$ 125,836	\$ 137,247	39.5%	
District Counsel	\$ 317,568	\$ 310,813	\$ 72,241	\$ 109,412	35.2%	
Facilities Maintenance	\$ 1,033,696	\$ 1,023,346	\$ 339,635	\$ 386,267	37.7%	
Paratransit Program	\$ 147,345	\$ 99,009	\$ -	\$ 731,508	0.0%	See Note 5
Operations	\$ 1,883,433	\$ 1,875,694	\$ 660,326	\$ 4,537,513	39.0%	
Bus Operators	\$ 11,273,632	\$ 11,475,732	\$ 4,072,495	\$ -	39.5%	
Fleet Maintenance	\$ 3,883,760	\$ 3,862,934	\$ 1,192,560	\$ 1,385,945	35.9%	
Retired Employees Benefits	\$ 433,892	\$ 433,892	\$ 136,127	\$ 161,331	37.2%	
Total Personnel	\$ 21,864,930	\$ 21,849,746	\$ 7,435,570	\$ 8,324,571	38.1%	
NON-PERSONNEL ACCOUNTS						
Administration	\$ 604,207	\$ 600,177	\$ 204,741	\$ 225,816	37.6%	
Finance	\$ 524,400	\$ 512,665	\$ 189,521	\$ 229,527	44.8%	See Note 6
Planning & Marketing	\$ 219,901	\$ 235,103	\$ 43,349	\$ 96,163	40.9%	
Human Resources	\$ 105,117	\$ 153,617	\$ 33,412	\$ 62,240	40.5%	
Information Technology	\$ 122,125	\$ 130,225	\$ 43,571	\$ 67,341	51.7%	See Note 7
District Counsel	\$ 159,405	\$ 184,405	\$ 45,351	\$ 66,834	36.2%	
Facilities Maintenance	\$ 489,234	\$ 531,426	\$ 207,193	\$ 187,250	35.2%	
Paratransit Program	\$ 3,445,805	\$ 3,445,805	\$ 956,541	\$ 954,834	27.7%	See Note 8
Operations	\$ 435,240	\$ 485,445	\$ 74,177	\$ 148,989	30.7%	
Bus Operators	\$ 6,040	\$ 6,040	\$ 2,872	\$ 2,402	39.8%	
Fleet Maintenance	\$ 3,633,153	\$ 3,402,653	\$ 1,363,612	\$ 975,441	28.7%	
Op Prog/SCCIC	\$ 2,445	\$ 2,695	\$ 2,570	\$ 375	13.9%	
Prepaid Expense	\$ -	\$ -	\$ (70,640)	\$ (87,020)	0.0%	See Note 9
Total Non-Personnel	\$ 9,747,070	\$ 9,690,254	\$ 3,096,270	\$ 2,930,192	30.2%	
Subtotal Operating Expense	\$ 31,612,000	\$ 31,540,000	\$ 10,531,840	\$ 11,254,763	35.7%	
Grant Funded Studies/Programs	\$ 70,000	\$ 70,000	\$ 9,995	\$ -	0.0%	
Transfer to/from Cap Program	\$ -	\$ -	\$ -	\$ -	0.0%	
Pass Through Programs	\$ -	\$ -	\$ -	\$ -	0.0%	
Total Operating Expense	\$ 31,682,000	\$ 31,610,000	\$ 10,541,835	\$ 11,254,763	35.6%	
YTD Operating Revenue Over YTD Expense				\$ 1,605,039		

**CONSOLIDATED OPERATING EXPENSE
NOVEMBER 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	
LABOR						
Operators Wages	\$ 5,838,840	\$ 6,038,840	\$ 2,183,439	\$ 2,493,106	41.3%	
Operators Overtime	\$ 1,001,812	\$ 1,001,812	\$ 346,687	\$ 423,195	42.2%	See Note 10
Other Salaries & Wages	\$ 6,297,182	\$ 6,065,660	\$ 1,954,331	\$ 2,237,381	36.9%	
Other Overtime	\$ 254,900	\$ 287,147	\$ 105,037	\$ 139,327	48.5%	See Note 11
	\$ 13,392,734	\$ 13,393,459	\$ 4,589,494	\$ 5,293,009	39.5%	
FRINGE BENEFITS						
Medicare/Soc Sec	\$ 124,935	\$ 131,935	\$ 42,054	\$ 52,964	40.1%	
PERS Retirement	\$ 954,700	\$ 945,440	\$ 316,589	\$ 357,484	37.8%	
Medical Insurance	\$ 2,056,360	\$ 2,047,203	\$ 719,239	\$ 784,099	38.3%	
Dental Plan	\$ 507,311	\$ 503,703	\$ 187,730	\$ 195,832	38.9%	
Vision Insurance	\$ 114,499	\$ 113,615	\$ 43,912	\$ 46,709	41.1%	
Life Insurance	\$ 60,639	\$ 60,639	\$ 21,074	\$ 21,809	36.0%	
State Disability Ins	\$ 137,494	\$ 137,494	\$ 31,736	\$ 44,713	32.5%	
Long Term Disability Ins	\$ 499,190	\$ 499,192	\$ 155,941	\$ 175,786	35.2%	
Unemployment Insurance	\$ 27,692	\$ 27,692	\$ 1,352	\$ 1,907	6.9%	See Note 12
Workers Comp	\$ 1,438,541	\$ 1,438,541	\$ 411,032	\$ 375,205	26.1%	
Absence w/Pay	\$ 2,522,426	\$ 2,522,426	\$ 906,795	\$ 966,753	38.3%	
Other Fringe Benefits	\$ 28,408	\$ 28,408	\$ 8,622	\$ 8,301	29.2%	
	\$ 8,472,195	\$ 8,456,286	\$ 2,846,077	\$ 3,031,562	35.8%	
SERVICES						
Acctng/Admin/Bank Fees	\$ 325,220	\$ 287,586	\$ 145,376	\$ 79,476	27.6%	
Prof/Legis/Legal Services	\$ 376,400	\$ 389,124	\$ 76,928	\$ 87,098	22.4%	
Temporary Help	\$ 19,340	\$ 108,642	\$ 67,523	\$ 82,480	75.9%	See Note 13
Uniforms & Laundry	\$ 34,496	\$ 34,496	\$ 15,537	\$ 11,203	32.5%	
Security Services	\$ 277,438	\$ 327,438	\$ 95,956	\$ 89,683	27.4%	
Outside Repair - Bldgs/Eqmt	\$ 195,261	\$ 195,261	\$ 47,559	\$ 77,702	39.8%	
Outside Repair - Vehicles	\$ 272,600	\$ 267,600	\$ 72,291	\$ 108,237	40.4%	
Waste Disp/Ads/Other	\$ 168,947	\$ 201,847	\$ 48,480	\$ 70,928	35.1%	
	\$ 1,669,702	\$ 1,811,994	\$ 569,650	\$ 606,807	33.5%	
CONTRACT TRANSPORTATION						
Contract Transportation	\$ 300	\$ 300	\$ 22	\$ -	0.0%	
Paratransit Service	\$ 3,297,605	\$ 3,297,605	\$ 843,803	\$ 906,209	27.5%	See Note 8
	\$ 3,297,905	\$ 3,297,905	\$ 843,825	\$ 906,209	27.5%	
MOBILE MATERIALS						
Fuels & Lubricants	\$ 1,881,130	\$ 1,631,130	\$ 530,166	\$ 405,894	24.9%	
Tires & Tubes	\$ 160,000	\$ 160,000	\$ 42,724	\$ 57,258	35.8%	
Other Mobile Supplies	\$ 8,500	\$ 8,500	\$ 831	\$ 3,109	36.6%	
Revenue Vehicle Parts	\$ 745,000	\$ 745,000	\$ 282,880	\$ 195,611	26.3%	
Inventory Adjustment						
	\$ 2,794,630	\$ 2,544,630	\$ 856,601	\$ 661,872	26.0%	

**CONSOLIDATED OPERATING EXPENSE
NOVEMBER 2001**

	FY 01-02 Final Budget	FY 01-02 Revised Budget	FY00-01 Expended YTD	FY 01-02 Expended YTD	% Exp YTD of Budget	
OTHER MATERIALS						
Postage & Mailing/Freight	\$ 19,522	\$ 19,822	\$ 5,618	\$ 8,241	41.6%	
Printing	\$ 113,031	\$ 117,731	\$ 23,475	\$ 31,963	27.1%	
Office/Computer Supplies	\$ 76,495	\$ 76,495	\$ 27,860	\$ 22,341	29.2%	
Safety Supplies	\$ 31,713	\$ 31,713	\$ 4,342	\$ 10,056	31.7%	
Cleaning Supplies	\$ 86,556	\$ 86,556	\$ 20,511	\$ 19,443	22.5%	
Repair/Maint Supplies	\$ 77,404	\$ 77,404	\$ 28,811	\$ 28,431	36.7%	
Parts, Non-Inventory	\$ 58,000	\$ 58,000	\$ 24,126	\$ 21,061	36.3%	
Tools/Tool Allowance	\$ 23,467	\$ 27,467	\$ 2,854	\$ 7,789	28.4%	
Promo/Photo Supplies	\$ 19,355	\$ 19,379	\$ 5,746	\$ 8,127	41.9%	See Note 14
	\$ 505,543	\$ 514,567	\$ 143,345	\$ 157,452	30.6%	
UTILITIES						
	\$ 335,310	\$ 348,402	\$ 102,811	\$ 133,002	38.2%	
CASUALTY & LIABILITY						
Insurance - Prop/PL & PD	\$ 215,200	\$ 215,200	\$ 58,030	\$ 74,281	34.5%	
Settlement Costs	\$ 100,000	\$ 100,000	\$ 11,934	\$ 14,996	15.0%	
Repairs to Prop	\$ 11,750	\$ 11,750	\$ (1,847)	\$ (463)	0.0%	See Note 15
Prof/Other Services	\$ 30,000	\$ 55,000	\$ 7,601	\$ 46,416	84.4%	See Note 16
	\$ 356,950	\$ 381,950	\$ 75,717	\$ 135,229	35.4%	
TAXES						
	\$ 45,280	\$ 45,280	\$ 20,529	\$ 20,095	44.4%	See Note 17
MISC EXPENSES						
Dues & Subscriptions	\$ 46,093	\$ 58,593	\$ 14,147	\$ 26,747	45.6%	See Note 18
Media Advertising	\$ 50,000	\$ 37,476	\$ 1,573	\$ 18,077	48.2%	See Note 19
Employee Incentive Program	\$ 15,892	\$ 15,892	\$ 7,241	\$ 4,664	29.3%	
Training	\$ 45,615	\$ 51,615	\$ 13,546	\$ 8,546	16.6%	
Travel & Local Meetings	\$ 74,354	\$ 68,354	\$ 20,119	\$ 13,804	20.2%	
Other Misc Expenses	\$ 13,500	\$ 13,500	\$ 8,536	\$ 4,064	30.1%	
	\$ 245,454	\$ 245,430	\$ 65,162	\$ 75,902	30.9%	
OTHER EXPENSES						
Leases & Rentals	\$ 566,298	\$ 570,098	\$ 227,543	\$ 233,624	41.0%	
Transfer to Capital	\$ -	\$ -	\$ -	\$ -	0.0%	
Pass Through Programs	\$ -	\$ -	\$ -	\$ -	0.0%	
	\$ 566,298	\$ 570,098	\$ 227,543	\$ 233,624	41.0%	
Total Operating Expense	\$ 31,682,000	\$ 31,610,000	\$ 10,340,754	\$ 11,254,763	35.6%	

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

CAPITAL PROJECTS	Program Budget	Expended in November	YTD Expended
Grant Funded Projects			
Consolidated Operating Facility	\$ 7,948,083	\$ 13,223	\$ 41,250
Urban Bus Replacement	\$ 8,246,472		\$ 23,020
Engine Repower Project	\$ 3,037,000	\$ 269,106	\$ 1,036,021
ADA Paratransit Vehicles	\$ 149,000		
Computer System	\$ 115,000		
CNG Facilities for SCM, Ops	\$ 632,000	\$ 8,500	\$ 8,500
Farebox Replacement (CO)	\$ 60,000	\$ 46,187	\$ 56,616
	\$ 20,187,555		
District Funded Projects			
Bus Stop Improvements	\$ 375,622	\$ 500	\$ 7,951
ADA Recertification Program	\$ 65,000		
Ridecheck Upgrade Project	\$		
Facilities Repair & Improvements	\$ 229,950	\$ 37,975	\$ 154,266
Machinery/Equipment Repair/Impr	\$ 66,500		\$ 24,378
Non-Revenue Vehicle Replacement	\$ 147,000		\$ 54,644
Office Equipment	\$ 5,000		
IT Projects	\$ 90,000	\$ 180	\$ 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		
TOTAL CAPITAL PROJECTS	\$ 22,048,119	\$ 375,671	\$ 1,435,471
CAPITAL FUNDING SOURCES			
	Budget	Received in November	YTD Received
Federal Capital Grants	\$ 14,561,939	\$ 255,972	\$ 255,972
State Capital Grants	\$		
STA Funding	\$ 1,540,466		
Local Capital Grants	\$ 719,631		
District Reserves	\$ 4,977,583	\$ 119,699	\$ 1,179,499
Transfer from Bus Stop Improvement Reserve	\$ 248,500		
TOTAL CAPITAL FUNDING	\$ 22,048,119	\$ 375,671	\$ 1,435,471

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

1. Passenger fares (farebox and pass sales) are \$53,437 or 4% under the revised budget amount for the year to date. Paratransit fares are \$5,992 or 8% under budget for the period due to fewer rides for the year to date than projected. Special transit fares (contracts) are \$852 under the budgeted amount. Highway 17 Express revenue is \$2,821 or 0.8% over the year to date budgeted amount. Together, all four passenger revenue accounts are under the budgeted amount for the first five months of the fiscal year by a net \$57,460 or 2.3%.
2. Interest income is \$15,497 under the revised budget amount due to lower interest rates. The funds earned interest at a rate of 3.2% in October, while a rate of 4.0% was projected.
3. Non-transportation revenue is \$49,968 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 \$312,700 or 4.8% under the revised budget amount due to a mistake by the State Board of Equalization. The November advance payment was reduced by \$312,694 in error. This amount has been restored to the District in the December advance payment.
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 44.8% of the budget due to the annual payment of insurance premiums.
7. Information Technology non-personnel expense is at 51.7% of the budget due to purchase of computer supplies and computer maintenance services.
8. Paratransit program expense is only at 27.7% of the budget because the November billing information was not available by the report deadline and no paratransit personnel costs have been incurred to date.
9. 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.
10. Operators' overtime is at 42.2% of the budget due to extensive employee medical absences. Overall, Bus Operator payroll expense is within budget.
11. Other overtime is at 48.5% of the budget due to high overtime costs in Planning & Marketing, Facilities Maintenance, Information Technology, and Operations due to employee absences and staff vacancies.

12. 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 1st. Most of these costs are expended in January – March of each year.
13. Temporary help is at 75.9% 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.
14. Promotional items and photo supplies are at 41.9% of the budget due to purchase of items for the UCSC bi-directional service publicity campaign.
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 84.4% of the budget due to unanticipated costs related to new lawsuits.
17. Taxes are at 44.4% of the budget due to annual payment of special tax assessments on the Scotts Valley Transit Center.
18. Dues and subscriptions are at 45.6% of the budget due to the annual payment for the APTA PT2 program.
19. Media advertising is at 48.2% of the budget due to television advertising and the UCSC bi-directional service publicity campaign.

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

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # 02-025			
TRANSFER FROM:	501021-4100	Other Salaries	\$ (6,500)
TRANSFER TO:	503041-4100	Temporary Help	\$ 6,500
REASON:	To cover cost of temporary help during recruitment process in the Fleet Maintenance Department.		
TRANSFER # 02-026			
TRANSFER FROM:	501021-I 500	Other Salaries	\$ (2,000)
TRANSFER TO:	501023-I 500	Overtime - Other	\$ 2,000
REASON:	To cover costs for overtime in the IT Department.		
TRANSFER # 02-027			
TRANSFER FROM:	503354-4100	Other Vehicle Repair - Out	\$ (500)
TRANSFER TO:	503031-4100	Professional/Technical Fees	\$ 500
REASON:	To cover costs for conflict resolution in the Fleet Maintenance Department.		
TRANSFER # 02-028			
TRANSFER FROM:	501021-I 400	Other Salaries	\$ (6,000)
TRANSFER TO:	503041-I 400	Temporary Help	\$ 6,000
REASON:	To cover costs for temporary help during recruitment process in the Human Resources Department.		
TRANSFER # 02-029			
TRANSFER FROM:	503031-3100	Professional/Technical & Fees	\$ (8,646)
TRANSFER TO:	50301 I-31 00	Accounting & Audit Fees	\$ 8,646
REASON:	To move funds to correct account for the Paratransit Program.		
TRANSFER # 02-030			
TRANSFER FROM:	501021-I 300	Other Salaries	\$ (247)
	509081-I 300	Advertising-Promo	\$ (24)
			\$ (271)
TRANSFER TO:	501023-I 300	Other Overtime	\$ 247
	504214-I 300	Promotional Items	\$ 24
			\$ 271
REASON:	To cover account overruns for the Planning & Marketing Department.		

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 18, 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 October 2001 increased by 18.3% versus October 2000. Year to date student billable trips have increased by 12.3%.
- Faculty / staff billable trips for October 2001 increased by 11.9% versus October 2000. Year to date faculty / staff billable trips have increased by 27.2%.

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 October 2001 were 213,701 vs. 180,567 for October 2000 an increase of 18.3%.
- Faculty / staff billable trips for the month of October 2001 were 11,866 vs. 10,608 for October 2000 an increase of 11.9%.
- Year to date Student billable trips increased by 12.3% and faculty / staff billable trips increased by 27.2%.

Reports have been received that on Tuesday / Thursday between 700pm and 830pm buses are filled to capacity and leaving UCSC customers to wait for the next bus. Waiting times can range from 15 minutes to 45 minutes. Staff conducted a survey and analyzed farebox data determining that between 700pm and 830pm buses are filled to capacity on many trips. Two (2) additional trips were added to the night UCSC schedule at 735pm and 830pm. No complaints have been received concerning overcrowding on Tuesday and Thursday nights since the new trips began.

IV. FINANCIAL CONSIDERATIONS

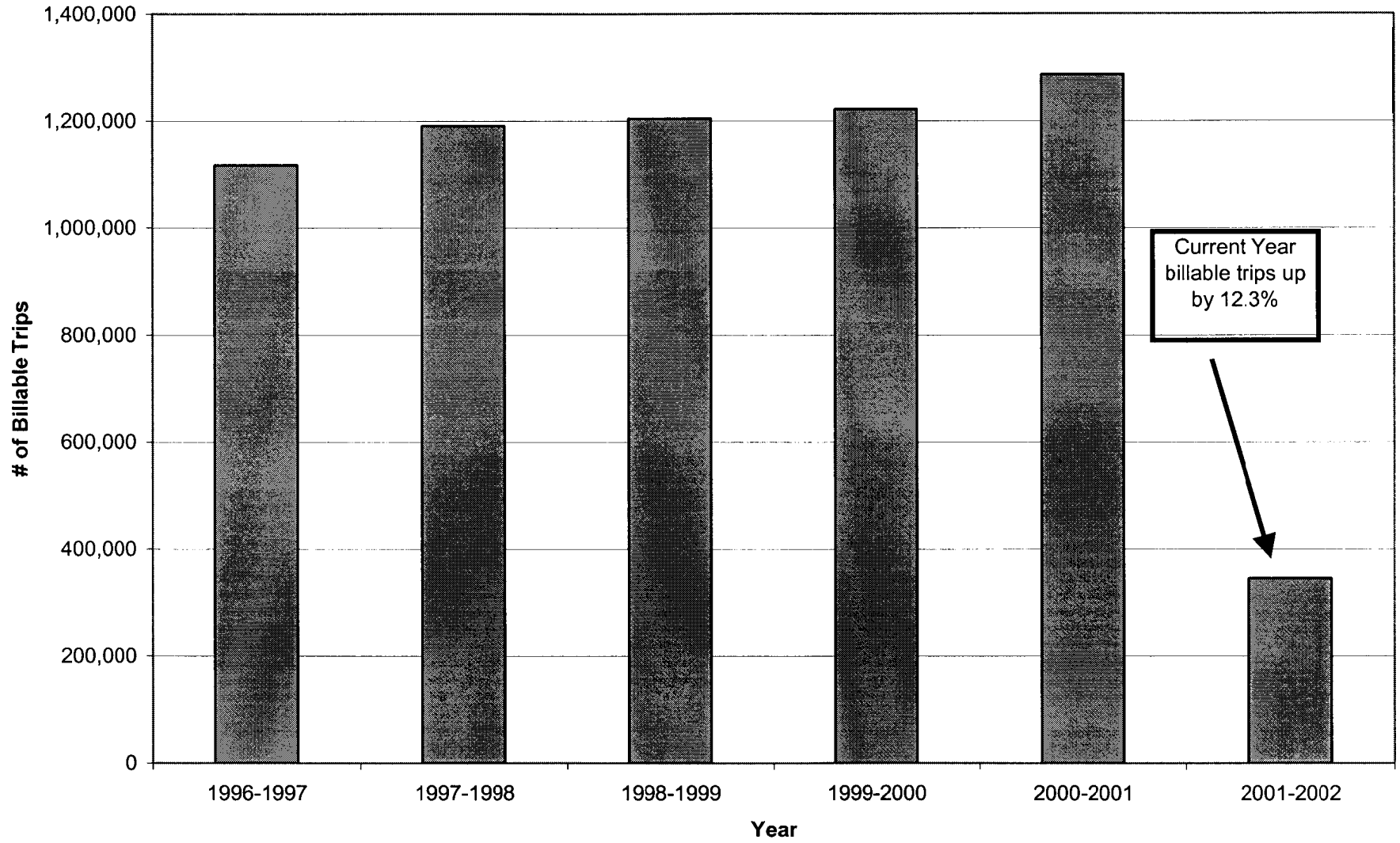
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V. ATTACHMENTS

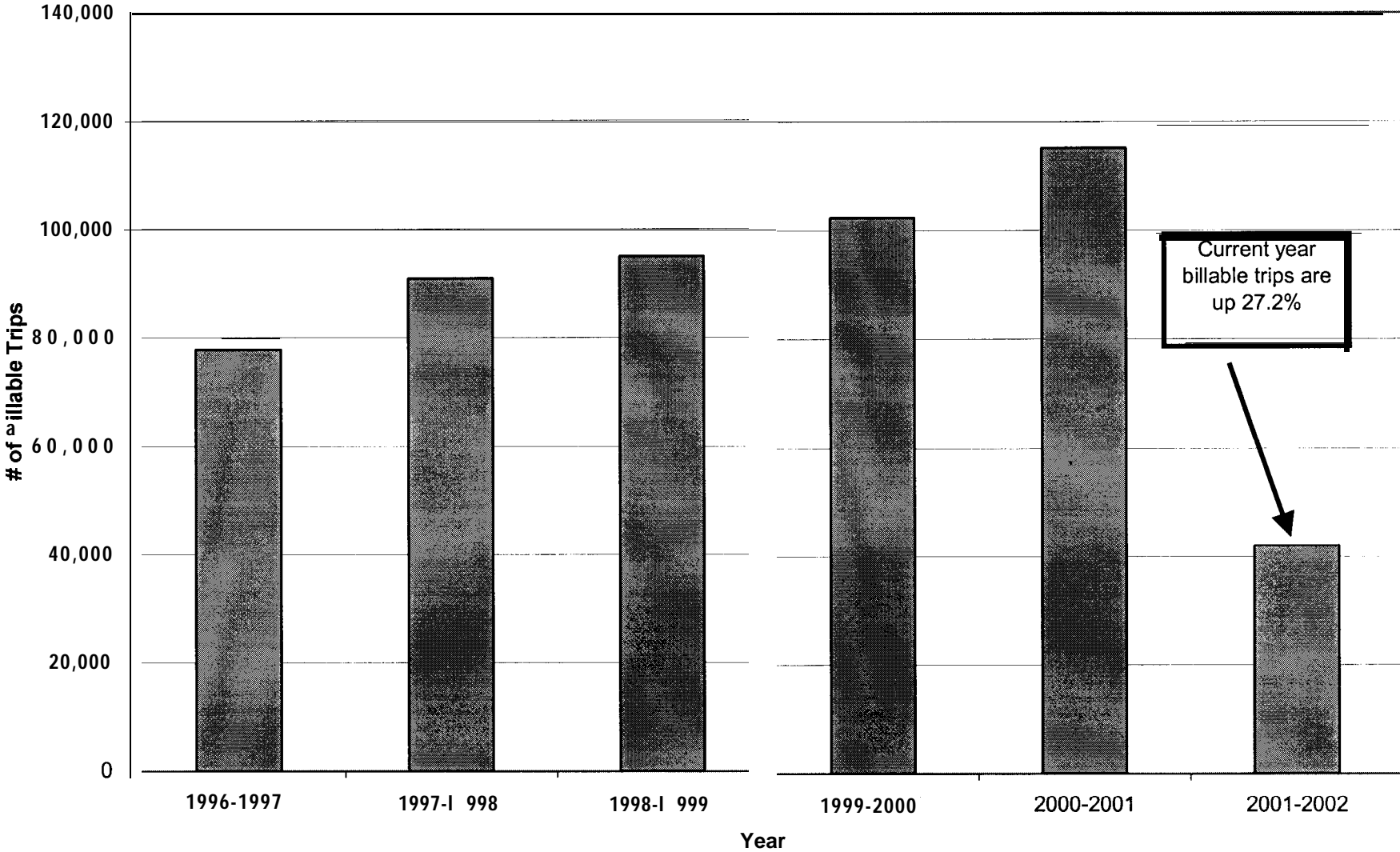
Attachment A: UCSC Student Billable Trips

Attachment B: UCSC Faculty / Staff Billable Trips

UCSC Student Billable Trips



UCSC Faculty / Staff Billable Trips



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 18, 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 November 2001 increased by 16.4% versus November 2000. Year to date student billable trips have increased by 13.6%.
- Faculty / staff billable trips for November 2001 increased by 3.9% versus November 2000. Year to date faculty / staff billable trips have increased by 21.8%.
- Revenue received from UCSC for November 2000 was \$168,615.24 versus \$145,860.00 a 15.6% increase.

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 November 2001 were 166,718 vs. 143,210 for November 2000 an increase of 16.4%.
- Faculty / staff billable trips for the month of November 2001 were 10,328 vs. 9,943 for November 2000 an increase of 3.9%.
- Year to date Student billable trips increased by 13.6% and faculty / staff billable trips increased by 21.8%.
- In November 2001 the charge for service was \$168,615.24. The charge for November 2000 was \$145,860.00. This represents a 15.6% increase in revenue for November 2001 versus November 2000.

IV. FINANCIAL CONSIDERATIONS

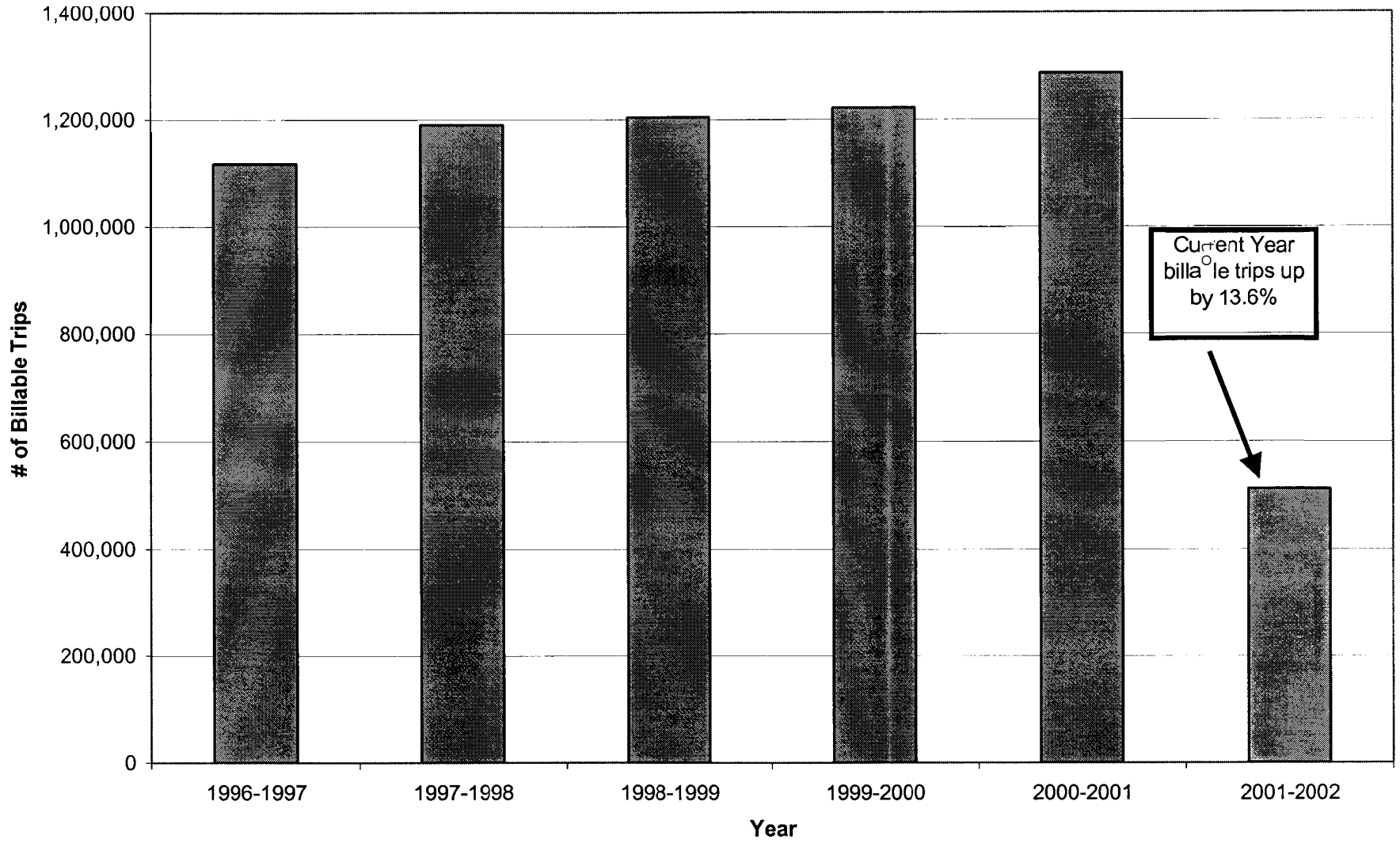
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V. ATTACHMENTS

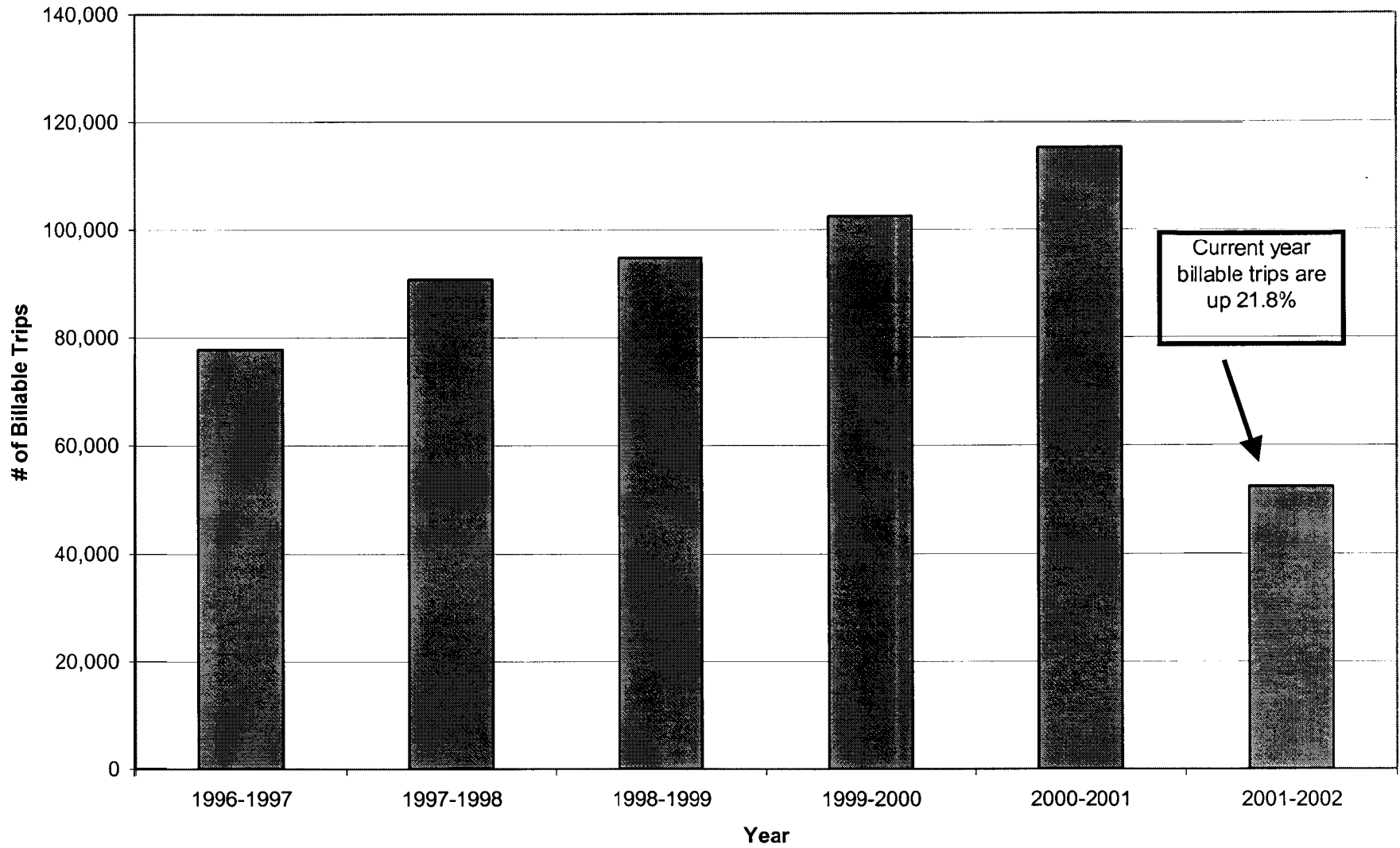
Attachment A: UCSC Student Billable Trips

Attachment B: UCSC Faculty / Staff Billable Trips

UCSC Student Billable Trips



UCSC Faculty / Staff Billable Trips



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 18, 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 “Taking Bus” have been developed and the Purchasing Department reports that the bid will be distributed by December 14, 2001.

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 was advised by

Easter Seals to send the call stop list to the Office of Civil Rights for a compliance review. A letter was sent and District Counsel is waiting for a response.

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.

- The Marketing Department has completed the internal posters, notification of the press and information for the public. The call stop list will be published in the “Headways” in mid-December 2001.

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.

- A meeting was held on September 5, 2001 with several members of the call stop committee to discuss training techniques. An internal training meeting was held on October 25, 2001 and a format developed. Call Stop training started on December 03, 2001. It is anticipated that the training will be completed by December 13, 2001.

IV. FINANCIAL CONSIDERATIONS

NONE

V. ATTACHMENTS

NONE

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 18, 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 "Taking Bus" have been developed and the Purchasing Department reports that the bid will be distributed by in 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 was advised by

Easter Seals to send the call stop list to the Office of Civil Rights for a compliance review. A letter was sent and District Counsel is waiting for a response.

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.

- Call Stop training started on December 03, 2001. As of December 31, 2001 180 Operations Department personnel have been trained with 23 remaining. The remaining Operations Department personnel will receive their when they return from their various leaves.

IV. FINANCIAL CONSIDERATIONS

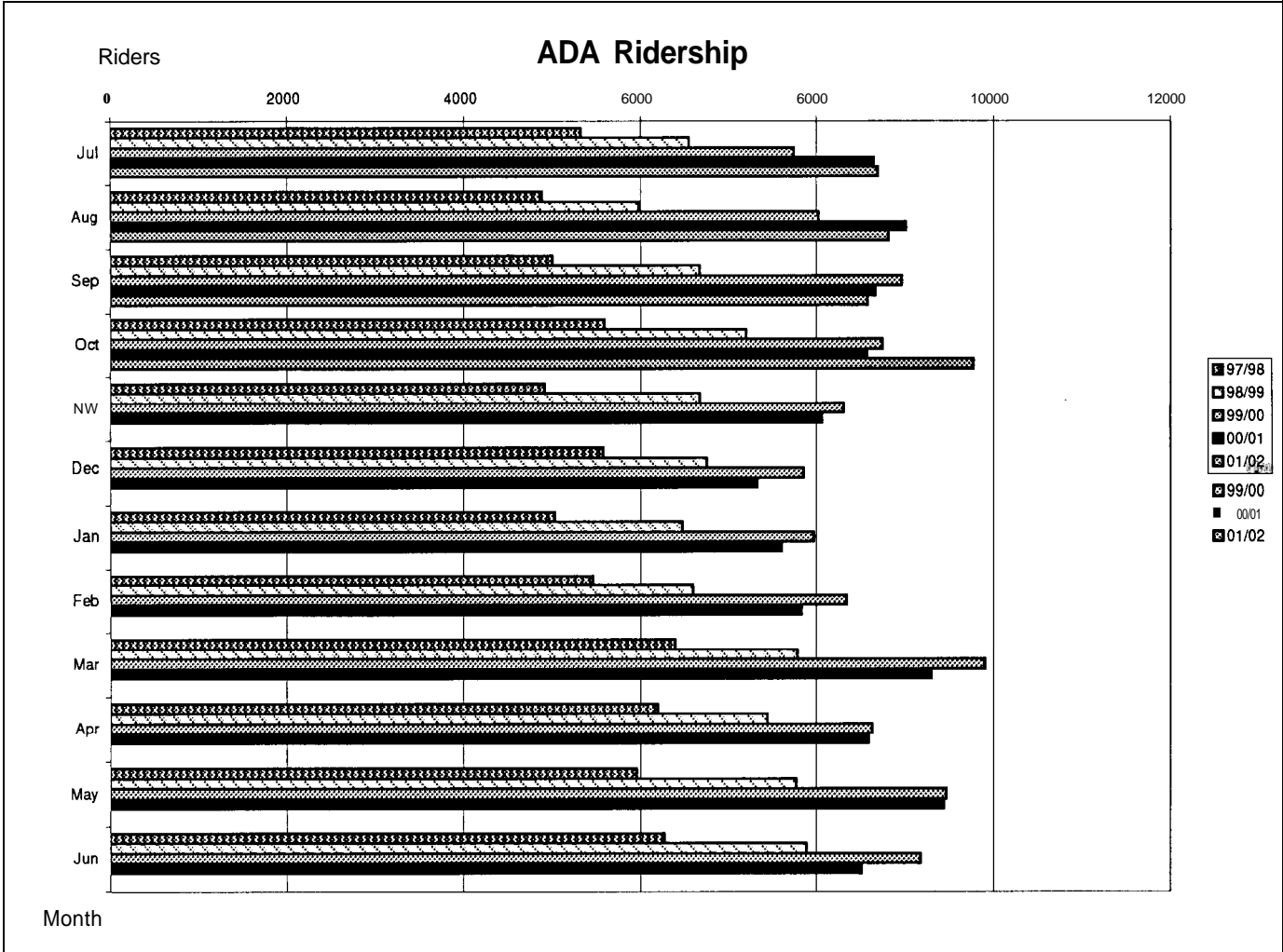
NONE

V. ATTACHMENTS

NONE

**ADA Paratransit Program
Monthly Status Report**

	This October	Last October	% Change	This YTD	Last YTD	% Change
Cost	\$ 235,994	\$ 200,203	17.9%	\$ 862,522	\$ 804,653	7.2%
Revenue	\$19,542	\$17,136	14.0%	\$71,688	\$69,764	2.8%
Subsidy	\$216,452	\$183,067	18.2%	\$790,834	\$734,889	7.6%
Passengers	9,771	8,568	14.0%	35,844	34,882	2.8%
Cost/Ride	\$24.15	\$23.37	3.7%	\$24.06	\$ 23.07	4.7%
Subsidy/Ride	\$22.15	\$21.37	3.7%	\$22.06	\$21.07	4.7%
Operating Ratio	8.3%	8.6%	-3.3%	8.3%	8.7%	-4.1%
% Rides on Taxi	65.9%	72.0%	-6.5%	67.7%	69.7%	-3.0%
Program Registrants	9,173	7,911	16.0%	9,173	7,911	16.0%
Rides/Registrant	1.1	1.1	-1.6%	3.9	4.4	-11.4%



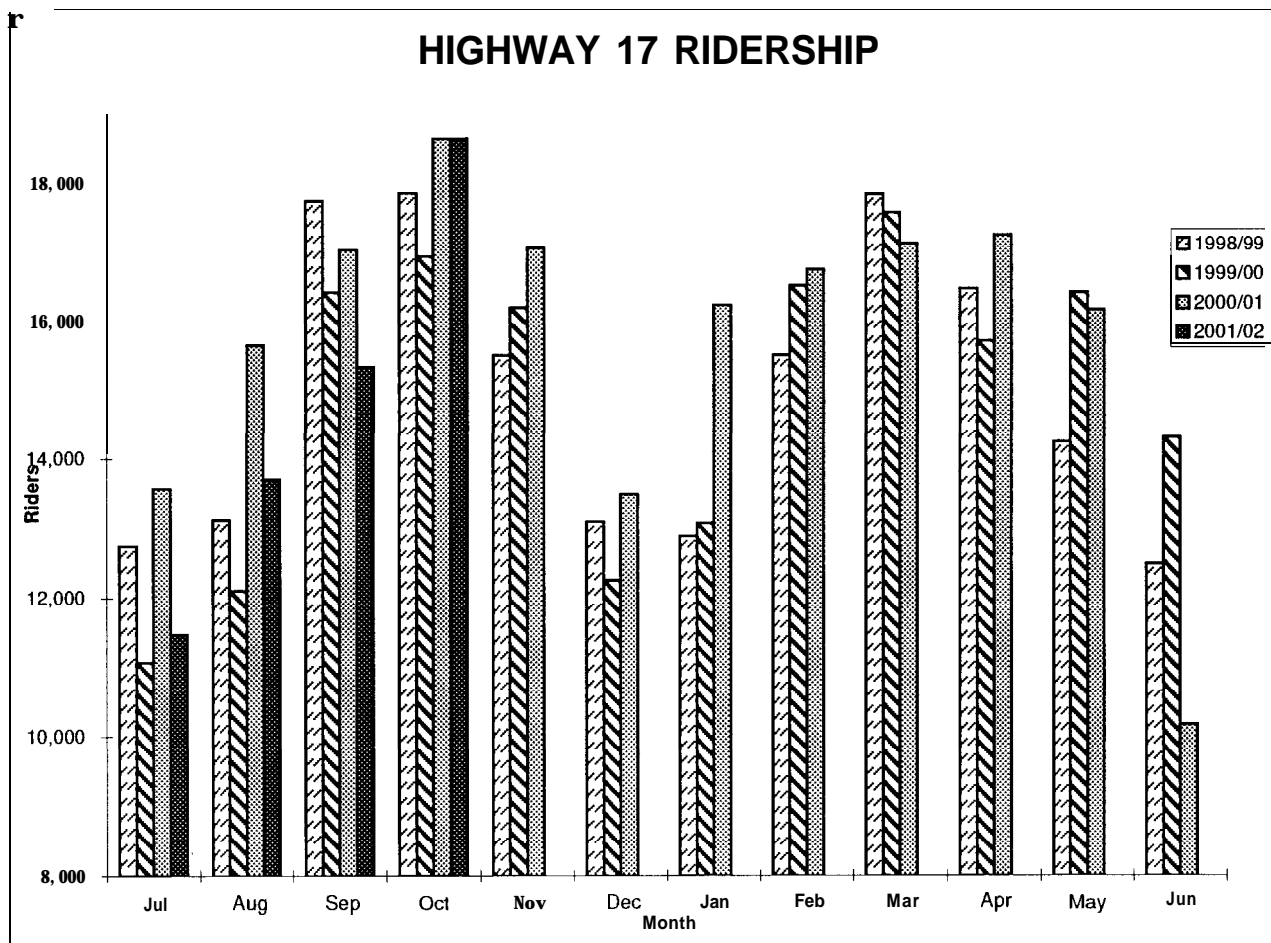
**ADA Paratransit Program
Monthly Status Report**

	This November	Last November	% Change	This YTD	Last YTD	% Change
Cost	\$ 225,170	\$ 184,401	22.1%	\$ 1,087,692	\$ 989,054	10.0%
Revenue	\$17,452	\$16,114	8.3%	\$89,140	\$85,878	3.8%
Subsidy	\$207,718	\$168,287	23.4%	\$998,552	\$903,176	10.6%
Passengers	8,726	8,057	8.3%	44,570	42,939	3.8%
Cost/Ride	\$25.80	\$22.89	14.0%	\$24.40	\$ 23.03	6.5%
Subsidy/Ride	\$23.80	\$20.89	14.0%	\$22.40	\$21.03	6.5%
Operating Ratio	7.8%	8.7%	-11.3%	8.2%	8.7%	-5.6%
% Rides on Taxi	67.0%	70.5%	-5.0%	67.5%	69.9%	-3.4%
Program Registrants	9,173	7,968	15.1%	9,173	7,968	15.1%
Rides/Registrant	0.9513	1.0112	-5.9%	4.8588	5.3889	-9.8%



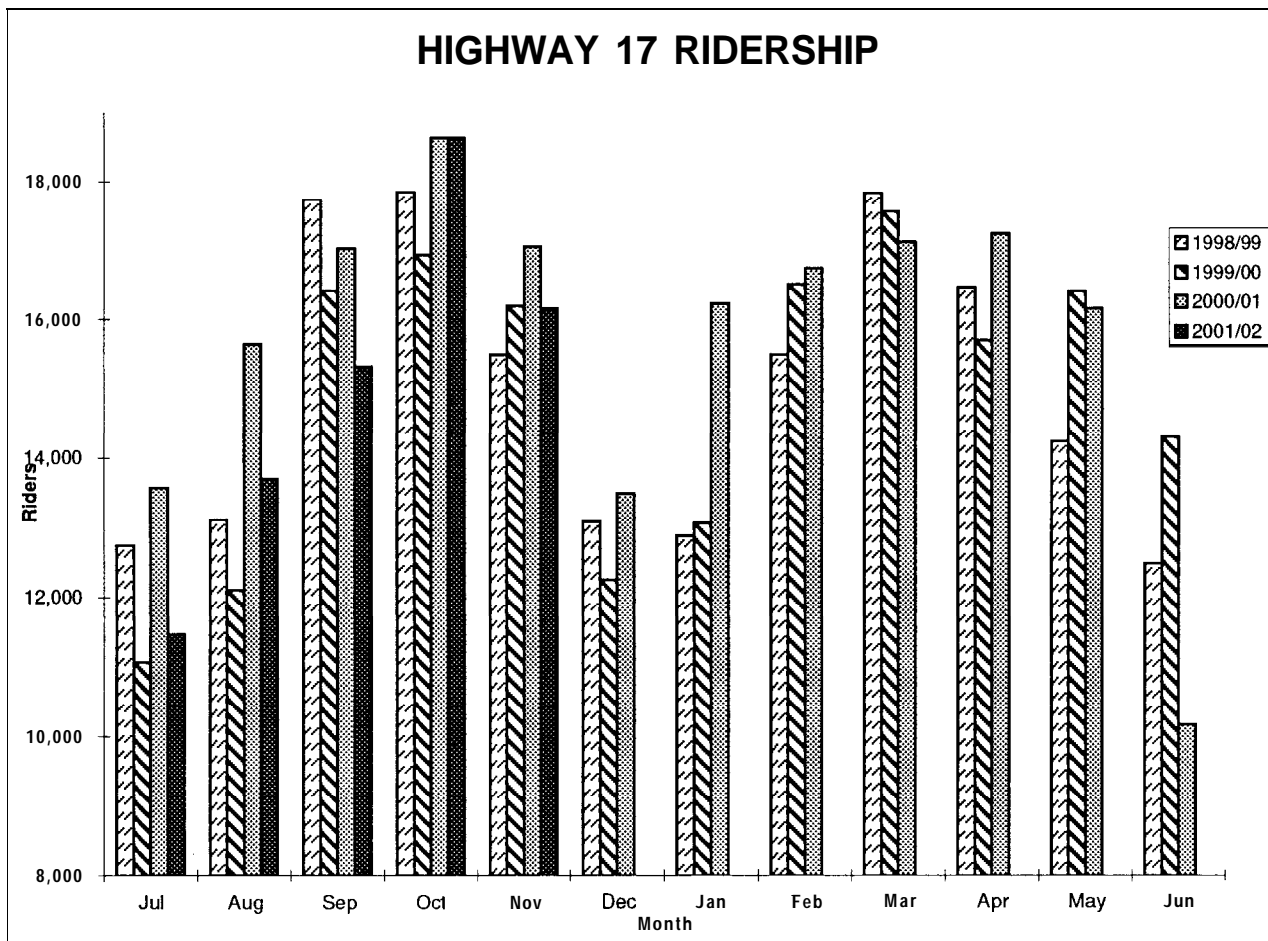
HIGHWAY 17 -OCTOBER 2001

	October			YTD		
	2000/01	1999/00	%	2000/01	1999/00	%
FINANCIAL						
Cost	\$ 121,803	\$ 109,690	11.0%	\$ 455,436	\$ 423,801	7.5%
Farebox	\$ 37,419	\$ 41,848	(10.6%)	\$ 129,293	\$ 140,923	(8.3%)
Operating Deficit	\$ 80,497	\$ 65,012	23.8%	\$ 318,498	\$ 276,480	15.2%
Santa Clara Subsidy	\$ 40,249	\$ 32,506	23.8%	\$ 159,249	\$ 138,240	15.2%
METRO Subsidy	\$ 40,249	\$ 32,506	23.8%	\$ 159,249	\$ 138,240	15.2%
San Jose State Subsidy	\$ 3,887	\$ 2,830	37.4%	\$ 7,645	\$ 6,398	19.5%
STATISTICS						
Passengers	18,633	18,626	0.0%	59,115	64,852	(8.8%)
Revenue Miles	34,414	32,918	4.5%	130,174	127,181	2.4%
Revenue Hours	1,338	1,280	4.5%	5,063	4,946	2.4%
PRODUCTIVITY						
Cost/Passenger	\$ 6.54	\$ 5.89	11.0%	\$ 7.70	\$ 26.43	(70.9%)
Revenue/Passenger	\$ 2.01	\$ 2.25	(10.6%)	\$ 2.19	\$ 8.65	(74.7%)
Subsidy/Passenger	\$ 4.53	\$ 3.64	24.3%	\$ 5.52	\$ 17.78	(69.0%)
Passengers/Mile	0.54	0.57	(4.3%)	0.45	2.04	(77.8%)
Passengers/Hour	13.92	14.55	(4.3%)	11.68	52.52	(77.8%)
Recovery Ratio	30.7%	38.2%	(19.5%)	28.4%	33.3%	(14.6%)



HIGHWAY 17 - NOVEMBER 2001

	November			YTD		
	2000101	1999100	I %	I 2000101	1999/00	% I
FINANCIAL						
Cost	\$ 111,211	\$ 104,704	6.2%	\$ 566,647	\$ 528,505	7.2%
Farebox	\$ 35,868	\$ 39,107	(8.3%)	\$ 165,161	\$ 180,030	(8.3%)
Operating Deficit	\$ 72,011	\$ 62,252	15.7%	\$ 390,509	\$ 338,732	15.3%
Santa Clara Subsidy	\$ 36,005	\$ 31,126	15.7%	\$ 195,254	\$ 169,366	15.3%
METRO Subsidy	\$ 35,441	\$ 31,126	13.9%	\$ 191,951	\$ 169,366	13.3%
San Jose State Subsidy	\$ 3,332	\$ 3,345	(0.4%)	\$ 10,977	\$ 9,743	12.7%
STATISTICS						
Passengers	16,146	17,051	(5.3%)	75,261	81,903	(8.1%)
Revenue Miles	31,421	32,918	(4.5%)	161,595	160,099	0.9%
Revenue Hours	1,222	1,280	(4.5%)	6,285	6,226	0.9%
PRODUCTIVITY						
Cost/Passenger	\$ 6.89	\$ 6.14	12.2%	\$ 7.53	\$ 32.57	(76.9%)
Revenue/Passenger	\$ 2.22	\$ 2.29	(3.1%)	\$ 2.19	\$ 10.95	(80.0%)
Subsidy/Passenger	\$ 4.67	\$ 3.85	21.3%	\$ 5.33	\$ 21.62	(75.3%)
Passengers/Mile	0.51	0.52	(0.8%)	0.47	2.56	(81.8%)
Passengers/Hour	13.21	13.32	(0.8%)	11.98	65.84	(81.8%)
Recovery Ratio	32.3%	37.3%	(13.6%)	29.1%	34.1%	(14.4%)



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 18, 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: January 18, 2002
TO: Board of Directors
FROM: Mark Dorfman, Assistant General Manager
SUBJECT: FINAL REPORT ON THE "IBUS" TDA-DEMONSTRATION PROJECT.

I. RECOMMENDED ACTION

This is an information item on the final report from a TDA Demonstration Project to study the feasibility of a lightweight, composite, hybrid-power transit bus. No action is recommended.

II. SUMMARY OF ISSUES

- In January, 2000 the Board authorized METRO staff to submit an application for TDA Demonstration funds as the eligible claimant for Arcada Systems to conduct a feasibility study of an advanced, hybrid-powered transit bus (IBUS).
- In April, 2000, the Santa Cruz County Regional Transportation Commission (SCCRTC) awarded \$20,000 to Arcada Systems to conduct the feasibility study.
- Arcada Systems submitted the attached report as the project's final task.
- METRO will invoice SCCRTC and make the final 10% payment to Arcada Systems to complete this TDA Demonstration Project.

III. DISCUSSION

As the eligible recipient, the District sponsored Arcada System's application to the SCCRTC for TDA Demonstration Program funds to conduct a feasibility study for manufacturing a lightweight, hybrid-powered transit bus. The SCCRTC awarded a \$20,000 TDA Demo grant to Arcada Systems in April, 2000.

Arcata Systems contracted Computer Aided Design and engineering analysis to evaluate the proposed design, to estimate the cost of manufacturing a working prototype and to mass-produce the vehicle. The attached *Feasibility Study* describes the results. METRO will request a final payment from SCCRTC to complete the project.

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: *Lightweight, Composite, Hybrid-Power Transit Bus Feasibility Study*

Final Report

TDA Demonstration Project

Lightweight, Composite, Hybrid-Power Transit Bus Feasibility Study

Submitted to

Santa Cruz Metropolitan Transit District.

BY

ITS Bus, Incorporated

November 16, 2001

This is a report on the completion of work according to the proposed effort to “Establish feasibility of the IBus concept by assessing issues of technical, cost, and schedule” for the Lightweight, Composite, Hybrid-Power Transit Bus (the “IBus”). The summary of the proposed effort was as follows:

The project will provide data contributory to the design and manufacturing of the lightweight, composite, hybrid-power bus. The immediate activities to which the TDA Grant funding will be applied include: initial CAD models for styling and engineering, preliminary stress analysis, weight estimate, performance estimates, prototype development cost estimate, manufacturing plans and ROM volume manufacturing cost estimate.

Specifically, the efforts were to include:

The Design Team led by Loftus Design, Inc. in Laguna Beach will:

- . Construct initial 3D CAD models for the exterior and interior styling.
- . Provide these CAD models to the Engineering Team.

The Engineering Team (Phoenix Analysis and Design Technologies, Inc.) will:

- . Create initial mechanical design CAE files from Design Team’s input.
- . Conduct initial stress analysis and validation of weight goals.
- . Produce a 3-ft model of the IBus

Subsequent to award of the grant, informal requests were made for ITS Bus, Inc. to make efforts to secure funding to continue beyond the effort under the TDA Grant towards realization of the goal of manufacturing IBuses in the quantities needed by the transit community. These and a summary of the ultimate matching funding of the participants are discussed in this report.

CAD Model

The industrial design team is lead by Loftus Design, Inc. The team comprises graduates and instructors at the Pasadena Art Center College of Design-the world’s leading institute for training automotive designers, The team created CAD files that are the first step toward a buildable body and interior. The CAD model includes attention to ergonomic factors as well as styling. Ergonomic studies included passenger and driver areas, with seating design studies and consideration of the driver’s workload and movements. The industrial design CAD model was produced in the software *Solid Edge*, which is compatible with software used by Engineering Team Figures 1, 2, and 3, show views from the CAD models of the exterior, interior, and driver station, respectively.

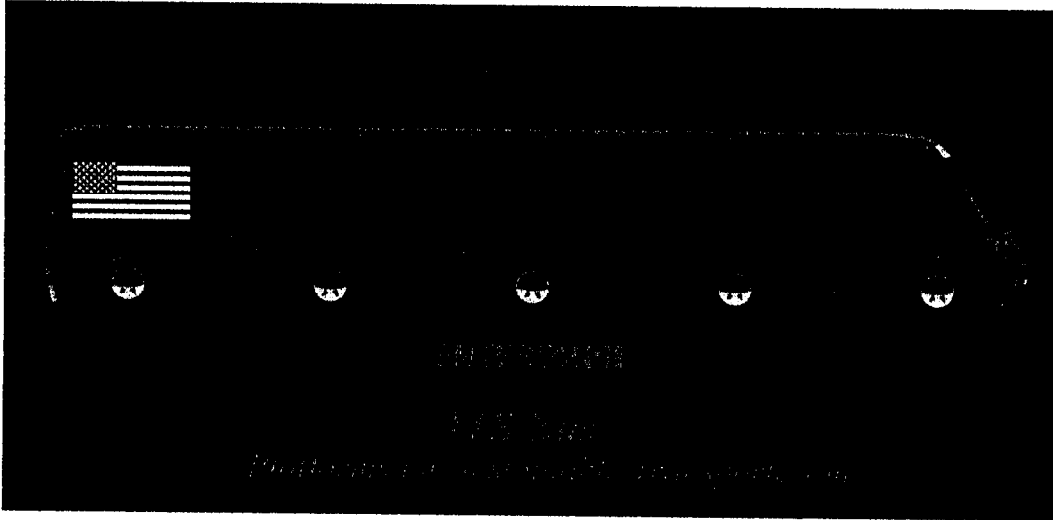


Figure 1. Exterior view of IBus from CAD model

The industrial design team developed a concept for the appearance of the IBus that is intended to capture the familiar and universally popular look of personal vehicles.

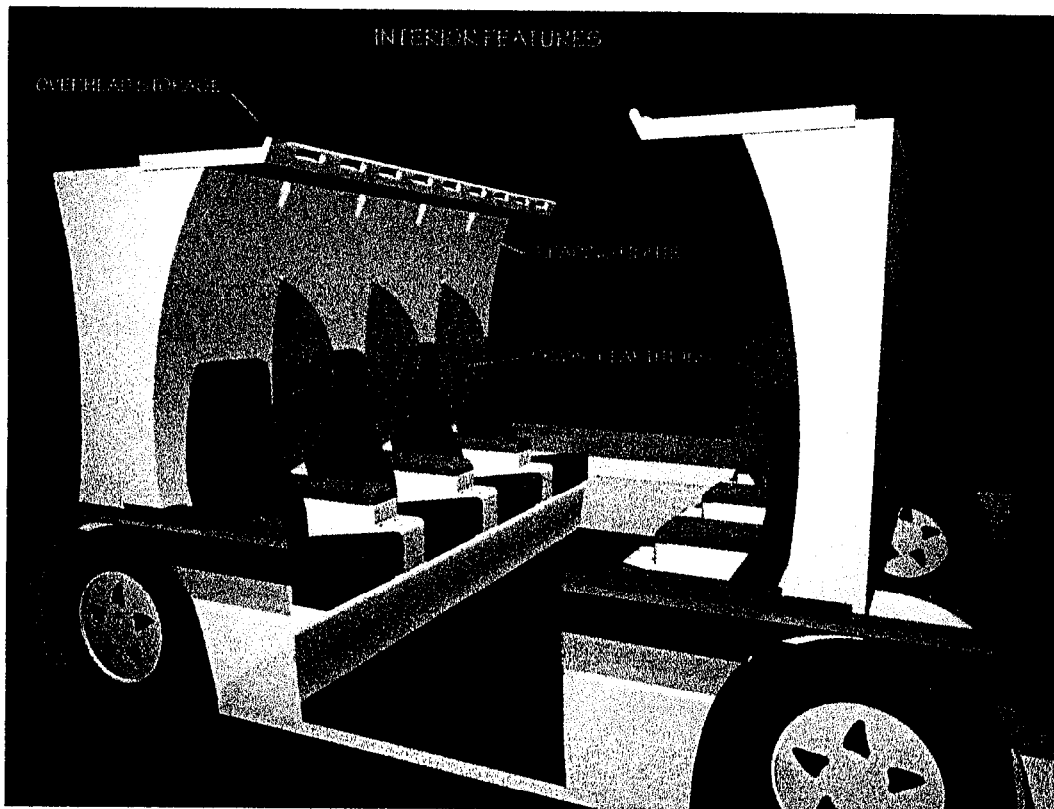


Figure 2. Interior view of IBus from CAD model

A ramp in each of the four doors will exceed ADA requirements, and facilitates access to multiple wheelchair tie-downs. Multiple doors also speed boarding for all passengers. Seating arrangements are flexible and easily modified.

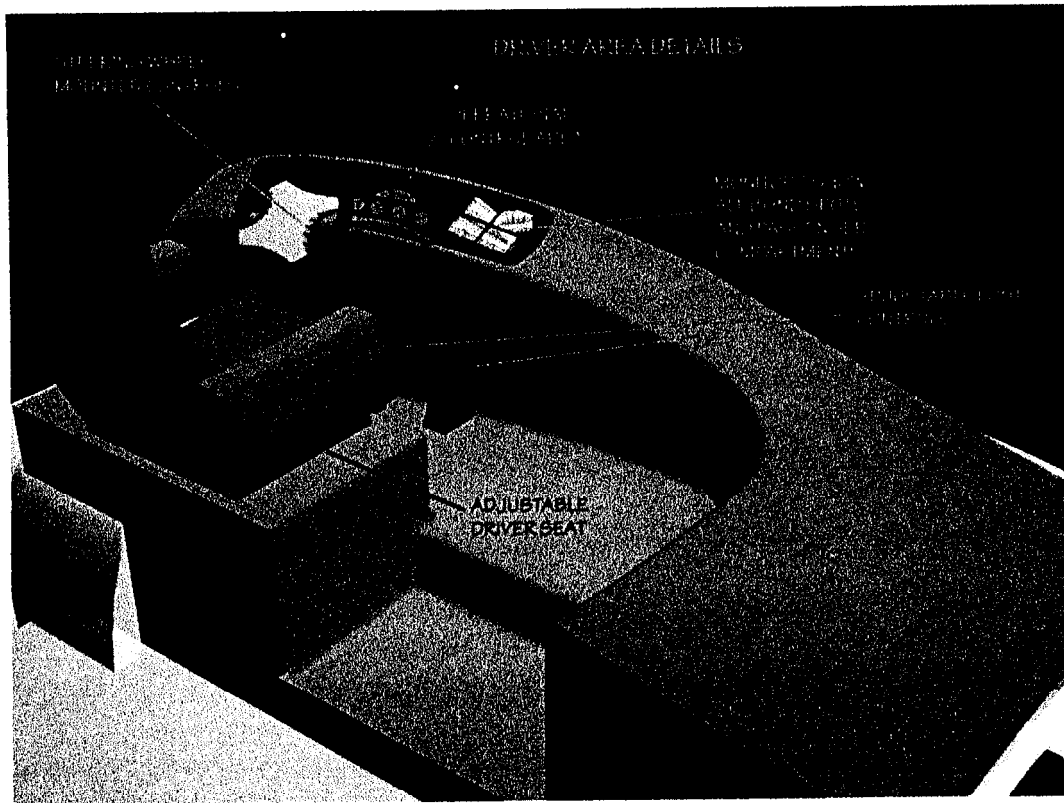


Figure 3. View of IBus driver's station from CAD model

The driver's station is ergonomically designed for the ease of the driver to operate and move about the IBus. Computer control of the power train, steering, and suspension is integrated into a conventional driver interface, minimizing necessity for special training.

Initial Stress Analysis

Stress calculations were performed with a preliminary model of the structure. The case illustrated in Figure 4 is for the full gross weight of the IBus being borne on the first and last axles alone.

Initial Calculations of Vehicle Weight

Preliminary calculations indicate that the empty IBus will achieve the goal of a weight one-half that of a typical, diesel-powered transit bus. The percentage reduction is greater when compared to CNG or hybrid electric powered buses. The weight estimate used conservative values for the hybrid electric drive train and included a generous allowance for HVAC. Advanced materials are selectively employed, but are only one of the factors contributing to the low weight. Distribution over 5 axles reduces the wheel (and axle) forces by an additional factor, resulting in low road noise and road wear, Low weight is a major contributor to achieving high fuel efficiency, adding to the emissions reduction of alternative fuels alone.

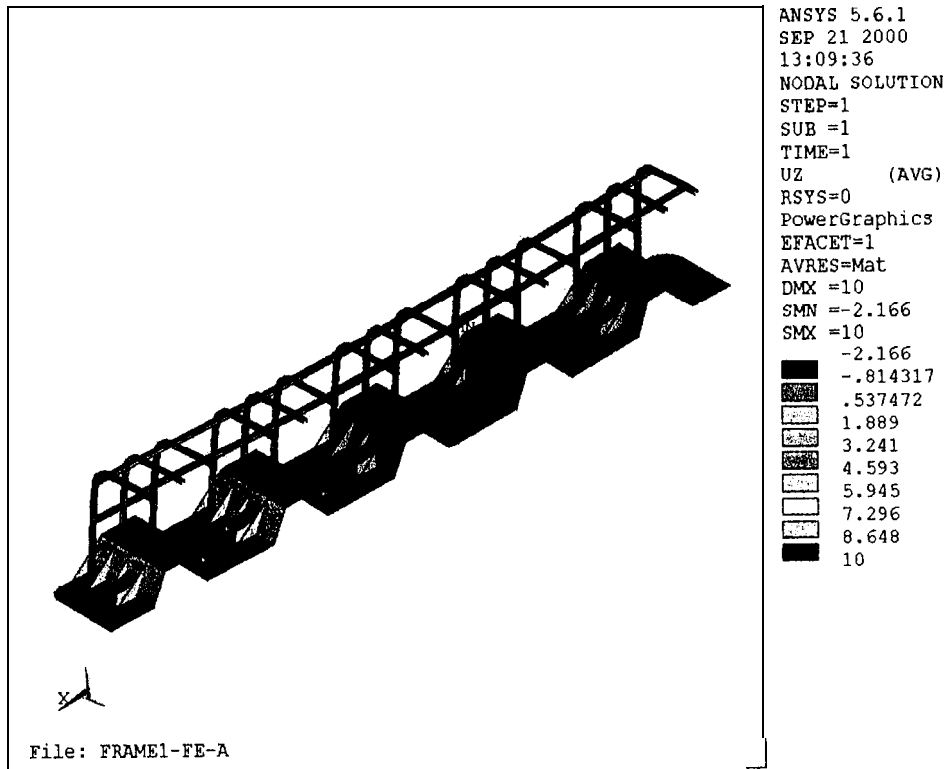


Figure 4. Stress model and example calculation results

	Wt (Lb)	Qty	Total Wt
Axles	859	5	4296
Floor	1491	1	1491
Frame & Shell	2100	1	2100
Doors & Window	600	lot	600
Seats	24	32	754
Battery Packs	131	9	1177
Power Plant	1225	1	1225
AC System	751	1	751
Total (Lbs):			12394

Table 1. Estimated IBus subsystem weights

Development of the design subsequent to the estimate shown in Figure 5 indicates a reduction of weight of the axle assemblies, and allocation of this weight to seating and other areas.

Initial Calculations of Performance

Initial calculations of drive train parameters were performed by EnergyCS of Monrovia, CA. The acceleration profile was set equal to that of the Ford Excursion, allowing the performance to be readily visualized. This performance enables IBus to blend in with other vehicles on the road— to minimize congestion as well as to facilitate rapid transit. The results are summarized in Table 1:

Vehicle Curb Weight (CW)	12000 lbs (5430kg)
Vehicle Gross Weight with 40 passengers	18000 lbs (8145kg)
Number of Axles, independent wheel motors	5 axles x 2 motors ea
Frontal Area ~(7' x 8')	~5.3m ²
Aerodynamic Drag Coefficient	~0.5
Rolling Resistance	~0.01
Acceleration from 0-40km/h	6 sec
Acceleration from 40-100km/h	14 sec
Top speed	100km/h
ZEV Range	10 km

Assuming 100% efficiency of energy conversion from batteries and genset to pavement:

Maximum accelerating force (0-40km/h)*	~15000 N
Peak accelerating power (0-40km/h)*	~178kW
Steady State Aerodynamic Power at 100km/h	-35kW
Steady State Rolling Power at 100km/h	-18kW
Total Power required to sustain 100km/h	-53kW
Battery Usable Energy Storage for 10km ZEV Range	~5kWhr

*rotating inertia not considered

Table 2. Principal Drive Train Parameters and Performance Estimate

Low air pollution is accomplished by the lowered power requirements of the lightweight IBus, and the use of alternate fuels. Hydrogen fuel cells are not a baseline design, but can be easily incorporated when the cost, weight, and hydrogen supply issues outstanding for these generators have been solved. Besides lower weight, increases in efficiency are obtained from constant RPM operation of the prime power source in the electricity generation system and regenerative braking. The prime power motor/generator set is palletized for rapid removal and replacement, facilitating rapid return of an IBus to service and out-of-vehicle maintenance of the genset.

Scale Model

PADT, Inc. designed and built a 42-inch long scale model. The purpose of the model is to demonstrate the principal features of the IBus design. These features include the multi-axle concept, crab and normal steering modes, multiple doors with ramps, and optional compartmented layout. Demonstrations of these features, with forward motion, is facilitated by the model's remote-control. Photographs of the model at a late stage of

fabrication are shown in Figure 6. The model is now completed, and will soon be available to show.

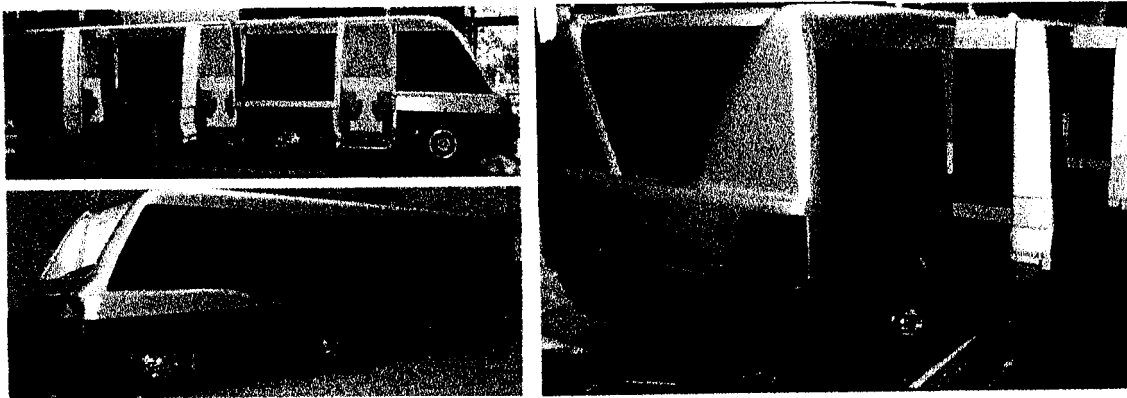


Figure 5. 42'' Remote Control Model

Cost of Prototypes

ITS Bus, Inc. chose MetalCrafters, the foremost “concept-car” manufacturer, to build the prototypes. This carries several advantages, including a rapid schedule and a show-quality vehicle. MetalCrafters prepared a preliminary quote (attached) of \$3.4M for their portion of the project, and this will be supplemented by:

- Industrial design completion by the team led by Loftus Design, Inc.
- Engineering and development including computerized crash simulations by PADT, Inc.
- Engineering, development, and production of special components and subsystems including suspensions, hybrid power systems, and computer controls by industry leaders.
- Management by ITS Bus, Inc.

The total cost of engineering and fabricating the first prototype is estimated at \$6M. Subsequently, prototypes of various-length IBuses will be completed by MetalCrafters. The price of prototypes after the first will decrease substantially from their price for the first, reflecting much less additional engineering and set-up for follow-on work.

Cost of Volume-Manufactured Vehicles

ITS Bus, Inc. continues to evaluate different approaches to volume manufacturing. All approaches are based on exploiting existing high volume manufacturing materials, processes, and parts supply streams to capitalize on the compatibility of the IBus systems with high-volume light trucks and SUVs rather than the traditional heavy truck systems utilized in manufacturing existing transit bus designs. Based on this plan, prices for 40-foot IBuses are project&d as shown in Table. 2.

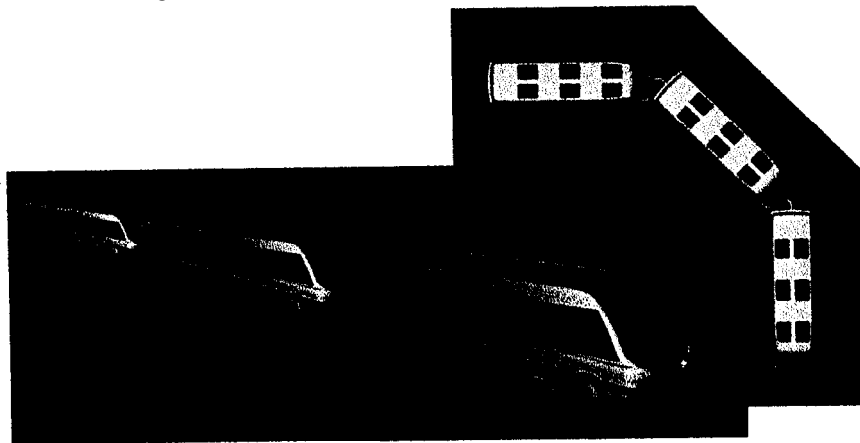
Comparison or basis	Unit cost	Estimated annual production required
Current electric hybrid	\$450,000	100
Conventional power, alternate fuel	\$350,000	Several hundred
Current diesel power	\$275,000	1000
Low cost potential (High volume)	Less than \$250,000	2-1 0,000

Figure 6. Projected prices for 40-foot IBus

Another advantage of this manufacturing approach is the lower cost and ready availability of maintenance parts and services.

Advantages for Bus Rapid Transit

As is the case for any application, the IBus features will be highly valuable for use with BRT. The advantages of features like high accessibility with multiple doors and ramps, high fuel efficiency, smooth ride, low noise and low road wear, etc. are apparent. In addition, the control system allows IBuses to link and delink in seconds, providing great flexibility in routing and optimum use of the fleet. This feature and the maneuverability are illustrated in Figure



IBus Train

- Capacity of light-rail, higher performance, single operator, nil new infrastructure**
- Units follow in track of one ahead**
- In-service, rapid connect/disconnect**
- Connections only for control signals, and fail-safe tow**

Figure 7. The IBus-Train

Discussion

The TDA Grant has been instrumental in the progress made on the IBus. The initial endorsement provided by the Grant aided the IBus to gain recognition by other bodies, government officials, and industry leaders. Partners were encouraged by the recognition provided by the grant to contribute matching funds, which grew from a 100% match in the proposal to nearly 800% by completion of the project, as shown in Table 3.

Source of Funding/Match	Proposed Funding/Match	Actual Funding/Match
TDA Grant	\$25,000	\$20,000
ITS Bus, Inc.	\$5,000	\$50,000
Loftus Design, Inc.	\$10,000	\$12,000
PADT, Inc.		
Personnel	\$10,000	\$90,000
Other operating	\$5,000	\$10,000
Totals:	\$50,000	\$182,000

Table 3. TDA Grant Matching Funds

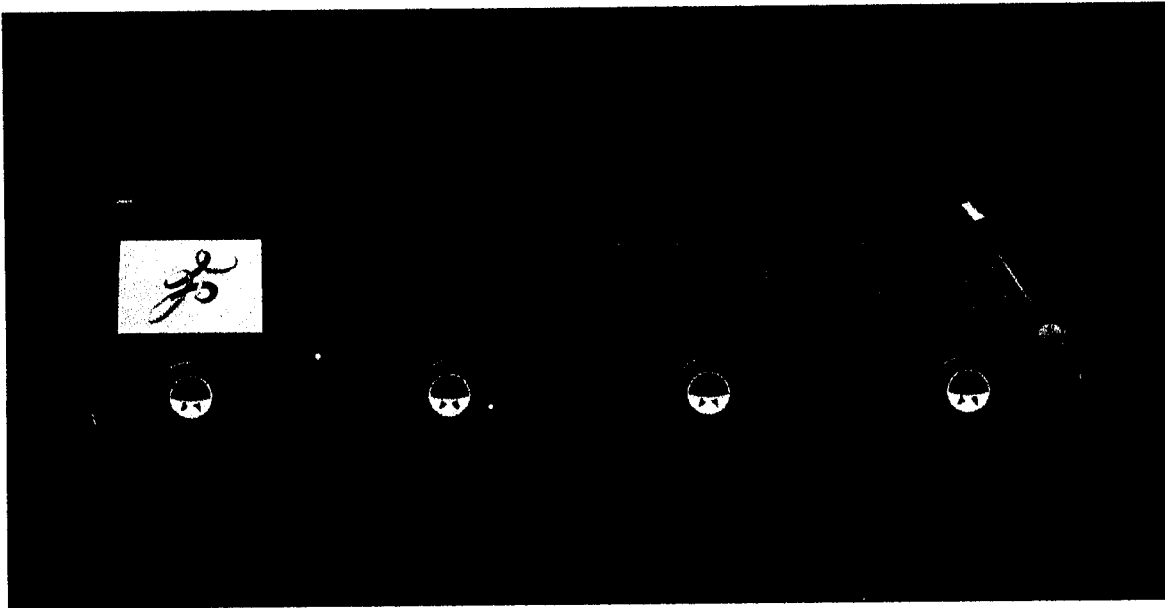
Discussions with the FTA and APTA confirmed ITS Bus management's expectation that the IBus project must proceed through its first development steps without significant support from the traditional funding sources in the government and conventional suppliers. This accords with the major departures in design and operational philosophy that mark the IBus. Efforts continue nevertheless to establish links to governmental funding, and important supporters have been obtained as a start from national and state legislators from the Santa Cruz area, connection with the ranking member of the US House Transportation Committee, and contacts at the FTA and APTA.

Support with the aid of CalStart also was pursued, with results similar to those above. ITS Bus presented the project to CalStart's Technical Review Committee in September 2000. Although several good points were discussed in the review (with seeming understanding by the committee), the cursory report of this review (attached) emphasized misunderstandings apparent at the review.¹ ITS Bus regards the summary in the report to be poorly reasoned and to represent a shortsighted view of bus technology and the potential of bus transit to be greatly expanded. ITS Bus rejects these findings.

In contrast with the comments from CalStart's committee, on August 29 of this year the IBus Project was presented to Mr. Lee Iacocca, Chairman of EV Global Motors and former Chairman of Chrysler, with diametrically different results. Mr. Iacocca's view is summarized by his statement that we should "Take the prototype to Washington and tell them this is what the country should be building." Mr. Iacocca offered to assist in making connections with suppliers and sources of funding, and discussions are continuing regarding the roles for himself and his growing company, EV Global Motors.

Other essential progress made in parallel with the grant includes the development of the management and engineering teams, including incorporation of a new company, ITS Bus, Inc. in May 2000, the selection of MetalCrafters to produce the prototypes, initial steps toward a manufacturing facility in the Peoples' Republic of China (proposal summary attached), and exploration of collaboration with EV Global Motors.

¹ One example (prominent in the report) is the assertion that IBus's multi-axle concept will lead to "excessive tire wear." This can only be attributed to a failure to understand all-wheel steering. In contrast, ITS Bus discussed tire wear with SCMTD's main tire supplier, who estimated that all-wheel steering would reduce tire wear by 25% for service in Santa Cruz County. The supplier further estimated that the shorter life of IBus's smaller tires would result in a "wash" with the cost of the longer-lived but more expensive tires on existing transit buses.



Beijing Olympic Bus, LLC

Goal

Have over 2,000 Beijing Olympic Buses in service before the end of 2005 in Beijing and surrounding area. This milestone will assure the readiness of Beijing's transportation system for the 2008 Olympics.

By the Opening Ceremonies of the Beijing 2008 Olympics, we will have 12,000 Beijing Olympic Buses on the streets of Beijing for the whole world to see. Residents and visitors will move all over Beijing quickly and comfortably, and most of the pollution now due to buses and automobiles will be eliminated.

Benefits of the Beijing Olympic Bus

1. Hybrid-Electric Power Train

Internal Combustion Engine, Generator, Batteries and Electric Drive Motors; Customer Choice of Fuel; Steady RPM: Maximum Efficiency, Low Noise; Long Range and Long Battery Life; Zero Emissions for Several Miles.

2. Cost Savings

Advanced Technology for Same Price as Old Technology; Fuel Costs Reduced 50%; Electric Drive Eliminates Transmission; High Volume Parts Less Costly; Regenerative Braking Reduces Brake Maintenance; Out-of-Vehicle Servicing with Modular Sub-Assemblies.

3. Environment-Friendly

Clean Air Engine Technology; Two-fold More Emissions Reduction by Doubled Miles Per Gallon; No Roar with Constant RPM Engine; All-Electric Range for Several Miles; Zero Emission/Silent Operation on Batteries Alone; Road Impact like Light Truck or SUV; Eliminate Loud Road Vibration; and Reduce Road Maintenance Costs.

4. Modular Sections Allows for Different Bus Lengths

Beijing Olympic Buses are constructed from “cells” with modular subassemblies for body/structure, suspension/steering/brake/drive-motor, and interior. The first and last cells are differentiated for the requirements of the driver, electricity generation, and ancillaries. Buses ideal for all routes are easily built in different lengths by using from zero to three middle cells.

5. Advantages Across-the-Board

Low Emissions; Light Weight; Heavy Load Capacity; Fast Boarding/De-Boarding; Curb-Height, Flat Floor; Ultra-Smooth, Ultra-Stable Ride; Highly Maneuverable; Go Anywhere; Zero Emissions Mode; Low Road Noise; Low Road Wear; Quiet; Low Cost to Build; Low Cost to Operate/Maintain; High Fuel Economy; Customer Choice of Fuel; Quick-to-Maintain Modular Subassemblies; Models for All Market Segments; Compartment for Freight, Bicycles, Other.

Patented Beijing Olympic Bus Systems

The Beijing Olympic Bus is based on patented design concepts, including the following:

- Suspension-structure design that distributes support over multiple axles.
- Distributed, multiple-axle, independent-wheel suspension for smooth and stable ride.
- Energy-efficient active suspension for ultimate ride quality.
- All-wheel steering with normal, crab, and pivot modes for high maneuverability.
- All-wheel-steering control interface with mode-selection and easy driver training.
- Modular engine/electricity generator systems for rapid out-of-vehicle servicing and customer selection of engine and fuel type.
- Modular suspension/steering/brake/drive-motor systems, identical for all left/right wheels, for reduced parts cost and reduced assembly/maintenance time.
- Cellular construction for easy production of buses having different lengths.

Needs to Accomplish Goal:

1. Final Prototype Design Work (\$2,000,000 US)
2. Functional Prototype for design verification testing (\$1,000,000 US)
3. Working Prototypes for certification Testing (\$7,000,000 US)
4. Beijing Olympic Bus Ready for the Production Line (\$10,000,000 US)
5. Site for Bus Facilities
6. Partner with Light Vehicle Manufacturer or Bus Manufacturer in China

IBUS Exhibit 1

PHASE	DESCRIPTION	TOTAL LABOR DOLLARS	PARTS	MATERIALS	GRAND TOTAL
1.1.1	PROJECT PLANNING	2,700	-	-	2,700
1.1.2	PROJECT MANAGEMENT	33,600	-	-	33,600
1.1.3	INFORMATION PROCESSING	5,400	-	-	5,400
1.1.4	CONSUMABLE SUPPLIES	-	-	2,500	2,500
	PHASE 1.1 TOTAL	41,700	-	2,500	44,200
2.2.1	1/4 SCALE EXTERIOR MODEL				
2.2.1.1	FABRICATE EXTERIOR MODEL ARMATURE	5,950	86	625	6,661
2.2.1.2	MACHINE MODEL	8,400	121	-	8,521
2.2.1.3	SURFACE REFINEMENT	2,800	40	-	2,840
2.2.1.4	WHITE LIGHT SCAN MODEL	3,100	-	-	3,100
2.2.2	1/4 SCALE INTERIOR MODEL				
2.2.2.1	FABRICATE INTERIOR MODEL ARMATURE	3,180	45	490	3,685
2.2.2.2	MACHINE MODEL	7,770	112	-	7,882
2.2.2.3	SURFACE REFINEMENT	3,290	47	-	3,337
2.2.2.4	WHITE LIGHT SCAN MODEL	2,370	-	-	2,370
2.2.3	EXTERIOR MODEL				
2.2.3.1	EXTERIOR MODEL TOOLING	320,600	4,614	103,900	428,214
2.2.3.2	EXTERIOR SURFACE MODEL	63,500	655	67,000	121,155
2.2.3.3	CABIN STRUCTURE	58,800	846	14,700	74,346
2.2.3.4	WING STRUCTURE	74,550	1,073	18,638	94,260
2.2.3.5	DOOR STRUCTURE	63,300	997	17,325	81,622
2.2.3.6	EXTERIOR MODEL SURFACING	109,900	1,682	27,476	138,957
2.2.3.7	EXTERIOR MODEL PAINT	63,000	907	16,760	79,667
2.2.4	CHASSIS				
2.2.4.1	FEASIBILITY/STRUCTURAL ANALYSIS	133,140	1,916	-	135,056
2.2.4.2	DESIGN	300,230	4,321	-	304,551
2.2.4.3	COMPLETE DRAWING AND DATA SETS	202,300	2,912	-	205,212
2.2.4.4	FABRICATION	180,120	2,736	47,530	240,386
2.2.4.5	TESTING	84,770	1,220	-	85,990
2.2.5	INTERIOR MODEL				
2.2.5.1	INTERIOR ACCESSORIES	124,950	1,788	31,238	157,966
2.2.5.2	SECONDARY STRUCTURE	60,780	875	15,180	76,825
2.2.5.3	INSTRUMENT PANEL	58,100	836	14,625	73,461
2.2.5.4	INTERIOR TRIM PANELS	178,900	2,589	44,975	227,464
2.2.5.5	SEATS AND COVERINGS	151,250	1,496	26,913	178,649
2.2.6	LAMPS AND LIGHTING				
2.2.6.1	HEAD LAMPS / TAIL LAMPS	92,500	1,310	4,550	98,360
2.2.6.2	INTERIOR LIGHTING	28,600	403	1,400	30,403
2.2.7	MECHANICAL SYSTEMS DESIGN & DEVELOPMENT				
2.2.7.1	DOOR MECHANICALS	79,030	1,137	10,758	90,925
2.2.7.2	COMPONENT STRUCTURE/ATTACHMENTS	33,600	484	9,400	42,484
2.2.8	GLASS				
2.2.8.1	WINDOW TOOLING	148,400	2,136	37,100	187,636
2.2.8.2	WINDOW FABRICATION	103,300	1,441	25,025	129,766
2.2.9	FINAL ASSEMBLY				
2.2.9.1	FINAL ASSEMBLY	81,900	1,179	20,475	103,554
2.2.9.2	DURABILITY TESTING	5,600	81	1,400	7,081
2.2.9.3	DELIVERY PREPARATION	5,040	73	-	5,113
	PHASE 2.2 TOTAL	2,849,970	40,056	562,380	3,359,794
	PHASE 1.1, 2.2, GRAND TOTAL	\$2,891,670	\$40,056	\$564,880	\$3,403,994



November 9, 2001

Mr. Robert Burke
President
I T S Bus, Inc.
114 Limestone Lane
Santa Cruz, CA 95060

Dear Mr. Burke,

Please accept **the** following letter with attachment as a preliminary quotation for tasks performed by the Gaffoglio Family **Metalcrafters**, Inc., as requested by your office. We appreciate the opportunity to submit a bid proposal to J T S Bus, Inc. and are looking forward to working with you and your team.

With twenty-one years of experience building the finest automobile concept and prototype vehicles, a 150,000 sq. ft. self contained state-of-the-art facility, and a commitment to quality and on time performance provide us with the framework necessary to successfully complete this project. As further evidence of our commitment to quality, we received **QS9000/ISO9001** Certification in **December 2000**.

As a leading minority owned company in Orange County, we take pride in the strength and success of our diverse workforce, achieving the **DaimlerChrysler** Gold Award in 2000. We are one of twenty suppliers to receive this award and the **only** minority owned supplier. This is a testament to the **level** of commitment, quality and cost effective products supplied by this organization.

Attached is a preliminary quotation with directional numbers for a completed running prototype, including exterior and interior model development and chassis engineering and development. As we move closer to manufacturing, a finalized quotation will be submitted for your review with specific roles and responsibilities for all participating organizations.

Thank you for giving us the opportunity to work with you and your company. Please do not hesitate to contact me should you have any questions.

Best regards,

Tim Temple
Project Manager
Gaffoglio Family **Metalcrafters**, Inc.

Operating Companies:

Metalcrafters, Inc. . Camera Ready Cars . Automotive Enhancements
11161 Slater Avenue . Fountain Valley, California 92708 • Telephone: 714.444.2000 • Fax: 714.444.2444 . www.metalcrafters.com



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 18, 2002
TO: Board of Directors
FROM: Robyn Slater, Interim Human Resources Manager
SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- None.

III. DISCUSSION

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

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Employee Recognition List

ATTACHMENT A
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
EMPLOYEE RECOGNITION

TEN YEAR

Mark Dorfman, Assistant General Manager

FIFTEEN YEARS

None

TWENTY YEARS

Dorice Ann, Bus Operator

TWENTY-FIVE YEARS

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

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 18, 2002
TO: Board of Directors
FROM: Mark J. Dorfman, Assistant General Manager
SUBJECT: ADOPTION OF REVISED FARE ORDINANCE FOR HIGHWAY 17 EXPRESS SERVICE

I. RECOMMENDED ACTION

Staff recommends that the Board adopt the revised fare ordinance that will increase fares on the Highway 17 Express effective on February 1, 2002.

II. SUMMARY OF ISSUES

- In October the Board approved changes to the budget to bring it into balance.
- One of the actions was to raise the fares on the Highway 17 Express.
- Fares were last raised in 1993.
- First Reading of the Ordinance was at the November Board Meeting in Watsonville.
- Two Public Hearings were held regarding the fare increase.

III. DISCUSSION

At the October Board Meeting the Board approved a series of actions to bring the Operating Budget into balance. As part of that action, staff was directed to increase the fares on the Highway 17 Express. The last time fares were raised on the Highway 17 Express was in 1993.

The proposed changes are as follows and attached as Attachment A:

	Existing	Proposed
Regular Express Bus Fare (One Way)	\$ 2.25	\$ 3.00
Discount Bus Fare*	\$ 1.00	\$ 1.50
Regular Day Pass	\$ 4.50	\$ 6.00
Regular Day Pass with SCMTD/VTA Day Pass	\$ 3.50	\$ 3.50
Regular Day Pass with CalTrain Ticket	\$ 2.50	\$ 3.50
Monthly Pass	\$65.00	\$80.00

*Senior Passenger/Individual with Disability

Staff has coordinated this increase with the staff of the Valley Transportation Authority as per the terms of the Joint Powers Agreement. After input from VTA, it was decided to hold two public hearings. The first Public Hearing was held at San Jose State University, November 28, 2001 from 11:30 a.m. to 1:30 p.m., in the Umunhum Room, Student Union, located at One Washington Square, San Jose, CA 95192. A transcript is attached as Attachment B. The Second Public Hearing was an evening Public Hearing on Wednesday, November 28, 2001 at 7:00 p.m., at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, California 95060. A transcript of this hearing is attached as Attachment C.

Advertisements for the Public Hearings were placed in all the buses to alert passengers of the pending fare increase. A special e-mail address – hwyl7@scmtd.com was established to receive electronic comments from the public. Copies of the e-mail received as well as other written correspondence are attached as Attachment D.

As can be seen from the attachments, the riders of the Highway 17 Express do not support the increase in fares. The last increase was in 1993. Since that time, the Consumer Price Index has increased by the following amounts for All Urban Consumers for the San Francisco-Oakland-San Jose region.

Year ending:

December 1993	1.9%
December 1994	1.6%
December 1995	1.8%
December 1996	2.6%
December 1997	4.2%
December 1998	3.0%
December 1999	4.2%
December 2000	5.5%
October 2001	<u>4.5%</u>

TOTAL 29.3%

As can be seen, the increase proposed is 33% for single rides. This is in line with the CPI for the time period. The cost increase for the Monthly Pass is 23%, below the CPI for the time period. The intent of the increase is to move more riders to the Monthly Pass since the value is much better. A rider who uses the Monthly Pass for 14 commute days can save over the individual ride costs. Typical Weekdays in a month range from 20 to 23 days, which will provide for even greater savings.

If no ridership is lost as a result of the fare increases, staff projects additional revenue in FY 01-02 in the amount of \$28,890.

IV. FINANCIAL CONSIDERATIONS

Staff projected an increase of \$28,890 for the remainder of the year based upon a January 1, 2002 implementation. With a February 1, 2002 implementation date this figure would be reduced slightly.

V. ATTACHMENTS

- Attachment A:** Fare Ordinance
- Attachment B:** Transcript of November 28, 2001 Public Hearing – San Jose State
- Attachment C:** Transcript of November 28, 2001 Public Hearing – Santa Cruz
- Attachment D:** Correspondence initially received
- Attachment E:** Correspondence received subsequent to the advertised date

ORDINANCE NO. 84-2-1 As Amended

AN ORDINANCE OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
ESTABLISHING SCHEDULE FOR BUS FARES

Be it enacted by the Board of Directors of the Santa Cruz Metropolitan Transit District as follows:

SECTION I: FARE SCHEDULE - SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

A. Fixed Route Service

Regular Bus Fare	1.00
Discount Bus Fare - Senior Passenger/Individual with Disability *	.40
Regular Day Pass	3.00
Discount Day Pass - Senior Passenger/Individual with Disability *	1.10
Regular Five Day Pass	15.00
Discount Five Day Pass - Senior Passenger/Individual with Disability *	5.00
Student Five Day Pass	15.00
Regular Monthly Pass	40.00
Discount Monthly Pass - Senior Passenger/Individual with Disability *	14.00
Student Monthly Pass	30.00
School Student Field Trip Rate	17.00

* To obtain Discount Fare passenger must produce District Photo I.D. Card or other approved identification.

B. Highway 17 Express Bus Service Options

Regular Express Bus Fare (One Way)	3.00
Discount Bus Fare-Senior Passenger/Individual with Disability	1.50
Regular Day Pass	6.00
Regular Day Pass with surrender of SCMTD Day Pass	3.50
Regular Day Pass with surrender of VTA Day Pass	3.50
Regular Day Pass with Cal Train Monthly Ticket & Peninsula Pass	3.50
Monthly Pass	80.00

C. Paratransit Service

Regular Paratransit Fare (One Way)	2.00
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D. Group Pass Contract Rate

Fares for individuals of the group are determined through negotiations between the group and the District and are set forth in the contract.

E. Service Charge on Return Checks

The service charge on returned checks is \$15.00.

Ordinance No. 84-2-1 of the Santa Cruz Metropolitan Transit District is hereby amended and shall become effective on February 1, 2002.

Passed and adopted by the Board of Directors on this 15^h day of February 2002, by the following vote:

AYES: Directors -

NOES: Directors -

ABSENT: Directors -

ABSTAIN: Directors -

ATTEST: _____
LESLIE R. WHITE
Secretary/General Manager

APPROVED: _____
SHERYL AINSWORTH
Chairperson

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT PUBLIC HEARING

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DATE: November 28, 2001

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TIME: 11:35 a.m.

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LOCATION: SAN JOSE STATE UNIVERSITY
One Washington Square
Umunhum Room
San Jose, California

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REPORTED BY: Diane S. Method
Certified Shorthand Reporter
License Number C-6464

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A P P E A R A N C E S:

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For the Transit District: Kim Chen
Linda Fry

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1 MR. CHEN: Good morning. My name is Kim Chen.
2 I'm from the Santa Cruz Metro Transit District. We
3 appreciate you coming today to be with us at the public
4 hearing. What I'd like to do first of all is make a few
5 comments about how we would like to receive your input.

6 First of all, what I'd like to do is formally
7 call the public hearing to order, and to just introduce
8 a couple of people from the district. Linda Fry, who as
9 I said is planning supervisor. Ian McFadden, who is the
10 transit planner in the back, and then Olivia Diaz, who
11 is the transportation specialist.

12 Also I'd like to introduce some members from
13 VTA, Yibeli Galindo-Baird, who will help us today with
14 Spanish translation if anybody needs that. Kat Mereigh
15 and Dina Braun. Scott Haywood is the eco pass manager
16 from the VTA, too.

17 The purpose of today's public hearing is
18 basically receive your input, public input on a proposal
19 for raising fares on Highway 17 service.

20 The public hearing today will start at 11:30,
21 which is pretty much now, ending at 1:30 this afternoon.
22 We do have the court reporter here who will be taking
23 down, transcribing public input, and what we propose to
24 do is to provide that public input by way of a
25 transcript to our board of directors before we make a

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1 decision on December the 21st, which is the next
2 regularly scheduled board meeting.

3 I want to emphasize that no decisions have been
4 made at this point. Essentially what we're looking for
5 from you folks today are your comments, concerns, issues
6 that are related to the proposal, and it isn't so much
7 an opportunity for us to answer questions, as much as to
8 give you an opportunity to let us know what your
9 thoughts are and what your concerns are so that we can
10 give them to the board prior to them making a decision.

11 Obviously the board will consider a number of
12 issues, public input being one of them, and then
13 certainly their estimates, as far as how the Highway 17
14 service increase could benefit the transit district.

15 So that's how we would like to present that to
16 you today.

17 There are a number of ways that you can -- in
18 addition to today's proceedings, there are a number of
19 ways you can also let us know your thoughts and
20 concerns. One way to do that is to e-mail us at Highway
21 17 at hwy17@scmtd.com.

22 The other way you can also do that is to write
23 the general manager, and the address is if you write Les
24 White, general manager. His name is Les White, general
25 manager, SCMTD, 370 Encinal Street, Santa Cruz,

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1 California, 95060.

2 The third way that you could provide public
3 input is to attend the December 21st board meeting, and
4 that board meeting will be held at the Santa Cruz city
5 council chambers, and that's at 809 Ocean Street in
6 Santa Cruz.

7 MR. ROSTEN: 809 what?

8 MR. Chen: 809 Center Street, Santa Cruz. And
9 all that information is basically listed and contained
10 for you in a flyer that's available at the desk where
11 Ian and Olivia are. So if you would refer to this.
12 You're welcome to take one of these flyers with you.

13 In addition to today's noon public hearing, we
14 also have one scheduled for this evening from 7:00 to 8
15 o'clock at Santa Cruz city council chambers, and again
16 the purpose of that is to receive public input much like
17 we are doing this afternoon.

18 What I'd like to do is just briefly go over the
19 suggestions for today's formatted proceeding. The first
20 one is that we will make a very short brief presentation
21 regarding what the proposal is. And then secondly,
22 the -- we will then begin to open the public hearing for
23 public comments. And what we would ask is that each
24 person would limit the comments to three minutes. Ian
25 will be the official timer, and he'll wave his arms if

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1 you approach the three minute mark.

2 We do have a sign-in sheet that's back at the
3 table, and I would encourage you to fill that out so
4 that there will be a way for us to contact you if we
5 have additional information about this issue and other
6 issues relating to Highway 17. So if you could, or if
7 you have not done so when you came into the room, please
8 sign up before you leave today.

9 I think that pretty much covers my remarks.
10 What I'm going to do is to turn it over to Linda. She's
11 going to go over briefly what the proposal is, and then
12 once she concludes her remarks, we'll open the public
13 hearing for comment. Linda?

14 MS. FRY: Thanks. Good morning. I thought I
15 might give you just a very short background about the
16 service and why we're proposing a fare increase at this
17 time.

18 As you probably know, the service started right
19 after the Loma Prieta earthquake in 1989. It's operated
20 jointly between Santa Cruz Metro and VTA, Valley
21 Transportation Authority, and our last fare increase for
22 this service was in 1993, and since that time the
23 consumer price index has risen about 29.3 percent, and
24 so this fare increase brings fares in line with the CPI.

25 Why a fare increases now? Well, costs have

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1 increased, and our subsidy per passenger has also --
2 it's very high for the Highway 17 service.

3 I might just take a minute and explain what
4 subsidy per passenger is. There is a cost of providing
5 the services for every passenger that uses it, and after
6 you subtract whatever passenger revenue comes in, the
7 remainder is how much it costs us to operate the service
8 for each passenger. So on the Highway 17 service, our
9 costs per passenger after passenger revenue is deducted
10 is \$4.38. Now, if you compare that with our regular
11 inter-county service in Santa Cruz, our cost per
12 passenger for that service is \$2.59. So you can see
13 it's a much greater subsidy per passenger for the
14 Highway 17 Express.

15 We increased the service quite a bit in October
16 of 1999 when we took over operation. We formerly
17 contracted out the service. Santa Cruz Metro took over
18 operation of the service. We added a number of trips.
19 We extended many trips to Soquel park and ride lot, and
20 we also added some recovery time to make sure that the
21 routes were running on time. We're hoping to provide
22 some service extensions in the future and service
23 increases. I know that's on everyone's mind, more peak
24 hour service; extend service to Los Gatos; South County
25 and Santa Cruz, Aptos, Santa Cruz Metro Center, and

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1 weekend services and so on.

2 And you're probably wondering, I know we've
3 gotten some e-mails from people who have asked, well,
4 what does the fare increase buy us? Does it buy us some
5 service increases? And the answer to that is what we're
6 doing here is just raising the cost of fares to
7 accommodate what we've done in the past. To accommodate
8 the cost increases, the CPI and what we've added
9 previously.

10 So there's -- we are still looking at
11 increasing service. We're working on it, but this fare
12 increase does not guarantee any specific service
13 increases.

14 What is the proposal? The one way cash fare
15 would go from 2.25 to \$3.

16 The discount cash fare, that would be for
17 seniors and people with disabilities, would go from a
18 dollar to a dollar fifty.

19 The regular day pass from 4.50 to \$6.

20 The regular day pass with the Santa Cruz or VTA
21 day pass stays the same, \$3.50.

22 Regular day pass with the Cal Train ticket goes
23 from 2.50 to 3.50, and a monthly pass from 65 to \$80.

24 I read that kind of fast. If you missed it, we
25 have brochures in the past. Ian has some that can give

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1 you a complete list of the proposed changes.

2 There are a few other things that we thought
3 you might be interested in. One is that you may not be
4 aware that you can use pretax wages for transit passes.
5 There is a program called computer check program, and we

6 have brochures on this in the back where your employer
7 signs up with a minimum of paperwork, and you can get an
8 actual check that could be used to purchase a pass with
9 Metro or VTA or many other transit agencies. This --
10 it's pretax dollars that are used to pay for this.
11 Sometimes the employer pays for it. Sometimes the
12 employee, and sometimes a combination of both, but we
13 have the forms in the back for you. It even gives the
14 form to fill out that your employer can fill out to sign
15 up for the program, and the amount per month that can be
16 utilized is going up from 65 a month to a hundred a
17 month starting January 1st. And I should also mention
18 that if this proposal does get approved, if it does take
19 effect, it would not be until after the first of the
20 year.

21 There is another brochure you might be
22 interested in, and that is the true cost of driving in a
23 car. It's estimated to be at least a dollar per mile,
24 and Ian has some brochures on that as well in the back.

25 And I might just end by saying this is just a

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1 proposal. As Kim mentioned, nothing has been approved
2 yet. The board will consider all your testimony at its
3 December 21st meeting. We have a court reporter, and
4 she's taking down your every word. What you think is
5 very important to us and to the board of directors and
6 to the VTA. And with that I think I'll turn it over to
7 Kim. Do you want to open the public hearing?

8 MR. CHEN: What I'd like to do is open the
9 public hearing now for public input, and what I would
10 ask is if you have comments to make, and I'm hoping you
11 do, to please state your name and address for the record
12 and that way we'll have that as part of the transcript.
13 So who would like to take it on first? Can I take
14 Frank?

15 MR. ROSTEN: Ladies first.

16 MS. REEVES: I just have a question. I'm Linda
17 Reeves, and I work in the financial aid office here at
18 San Jose State, and I'm just attending today to kind of
19 get a feel for what's going on.

20 Can you tell me, if this does not pass, will it
21 affect anything that is currently being provided for the
22 riders?

23 MR. CHEN: The services that -- no. The answer
24 is no.

25 MS. REEVES: It would stay the same?

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1 MR. CHEN: Currently the board has approved a
2 service plan for us, for the transit district, and part
3 of the budget that we've developed with the next fiscal
4 year does include the proposed fare increase. If the
5 board -- if the fare increase does not go through, the
6 board will then have to reconsider the service proposals
7 for the following year. So it may affect the service
8 picture.

9 MS. REEVES: For the following year?

10 MR. CHEN: For the year that we've adopted the

11 budget for, but what we would be interested in if is you
12 have any issues, concerns related to the proposal, to
13 make that today, and that's probably a good question to
14 ask, or to raise at this point. And then we would
15 certainly pass it on to the board as well.

16 MR. ROSTEN: Thank you. My name is Frank
17 Rosten. I live in 119 Oak Lane, Scotts Valley, 95066.
18 And I'm basically here representing AARP, formerly the
19 American Association of Retired People.

20 We take anybody now, whether you're retired or
21 not, and that's why we scrubbed the name with the word
22 "Retirement" in it.

23 We were very pleased when I think about nine or
24 ten months ago the transportation board gave seniors a
25 one dollar fee for the trip to San Jose, which instead

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1 of just being valid from 9:30 to 2:30 was now valid at
2 all times. This made a real difference to some of the
3 seniors, and the people I'm really representing today is
4 the AARP members of Santa Cruz County. I don't know
5 where the Campbell people are. They're supposed to be
6 here too.

7 And I noticed that when I looked at the
8 paperwork that the fare increases are certainly
9 reasonable, because as it was pointed out you haven't
10 raised the fares too much in recent times. However, I
11 feel that seniors are really being given a raw deal
12 because whereas you just mentioned, the day pass goes up
13 from \$65 to 80, that's a 23 percent increase. While the
14 senior fare goes up to a dollar to a dollar fifty, which
15 is a 50 percent increase, and that is causing a major
16 hardship, would you believe, for seniors in Santa Cruz
17 County who have been hit extremely hard this year alone
18 by a doubling of the fees of HMO membership, and most of
19 our people belong to an HMO.

20 It went up from \$40 to \$80 a month. That alone
21 has caused any number of seniors to leave Santa Cruz
22 County because they couldn't afford to live there
23 anymore.

24 Other expenses are increases in rent, and we've
25 seen our membership tumble, and yet we've made a big

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1 drive to get new members for the Santa Cruz chapter
2 simply because the attrition rate is so high because
3 seniors can't make it in Santa Cruz anymore.

4 I would therefore like to suggest that the
5 board looks leniently on the old fogies in Santa Cruz
6 County and over here, and not give us a 50 percent
7 increase, preferably none at all, but 10 cents, 20
8 cents, we can probably afford that, but please keep the
9 amount of money down for seniors.

10 One question I do have. I can't believe that
11 raising senior fares by 50 cents can make that much
12 difference to the bottom line at the end of the day, and
13 I don't know whether you keep statistics on this type of
14 thing, but I don't think it will make a significant
15 difference to the profits that you make or the lack of

16 profits. Thank you very much.

17 MR. CHEN: Thank you are, Mr. Rosten. We will
18 certainly pass that on to the board for their
19 consideration.

20 MR. ROSTEN: Yes, I've got a note.

21 MR. CHEN: Thank you very much, Mr. Rosten.

22 Other members of the public who would like to
23 make a comment today? All right.

24 MR. ZONOBI: Hello, my name is Eyedin Zonobi.
25 I'm the manager of the transportation solutions

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1 department of associated students here at San Jose State
2 University.

3 We have done some thorough background search of
4 Santa Cruz Metro's Web site, and we extracted some
5 interesting facts which we have some questions about
6 them.

7 One of the things that I wish the university's
8 police department or anybody from UPD here?
9 Unfortunately they're not here.

10 If you could in your revenues elaborate the
11 university's role for providing any kind of a subsidy, I
12 would really appreciate it.

13 MR. CHEN: What I'll do is probably refer that
14 to VTA because some representatives of VTA here might be
15 able to answer that question.

16 What we would like to do today for the purpose
17 of the public hearing, and maybe I should go back a
18 second, is I think that if the question is related to
19 existing service, we can certainly answer that, but at
20 the end of the public hearing or apart from the public
21 hearing. But what we would like to get today from
22 members of the public is issues related to the proposed
23 fare increase. I think that I know Scott Haywood, you
24 want to make some comments on the arrangement that the
25 VTA has to the university as far as Highway 17 goes?

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1 MR. HAYWOOD: Yeah, we do -- yeah, probably
2 just we are probably going to be doing a fare study
3 ourselves. VTA is looking at all of our programs
4 including the program we have with San Jose State, and
5 at that time we might be able to look at any prices we
6 have for increasing or decreasing or for that matter the
7 eco pass program, the many of our programs would be
8 handled at that time, and once that is set we would
9 certainly be happy to -- we'll let you know, of course,
10 at San Jose State, but probably today nothing that would
11 happen today with the fare increase would impact us at
12 that time.

13 MR. CHEN: I should also just state that the
14 proposal to increase Highway 17 fares is done in
15 conjunction with VTA, and as some of you may know, the
16 service offered is a joint pact with Valley
17 Transportation Authority so both Santa Cruz Metro and
18 VTA have an agreement as far as how Highway 17 operates.
19 So the basic message is we're doing this in conjunction
20 with our partners at VTA.

21 MS. FRY: Was your question, did it have to do
22 with what the university itself pays for --

23 MR. ZONOBI: Exactly.

24 MS. FRY: San Jose State University, the only
25 thing they do is subsidize two late night southbound

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1 trips. I believe it's the 9:15 and 10:15 trips. They
2 subsidize that because they have students getting out of
3 school at night who need to get back over the hill.
4 That's the extent of the subsidy.

5 MR. DAWID: Could you explain what that means
6 when you say subsidize those routes?

7 MR. CHEN: Could I have you just state your
8 name for the record, please?

9 MR. DAWID: Sure. My name is Irvin Dawid. I
10 work for Mr. Sue Numi in the transportation services
11 program. We were just explained that the entire route
12 is subsidized per passenger. There is a subsidy. You
13 gave that figure before of subsidy per passenger of
14 \$4.30 for Highway 17 and \$2.59 for the fixed route. So
15 all of public transit receives a subsidy, but we are now
16 told that two runs of Highway 17 are subsidized by the
17 university. So if you could just explain that subsidy.

18 MS. FRY: Okay. When I say subsidy, what I
19 mean is there is a cost of operating the service, the
20 basic cost. Fuel, maintenance of buses, driver wages,
21 insurance, and so on. That's X number of dollars a
22 year. What we do is we take the passenger revenue and
23 subtract it from the cost of operating the service, and
24 everything left after you deduct passenger revenue is
25 what VTA and Santa Cruz Metro have to chip in to pay for

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1 the service. So when I say subsidy, it's actually the
2 cost to Metro and to VTA for operating the service,
3 aside from passenger revenue.

4 Now, when you're talking about what does San
5 Jose State University chip in, the only thing that they
6 pay for are those two late night southbound trips for
7 the returning students to go from San Jose to Santa
8 Cruz. I don't know the terms of the exact arrangement
9 of that. I do know that it shows up in our board packet
10 about once a year.

11 We have a year to year agreement with the
12 university. Those trips wouldn't be there otherwise.
13 Does that answer your question?

14 MR. DAWID: The only thing it doesn't -- so
15 you're not able to provide the actual dollar figure at
16 this point? You're not able to actually provide a
17 dollar, an actual financial value as to how much the
18 university police department is paying per year to
19 subsidize those last two runs? But obviously it does
20 vary based on the ridership of those two runs.

21 MS. FRY: And the cost.

22 MR. DAWID: Right, and the cost. Thank you.

23 MR. CHEN: Thank you. Other comments?

24 MR. DAWID: For the record my name is Irvin
25 again. In our analysis of the figures, we certainly see

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1 some disturbing trend from the previous year. We've
2 seen a decrease in ridership, rather substantial
3 decrease in ridership of 17 point -- the revenue has
4 decreased 17.3 percent from the prior year. And the
5 costs have gone up. The ridership has also decreased.
6 And we suspect that that's one of the reasons that's
7 behind this fare increase. Is that correct?

8 MS. FRY: No.

9 MR. CHEN: No, that's not correct. As I said
10 before, what this is, the proposal that the board has
11 asked for essentially is as a stand alone piece, and
12 what they would be interested in doing is look at
13 Highway 17 as an independent component of the service
14 that we provide. What I would like to again sort of
15 reemphasize what I said before, which is today's
16 proceedings essentially is not so much a -- we would
17 like to see, but it's not so much geared up to the
18 question and answer type of format because what we're
19 looking for here in terms of how the procedure of the
20 public hearing process is to get your comments made
21 about the fare proposal.

22 So for example if you had a comment that you
23 wanted the board to be aware of regarding the proposal
24 of fares prior to the board making a decision, we would
25 certainly want you to do that.

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1 If you had questions about existing service,
2 ridership information, we will respond to that outside
3 of the public hearing process, but essentially today's
4 proceeding is to essentially again to gather your input
5 and to gather your comments related specifically to the
6 Highway 17 proposal.

7 MR. DAWID: Our concern is we are a student
8 population who is taking the Highway 17 buses, and we
9 feel that especially since these last two runs, the
10 university is putting in fairly substantial money to
11 make sure that those last two runs, by the way, are open
12 to anybody, you know, whether you're a student or not a
13 student. So the university is helping the entire
14 community by subsidizing those last two runs.

15 Meanwhile, all of our students are paying for
16 our program, a \$21.50 semester fee, and they're in an
17 unusual position where they're paying the fee, but if
18 they're taking the Highway 17 bus, they're not receiving
19 any benefit from that 21.50, because the transit access
20 program doesn't cover it.

21 One of the things that we would like certainly
22 the university -- pardon me, the Metro and VTA to
23 consider, is looking at the fare structure and allowing
24 students to have some benefit from their transit access
25 program sticker.

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1 A good example is in looking at the existing
2 fare structure, there is a regular Highway 17 day pass
3 with a VTA day pass. Now, to my knowledge, and maybe
4 Scott could correct me if I'm wrong, if you show your

5 VTA, AS VTA sticker on your student ID, that doesn't get
6 you anything. We certainly would like that to be
7 considered.

8 What we really would like to do is we would
9 like to see more of our students use the monthly pass.
10 Many of our students don't do it because depending on
11 how many classes, we feel that, you know, we -- our
12 whole program, the transportation solutions management
13 program -- and what you're suggesting here is simply an
14 across the board fare increase for the most part,
15 although it's good to see that the fare increase on the
16 monthly pass is less than the others, percentage wise,
17 but our goal in transportation solutions is to increase
18 ridership, decrease single occupant vehicle usage fee.
19 Any type of incentive that works towards that is what we
20 are looking for.

21 What you're presenting us doesn't do that.
22 It's just you already stated your goal is to match CPI.
23 Our goal is to decrease single occupant vehicle usage
24 and to increase ridership. So we would like that taken
25 into account. We would like you to work with VTA to

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1 perhaps recognize this sticker. At this point, you
2 know, simply give students somehow credit for having
3 that sticker so that they would apply for a lower rate.

4 MR. CHEN: Thank you. Official comments?
5 Scott, do you want to make a comment or not? Okay.
6 Other comments?

7 What we're going to do is make sure everybody's
8 got one chance to make comments. Mr. Rosten I know has
9 made some comments earlier today. Is there anybody else
10 here in the room today who would like to make a comment
11 who has not made a comment? Okay.

12 MR. DE ALBA: My name is Alfonso De Alba. I am
13 the executive director of the associated students. I
14 work with VTA.

15 Originally when we started this particular
16 program that is being explained.

17 Personally, and I'm hopefully not speaking out
18 of turn in representing the students, any type of fee
19 increase of any sort will impact adversely the students,
20 and ridership as being told.

21 We understand there is a need to increase fees
22 just like any other program. It costs money to run
23 programs. But when you increase fees, without an
24 attached plan to increase ridership, it begs the
25 question of what we're trying to solve. I would love to

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1 have the city council provided with an explanation, be
2 provided with an explanation of what are the planned
3 activities to increase ridership? We saw on your Web
4 site, ridership is going down. That's by seven percent.
5 It's somewhere here in the report.

6 MR. DAWID: 9.2 percent.

7 MR. DE ALBA: 9.2 percent change from last
8 year. I got it over here for you guys to see it. And
9 we're concerned about that because we would like for our

10 students or faculty and the staff to be able to enjoy
11 this particular program, and if the fees continue to
12 increase, less students going to be willing to
13 participate in the program.

14 Maybe the solution is not to have the problem,
15 and that is, not to have the program itself. But I
16 assume that you guys are not in the business of cutting
17 out this particular program. So in view of that, I'm
18 hoping that the city council receives information about
19 the plan, programs, partnerships, and other activities
20 that you guys are going to be having to increase
21 ridership.

22 MR. CHEN: Thank you. Additional comments?

23 Just for a quick response, we are in the same
24 business as you in terms of increasing the use of public
25 transit, reducing the use of private vehicles. That's

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1 our goal as well. So I just want to state that for the
2 record. We are also interested in, the way that we
3 work, we certainly look at VTA as a partner in terms of
4 ridership promotion activities, and we certainly look
5 forward to working with you, in terms of additional
6 activities that we can undertake together to improve
7 transit use and transit ridership.

8 What we will do and have been doing with the
9 community colleges, as well as UCSC in Santa Cruz, is to
10 look at value added type of activities. So we are -- we
11 certainly will be open to that.

12 We would be looking forward to talking with you
13 in much greater detail about the kind of things we can
14 do together, and that certainly can be part of the
15 conversation outside of the public hearing process, but
16 we'll take your comments and certainly pass it on to the
17 board.

18 But just for the record, we are in the same
19 business as you, essentially providing increasing
20 transit ridership and decreasing the use of the single
21 occupancy vehicle. We have the same goal.

22 MR. DAWID: I would just like to make some
23 suggestions to the Metro board in terms of increasing
24 revenue.

25 Number one, the Downtown Business Association

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1 or DASH, what's called the DASH, the downtown area has
2 provided a shuttle, and San Jose State is deeply
3 indebted to that because they've really taken it on to
4 introduce the service.

5 Your service, the Highway 17 service, really
6 benefits them. Has there been any attempt to contact
7 them to see about having them subsidize the run just
8 like they help subsidize the DASH service? That's one
9 suggestion.

10 Another suggestion is to consider that the
11 Highway 17 service is essentially a park and ride
12 service, and as in all park and rides, basically, people
13 for the most part, but not all, drive to the park and
14 ride lot, park their car and then they board the express

15 bus. I'd like to see a possibility of a consideration
16 of somehow trying to maybe increase or add a very small,
17 moderate parking fee. The incentive of that parking
18 fee, make it a monthly fee -- Cal Train's monthly fee is
19 only ten dollars -- is that it could actually encourage
20 people to carpool, to take the 31 and the 35 Metro buses
21 that go to Scotts Valley, and also to bike. Highway 17
22 has bike racks on them.

23 Park and ride lots are associated with single
24 occupancy usage, air pollution and congestion. So these
25 are some ways to perhaps increase revenue, rather

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1 moderately, and at the same time, decrease the need to
2 increase the actual boarding of the bus. So those are
3 just some suggestions to Metro. Those two suggestions
4 are actually increasing your revenue.

5 MR. CHEN: Thank you. Mr. Rosten?

6 MR. ROSTEN: Thank you. My name is still Frank
7 Rosten. While we are on the suggestions of how to save
8 costs, most of the buses that leave Scotts Valley at 10
9 o'clock and after are more than half empty. In fact,
10 sometimes there's only about ten passengers on them. It
11 strikes me that during the middle of the day, money
12 could be saved. Instead of putting on these whopping
13 buses which creep up the hill very slowly, to get a mini
14 bus of maybe 20 passengers, which I think would be much
15 cheaper to operate, and thereby save enough money to
16 maybe not have a fare increase at all.

17 While I have the floor for a second, what is
18 the CPI? I think you mentioned that.

19 MR. DAWID: Consumer price index.

20 MR. ROSTEN: Oh, the abbreviations are
21 terrible.

22 MR. CHEN: Thank you, Mr. Rosten.

23 MR. ROSTEN: Thank you.

24 MR. CHEN: Additional comments from the members
25 of the public before we close the proceedings today?

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1 Going once; going twice.

2 MR. ZONOBI: Eyedin Zonobi with transportation
3 solutions. I just wanted to comment that our center
4 downstairs, pretty much almost every week we receive
5 concerns and complaints from students that this run is
6 already over priced for them, and they can barely make
7 it. So this type of increase would be devastating for
8 them. I'd really like to get on record for that. Thank
9 you.

10 MR. CHEN: Thank you, Eyedin.

11 For those who have joined us at this moment,
12 we're here for a public hearing to receive public -- for
13 the proposal for Highway 17 fares. Did you want to make
14 a few comments? We're pretty much running to the
15 conclusion of today's proceedings. Before I close
16 today's proceedings I just want to make sure that nobody
17 else has any comments they would like to pass on to the
18 board prior to their decisions on Friday, December 21st.

19 Again, I would encourage you to -- before you

20 leave today, there are a number of materials that we
21 have available for you, and I would encourage you to
22 take a copy of that as you leave the room today.

23 Also, just to reemphasize that there are number
24 of ways, in addition to today's public hearing, there
25 are a number of ways that you can provide additional

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1 input. One is to e-mail us at Highway 17, that's
2 hwy17@scmtd.com, which is our e-mail address,
3 specifically for this purpose.

4 Secondly, to write to the general manager,
5 Santa Cruz Metro Transit District, 370 Encinal Street,
6 Santa Cruz, 95060, or to attend the December 21st board
7 meeting which is located in the city council chambers,
8 Santa Cruz city council chambers, 809 Center Street in
9 Santa Cruz.

10 So those are the three additional ways that you
11 can provide input, or if you have additional comments
12 that you would like to make that you remember after
13 today's proceedings, to please let us know using those
14 channels.

15 I would like to definitely thank you for your
16 input. As I said, if you have questions about existing
17 service, we'll be here for a little bit after today.
18 We'll be happy to meet with you and provide you as much
19 of a response as we can. If we don't know the answer,
20 we'll get back to you. But we definitely appreciate
21 your attendance today, and your participation.

22 So with that, it is now 12:10. So if there are
23 no additional comments from the public, I close the
24 public hearing. Thank you.

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1 (Whereupon, the hearing
was adjourned at
2 12:10 p.m. this date.)

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STATE OF CALIFORNIA)
) ss.
COUNTY OF SANTA CLARA)

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7 I, DIANE S. METHOD, a Certified Shorthand
8 Reporter in and for the State of California, hereby
9 certify that the foregoing is a full, true and correct
10 transcript of the proceedings had at the taking of said
11 hearing, reported to the best of my ability and
12 transcribed under my direction.

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15 _____, 2001. _____
Date CSR Number C-6464

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
PUBLIC HEARING

DATE: Wednesday, November 28, 2001
TIME: 7:10 p.m.
LOCATION: SANTA CRUZ CITY COUNCIL CHAMBERS
809 Center Street
Santa Cruz, California
REPORTED BY: Melissa Roen Williams
Certified Shorthand Reporter
License Number 12284

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A P P E A R A N C E S

For the Santa Cruz Metropolitan Transit

- Kim H. Chin
- Linda Fry
- Ian McFadden
- Tim Fitzmaurice

Members of the Public

- Cassandra Axton
- Rhiannon Axton

Also present: Carmen Magdaleno, Spanish Interpreter

2 MR. CHIN: Good evening. Thank you very much
3 for coming tonight to this public hearing. What I would
4 like to do first of all is open the public hearing.
5 This is now 7:10 p.m., Wednesday, November 28. And the
6 public hearing is to consider the Fare Ordinance 84-2-1,
7 which is the Fare Structures of Highway 17.

8 What we'd like to do tonight is use the
9 format, which has basically three parts to it. The
10 first one is that we will give a brief presentation of
11 the Ordinance, the proposed fare increase on Highway 17,
12 and then we will open it for public comment. What I
13 would like to ask members of the public to do is to
14 limit their comments to three minutes per speaker. And
15 if you come up to the podium, if you could please just
16 state your name and address. And then what we plan on
17 doing is closing the public hearing at 8:00 p.m.

18 In addition to tonight's proceedings where we
19 will gather public input on this issue, you can also
20 provide additional input by e-mailing us at
21 highway17@scmtd.com. Also, you may write to the general
22 manager, S.C.M.T.D., 370 Encinal Street, Santa Cruz
23 95060. And what we ask members of the public to do is
24 to provide e-mail or to write us before December 17.
25 The last time that the public can provide input is to

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1 provide oral testimony at the Friday, December 21 Board
2 meeting, when the Board will consider in issue in full.

3 What we'd like to do tonight is again
4 emphasize that what we're seeking is input from the
5 public on this issue. If you have questions relating to
6 existing service, we'd be happy to address that
7 separately from this evening's public testimony. But if
8 you have issues relating to the fare ordinance, that
9 should be part of your testimony.

10 Tonight we do have a court reporter who will
11 transcribe and record all of the public testimony
12 provided, and we will be then providing that to the
13 Board before their decision on December the 21st. We
14 also have a Spanish translater available, if members of
15 the public require those services.

16 I would also like to point out that we do have
17 some handouts available for the public. There are
18 several pieces of information that we encourage you to
19 take as you leave this evening, and those are placed
20 right at the window as you leave.

21 So with that, what I would like to do is turn
22 it over to Linda Fry, who is our service planning
23 supervisor, who will give a brief overview on the
24 proposed fare ordinance.

25 MS. FRY: I'll keep it brief, because I know

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1 you have comments that you'd like to make. I'd like to
2 give you a little bit of background on the Highway 17
3 Fare increase proposal itself.

4 You may know this already, but we began
5 operating the Highway 17 service after the earthquake in
6 1989. And we operate it jointly, that is, Santa Cruz
7 Metro operates it jointly with the VTA, the Valley
8 Transportation Authority. Our last fare increase was in
9 1993, and since then the Consumer Price Index has
10 increased 29.3 percent. And this fare increase proposal
11 brings the fares in line with what's happened since
12 1993.

13 You might be asking: Why a fare increase now?
14 First of all, as I just mentioned, costs have increased.
15 And secondly, the subsidy per passenger is very high on
16 Highway 17 service. And what I mean by "subsidy per
17 passenger" is the cost of operating the service less the
18 passenger revenue that we receive is what we have to
19 subsidize. That is, Metro and VTA, we have to provide
20 the rest of the cost of operating the service. And on
21 the Highway 17 service, for every passenger that boards
22 the bus, we have to provide an additional \$4.38 in
23 operating costs. In contrast, our inter-county service
24 costs us only 2.59 per passenger.

25 Also, we increased the service when we took

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1 over operation of it in October of 1999. We added
2 trips, we added service to the Dominican Park and Ride
3 lot, and we restored a lot of the on-time performance by
4 adding running time to the routes.

5 We've received some e-mails asking, well, what
6 do we get in return for this fare increase? Do we get
7 increased service? Well, we are looking at a number of
8 service increase proposals. We're looking at extending
9 service to Metro Center, extending service to Santa
10 Clara County and Los Gatos, and there are a lot of
11 things that are being talked about. But I have to be
12 candid with you and say that this fare increase proposal
13 just catches us up in terms of our operating costs.
14 This would not fund additional service, but we are
15 continuing to look into ways to increase the service.

16 That brings me to what is the proposal. The
17 one-way cash fare would go from 2.25 to \$3.00; the
18 discount cash fare -- that is for seniors and people
19 with disabilities -- would go from \$1.00 to 1.50; the
20 regular day pass, from 4.50 to \$6.00; the regular day
21 pass with a Santa Cruz Metro or VTA day pass would stay
22 the same, 3.50; the regular day pass with a CalTrain
23 ticket goes from 2.50 to 3.50; and the monthly pass from
24 65 to \$80.

25 There are a couple of other things that I'd

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1 like to mention. We have some brochures in the back on
2 these subjects. You can use your -- if you're employed,
3 you can use your pretax dollars to purchase transit
4 tickets through the Commuter Check Program. We have
5 some brochures back there where they even have the sign

6 up form on the back for your employer to fill out. This
7 is a great cost savings to you and to the employer as
8 well. The allowable amount per month is going up
9 starting in January. It goes from \$65 a month to 100 a
10 month. So that's a great way to save. We also have a
11 brochure on the true cost of driving alone. Costs are
12 estimated to be upwards of a dollar per mile to drive
13 your own vehicle.

14 I'd also like that say that this is just a
15 proposal at this time. It's not a done deal. The Board
16 wants to hear your testimony and consider it, and they
17 will be deliberating this issue further, as Kim said, at
18 the Board meeting on December 21st. And if we do
19 implement this, it would not be until after the first of
20 the year.

21 And with that, I think we'll open testimony.

22 MR. CHIN: Thanks. At this point what I'd
23 like to do is open the public comments. Are there
24 individuals tonight who would like to provide public
25 testimony? Would you please state your name and address

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1 for the record.

2 MS. RHIANNON AXTON: Do I have to come up
3 there? Do I have to state my name?

4 MR. CHIN: Yes.

5 MS. RHIANNON AXTON: My name is Rhiannon
6 Axton. I'm a student at San Jose State, and I've driven

7 over because I missed the bus every once in a while.

8 I don't have a bus pass for this month,
9 because it's shorter, you know, for December. But in
10 the end of it all, it will end up costing me less to
11 drive over however many days I go to school than it
12 would to take the bus and buy a bus pass for the month.

13 What was I supposed to say? I'm trying to
14 think. Well, I do buy a bus pass right now, and I know
15 that we get a discount at the school if we buy it at the
16 Center. And the difference -- say I was to buy a pass
17 each day instead of buy a month of passes. Like I think
18 the difference for how many days I go over is like a \$6
19 difference or something, which is why I buy the monthly
20 pass. So then I wouldn't buy a monthly pass if the
21 prices changed, which would be right before next
22 semester.

23 I know there's other people who don't go over
24 the hill as much because it's a hectic commute. It's
25 really long. I go over three days right now. Right now

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1 it's worth it to buy a monthly pass. But later on it
2 would be more worth it to me to try and find other
3 people to car-pool with me and drive my car. I know
4 what it costs right now for me to drive my car. There's
5 a Park and Ride over at the school, and I park there
6 each day. And it takes less time to park there and
7 everything too.

8 But I just wanted you to know that I'm not the
9 only one I don't think that takes the bus only like
10 three times a week, and I know there's a lot of other
11 people that do that because I talk to them. And they
12 don't always buy monthly passes. They miss school or
13 something or whatnot. And I'm sure there will be other
14 people that might end up car-pooling, and the loss of
15 customers might increase a little more to do -- increase
16 it up to \$85.

17 MR. CHIN: Do you have some testimony for us?

18 MS. CASSANDRA AXTON: Hi, I'm Cassie Axton.
19 I'm her sister. Our address -- she didn't mention it --
20 is 15915 Kings Creek Road in Boulder Creek, California.

21 So we figured it all out at home, and it
22 actually does cost about the same right now for her to
23 drive over as it does for her to actually take the bus,
24 which, as we all know, is a lot longer of a trip.

25 I go over more than her. I go over four days

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1 a week, and I would go over five, but you guys don't go
2 on Saturdays. And I don't have a car, so that's
3 probably not my problem. But it's hard to take the bus
4 over, and that's why our parents say to take it is
5 because it's dangerous. And like two years ago I
6 crashed on that road. So my mom was like, "Take the
7 bus." I'm like, no, but yeah. Okay.

8 So the reason why I go over there is because I

9 have friends over there, and I go over there four times
10 a week. That's expensive. I generally end up having to
11 pay for my own pass myself, and being a college
12 student -- I've also got a part-time job -- and it takes
13 a lot of my paycheck already to afford the pass. And I
14 could definitely see myself going over there less
15 because I couldn't afford it.

16 And the monthly passes are expensive right
17 now. Like I have her buy my pass like at the discount,
18 but it's still a big portion of my paycheck goes to
19 that. And it's a long trip from my house to San Jose.
20 It takes about three hours, about two and a half to
21 three hours to get there, and that's not including
22 traffic, because the bus does hit traffic. So it takes
23 the bus like an hour to get from my house to Scotts
24 Valley, and it's another hour waiting there and another
25 hour to go across.

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1 And like I don't know. When I go over there,
2 I read like eight books a month. I'm like, "Doo, doo,
3 doo." But it's time consuming, and I could see myself
4 just going when she goes over just to get a ride or, you
5 know, like I don't think that it's a very good idea,
6 because I don't think that too many people -- like
7 people who couldn't have made it here because they have
8 other things to do right now. I don't know that too
9 many people could make it over with that price increase.

10 A lot of students are living on their own, and
11 that's the reason why they're going to -- it's a good
12 school, but it's a cheaper college, you know. They're
13 living on their own, you know, like buying their own
14 food, and I can just see a lot of people driving. Thank
15 you.

16 MR. CHIN: Thank you. Just for the record, we
17 also recognize Director Tim Fitzmaurice, who has arrived
18 tonight. I appreciate his presence as well.

19 MR. FITZMAURICE: I'm sorry I'm late. It's
20 raining out there. The buses are slow.

21 MR. CHIN: There -- we've basically heard from
22 two individuals tonight who have attended the public
23 hearing. Do any of you have any additional comments for
24 us tonight?

25 MS. RHIANNON AXTON: I would just like to

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1 say --

2 MR. CHIN: Would you like to come up to the
3 podium?

4 MS. RHIANNON AXTON: No. I think that a price
5 increase is okay, but just not so much of an increase.
6 Maybe like, you know how they bring the minimum wage up
7 slowly and slowly, you know? I think you should do that
8 with the price as well, kind of hit on it a little bit
9 slower, and then people will be able to afford it a
10 little bit better and be more accepting of it.

11 MS. CASSANDRA AXTON: I think you should bring
12 it up slower. I could do that if you did. Every time
13 minimum wage goes up, I get a small raise as well, which
14 would increase my money and be able to, you know, put in
15 any other costs that I might need to accommodate for.

16 MR. CHIN: Okay. Thank you. We have a court
17 reporter tonight who's taking -- who's transcribing your
18 testimony. She's a very, very quick transcriber, but we
19 just want to make sure we capture every comment tonight.

20 So seeing that only two individuals are here
21 tonight, we'll -- the public hearing is scheduled from
22 7:00 p.m. to 8:00 p.m. tonight. You're certainly
23 welcome to say to listen to other testimony, if there is
24 any, or, if you have concluded your remarks, you're
25 certainly welcome to take a handout with you as you

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1 leave.

2 MS. CASSANDRA AXTON: Can I ask a question?

3 MR. CHIN: Yes.

4 MS. CASSANDRA AXTON: Are they talking about
5 running Saturday service at all?

6 MR. CHIN: As Linda mentioned early on, this
7 proposed fare increase is not linked to future service.
8 But, as Linda also mentioned, in terms of our serious
9 planning for the future, we're looking at a whole
10 variety of different options, and one of them would be
11 weekend service.

12 The process that we have is we have an
13 internal planning committee that has representation from
14 bus operators and so forth, and what we do is we receive
15 public input by way of public testimony and letters and
16 e-mails and so forth, and then we rank those and
17 evaluate each of those and then come up with a plan that
18 we propose to the Board for implementation.

19 So there are many things that we're looking
20 at. We'll be coming back to the Board in the future in
21 terms of a proposal to show them what we would like to
22 do and get their approval before we proceed. So there
23 are a number of things basically that we're looking at
24 in the future.

25 MR. FITZMAURICE: In other words, no. We

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1 probably won't have Saturday service for a long time.
2 But the best thing you could do is write a letter to the
3 District and suggest that and tell us what time and the
4 reasons and those kinds of things that might help us
5 to -- we could add that to our package and start to talk
6 about those kinds of matters. Because I agree with you.
7 It would be a great idea.

8 MR. CHIN: Thank you.

9 MS. RHIANNON AXTON: Is that it?

10 MR. CHIN: It's not very dramatic. We're here
11 until eight o'clock.

12 MR. FITZMAURICE: Can I ask a question? Did

13 you go to the public hearing in San Jose?

14 MR. CHIN: Yes, we were there.

15 MR. FITZMAURICE: How many people showed up?

16 MR. CHIN: We had about a dozen. Mostly the
17 individuals that were there were students at San Jose
18 State.

19 MR. FITZMAURICE: Are you students?

20 MS. CASSANDRA AXTON: Yes.

21 MS. RHIANNON AXTON: Yes.

22 MR. FITZMAURICE: I'm a graduate of San Jose
23 State. It's a good school. They essentially said that
24 the fare increase was too great for them?

25 MR. CHIN: They had a number of different

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1 comments. One of them was that the price increase was
2 higher than they felt comfortable with.

3 Others -- there was one individual who
4 suggested actually lowering the fares to -- in order to
5 encourage more people to use transit. But generally the
6 comments were we feel that the price -- that the rate
7 increase is significant, especially for students on a
8 limited budget.

9 MR. FITZMAURICE: That's interesting. Of
10 course, I believe the buses should be free, all of them.
11 I've believed that for ten years.

12 MS. RHIANNON AXTON: When you can afford it.

13 MR. FITZMAURICE: I honestly think that it

14 should be, but unfortunately not everyone agrees with
15 that. We have funding sources that include trying to
16 use some of the fares, capture some of the fares, and
17 still that fare doesn't cover the cost. What's the
18 percentage of the coverage that we have from Highway 17?

19 MR. CHIN: On Highway 17 the fare recovery is
20 25 percent plus.

21 MR. FITZMAURICE: I mean, we're talking about
22 25 percent of our cost from running the service is paid
23 for by fares. Let's boost it to 30 percent. The
24 University service I believe is upwards of 60 percent;
25 is that correct? So when we have a full complement of

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1 buses that are relatively quick and not as expensive,
2 we're able to capture quite a bit more of the fare.

3 But that's certainly the best we do in the
4 whole district. Everything else is subsidized one way
5 or another by State funds, federal funds, a variety of
6 other things. And so any fare that we can capture helps
7 us to expand service. So, for instance, Saturday
8 service is really going to be a reflection of whether we
9 can capture a little bit more of the cost of that
10 service with the fare.

11 MS. RHIANNON AXTON: You know, I'm actually
12 really happy to be paying that one dollar per way
13 because, you know, when they don't ask for a fare or
14 when the fare is really low, the bus drivers and the

15 people who put out the buses tend to care a lot less
16 about the people who are needing to get from place to
17 place. I don't mind paying a dollar for somebody to
18 care what I think and somebody to clean up the bus
19 before I get on there, so the homeless guy who was on
20 there before me, the bag of cans aren't everywhere. I
21 don't think that's too much to ask.

22 MR. FITZMAURICE: Still, I wish we wouldn't
23 have to pay, because I think it's a public service when
24 you decide not to drive. You take a car off the road,
25 and every passenger on a bus -- just with a bus with

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1 fifty people coming off the University -- one car off
2 the road to me, and that's a big thing.

3 MR. MCFADDEN: There was one gentleman at the
4 hearing this afternoon -- he was a Department chair --
5 and he said he's been advocating since pretty much the
6 inception of Highway 17 for us to have semester passes
7 for San Jose State.

8 MS. RHIANNON AXTON: I would buy one of those.

9 MR. MCFADDEN: I don't know how much we've
10 looked. I know San Jose State subsidizes to a small
11 degree the monthly passes, but I don't know if that's a
12 possibility to consider or not.

13 MS. CASSANDRA AXTON: I do think that the
14 semester pass is a good idea, and if you can raise
15 prices slowly.

16 MR. CHIN: Thank you for your input and
17 suggestions. Good night. Let the record show it's
18 7:30. We're taking a brief pause.

19 (Recess.)

20 MR. CHIN: Let the record show that we're
21 reopening the public hearing at 7:59 p.m. At this time
22 there are no members of the public here to provide
23 testimony. We'll leave the public meeting open until
24 eight o'clock, which is the scheduled shutdown time.

25 Let the record show it is now eight o'clock,
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1 and there are no individuals or members of the public to
2 provide testimony, so we'll close the public hearing.

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(Whereupon, the SANTA CRUZ

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METROPOLITAN TRANSIT DISTRICT PUBLIC

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HEARING was concluded at 8:00 p.m.

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this date.)

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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STATE OF CALIFORNIA)
)ss.
COUNTY OF SANTA CLARA)

6 I, MELISSA ROEN WILLIAMS, a Certified Shorthand
7 Reporter in and for the State of California, hereby
8 certify that the foregoing is a full, true, and correct
9 transcript of the proceedings had at the taking of said
10 hearing, reported to the best of my ability and
11 transcribed under my direction.

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Date: November 29, 2001 _____
CSR Number 12284

**HIGHWAY 17 EXPRESS SERVICE
POTENTIAL FARE INCREASE
Ridership Input – November 13 – December 4, 2001**

DATE REC'D	RECEIVED FROM	COMMENTS
11/13/01	Suzanna Jones	Opposed to rate increase
11/15/01	Frank Rosten	Opposed to rate increase
11/15/01	Connie Wilson	More connections
11/15/01	Georgia Randall	Increase okay if weekend service is implemented
11/19/01	Nonna Giagos	Increase okay with improvements
11/21/01	Bob Strickland	Increase okay with improvements
11/21/01	Harvey Gotliffe	Opposed to rate increase
11/25/01	Andrew Carbone	Opposed to rate increase
11/26/01	Heather Harris Palmadessa	Letter plus e-mail – Opposed to rate increase
11/27/01	Eran Williams	Rate increase discourages ridership
11/28/01	T. S. Anand	Opposed to rate increase
11/28/01	Lynne Diane Klein	Opposed to rate increase

DATE REC'D	RECEIVED FROM	COMMENTS
11/28/01	Victoria May	Rate increase discourages ridership
11/28/01	Irina Vazir	Student discount needed
11/29/01	Lisa Nunes	Opposed to rate increase
11/28/01	Wendy Kroll	Suggestions on fares
11/28/01	Brian Sheppard	Opposed to rate increase
11/28/01	Thomas Jeannette	Opposed to rate increase
11/28/01	Mike Adams	Fare increase okay with suggestions
11/28/01	Frank Rosten, AARP	Opposed to rate increase
11/28/01	Signup sheet for 11/18 San Jose Public Hearing	
12/2/01	Merissa Cline	Opposed to rate increase
12/4/01	T.S. Anand	Opposed to rate increase

X-Sender: kchin@scmsun 1
X-Mailer: QUALCOMM Windows Eudora Pro Version 4.2.0.58
Date: Wed, 14 Nov 2001 08:33:46 -0800
To: dale Carr <dcarr@scmtd.com>
From: Kim Chin <kchin@scmtd.com>
Subject: Fwd: Fare increases
Cc: ian McFadden <imcfadden@scmtd.com>, Linda Fry <lindaf@scmtd.com>

Please log this as public input for the fare increase. Thanks,

X-Sender: bbaehr@scmsun 1
X-Mailer: QUALCOMM Windows Eudora Pro Version 4.2.0.58
Date: Tue, 13 Nov 2001 14:45:18 -0800
To: markd@scmsun1.scmtd.com, kim Chin <kchin@scmtd.com>
From: Bryant Baehr <bbaehr@scmtd.com>
Subject: Fwd: Fare increases

From: Suzanna Jones <Suzanna@directedlight.com>
To: "bbaehr@scmtd.com" <bbaehr@scmtd.com>
Subject: Fare increases
Date: Tue, 13 Nov 2001 14:08:11 -0800
X-Mailer: Internet Mail Service (5.5.2650.21)

I had tried to e-mail to hwy17@scmtd.com, but was undeliverable.
I want to let you know that I am opposed to raising the monthly fare pass.
Considering the state of
the economy and the high rate of unemployment, this is BAD timing. Those of
us who still have jobs are on shaky ground, and the holidays are fast
approaching. Please take time to reconsider how this will affect your
riders.
Thank You....

Suzanna Jones
Purchasing Agent
Directed Light, Inc.
408-321-8500 Ext. 145

Kim Chin
Manager, Planning and Marketing
Santa Cruz Metropolitan Transit District
920 Pacific Avenue
Santa Cruz, CA 95060
(831)-423-0613
Fax (831)-423-1024
kchin@scmtd.com
From david@scmtd.com Wed Nov 14 09:59 PST 2001

Subject: Re: Hwy 17 proposed bus fare increases
To: Dale Carr <dcarr@scmtd.com>

Dear Dale,

I was only sent the clipping, 4 paragraphs, single column from the 13th of November Sentinel, from several members of the AARP, Santa Cruz Chapter #4733. Thanks for your message.

Sincerely

Frank Rosten,
President Elect, Yr 2002
AARP Chapter #4733

--- Dale Carr <dcarr@scmtd.com> wrote:

> Dear Frank,
> This information was included in the Sentinel's
> 1 1/13/01 issue. It was
> listed in the box with the other current and
> proposed fares and entitled
> "Discount Fare* (Highway 17 Express) - Current
> \$1 .00, Proposed \$1.50. The
> asterisk referred the reader to *Senior
> passenger/Individual w/
> disability. I hope this helps.
> Dale Carr-
>
> At 04:31 PM 1 1/14/2001 -0800, you wrote:
>>The article announcing this fare increase in the
> Santa
>>Cruz Sentinel of Tuesday, November 13th made no
>>mentionm of the fare increases for Seniors,
> currently
>>\$1 each way, Scotts Valley to San Jose.
>>
>>Please advise via return e-mail what fare
> increases,
>>if any, are being proposed for Seniors.
>>
>>Respectfully,
>>
>>
>>
>>Frank W. Rosten
>>President Elect,
>>Santa Cruz Chapter #4733 AARP, formerly the
> American
>>Association of Retired Persons.

Subject: 50% Proposed Fare increases for Seniors, Hwy 17 Bus
To: Hwy17@scmtd.com
Cc: Bonnie AAGuinee <ONETOPGIRL@HOTMAIL.com>,
Charles AAHedges <fgh@cruzio.com>,
Inga AAHoffman <INGAHOFF@cruzio.com>,
Richard AALewis <GRUPOAMISTAD@cruzio.com>,

Dear Sir or Madam,

Further to the article in the Santa Cruz Sentinel of Tuesday, November 13th. regarding the proposed 50% fare increases for Seniors along the Hwy 17 bus route to San Jose, we feel this constitutes another major set back for the beleaguered elderly citizens of Santa Cruz County. The rising cost of living in this county has had a deleterious impact on Seniors, forcing many of them to relocate often away from their families and children. Recently, the senior's fares, formerly only effective between 10 a.m. to 2 p.m., was extended to all day, a most welcome relief to many. Now, less than a year later we are being threatened with this proposed set back.

I herewith urge ALL seniors, especially AARP members to attend the Metro meeting scheduled for 7 p.m. November 28th at the City Council chamber, at 809 Center Street, to protest this proposal.

Respectfully.

Frank W. Rosten,
President Elect,
AARP Chapter #4733
Santa Cruz County

Do You Yahoo!?
Find the one for you at Yahoo! Personals
<http://personals.yahoo.com>

X-Mailer: Microsoft Outlook Express Macintosh Edition - 4.5 (0410)

Date: Thu, 15 Nov 2001 15:34:22 -0800

Subject: <no subject>

From: "Tom & Connie Wilson" <camt@got.net>

To: hwy17@scmtd.com

I realize that increases in fares will be a hardship for some riders, but I hope that the highway 17 express bus can continue on and possibly with the horrific traffic issues in this county and state more people will utilize your services. I just wish we had more connectors that would entice more folks to use bus or alternative transportation means.

Keep up the good work and hopefully so many will utilize your service that we will need to add more buses!

Thanks

Connie Wilson

From: 83 18544920@airmessage.net
Date: Thu, 15 Nov 2001 15:13:07 -0600
To: hwy17@scmtd.com
Subject: Message from a two-way device

hwy 17 fare changes my comment on this issue would be i have been a bus rider for over five years or so, now i do have a question? will the hwy 17 bus run on the weekeneds or not? if it is, it will be worth the fare change. But if not, then it would not be worth the fare change, another issue is the senior disabled fare why is it the same as everyone else's fare? please submit this as a comment also please reply with a response to me at:83 18544920@airmessage.net and my name is Georgia **randall** thank you.
Georgia

To: "hwy17@scmtd.com" <hwy17@scmtd.com>

Gentlemen:

Obviously, the fares must increase...but what will we, the riders, get for that increase other than some profit for you. This is probably not the most profitable route for you, but it is not the most comfortable for us either.

The buses are getting noisier and creakier.

The seats in the "newer" buses you added are most difficult for some of us to get in and out of.

The side arms do not lift so you must squeeze your body in and "fall" into the seat. God forbid that the seat in front of you is tilted, then you have to enter or exit at an angle as well.

Many of the passengers feel they are entitled to two seats for the fair as they put their bags, briefcases, knapsacks on the seat next to them and promptly "fall asleep".

The buses are not well ventilated and if you sit in the back, you could gag.

Your SCHEDULING needs MAJOR reform as you do not coincide with many Caltrain arrivals and bus connections, given the "traffic" issue which may cause occasional delays which we understand and accept, but the SCHEDULING IS REALLY BAD!!!

Some of your buses, especially southbound, are NEVER on time with a usual 10- 15 minute delay, even if they have come around Northbound timely.

Why such a long break between 5:50 and 6:20 (which is never on time) and then 7:05...I would think that the majority of the "long distance" commuters, especially those using the train, would like to see either an adjustment to a more closer scheduling, or an extra bus somewhere in that time slot. PLEASE.

When drivers bid for this route, they should be better briefed or trained as to the peculiarities of this specific run, instead of consulting the printouts and not giving the passenger the benefit of the doubt and making everyone wait and making the passenger feel guilty. Almost all of your drivers have great driving skills and we can almost be "lulled" into a brief nap, but others are rude even in the way they drive...jerking, swaying, speeding, keeping the bus uncomfortably hot, more than keeping it cold...etc. They need some public relations training.

The round-trip fare should be a little less than a one-way--this would be an incentive for people to buy the round-trip even if they don't use it, and the only other advantage is that you get a day-pass!

So, if we get some comfort and better scheduling and friendlier drivers, we probably will feel that the increase was worth it. Otherwise, some of us will opt for carpools, vanpools, etc., which will now be almost as economical as the Hwy 17, but certainly a lot more comfortable.

Thank you for the opportunity to put this drop into your bucket!

Nonna Giagos

Date: Wed, 21 Nov 2001 08:48: 11 -0800
From: Bob Strickland <bob.strickland@lmco.com>
Subject: Highway 17 Fare Increase
To: hwy17@scmtd.com
Cc: Bob Strickland <rls@cruzio.com>
X-Mailer: Mozilla 4.61 [en] (WinNT; U)
X-Accept-Language: en

Hello,

The proposed 40% fare increase for CALTRAIN passengers might be more palatable if it were accompanied by service improvements.

1) Improve Rush Hour Service Frequency: During rush hour (about 5:30-7:00PM) hiway- 17 service frequency is reduced from 15 minutes to about 30 minutes. It would be very helpful if there were more hiway- 17 service between 5:30PM and 7:00PM. That's when most of the south bound trains arrive* at the Diridon Station. During this time 3 of the 10 trains** (#68, #72, #82) have good (i.e. less than 10 minutes) connections. However, if the train is late, the next bus is 30-40 minutes later!

2) Monthly Hiway-17/CALTRAIN pass/sticker: It's a nuisance keeping enough quarters and dollar bills to feed the fare box on a daily basis. Since we already pay between \$55-\$125 per month for a train/bus transit pass, it's hard to justify buying a monthly metro/vta pass. It would be really convenient if we could buy a \$40 monthly hiway-17 sticker for the CALTRAIN pass.

It doesn't seem fair to increase the CALTRAIN surcharge 40% when you're trying for a 25% increase. Even a 25% increase seems large in the current economy.

If you must levy most of the fare increase on CALTRAIN customers, please consider providing improvements in return.

Thank you,
Bob Strickland
123 McGivern Way
Santa Cruz, CA 95060
(831) 427-3136

=====

*Combined CALTRAIN Highway- 17 evening schedule:

CT - H/17 Wait
3:35 - 3:55 20
4:05 - 4:15 10
4:39 - 4:45 06
5:08 - 5:15 09

5:37 - 5:50 13
5:45 - 5:50 05 **
6:02 - 6:20 18
6:13 - 6:20 07 **
6:27 - 7:05 33
6:35 - 7:05 30
6:47 - 7:05 17
6:54 - 7:05 11 **
7:13 - 7:35 22
7:28 - 8:05 37

--

Bob Strickland
(408) 742-7490 (voice)
(408) 742-273 1 (FAX)

Lockheed Martin Space Systems
Mail Stop L7-44 B/1 56A
1111 Lockheed Martin Way
Sunnyvale CA 94088

To: hwy17@scmtd.com

Subject: Raise In Fares

I won't be able to attend any of your hearings next week, but as someone who has ridden the Highway 17 bus since its inception, I wish to voice a protest for the raise in fares for the one segment of your ridership to which I belong.

As a senior citizen I note that the fifty-cent increase from \$1 to \$1.50 may be the smallest in terms of actual coinage, however it represents one of the largest percentage increases - a gigantic 50 percent, which is unfair to those of us over sixty five years of age.

The increase for a regular one way fare is from \$2.25 to \$3, is equal to 33 percent jump as is the percentage increase for a regular day pass from \$4.50 to \$6. The monthly bus pass increase from \$65 to \$80 represents less than a 24 percent increase.

In fairness for those of us on Social Security, when we may get a two to three percent cost of living raise once a year, a 50 percent increase in bus fare seems out of proportion and unreasonable.

Please maintain the current rate for the seniors, it seems only a fair fare.

Harvey Gotliffe

,

Get your FREE download of MSN Explorer at <http://explorer.msn.com/intl.asp>

From: "Mike & Andy" <dar1322@earthlink.net>
To: <tsp@as.sjsu.edu>
Cc: <hwy17@scmttd.com>
Subject: re:hwy 17
Date: Sun, 25 Nov 2001 20:42:04 -0800
X-Mailer: Microsoft Outlook Express 5.00.2615.200

To Whom it May Concern:

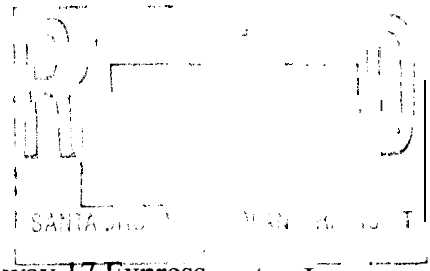
I live in Santa Cruz and commute to SJSU at least 4 days per week. It costs me \$18 per week, \$72 a month. (Granted this is a bit less if I remember to buy a bus pas on the 1st). As a student, I find it nearly impossible to make ends meet with the rents as high as they are in this town. I might consider driving my car, but due to the poor conditions of the Santa Cruz roads I have no shocks left in my car, and don't dare drive it over Hwy 17. Also, it is nearly impossible to get a parking spot at SJSU, despite paying a high fee for this "service". (I hate to complain, but the facts are the facts) Please don't make my financial situation worse.

Thank You for your time and consideration.

Sincerly,
Andrew Carbone

November 26, 2001

General Manager, SCMTD
370 Encinal Street, Suite 100
Santa Cruz, CA 95060



This letter is in response to the plans to raise fares on the **Highway 17 Express** route. I urge you to reconsider this plan and to **NOT** raise fares at this current time.

My husband rides the Highway 17 Bus every weekday to and from his job in Santa Clara. The proposed \$15 (fifteen-dollar) increase in the monthly pass price would significantly impact his decision on whether he uses public transportation to commute or the convenience of his own automobile. Instead of generating additional income for the SCMTD, I believe that increasing the fares will actually dissuade many current Highway 17 bus riders from using this mode of transportation. If bus fares increase, this will surely make the ease and practicality of driving one's own car that much more of an attractive option. Likewise, as gas prices continue to fall while fares for the Highway 17 Express Bus rise, driving personal automobiles also becomes much more viable and appealing.

Again, I urge you to reconsider your proposal to raise the fares on the Highway 17 Express route. Santa Cruz City Council and the Santa Cruz Metropolitan Transit District should be encouraging greater use of our public transportation system, not discouraging its use, as increasing the fares would indeed do.

Please **DO NOT** raise the fares on the Highway 17 Express route!

Thank you for your consideration,


Heather Harris Palmadessa
4 18 Palmer Ave.
Aptos, CA 95003

To: <hwy17@scmtd.com>
Subject: No on raising HW 17 bus fares

November 26, 2001

SCMTD
Hwy17@scmtd.com

This is in response to the plans to raise fares on the Highway 17 Express route. I urge you to reconsider this plan and to NOT raise fares at this current time.

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Again, I urge you to reconsider your proposal to raise the fares on the Highway 17 Express route. Santa Cruz City Council and the Santa Cruz Metropolitan Transit District should be encouraging greater use of our public transportation system, not discouraging its use, as increasing the fares would indeed do.

Please DO NOT raise the fares on the Highway 17 Express route!

Thank you for your consideration,

Heather Harris Palmadessa
4 18 Palmer Ave.
Aptos, CA 95003

Cc: Santa Cruz City Council Members
General Manager, SCMTD

X-Sender: lwhite@scmsun1
X-Mailer: QUALCOMM Windows Eudora Version 4.3.2
Date: Tue, 04 Dec 2001 07:58:07 -0800
To: dcarr@scmsun1.scmttd.com
From: Les White <lwhite@scmttd.com>
Subject: Fwd: FW: No on raising HW 17 bus fares - email forwarded

Dale,

Please put this with the other communications received on Highway 17 fares. All Board members should should get this.

Thanks Dale,

Les

X-Sender: kchin@scmsun1
X-Mailer: QUALCOMM Windows Eudora Pro Version 4.2.0.58
Date: Mon, 03 Dec 2001 16:51:51 -0800
To: dale Carr <dcarr@scmttd.com>
From: Kim Chin <kchin@scmttd.com>
Subject: Fwd: FW: No on raising HW 17 bus fares - email forwarded
Cc: ian McFadden <imcfadden@scmttd.com>, Linda Fry <lindaf@scmttd.com>, lwhite@scmttd.com, mdorfman@scmttd.com

From: Timothy Fitzmaurice <TFitzmaurice@ci.santa-cruz.ca.us>
To: "'kchin@scmttd.com'" <kchin@scmttd.com>
Subject: FW: No on raising HW 17 bus fares - email forwarded
Date: Mon, 3 Dec 2001 11:35:34 -0800
X-Mailer: Internet Mail Service (5.5.2650.21)

"urn:schemas-microsoft-com:office:office" xmlns:w = "urn:schemas-microsoft-com:office:word">

Kim,

For your records, here's an email received by the City Council--in case you did not get it.

Tim

-----Original Message-----

From: Leslie Cook

Sent: Monday, November 26, 2001 3:44 PM

To: Timothy Fitzmaurice; Christopher Krohn; Emily Reilly; Keith Sugar; Mark Primack; Scott Kennedy; Ed Porter

Subject: FW: No on raising HW 17 bus fares - email forwarded

I am forwarding this information to you.

-----Original Message-----

From: Heather Harris [mailto:shf200@co.santa-cruz.ca.us]

Sent: Monday, November 26, 2001 2:33 PM

To: cityclerk@ci.santa-cruz.ca.us

Subject: No on raising HW 17 bus fares

November 26, 2001

Santa Cruz City Council Members (via e-mail)

This letter is in response to the plans to raise fares on the Highway 17 Express route. I urge you to reconsider this plan and to NOT raise fares at this current time.

My husband rides the Highway 17 Bus every weekday to and from his job in Santa Clara. The proposed \$15 (fifteen-dollar) increase in the monthly pass price would significantly impact his decision on whether he uses public transportation to commute or the convenience of his own automobile. Instead of generating additional income for the SCMTD, I believe that increasing the fares will actually dissuade many current Highway 17 bus riders from using this mode of transportation. If bus fares increase, this will surely make the ease and practicality of driving one's own car that much more of an attractive option. Likewise, as gas prices continue to fall while fares for the Highway 17 Express Bus rise, driving personal automobiles also becomes much more viable and appealing.

Again, I urge you to reconsider your proposal to raise the fares on the Highway 17 Express route. Santa Cruz City Council and the Santa Cruz Metropolitan Transit District should be encouraging greater use of our public transportation system, not discouraging its use, as increasing the fares would indeed do.

Please DO NOT raise the fares on the Highway 17 Express route!

Thank you for your consideration,

Heather Harris Palmadessa

4 18 Palmer Ave.

Aptos, CA 95003

November 26, 2001

Santa Cruz City Council Members (via e-mail)

This letter is in response to the plans to raise fares on the Highway 17 Express route. I urge you to reconsider this plan and to NOT raise fares at this current time.

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Please DO NOT raise the fares on the Highway 17 Express route!

Thank you for your consideration,

Heather Harris Palmadessa

4 18 Palmer Ave.

Aptos, CA 95003

Cc: Santa Cruz City Council Members (via mail)

General Manager, SCMTD

Hwy 17@scmtd.com

Kim Chin
Manager, Planning and Marketing
Santa Cruz Metropolitan Transit District
920 Pacific Avenue
Santa Cruz, CA 95060
(831)-423-0613
Fax (831)-423-1024
kchin@scmtd.com
</x-html>

X-Originating-IP: [66.122.52.35]
From: "Eran Williams" <kanwill@hotmail.com>
To: hwy17@scmtd.com
Subject: fee increase
Date: Tue, 27 Nov 2001 06:01:35 +O000
X-OriginalArrivalTime: 27 Nov 2001 06:01:36.0541 (UTC) FILETIME=[F914ACD0:01C17708]

I have been riding the Hwy 17 bus for years. I can afford the new increase but its message is unfortunate. The Hwy 17 bus is the best solution to that road's serious traffic problem so why dissuade people from using it? Why punish bus riders when they, at least, are living within reasonable means? You will say that it is because it costs money to run a bus service. You will say that there have not been fee increases in a long time. You will say that it is still a deal. All that is true. Still, in a more perfect Santa Cruz, the government would fund this route to encourage commuters to get out of their cars and into a reasonable, less Middle-East dependent, form of transportation. Alas, in lieu of encouraging a sustainable lifestyle, our government only asks that we wave flags and max out our credit cards.

Eran Williams
468 Thayer Road
Santa Cruz, CA 95060
kanwill@hotmail.com

Get your FREE download of MSN Explorer at <http://explorer.msn.com/intl.asp>

To: hwy17@scmtd.com
Subject: Hwy 17 Express Fare Increase

Dear SCMTD,

Because I am unable to attend the public hearing tomorrow (Nov 28) on the issue of the Hwy 17 proposed fare increase ordinance, I send you this message to register my reasons why NOT to raise rates at this time. Kindly make my views known to the people who make the decisions. Thanks.

People who, like myself, ride the 17 Express on a regular basis are primarily students and working class folks. I was a graduate student at San Jose State University and commuted to San Jose from Scotts Valley. Now I have graduated and live in San Jose and commute to Scotts Valley for work. (I work in a retail venue at Kings Villiage Plaza.) So I know the Hwy 17 route intimately.

This is simply not a good time to raise the fares. The economy is down. Retail has suffered. The store where I work has recently laid off two workers and the rest of us have accepted reduced hours. Twenty dollars extra a month, which is what the fare increase would mean to me, would be a real hardship. I am just barely managing to pay my bills and student loan payments as things stand right now. Please wait .

Also I cannot help but notice that the Hwy 17 bus often runs empty or virtually empty. Would it not be possible to streamline the route and save money instead of raising fares? More often than not I am the only person on the bus in the morning. Not only that but two "Not in Service" buses pass me every morning returning to Santa Cruz completely empty! This seems very wasteful to me. In the evening there are often less than 5 people on the bus when I return. I witness two almost empty buses going to Santa Cruz past me on the way home. This seems like a big waste also.

I love the 17 bus service. I'm sorry more people do not take advantage of it. Of course that is probably due to the fact that it does not service the Metro Center. I understand that next year Metro is going to take over the Amtrak contract and finally be allowed to service the Metro Center on the Hwy 17 route. Couldn't you please consider waiting until that time before raising the fares. Then I'm sure nobody would have a problem with paying more for the improved service right into Santa Cruz.

So in conclusion, I feel that the time is inappropriate for raising fares; that the route as a whole needs serious streamlining; and that until Metro Centre service is added the fares should remain as they are now. It will only hurt the working class people---the people who can afford it drive their cars for the convenience. Thank you for listening. And truely, very truely, thank you for the Hwy 17 bus.

A regular Hwy 17 Express customer,

T. S. Anand
(408) 286 7088

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

NOTICE OF PUBLIC HEARINGS

Regarding District Fare Structures for Highway 17 Express Route (Ordinance 84-Z-1)

Notice is hereby given that Santa Cruz Metropolitan Transit District will hold Public Hearings on the following dates, times and locations:

HONOR UCSJC CARDS AND CABRILLO COLLEGE CARDS, AND ALL OTHER EDUCATION CENTERS.

Wednesday, November 28, 2001 ♦ 11:30 am to 1:30 pm

Umunhum Room, Student Union, San Jose State University, One Washington Square, San Jose, CA 95192

Wednesday, November 28, 2001 ♦ 7:00 pm to 8:00 pm

Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA 95060

The purpose of the public hearings is to consider amending Ordinance 84-2-1 with regard to the fare structures for the Highway 17 Express Route as follows:

I USE HWY 17 ALL THE TIME.

	EXISTING	PROPOSED
Regular Hwy. 17 Express Bus Fare (One Way)	\$2.25	\$3.00
Discount Hwy. 17 Bus Fare*	\$1.00	\$1.50 \$2.00
Regular Hwy. 17 Day Pass	\$4.50	\$6.00 \$5.00
Regular Hwy. 17 Day Pass with SCMTD/VTA Day Pass	\$3.50	\$3.50 \$2.00
Regular Hwy. 17 Day Pass with CalTrain Ticket	\$2.50	\$3.50 \$2.00
Hwy. 17 Monthly Pass	\$65.00	\$80.00 \$75.00

*Senior Passenger/Individual with Disability
COINS SLOW THE PROCESS DOWN.

Lynne Diane Klein
E-MAIL: lynaeklein@hotmail.com

In addition to attending the public hearings, the public is invited to submit comments in writing to the General Manager of the Santa Cruz Metropolitan Transit District, dated no later than December 17, 2001, addressed to 370 Encinal Street, Suite 100, Santa Cruz, CA 95060.

You may also e-mail your comments by December 17, 2001, to hwy17@scmt.com. Or, if you prefer, you can present your comments orally at the regular Santa Cruz Metropolitan Transit District Board meeting on Friday, December 21, 2001, at 9:00 am at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA 95060.

PO Box 2846
SANTA CRUZ, CA
95063-2846



I AM DISABLED AND ON A FIXED INCOME.

If you require a language translator, large-format materials, or sign language interpreter, or have other special needs, please call Dale Carr at (831)-426-6080 at least 72 hours in advance of the public hearings.

BACKGROUND: MATHEMATITION AND ACCOUNTANT.

YOU COULD GAIN ADDITIONAL REVENUE FROM UCSJC CABRILLO COLLEGE, BELLARMINI PREP, CLARA UNIV, DE ANZA COLLEGE, STANFORD, ETC.

X-Sender: vic@mail.cruzio.com
Date: Wed, 28 Nov 2001 14:28:59 -0700
To: hwy17@scmtd.com
From: Victoria may <vic@cruzio.com>
Subject: fee raise

to whom it may concern:

i am writing in regards to the proposed fee raise for the highway 17 bus. i am an avid supporter of the bus and use it whenever possible. i feel the bus is a small step in reducing pollution and should be more widely used.

i worry that the fee increase would put off potential users and maybe even lose some regular users. i do understand the costs involved and am not surprised that it has been proposed. i wonder if there are other ways to cut costs, like cutting some of the trips at non-peak hours. there have been times when i have been alone on the bus or with two or three other people at the middle of the day. it would be easy enough for riders to schedule around such changes, if such trips at such hours were cancelled.

also, due to the strained economy, the timing of such an increase is not good. perhaps waiting a few months until the economy has picked up would make it a less dramatic change.

thanks for your time and consideration,
Victoria may
former SJSU student and santa cruz resident

Date: Wed, 28 Nov 2001 18:54:48 -0800 (PST)
From: irina vazir <irinavazir@yahoo.com>
Subject: Hwy 17 Express Bus
To: tsp@as.sjsu.edu, hwy17@scmtd.com

Hi

I am a student at san jose state unversity.
I ride the Hwy 17 express 4 days a week from monday to thursday.
>From next semester(spring 2002)I will be riding the Hwy 17 express bus 5 days a week.
I like the Hwy 17 bus service.

I am aware of the fact that **santa cruz** metro is planning to increase the fare for Hwy 17 express bus.

I strongly feel that there should be some discounts on the fare on Hwy 17 express bus for the students of san jose state unversity.

I would like to suggest to **santa cruz** metro that they should start hwy 17 express bus service from the metro center in downtown **santa cruz**.
There are so many people like me who take a bus from downtown **santa cruz** to scotts valley or drive from **santa cruz** to scotts valley.

irina

Do You Yahoo!?

Yahoo! GeoCities - quick and easy web site hosting, just \$8.95/month.
<http://geocities.yahoo.com/ps/info1>

From: Dscokwn@aol.com
Date: Thu, 29 Nov 2001 01: 19:49 EST
Subject: Highway 17 Bus rate increases
To: hwyl7@scmtd.com
X-Mailer: AOL 4.0 for Windows 95 sub 124

I just learned that the Santa Cruz Metro is planning to increase the fare for the Highway 17 bus. I am a student at San Jose State, doing my research in Monterey County, and living in Santa Cruz. That bus is a crucial link for me to get to my classes at San Jose State, as it is crucial for other students (high school and college) as well as professionals.

I feel that the bus is already over-priced, and that raising the fees even more, will discourage people from taking the bus, adding more cars to the road. Adding more cars will lead to more traffic and pollution, two things our area does not need more of.

I urge you to not raise your fees for this bus, and instead, find other ways to raise revenues.

Sincerely,
Lisa Nunes

Wendy Kroll
120 Hawthornes Trk Rd
Apt. A7500B

11/28/01

Suggestion - Day Pass should be less than
2x oneway fare.

Increase monthly pass to a less
degree than the increase on
single rides and Day Pass fare

Maintain or increase the
portion that SJCC kicks in
to the monthly pass

AdvertC&D - Help Bus Service Co
more people are aware of its
benefits. Make the get News
Coverage in Seaside Morning,
GoodTimes etc. Use happy meters
in the article to promote more use.

Brian Sheppard
203 Younglove Ave
Santa Cruz CA 95060
831-427-0585

11/28/01

This proposal is a bad idea.
The Day Pass carries NO Incentive to purchase it.
It would be a ~~good~~ better I ~~decide~~ to charge single fares more, and maintain the pass fare. Then people who are more proactive commuters save more more money.
I also feel ~~frustrations~~ frustrated when the City of Santa Cruz buys the Water St. sign, ~~but~~ yet doesn't increase public Transit funding. The City wasted a lot of money with that sign.

11/28/01

Thomas Jeannette

Insted of increasing the fare, decrease it and ~~or~~ in an attempt to increase the number of people using the bus. This could off set the cost increase of transportation.

Mine Adams

11/28/01

112-~~CORCORAN~~ CT
SCOTT VALLEY, CA 95066

30 MONTHS PASS IDEA Re-VISIT

FADs in cases OK

11/28/01

Mike Adams

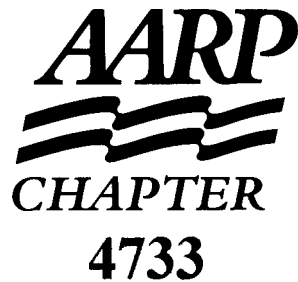
Ritten since the earthquake.
No problem w/ fare increase.

Department chair, - Why no
student semester pass?

The suggestion - decrease the
fares and advertise a "sale"
to encourage ridership and
increase efficiency.

Day pass change is too
significant. There's no incentive
to not pay one way fare.

EPI increased 29,3% since 1993
Subsidy per passenger - Hwy 17 = \$4.38 PP
Subsidy per passenger Regular fixed route \$2.59 PP



Frank W. Rosten, Pres.,
AARP, Chapter #4733,
119 Oak Lane, Suite #2,
Scotts Valley, CA 95066
(83 1) 439-9842

11/28/2001

Dear Member of the SCMTD Board,

As Chairman and President elect of the Santa Cruz County Chapter #4733 of the AARP (formerly the American Association of Retired Persons) I would like to enter a plea for your consideration of our members, as well as other elderly people using Highway #17 transportation.

Your proposed increase of 50% (\$1.00 to \$1.50) in daily fares for over 65s on the Hwy 17 bus, hits hardest at that sector of the population least able to **afford** it, viz. the elderly **trying** to survive on a fixed income. Regular passengers and regular day passes are only being raised by 33% while monthly passes increase by a mere 23%. It is difficult to believe that a **50 cents increase** per journey for over 65s is going to impact your bottom line significantly.

Recent cost of living increases, in Santa Cruz county particularly, have had a devastating **effect** on Seniors. Our only HMO in Santa Cruz, viz. Secure Horizon, raised their monthly fees by 100% since last year from \$40 to \$80 per subscriber and by more than 100% for co-payments. They are raising their fees again for next year with drastic reduction in services. The cost of drugs is downright prohibitive for most seniors. Even the cost of telephoning from your Scotts Valley terminus has risen by 43% some months ago, from 35 cents to 50cents. While this may seem a small amount, many seniors call next of kin to pick them up from the terminus upon arrival, increasing the cost of transportation by yet another 15 cents.

We were all grateful for your having increased the hours that seniors could travel at reduced rates from between 9:30 and 2:30 to all day, some time earlier this year. It would be a pity to dissipate the good will garnered through this concession by raising the fares for seniors now. To avoid appearing to complain without making a positive suggestion, permit me to suggest that minibusses be employed between the hours of, say, 9:30 and 2:30, which should save significant funds in gasoline savings alone.

Looking forward to your favorable decision in regard to any fare increase for seniors.

Yours respectfully,

Frank Rosten,
Pres. Chapter 4733,
AARP Santa Cruz County.

mg:FWR

HIGHWAY 17 EXPRESS
FARE INCREASE HEARING

11/28/01

SJSU
Hearing
11:30a

NAME

CONTACT INFORMATION
(address, phone or email)

Yibeli Galindo-Baird

3331 N. First St. SJCA

Dina Braun

dina.braun@yahoo.com

Kat Mereigh

kmereigh@hotmail.com

Frank Posten

frankposten@yahoo.com

F. J. V. D. D.

fjvd@SJSU.EDU

ALFONSO DELAZA

ALFONSO.DELAZA@SJSU.EDU

Eyedin Fonchi

tspmar@us.sjsu.edu 408 924 6248

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Mona Babauta

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Brian Mitchler

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IRVIN DAWID

TSP@I-C.SJSU.EDU

MARK HESS

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Karen Kerstan

kkerstan1@excite(3).com

Wendy Kroll

frescate@hotmail.com

Brian Sheppard

whiskey777@hotmail.com

Miko Adams

ADAMS@BUTL.SJSU.EDU

HIGHWAY 17 EXPRESS
FARE INCREASE HEARING

SJSU
Hearing
11:30a

NAME

CONTACT INFORMATION
(address, phone or email)

Thomas Jeannette

t.j.jeannette@hotmail.com

Cassandra Axton

lunabebe@hotmail.com

Rhi

Rhiannon Axton

Rhiannon@hotmail.com

X-Originating-IP: [64.167.149.236]

From: ". ." <ooollive@hotmail.com>

To: hwyl7@scmtd.com

Subject: increase in fare

Date: Sun, 02 Dec 2001 12:21:26 -0800

X-OriginalArrivalTime: 02 Dec 2001 20:21:26.0418 (UTC) FILETIME=[EB1BEF20:01C17B6E]

I am writing this to discourage the Santa Cruz Metro from increasing the fare for the Highway 17 Bus. I am a college student and do not have a car.

This rate increase would make it considerably harder for me to make it financially through the semester. This rate increase would mean about \$100 more per semester for transportation costs. If a student was living on Student loans to get through college, this would mean that they would have to barrow an extra \$200 per academic year. This \$200 would have an %8 monthly interest rate, and at the end of a 5 year period, there would be an extra \$1000 the student owes, just on top of the current bus fare. This rate increase would further put stress on the already meager income of a student. With the state of the world today and the millions of parents loosing their jobs being unable to continue support to their children in college, why increase an already over priced fare? This makes absolutely no sense to me, as the prices of gas have gone down and your cost should have decreased.

Thank you for your consideration.

-Merissa Cline

Get your FREE download of MSN Explorer at <http://explorer.msn.com/intl.asp>

X-Originating-IP: [64.167.149.236]
From: ". ." <ooollive@hotmail.com>
To: hwyl7@scmtd.com
Subject: increase in fare
Date: Sun, 02 Dec 2001 12:21:26 -0800
X-OriginalArrivalTime: 02 Dec 200 1 20:21:26.0418 (UTC) FILETIME=[EB 1BEF20:01C17B6E]

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Thank you for your consideration.

-Merissa Cline

Get your FREE download of MSN Explorer at <http://explorer.msn.com/intl.asp>

To: hwy17@scmttd.com
Subject: Hwy 17 Fare Increase

Please reconsider raising the fares at this time. The economic down-turn is adversely affecting people of the lower classes, like myself, who are just barely scraping by as it stands now. The fare increase you are suggesting would cost me personally \$20 extra per month. Where is that money to come from? I would gladly accept fewer buses than higher fares. I beg you to reconsider. Thankyou.

from T.S. Anand

**HIGHWAY 17 EXPRESS SERVICE
POTENTIAL FARE INCREASE
Ridership Input – December 12 – December 17, 2001**

DATE REC'D	RECEIVED FROM	COMMENTS
12/12/01	Lindsay Watt	Opposed to rate increase
12/14/01	April Bradley	Suggestions on fares
12/16/01	Patricia Combs	Opposed to rate increase
12/17/01	Barnaby Lee	Opposed to rate increase
12/18/01	Georgia Randall	Opposed to rate increase
12/19/01	T. S. Anand	Opposed to rate increase but with suggestions
12/19/01	Tree	Opposed to rate increase
12/21/01	Michael Ready	Rate increase too steep
12/23/01	T. S. Anand	Opposed to rate increase – service improvements
12/23/01	T. S. Anand	Opposed to rate increase
12/12/01	Lindsay Watt	Opposed to rate increase
12/14/01	April Bradley	Suggestions on fares
12/16/01	Patricia Combs	Opposed to rate increase
12/17/01	Barnaby Lee	Opposed to rate increase

ATTACHMENT

From: KeshetL@aol.com
Date: Wed, 12 Dec 2001 15:21:35 EST
Subject: 17 Express
To: hwy17@scmtd.com
X-Mailer: AOL 7.0 for Windows US sub 118

Hello, my name is Lindsay Watt and I am a San Jose State University student. As my second semester as a commuting student comes to a close, I am debating whether I will continue to take the 17 Express.

I love the bus, I love it so much that I have recruited 4 people this semester to start taking it. The price increase worries me. From the conversations that have taken place on the bus, it sounds like many of us are going to reconsider how we get to school. Driving ourselves, car-pooling, etc...

I don't want to get to in depth on the topic but I have a few suggestions if you are going to raise the prices.

1. Offer a semester pass
2. Offer students a larger discount on the monthly pass
3. When we register for our classes at school, we pay a transportation fee. We get a sticker to ride the VTA for free, shouldn't that mean that we should get an additional discount?

I was unfortunately unable to join you at your public hearings to voice my opinions. But I can tell you as a whole, we want it to stay the same or offer us incentives. Because I can tell you for sure, you will lost many commuting students if the price goes up.

I am open to questions or concerns,
Lindsay Watt
Senior at SJSU

From: "Roselyn" <Roselyn@surfnetusa.com>
To: <hwy17@scmtd.com>
Cc: <tsp@as.sjsu.edu>
Subject: Highway 17 fare increase
Date: Fri, 14 Dec 2001 12:26:07 -0800
X-Mailer: Microsoft Outlook Express 4.72.3 155.0

I live in Westside Santa Cruz and commute to SJSU twice a week. I am a full-time transfer student from Cabrillo college. I choose to park my car in Scotts Valley and ride the bus rather than drive over the hill for several reasons. A fare increase may cause me to reconsider, buy a parking permit, and drive over the hill instead.

I currently buy individual day passes because I only ride twice a week and that is cheaper than buying a monthly pass. I have noticed that passengers carrying a VTA day pass receive a discounted fare on the Highway 17 bus. The transportation sticker on my student ID card (for which I am required to pay \$21 a semester) serves as a free VTA pass. It seems reasonable that this sticker should entitle me to the same discounted fare as a regular VTA pass would, but it does not.

The fact that this bus exists, and that I considered \$4.50 a borderline reasonable price to pay in exchange for the cost and stress of driving to school, then finding parking was part of my consideration for coming to SJSU. Without this bus as a reasonable option, it would have been more difficult to decide to attend SJSU over, for example, UCSC.

I think that including the SJSU student ID card in the VTA/Hwy 17 discount fare would be logical and fair. If this, or a comparable solution is not reached, I will consider driving my car over the hill and parking on campus. This is a decision I would deeply regret having to make.

April Bradley
(831) 457-2174

Customer Service Report



REPORT # 8,612	REC'D BY Internet	DATE 12-8-01	TIME a.m. p.m.	<input type="checkbox"/> PHONE	<input type="checkbox"/> REROUTED			
				<input type="checkbox"/> LETTER	<input type="checkbox"/> CI IN PERSON			
				<input type="checkbox"/> CUSTOMER COMMENT SLIP				
<input type="checkbox"/> OK TO REVEAL CUSTOMER'S NAME			<input type="checkbox"/> DO NOT REVEAL CUSTOMER'S NAME					
CUSTOMER'S NAME Dorinda Combs				PHONE (H)				
ADDRESS 901 Broadway #1 S.L				PHONE (W)				
DATE OF INCIDENT		DAY OF WEEK		TIME a.m. p.m.				
LOCATION (include cross st)								
ROUTE #	BLOCK #	BUS #	DIRECTION <input type="checkbox"/> inb <input type="checkbox"/> outb		EMPLOYEE NAME/DESCRIPTION/#			
REFER TO:								
<input type="checkbox"/> Operations		<input type="checkbox"/> Building & Grounds		<input type="checkbox"/> Fleet Maintenance				
		<input type="checkbox"/> Risk Management		<input type="checkbox"/> CI Protective Services				
				<input checked="" type="checkbox"/> Service Planning/Administration				
				<input type="checkbox"/> CI Customer Services				
<input checked="" type="checkbox"/> FYI ONLY				REPLY DUE DATE 1/17/02				
<input type="checkbox"/> INVESTIGATE								
<input type="checkbox"/> C.C. _____				DEPT. _____				
<table style="width:100%; border:none;"> <tr> <td style="width:33%; vertical-align: top;"> <input type="checkbox"/> Accident/Injury <input type="checkbox"/> Bus Cleanliness <input type="checkbox"/> Bus No Show <input type="checkbox"/> Bus Off-Route <input type="checkbox"/> Bus Overloaded <input type="checkbox"/> Bus Run&g Early <input type="checkbox"/> Bus Running Late <input type="checkbox"/> Bus Speeding <input type="checkbox"/> commaldation <input type="checkbox"/> Complaint Handling <input type="checkbox"/> District Policy Issue <input type="checkbox"/> Employee Behavior <input checked="" type="checkbox"/> Fare Problem <input type="checkbox"/> Information Problem </td> <td style="width:33%; vertical-align: top;"> <input type="checkbox"/> Lost & Found Handling <input type="checkbox"/> CI Mechanical Problem <input type="checkbox"/> Passenger Behavior <input type="checkbox"/> Passenger Pass-Up <input type="checkbox"/> Reckless Driving <input type="checkbox"/> Report of Violation of District Ordinance or Law <input type="checkbox"/> Request to Add Service <input type="checkbox"/> Request to Reducc Service <input type="checkbox"/> Routing Change Request <input type="checkbox"/> Scheduling/Run Time <input type="checkbox"/> Wheelchair Lii Problem <input type="checkbox"/> CI Other _____ </td> <td style="width:33%; vertical-align: top;"> <input type="checkbox"/> Bike Stand _____ <input type="checkbox"/> Bus Bench _____ <input type="checkbox"/> Bus Sign _____ <input type="checkbox"/> Bus Shelter _____ <input type="checkbox"/> CI Bus Stop _____ <input type="checkbox"/> Metro Center _____ <input type="checkbox"/> Trash Can _____ <input type="checkbox"/> Watsonville Center _____ <input type="checkbox"/> Other _____ a) install b) move c) dean d) repair </td> </tr> </table>						<input type="checkbox"/> Accident/Injury <input type="checkbox"/> Bus Cleanliness <input type="checkbox"/> Bus No Show <input type="checkbox"/> Bus Off-Route <input type="checkbox"/> Bus Overloaded <input type="checkbox"/> Bus Run&g Early <input type="checkbox"/> Bus Running Late <input type="checkbox"/> Bus Speeding <input type="checkbox"/> commaldation <input type="checkbox"/> Complaint Handling <input type="checkbox"/> District Policy Issue <input type="checkbox"/> Employee Behavior <input checked="" type="checkbox"/> Fare Problem <input type="checkbox"/> Information Problem	<input type="checkbox"/> Lost & Found Handling <input type="checkbox"/> CI Mechanical Problem <input type="checkbox"/> Passenger Behavior <input type="checkbox"/> Passenger Pass-Up <input type="checkbox"/> Reckless Driving <input type="checkbox"/> Report of Violation of District Ordinance or Law <input type="checkbox"/> Request to Add Service <input type="checkbox"/> Request to Reducc Service <input type="checkbox"/> Routing Change Request <input type="checkbox"/> Scheduling/Run Time <input type="checkbox"/> Wheelchair Lii Problem <input type="checkbox"/> CI Other _____	<input type="checkbox"/> Bike Stand _____ <input type="checkbox"/> Bus Bench _____ <input type="checkbox"/> Bus Sign _____ <input type="checkbox"/> Bus Shelter _____ <input type="checkbox"/> CI Bus Stop _____ <input type="checkbox"/> Metro Center _____ <input type="checkbox"/> Trash Can _____ <input type="checkbox"/> Watsonville Center _____ <input type="checkbox"/> Other _____ a) install b) move c) dean d) repair
<input type="checkbox"/> Accident/Injury <input type="checkbox"/> Bus Cleanliness <input type="checkbox"/> Bus No Show <input type="checkbox"/> Bus Off-Route <input type="checkbox"/> Bus Overloaded <input type="checkbox"/> Bus Run&g Early <input type="checkbox"/> Bus Running Late <input type="checkbox"/> Bus Speeding <input type="checkbox"/> commaldation <input type="checkbox"/> Complaint Handling <input type="checkbox"/> District Policy Issue <input type="checkbox"/> Employee Behavior <input checked="" type="checkbox"/> Fare Problem <input type="checkbox"/> Information Problem	<input type="checkbox"/> Lost & Found Handling <input type="checkbox"/> CI Mechanical Problem <input type="checkbox"/> Passenger Behavior <input type="checkbox"/> Passenger Pass-Up <input type="checkbox"/> Reckless Driving <input type="checkbox"/> Report of Violation of District Ordinance or Law <input type="checkbox"/> Request to Add Service <input type="checkbox"/> Request to Reducc Service <input type="checkbox"/> Routing Change Request <input type="checkbox"/> Scheduling/Run Time <input type="checkbox"/> Wheelchair Lii Problem <input type="checkbox"/> CI Other _____	<input type="checkbox"/> Bike Stand _____ <input type="checkbox"/> Bus Bench _____ <input type="checkbox"/> Bus Sign _____ <input type="checkbox"/> Bus Shelter _____ <input type="checkbox"/> CI Bus Stop _____ <input type="checkbox"/> Metro Center _____ <input type="checkbox"/> Trash Can _____ <input type="checkbox"/> Watsonville Center _____ <input type="checkbox"/> Other _____ a) install b) move c) dean d) repair						
EXPLAIN: <u>see attached concerns over proposed increase on Highway 17 Express.</u>								
REFERRED FOR INVESTIGATION TO: _____ DATE: _____								
ANALYSIS/ACTION TAKEN: _____								
INVESTIGATOR'S SIGNATURE: _____ DATE: _____								
CUSTOMER SERVICE USE ONLY								
INTERNAL <small>(date / initials)</small>			CUSTOMER FOLLOW-UP <small>(date / initials)</small>					
1st Notice Rec'd: _____			Personal Letter _____					
Add'l Cust Inquiries: _____			Form Letter # _____					
Cross-Ref. Cases: _____			Complimentary Day Pass _____					
Case Closed: _____			Phone Call _____					
			Referral Department Reply _____					
			No Reply/Explain _____					

CUSTOMER SERVICE — Original (white)
 REFERRAL DEPARTMENT — 1st Notice to Customer Service (yellow)
 REFERRAL DEPARTMENT — Final Notice to Customer Service (pink)
 REFERRAL DEPARTMENT — File Copy (gold)

11-E-4

SCMTD-1-049
Revised 4/87

X-Sender: markd@192.168.10.2
X-Mailer: QUALCOMM Windows Eudora Pro Version 4.2.0.58
Date: Sun, 16 Dec 2001 13:39:19 -0800
To: dcarr@scmsun1.scmttd.com
From: mberyl@earthlink.net (by way of "Mark J. Dorfman" <mdorfman@scmttd.com>)
Subject: Customer Service Report

CUSTOMER SERVICE REPORT FORM

This Report is for a: Suggestion

Date of the Incident: 12/15/01 Time of the Incident: AM/PM:

Route Number: Route Name: Hwy 17 commuter

Location:

Bus Number: Direction:

Employee Name/Number:

Comments: I cannot afford the proposed fare increase of \$20 for HWY 17. I'm already buying two monthly bus passes (one regular \$40 for my daughter & one Hwy 17 for myself) at \$105. I'm a student at San Jose State and their student ID/ transit cards aren't accepted in the Santa Cruz Metro system unlike UCSC students who in essence get a "free" ride. SJSU students pay a transit fee just like UCSC yet if we live and commute from Santa Cruz the fee were billed doesn't count unless we ride their local San Jose/ VTA buses. If a student is on a Leave of Absence they don't receive financial aid to help with transportation and other costs even though they are working on papers, projects and have to get to San Jose to meet with SJSU Professors, use the campus library, return books, turn in work and file bureaucratic paperwork. It isn't cost effective to buy Day passes if one, has to get to San Jose at least six times per month and uses Metro as their only form of local transportation.

Also most people, unless they are Professors or High paid/ Tech professionals, ride the bus because they don't have a car and are living on a low or fixed income. These are the most vulnerable riders and most likely to be hurt by any fare increases, as they struggle to make ends meet, often juggling which bill they can put off paying this month just so they'll have enough for a bus pass to get to work or school. Many times they share one pass with a family member and try to work around each other's scheduels, when that doesn't work one of

11-E-5

them walks--who ever has the farthest commute uses the bus pass.

Please come up with another solution other than pricing the low-income out of their only means of transportation.

Name: Patricia A. Combs
Address: 901 Broadway #1
City: Santa Cruz State: CA Zip: 95062
Phone:
E-Mail: mberyl@earthlink.net

11-E-6

To: hwy17@scmtd.com
Date: Mon, 17 Dec 2001 2 1: 14:28 -0800
Subject: rate increase
X-Mailer: Juno 4.0.11
From: bamaby j lee <barnabylee@juno.com>

To whom it may concern:

I am a San Jose State University student that rides the Hwy 17 express round trip four days a week. Taking into consideration insurance and registration costs, riding my motorcycle over the hill to school costs about the same as riding the bus at the current fare rate. There are two reasons I choose to ride the bus. First it is much more relaxing then being directly in the flow of traffic and second, I can do quite a bit of homework on the bus. Unfortunately, if the rates increase by the proposed amount, I will be much less willing to ride the bus because it will cost about 30% more then riding my motorcycle over. I have spoken with one other student that has analyzed the situation in the same way. I would much prefer to continue riding the bus and ask that you keep the fares at their current level. I also encourage you to consider the inevitable decrease in ridership that will result from increasing the fair.

One final note: I spoke with many students that were unable to attend the hearings on the proposed increase due to the scheduled proximity to the end of the semester and finals week. Nonetheless I appreciate the fact that you have given bus riders an opportunity to give input during this difficult process.

thank you,
Bamaby Lee

GET INTERNET ACCESS FROM JUNO!

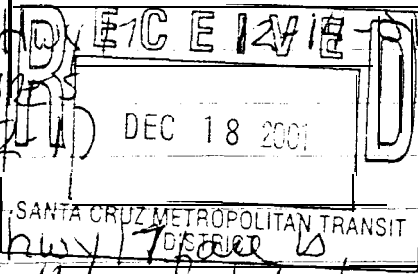
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<http://dl.www.juno.com/get/web/>.

11-E-7

Comments on the proposed
DISTRICT FARE STRUCTURE
(ORDINANCE 84-244)



The way the proposed hwy 17 fare is really too high. And they need to be Re-Evaluated for these changes.

The Reasons Why are as follows:

Reason #1: By doing these changes, the Riders will either go back to their cars and deal with congestive traffic, or also pollute the air worse than it already is at this present time.

Reason #2: I would like to suggest having the hwy 17 bus run on the weekends. The Reason is the bus riders some work on the weekend also work over the hill instead of dealing with the 6.00 one way amtrak bus system or Greyhound 20.00 Roundtrip. Also if not considering this then it's a question this shall we do not then why propose the Regular Route monthly Hwy 17 pass by 30.00 A month. Also, I have found out if the EXTRA money is going to ~~new~~ new busses. Well I am going

①

11-E-8

Say is that I have been a bus Rider in Each State and cities for 28 yrs. Also it means that these "New busses" means that we will probably End up with "old busses", And they will be from other cities and also not able to be Running Right at ALL. And this is AS REAL AS it gets.

Reason #3: Lets think about the Senior/Disabled Rates for a moment Shall we? For starters Lets take a look at the discount hwy 17 bus FARE, and then look at the monthly hwy 17 Senior/Disabled pass. They don't have the monthly pass, also they only have the bus fare discount for peak hours only. And they are so many Senior/Disabled Riders for hwy 17. And this would help a lot.

②

11-E-9

Reason #4: Instead of Raising the proposed fare on all of the Hwy 17 Rates, I would like to suggest that use the Rates to add the Monthly Hwy 17 Senior / disabled pass, Also Run the Hwy 17 bus for the week end. Also I would like to suggest that the Monthly Hwy 17 Regular fare proposed fare to 75.00 monthly instead.

Also; This is what I would like to suggest ALL of the Reasonable Rates Instead of your Metro proposed Rates, just a suggestion. Look at-

Existing:	Proposed (Metro)	Reasonable (proposed) ^{Suggestion #5}
Reg Hwy 17 (one way) 2.25	3.00	2.50
*Discount Hwy 17 1.00	1.50	1.25
Reg Hwy 17 Day Pass 4.50	6.00	5.00
Reg Hwy 17 Day Pass w/ 5 CM TO / VTA DAY Pass 3.25	3.50	3.25
Reg Hwy 17 Day Pass w/ Caltrans / VTA 5.50	3.50	2.75
Hwy 17 monthly Pass (Reg) 65.00	80.00	75.00
Hwy 17 monthly Pass Senior / Disabled N/A	N/A	70.00

(3)

Well these ARE the suggestions
I hope that you will consider, if
not then you ARE probably not going
to read this anyway, and probably
think that our comments don't
mean anything, anyway, AND that
you have DECIDED the proposed
PLAN anyway AND the bus Riders
Comments ARE NOT that important
either it is not ENOUGH to help
the right suggestions along OR
you have ALREADY decided before
any meeting started. Also
I HAVE Rode the bus systems
in different States and cities
for 28 yrs AND know what is
going on, Also I hope that you
will consider my suggestions on
ALL of the bus FARES, For hwy 17.
Thank you.

MS. Georgia Randall
Residence in Santa Cruz Cal.

(4)

11-E-11

Ms. Georgia Randall
P.O. Box 7492
Santa Cruz, CA 95061



*General Manager of the Santa Cruz
Metropolitan Transit District
370 Encinal Street Suite 00
Santa Cruz, Cal 95060*



9506042401 1017402032

11-E-12

Dec 19/01

Dear Metro,

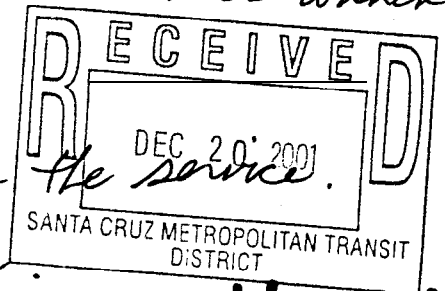
You have asked for comments and/or suggestions concerning the proposal to increase fares (ordinance 84-2-1) on Highway 17 Express Route, here are mine.

COMMENTS

- 1) I use the Highway 17 Express on an average of 3-4 times per week (San Jose - Scotts Valley - return) & greatly appreciate the service. Without it I could not keep my job in Scotts Valley. I do not have a car. I do not have ^{a bus} ^{pass}.
- 2) I am distressed to hear that the fares might go up. The economy is down ↓; interest rates are ↓ down; gasoline prices are down ↓; I am on reduced hours at work because retail is down ↓; (I am not quite able to pay my bills because of some recent medical expenses.) It would be an additional hardship for me, if the fares go up ↑. I may not even be able to keep my job and at my age (50) jobs are not easy to find.
- 3) I observe that many 17 buses ride empty. Many times I am the only person on my bus. Numerous 'out of service' buses pass me by.
- 4) I understand from the bus drivers that the 17 bus will be going all the way to the Metro Center within the New Year.

SUGGESTIONS

- 1) Analyze the number & and streamline the service.
- 2) Postpone raising the fares, please.
- 3) Raise the fares when service includes the Metro Center. **11-E-13**



Thankyou, T. S. Arnold

Dear meter

Dec 19/01

I just finished writing a letter to express my displeasure about the proposed fare hike on Hwy 17 Express.

Now I would like to praise one of your drivers. (drivers)
(I'm on the bus so the writing is a bit messy) I ride the 17 Express about 4 round trips per week. I ride at a variety of times from 8-10 am and 3-6 pm so I encounter many different drivers.

There is one driver who stands out among the rest. He's new and so I'd like to formally complement him. His name is John (he looks a lot like young Anthony Perkins) and I encounter him on the 5:55 bus from Scotts Valley to San Jose.

11-E-14

Jolen is the most considerate driver I have ever ridden with. He is also, by far, the most accomodating. His nature is calm, gentle and patient. He is kind to every single rider. He obviously cares about the passengers! Jolen also drives the best. I'm not kidding. Many of the other drivers drive fast and throw passengers left & right over the mountain. Sometimes it makes me sick, sometimes I have to hold myself in the seat. But with Jolen the ride is smooth. I don't know why but it's true, riding with him is different. It's easy, and gentle - just like him.

Just ~~st~~ wanted you to know that he's a good one.

Thompson, Tree

Tree
 Pmt 2106
 San Jose, CA
 95109

Southway Motors
 370 Emerald St
 Suite 100
 Southway, CA 95060



11-E-15

Date: Fri, 21 Dec 2001 07:31:57 -0800
From: "MICHAEL READY" <mjr@appsig.com>
Organization: Applied Signal Technology
X-Mailer: Mozilla 4.77 [en] (Windows NT 5.0; U)
X-Accept-Language: en
To: hwy17@scmttd.com
Subject: Comments on fare increase

I've been a faithful rider of the HWY17 bus for 7 years. A \$1 increase is a 40% increase. Kind of steep. I understand the need to pay for growth and inflation but I believe \$0.50 is more in line with what's fair. This is also in line percentage-wise with other bus fare increases.

Other comments:

1. I've been emailing for several years now requesting a shelter at the Pasatiempo Northbound stop. Please install one immediately. I get lip service everytime I email but nothing ever happens. I think a shelter would increase ridership since no one wants to stand in the blowing rain and the bench is always wet the rest of the year because the fog settles on it.

2. The seats on the bus are too close. I'm 5'10, medium build and the seat in front of me is right in my face. It is nearly impossible to use a lap top if the person in front of me has the seat back. I recommend removing a row of seats. I'd actually would pay more for the convenience.

Les
Mark
David

Thx for you consideration.
Michael Ready
3635 Floral Dr.
Santa Cruz CA 95062
831 462 9397



[mir.vcf](mailto:mjr.vcf)

11-E-16

Date: Sun, 23 Dec 2001 13:41:45 -0600
From: "T.S.Anand" <tanand@email.sjsu.edu>
X-Mailer: Mozilla 4.5 (Macintosh; I; PPC)
X-Accept-Language: en
To: Dale Carr <dcarr@scmttd.com>
Subject: Re: Hwy 17 Express Fare Increase

As I am unable to attend this meeting I would like to restate my position to be presented on my behalf.

- 1) I oppose a fare hike at this time.
- 2) I suggest that the service be streamlined instead.
- 3) I suggest that the fare hike be postponed until 17 Express services the Metro Center

Thank you for making this position clear at the meeting.

Tripura Anand

Dale Carr wrote:

- >
- > SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
- >
- > Due to the cancellation of the Board of Directors Meeting scheduled
- > for
- > Friday, December 21, 2001, the 2nd reading of the Fare Ordinance to
- > increase Highway 17 Express Service fares will take place at the Board
- > of
- > Directors Meeting to be held on January 18, 2002, at 9:00 a.m.
- >
- > The Board Meeting of January 18, 2002, will be held at the Santa Cruz
- > City
- > Hall Council Chambers, 809 Center Street, Santa Cruz, California.
- >
- >

11-E-17

Date: Sun, 23 Dec 2001 13:38:10 -0600
From: "T.S.Anand" <tanand@email.sjsu.edu>
X-Mailer: Mozilla 4.5 (Macintosh; I; PPC)
X-Accept-Language: en
To: Dale Carr <dcarr@scmtd.com>
Subject: Re: Hwy 17 Fare Increase

Dear Dale,

Thanks for keeping me posted as to the Board Meeting. It is during working hours so I will not be able to attend. Kindly make my comments and suggestions known to the Board. I am still against a fare hike at this time.

T. S. Anand

Dale Carr wrote:

>
> SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
>
> Due to the cancellation of the Board of Directors Meeting scheduled
> for
> Friday, December 21, 2001, the 2nd reading of the Fare Ordinance to
> increase Highway 17 Express Service fares will take place at the Board
> of
> Directors Meeting to be held on January 18, 2002, at 9:00 a.m.
>
> The Board Meeting of January 18, 2002, will be held at the Santa Cruz
> City
> Hall Council Chambers, 809 Center Street, Santa Cruz, California.
>
>
>
> At 02:02 PM 12/3/2001 -0600, you wrote:
> >Please reconsider raising the fares at this time. The economic
> down-turn
> >is adversely affecting people of the lower classes, like myself, who
> are
> >just barely scraping by as it stands now. The fare increase you are
> >suggesting would cost me personally \$20 extra per month. Where is
> that
> >money to come from? I would gladly accept fewer buses than higher
> fares.
> >I beg you to reconsider. Thankyou.
>
>

11-E-18

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 18, 2002

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF NOMINATION AND ELECTION OF DIRECTORS TO SERVE AS BOARD OFFICERS FOR THE YEAR 2002, TRANSPORTATION COMMISSION AND METRO USERS GROUP CHAIRPERSON ASSIGNMENTS

I. RECOMMENDED ACTION

That the Board of Directors identify and elect members from the Board to serve in the positions of Chair and Vice-Chair for the Year 2002 and appoint representatives to the Transportation Commission and appoint a Chair for the Metro User's Group.

II. SUMMARY OF ISSUES

- Article 6 of the Metro Bylaws outlines that the Directors shall, in December, nominate members of the Board of Directors to serve as Chair and Vice-Chair.
- As the Board did not meet December 21, 2001, Staff recommends that both nominations and elections be completed on January 18, 2002.
- Article 14.02 of the Metro Bylaws indicates that the Board of Directors shall annually, in January, appoint three of its members to represent the Transit District on the Santa Cruz County Regional Transportation Commission.
- Article 3 of the Bylaws of the Metro Users Group states that the Chair of the Committee shall be a member of the Metro Board of Directors appointed by the Board of Directors.

III. DISCUSSION

The current terms of officers of the Board of Directors are set to expire in January 2002. Additionally, it is necessary for the Board of Directors to identify representatives from the Board to sit as members of the Santa Cruz County Regional Transportation Commission. Currently, the Bylaws indicate that the Board of Directors shall nominate candidates for officers in December and conduct elections in January. The Bylaws also indicate that the Board of Directors shall identify the representatives to the Santa Cruz County Regional Transportation Commission in January, and that they will then be seated and take office at the Commission in February of each year. The Bylaws further provide that in addition to the three representatives to the Transportation Commission, the Board shall select three alternates designated in priority. The Bylaws also indicate that "It is the policy of the Board of Directors of establishing, as a priority

for SCCRTC appointments, appointment of a Board Member from an ‘off rotation city,’ taking into consideration other factors at the time of appointment.” With the enactment of Senate Bill No. 465 into law, the membership of the Santa Cruz Regional Transportation Commission no longer has an “off rotation city.” Therefore, the use of a METRO appointment to ensure complete city representation is no longer necessary.

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

Staff recommends that the Board of Directors give consideration to identifying and electing nominees for the various offices and appointments identified in this staff report at the January meeting.

IV. FINANCIAL CONSIDERATIONS

Funding support for the positions identified in this memo are contained in the adopted operating budget for 2001/2002.

V. ATTACHMENTS

Attachment A: Senate Bill No. 465

Senate Bill No. 465

CHAPTER 472

An act to amend Section 67940 of, and to add Section 67941 to, the Government Code, relating to regional transportation.

[Approved by Governor October 3, 2001. Filed with Secretary of State October 4, 2001.]

LEGISLATIVE COUNSEL'S DIGEST

SB 465, McPherson. Santa Cruz County Regional Transportation Commission.

(1) Existing law creates and prescribes the membership and powers of the Santa Cruz County Regional Transportation Commission.

This bill would revise the membership of the governing body of the commission. To the extent that this revision would establish additional duties upon local governmental entities, the bill would impose a state-mandated local program.

The bill would revise the power of the commission, to permit it to exercise (1) the power of eminent domain, (2) the power to preserve, acquire, construct, improve, and oversee multimodal transportation projects and services on rail rights-of-ways with Santa Cruz County to facilitate recreational, commuter, intercity, and intercounty travel, and (3) the authority to contract for any services to accomplish its purposes.

(2) The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

The people of the State of California do enact as follows:

SECTION 1. Section 67940 of the Government Code is amended to read:

67940. (a) The Santa Cruz County Regional Transportation Commission is hereby created, as a local area transportation planning agency, and not as part of the executive branch of state government, to provide regional transportation planning and development for the area of Santa Cruz County. The commission may be known by any other name it chooses and is the legal successor to the Santa Cruz County

Regional Transportation Commission, established pursuant to Section 29535, for all purposes, including those set forth in Section 67941.

(b) The governing body shall be composed of all five members of the Santa Cruz County Board of Supervisors, one member for each of the cities in the county, by each city, and three members appointed by the Santa Cruz Metropolitan Transit District.

(c) The appointing authority, for each regular member it appoints, and the board of supervisors for each of its members, may appoint an alternate member to serve in the place of the regular member when the regular member is absent or disqualified from participating in a meeting of the governing body.

SEC. 2. Section 67941 is added to the Government Code, to read:

67941. (a) The commission has the power of eminent domain and the power to preserve, acquire, construct, improve, and oversee multimodal transportation projects and services on rail rights-of-ways within Santa Cruz County in any manner that facilitates recreational, commuter, intercity, and intercounty travel. An action in eminent domain to acquire property or property interests within any incorporated city or within the unincorporated area of the county may not be commenced unless the governing body of the affected city or county has consented by resolution to the acquisition.

(b) The commission may contract for any services that accomplish its purposes.

SEC. 3. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because the only costs that may be incurred by a local agency or school district are the result of a program for which legislative authority was requested by that local agency or school district, within the meaning of Section 17556 of the Government Code and Section 6 of Article XIII B of the California Constitution.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 18, 2002

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDER APPROVAL OF 2002 FEDERAL LEGISLATIVE PROGRAM

I. RECOMMENDED ACTION

That the Board of Directors adopt the proposed METRO 2002 Federal Legislative Program attached to this staff report.

II. SUMMARY OF ISSUES

- Elected officials at the federal level continue to support the goals established by the METRO Board of Directors when the Legislative Program is presented to them early in the legislative process.
- In 2002, the second session of the 107th Congress will appropriate transit funds for federal FY 2003. This will be the final appropriation provided for in the Transportation Equity Act of the 21st Century (TEA-21).
- In order to maximize formula funds received by METRO, staff recommends that we advocate for funding of the federal FY 2003 Transportation Appropriations Bill at the full authorized level provided for under TEA-21.
- In prior years, there have been numerous efforts to limit funding for public transit service in California. Staff recommends that METRO representatives again oppose any action which singles out specific states for lower transit funding levels.
- As costs related to federally-mandated complimentary Paratransit will continue to rise, staff recommends that METRO advocate for funding at the federal level to assist in offsetting these expenses.
- Proposals for the reauthorization of TEA-21 will be finalized in 2002. Staff recommends that METRO advocate for the inclusion of a \$35 million Incentive Tier Program in the under 200,000 population Urbanized Area Formula Program.
- Many of the transit-intensive systems in the under 200,000 population Urbanized Areas have aging fleets, which need replacing. Additionally, there are some small systems in the Urbanized Areas of population 200,000 – 1 million which also have bus replacement needs which exceed the ability of the Formula Program to address. Staff recommends that METRO advocate for the inclusion of a \$100 million per year Bus Fleet Modernization Program directed at areas below 1 million in population in the next authorization bill.

- Transit financing needs will continue to increase in future years. Staff recommends that METRO advocate for the transit program funding levels to increase from the projected \$7.2 billion authorized level in 2003 to \$14.2 billion in 2009.

III. DISCUSSION

In 2002, Congress will appropriate funds for federal FY 2003. This will be the final appropriation under the Transportation Equity Act of the 21st Century (TEA-21). The federal formula funds that METRO receives to offset operating and capital expenses are derived from the annual Appropriations Bill. Therefore, it is important that Congress appropriate at the fully authorized levels. In the first four years of TEA-21, Congress has not appropriated above guaranteed funding levels.

In prior years, the transportation appropriations process has resulted in proposals being developed which would limit funding for California transit systems. In past years, the proposals to limit transit funding have been generated by Senator Richard Shelby (R-Alabama) who was Chair of the Senate Transportation Appropriations Sub-Committee. With the change in majorities in the senate, the new Sub-Committee Chair is Senator Patty Murray (D-Washington). It is therefore less likely that Senator Shelby will be in a position to submit a new proposal which would limit California transit funding. However, staff continues to recommend that the 2002 Legislative Program include a provision that METRO vigorously resist efforts to single out specific states for lower transit funding.

While the recertification program and the recently completed Comprehensive Operational and Financial Audit has stabilized the growth in ADA Paratransit costs, it is likely that these costs will increase in future years. Staff recommends that METRO advocate for federal capital and operating funds to assist in supporting future costs of the ADA-mandated complimentary Paratransit.

TEA-21 required (section 3303) the completion of a study for smaller transit-intensive communities to determine if the current Formula Program was adequate to meet the needs of these communities. The report issued, pursuant to section 3303, identified the need to include a service factor in the formula for these communities. The report found that systems, like Santa Cruz, performed at levels higher than systems in communities of 200,000 – 1 million in population. Staff recommends the inclusion of a service/performance based incentive tier in the next authorization bill. Staff further recommends that METRO representatives work collaboratively with the American Public Transportation Association and the other transit-intensive communities to promote the development of the incentive tier provision. Staff proposes that the incentive tier be initially funded at \$35 million annually and that the program grow in future years at the same rate as the rest of the programs contained in the new authorization bill.

In small and medium sized communities, the formula capital program does not provide sufficient funding to keep pace with bus replacement needs. This has resulted in many communities having fleets that far exceed the identified Federal Transit Administration criteria. In order to address this need, staff recommends that METRO advocate for the inclusion of a \$100 million annual Bus Fleet Modernization Program in the new authorization bill.

In order to accommodate the inclusion of new funding initiatives in the Federal Transit Program, it will be necessary for authorized levels to rise in the new bill. Therefore, staff recommends that METRO advocate for an increase in funding levels from the \$7.2 billion projected for 2003 to \$14.2 billion in 2009.

In order to effectively advocate for the goal contained in the proposed 2002 Federal Legislative Program, it will take the efforts of members of the Board of Directors, staff, other community leaders and citizens to communicate our needs to our members of Congress. METRO will continue to use the services of Chaney & Associates in Washington, DC as our legislative advocates.

IV. FINANCIAL CONSIDERATIONS

Funding necessary for travel to Washington, DC and other APTA Legislative Committee meetings is included in the 2001/2002 METRO operating budget. Additionally, funds necessary to support the services of Chaney & Associates are included in the METRO budget.

V. ATTACHMENTS

Attachment A: Proposed Santa Cruz Metropolitan Transit District 2002 Federal Legislative Program

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
2002 FEDERAL LEGISLATIVE PROGRAM**

Federal Goals:

1. Support the full funding of the Transportation Equity Act of the 21st Century (TEA-21) and protection of TEA-21 guaranteed funding levels..
2. Resist efforts to single out specific states for lower transit funding levels.
3. Support efforts to obtain funding for operating and capital costs to meet the increasing service requirements of ADA Paratransit.
4. Advocate for the inclusion of service and equity factors in the Federal Transit Formula Program in the Reauthorization of TEA-21. Request that an Incentive Tier be added to the Formula Program for urbanized areas under 200,000 in population. Advocate for the Incentive Tier to be funded at \$35 million in FY2004 and increased by 4% each year of the Authorization Bill.
5. Advocate for the inclusion of a Bus Fleet Modernization Program in the Reauthorization of TEA-21. Support the funding of the Fleet Modernization Program at \$100 million annually.
6. Advocate for increasing the funding levels of the Federal Transit Program from \$7.2 billion in 2003 to \$14.2 billion in 2009.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 11, 2002

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: 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

I. RECOMMENDED ACTION

Authorize the General Manager to execute an Amendment to the Lease Agreement between Santa Cruz Metropolitan Transit District and Frederico Chavez and Rafael Chavez dba Truck Drivers Institute to allow the District to have exclusive use of premises at specified times for the purpose of training new bus operators

II. SUMMARY OF ISSUES

- On March 6, 1997 the Transit District leased to the Truck Drivers Institute, the back paved parking lot portion of the property known as 25 Sakata Lane, Watsonville, California, which is situated adjacent to the MOF building, to be utilized only for truck driving school and parking.
- This lease was for a month-to-month tenancy, providing that either party can terminate it by providing the other party a 30 day written notice of termination.

III. DISCUSSION

The Transit District has a need to occupy the premises at 25 Sakata Lane for the purposes of training new bus operators, everyday between January 22, 2002 and March 30, 2002. The whole yard will need to be occupied for training every Saturday during this period. The back part of the yard will need to be occupied every other day of the week (Sunday through Friday) during this period.

Accordingly, an Amendment to Lease Agreement has been drafted and is attached for review to incorporate the use of 25 Sakata Lane for such purposes.

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A: Santa Cruz Metropolitan Transit District Second Amendment to Lease Agreement

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT SECOND AMENDMENT TO LEASE AGREEMENT

THIS SECOND AMENDMENT TO LEASE AGREEMENT is made effective January 22, 2002, terminating on March 30, 2002, between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California, hereinafter called "Lessor", and FREDERICO G. CHAVEZ and RAFAEL G. CHAVEZ dba Truck Drivers Institute, hereinafter called "Lessee" who agree as follows:

I. RECITALS

- 1.1 On March 6, 1997 Lessor leased to Lessee the back paved parking lot (hereinafter leased premises) portion of the property known as 25 Sakata Lane, Watsonville, California, which is situated adjacent to the MOF building as outlined in Exhibit A, attached hereto and hereby incorporated as part of this Agreement.
- 1.2 This Lease was for a month-to-month tenancy beginning on March 6, 1997. Either party can terminate this lease by providing the other party with a 30-day written notice of termination.
- 1.3 The purpose of this Second Amendment is to amend and add language to Articles 5 and 15 to include the following:

Article 5 is amended to read:

Use:

- g) Lessor shall have exclusive use of the back portion of the paved parking area of the leased premises, as identified in the map of the premises which is attached hereto and incorporated herein by reference, Sundays through Fridays, beginning at Midnight on January 21, 2002 until Midnight March 30, 2002. Lessor shall also have exclusive use of the entire yard, including the leased premises, beginning at 6:00 a.m. and ending at midnight, each and every Saturday during this period. Lessee's vehicles shall be parked in such a way as to not interfere with Lessor's use of the premises during these times.**
- h) Lessee has permission to use the dirt area adjacent to the paved parking lot for use during the times specified in paragraph g) above. In using the dirt area, Lessee shall take any and all necessary precautions to prevent the breakout of fires, including but not limited to containing spills by installing drip pans under all equipment, cutting and eradicating weeds and growth from the area and installing operable fire extinguishers.**

- i) **Lessor retains exclusive use of all other areas on the property including the other paved parking lot areas. Lessor will be using the steam cleaning area.**

Article 15 is amended to read:

Notice:

Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party or any other person shall be in writing and either served personally by depositing the same in the United States Postal Service, registered or certified mail, return receipt requested with the postage prepaid, addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address by compliance with this section. Notice shall be deemed communicated within forty-eight (48) hours from the time of mailing.

LESSOR:

Santa Cruz Metropolitan Transit District
370 Encinal, Suite 100
Santa Cruz, CA 95060
ATTN: Secretary/General Manager

LESSEE:

Truck Driver Institute
1150 Main Street, Suite 8
Watsonville, CA 95076

II. REMAINING TERMS AND CONDITIONS.

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

III. AUTHORITY

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

IN WITNESS THEREOF, this Second Amendment to the Agreement is executed by the Lessor and the Lessee and both have affixed his/her signature the day and year first hereinabove written.

LESSEE:
TRUCK DRIVE INSTITUTE:

BY: _____
Frederico G. Chavez

DATE: _____

BY: _____
Rafael G. Chavez

DATE: _____

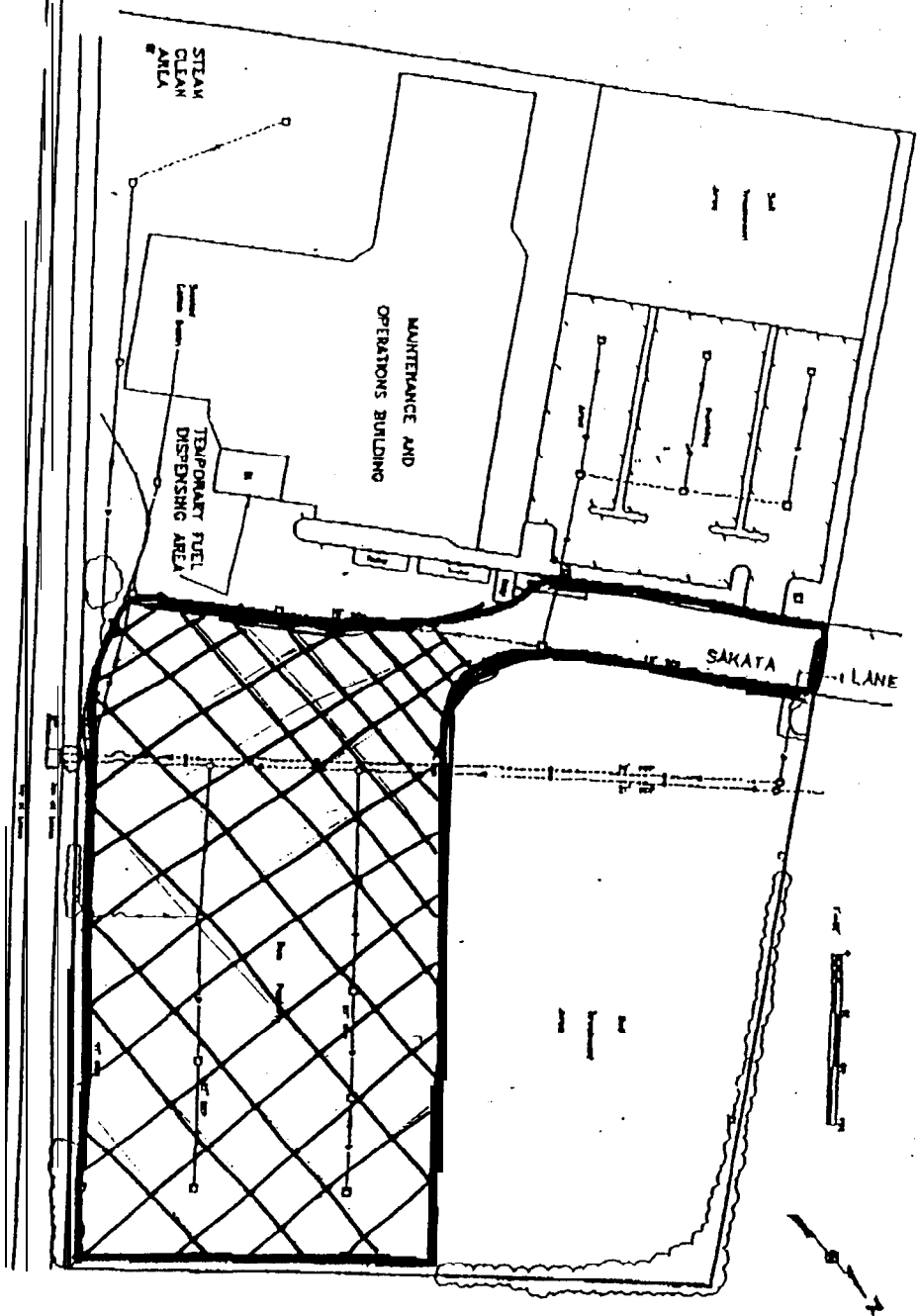
LESSOR:
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT:

BY: _____
Les White
General Manager

DATE: _____

Approved as to form:

BY: _____
Margaret Gallagher
District Counsel



LEGEND:

- STORM DRAIN LINE & DIRECTION OF FLOW
- CATCH BASIN
- SUMP

EXHIBIT A

EXHIBIT A TO ATTACHMENT A

Kennedy/Leont Consultants
 Sierra C Metropolitan Transit District
 20700 Main Street
 25 Sakata Lane
 Vallejo, California
 Site Map

K/J BZ0294
 December 1992
 Figure 2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: January 11, 2002
TO: Board of Directors
FROM: Margaret Gallagher, District Counsel
SUBJECT: CONSIDER ADOPTING THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S AMENDED RECORDS RETENTION SCHEDULE

I. RECOMMENDED ACTION

Adopt the attached Resolution which sets forth the Amended Records Retention Schedule.

II. SUMMARY OF ISSUES

- Authority for the disposition of District records rests with the Board.
- A consistent approach to the management and disposition of records is necessary, for the good of the Transit District.

III. DISCUSSION

The Public Utilities Code vests authority with the Board of Directors to determine if and when a record, map, book or paper in the possession of the District or any officer or employee thereof is of no further value to the District. When a District record is of no further value the Board may authorize its sale, destruction or other disposition. In August 1998, the Board of Directors adopted the District's first Records Retention Schedule. Since that time managers have determined that additional records should be added to the schedule. Additionally, the District has begun video recording the Board meetings. All changes to the Records Retention Schedule are in bold type. Through adoption of the attached Resolution, District records will be managed in a consistent manner.

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Resolution Adopting an Amended Records Retention Schedule for the Santa Cruz Metropolitan Transit District

Attachment B: Amended Records Retention Schedule

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

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

**RESOLUTION ADOPTING AN
AMENDED RECORDS RETENTION SCHEDULE
FOR THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

WHEREAS, the Santa Cruz Metropolitan Transit District implemented a Records Retention Schedule on August 21, 1998.

WHEREAS, through adoption of a Records Retention Schedule, District records are managed in a consistent manner; and

WHEREAS, the Public Utilities Code vests authority with the Board of Directors to determine if and when a record, map, book or paper in the possession of the Santa Cruz Metropolitan Transit District is of no further value; and

WHEREAS, management staff has found it necessary to propose amendments to the Records Retention Schedule detailing the disposition of all records of the Santa Cruz Metropolitan Transit District considering relevant federal and state law.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby adopt the attached amended Records Retention Schedule and that such amended Records Retention Schedule shall become effective upon adoption of this resolution.

PASSED AND ADOPTED this _____ day of _____, 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: AR- 1019

Computer Title: Records Retention Schedule

Effective Date: August 21, 1998

Pages: 9

TITLE: Santa Cruz Metropolitan Transit District Records Retention Schedule

Procedure History

REVISION DATE	SUMMARY OF REVISION	APPROVED
August 21, 1998	Implementation of Policy	J. A.
September 17, 1999	Add Amendments to Schedule	
January 11, 2002	Add Amendments to Schedule	

I. POLICY

1.01 It is the policy of the Santa Cruz Metropolitan Transit District that records be retained in accordance with federal and state requirements and when it is in the best interest of the Santa Cruz Metropolitan Transit District to do so.

1.02 Attached is the Santa Cruz Metropolitan Transit District Records Retention Schedule which details the length of time each record series is to be maintained in department files; how long it is to be maintained in inactive status, if and when such record can be destroyed and the department which is the keeper of the official copy of the record.

1.03 In accordance with California State law, the Board of Directors is solely vested with the power and authority to authorize destruction of Santa Cruz Metropolitan Transit District records, maps, books or paper that is of no further value to the District.

II. APPLICABILITY

2.01 The Records Retention Schedule shall be followed by every Santa Cruz Metropolitan Transit District employee so that Santa Cruz Metropolitan Transit District will have a consistent policy and procedure for managing its records.

Santa Cruz Metropolitan Transit District Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
APPLICABLE TO ALL DEPARTMENTS:					
DEPARTMENT WORKING PAPERS & DRAFTS	ACT	NA	APPLICABLE GENERATING DEPT.	ACT	
E-MAIL MESSAGES ON SERVERS	WU	NA	APPLICABLE GENERATING DEPT.	WU	
PROJECT FILES	ACT+04	02	APPLICABLE GENERATING DEPT.	ACT+06	PA,GR
SUBJECT AND REFERENCE MATERIALS	ACT	NA	APPLICABLE GENERATING DEPT.	ACT	
EMPLOYEE FIELD FILE	ACT	02	APPLICABLE GENERATING DEPT.	ACT +02	
GENERAL (DEPARTMENT FILES)	03	02	APPLICABLE GENERATING DEPT.	05	
ADMINISTRATION RECORDS:					
BOARD OF DIRECTOR MEETING RECORDS (AGENDA, BOARD REPORTS, BOARD MINUTES)	02	IND	ADM	IND	V, PA
BOARD OF DIRECTOR MEETING TAPE RECORDINGS	ACT	01	ADM	ACT+01 MO	
CONFLICT OF INTEREST (BOARD/STAFF)	02	05	ADM	07	
CONTRACT COMPLIANCE FILE	ACT+04	02	ADM	ACT+06	GR
CONTRACTS/AGREEMENTS	ACT+04	IND	ADM	IND	V
CONTRACT PAYMENT/PERF ADMIN DOCUMENTS	ACT+04	IND	ADM	IND	
CONTRACTED SERVICE RECORDS	04	03	ADM	ACT + 07	
CONTRACTS – REAL PROPERTY IMPROVEMENTS	ACT+04	IND	ADM	IND	
CONTRACTOR INFO STATEMENT	ACT + 04	NA	ADM	ACT + 04	
COPYRIGHT/TRADEMARK PATENT RECORDS	ACT+01	IND	ADM	IND	
DBE CERTIFICATION RECORDS – APPROVED	ACT+02	04	ADM/PURCH	ACT+06	

Santa Cruz Metropolitan Transit District Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
ADMINISTRATION RECORDS (CONT.):					
DBE CERTIFICATION RECORDS - DENIED	02	01	ADM/PURCH	03	
DISTRICT-WIDE REGULATIONS	ACT	IND	ADM	IND	
GENERAL SVCS (MAIL/ SUPPLIES/ GRAPHICS)	03	NA	ADM	03	
GRANT MANAGEMENT FILES	ACT+01	02	ADM (Grants)	ACT+03	GR
GRANT RECORDS (GRANT-FUNDED PROJECTS)	ACT+01	02	ADM (Grants)	ACT+03	GR
INTERNAL AUDITS	03	IND	ADM	IND	
INVESTIGATION FILES (INSPECTOR GENERAL)	ACT+02	IND	ADM	IND	
JOINT DEVELOPMENT PROJECT FILES	ACT+01	IND	ADM	IND	
LEASE FILES (INCLUDES PROPERTY MGMT.)	ACT+01	05	ADM	ACT+06	
LEGAL COMPLIANCE DOCS (FTA)	06	IND	ADM (GRANTS)	IND	
PROPERTY ACQUISITION (APPRAISAL)	ACT+01	IND	ADM	IND	
PROTEST FILE (CONTRACTS)	ACT+01	02	ADM	ACT+03	GR
PURCHASING (IFB/RFP/SUCCESS BIDS & PROPS)	03	IND	ADM/PURCH	IND	
PUBLIC AFFAIRS (PRESS RELEASES, PHOTOS)	05	IND	ADM	IND	
PURCHASING (UNSUCCESSFUL BIDS & PROPOSALS)	03	NA	ADM/PURCH	03	GR
PURCHASE ORDERS (REGULAR/YEARLY)	03	03	ADM/PURCH	06	GR
PUBLIC MEETING FILES	01	IND	ADM	IND	PA,GR
PUBLIC COMMENT LETTERS	01	IND	ADM	IND	PA,GR
REAL ESTATE GENERAL FILES	ACT+01	IND	ADM	IND	
TAPE RECORDINGS (IF BOARD OR COMMITTEE MEETING IS RECORDED)	60 DAYS	0	ADM	60 DAYS	
VEHICLE REHAB & PURCHASE	ACT + 04	02	ADM	ACT + 04	
VIDEO RECORDINGS	02	0	ADM	02	NEW (01/11/02)
WARRANTIES	ACT	IND	ADM	IND	

Santa Cruz Metropolitan Transit District
Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
FACILITY MAINTENANCE RECORDS:					
AIR COMPRESSOR CERTIFICATION	05	01	FAC /FLEET	LOS + 01	
BUILDING BLUEPRINTS AS BUILTS	ACT	01	FAC.	ACT +01	GR
BUILDING SPECS	ACT	01	FAC.	ACT +01	GR
BUILDING WARRANTIES	ACT	01	FAC.	ACT +01	GR
BUS STOP BLUEPRINTS AS BUILTS	ACT	01	FAC.	Act +01	GR
CONSTRUCTION/ENCROACHMENT PERMITS/RIDERS	ACT + 01	LOS + 10	FAC	LOS + 10	LOS
EMPLOYEE MEDICAL RECORDS – HAZARD EXPOSURE	ACT	IND	FAC	IND	
ENVIRON/ TESTING/ EXPOSURE/ MONITORING REPORT	01	29	FAC	30	
EQUIPMENT WARRANTIES	ACT	01	FAC.	LOS	GR
HAZCOM TRAINING RECORDS	IND	IND	FAC.	IND	
HAZARDOUS MAT. CHEM INV. FORMS (HCS-88)	ACT	IND	FAC	IND	
HAZARDOUS WASTE MANIFEST FORMS	03	IND	FAC	IND	
MATERIAL SAFETY DATA SHEETS	ACT	IND	FAC	IND	
NOISE EXPOSURE/AUDIOMETRIC TESTING	02	IND	FAC	IND	
RELEASE REPORT	03	01	FAC	04	
UNDERGROUND STORAGE TANK PERMITS	ACT +01	LOS +01	FAC	IND	
FINANCE RECORDS:					
ACCOUNTING GEN (CONTROL/INPUT)	03	08	FINANCE	11	
ACCTS PAYABLE & RECEIV VOUCHERS/ INVOICES	02	06	FINANCE	08	GR
ACCT INFORMATION RPTS	02	08	FINANCE	10	
ACCT JOURNAL/ LEDGERS	02	08	FINANCE	10	V
ACCRUAL ADJUSTMENT REPORTS	01	01	FINANCE	02	
ADMIN COMP TIME, FLOATING HOLIDAY BALANCE REPORT	02	04	FINANCE	06	

Santa Cruz Metropolitan Transit District
Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
FINANCE RECORDS (CONT.):					
ANNUAL LEAVE, SICK LEAVE, PERSONAL LEAVE BALANCE REPORT ATTENDANCE REGISTER	02	04	FINANCE	06	
ATTRIBUTABLE INCOME REPORTS	01	01	FINANCE	02	
BAD DEBTS/UNCOLLECTABLE ACCT RECORDS	ACT+03	03	FINANCE	ACT+06	
BANK STATEMENTS	02	04	FINANCE	06	
BANKING (DEPOSITS/CANCELLED CHECKS)	02	04	FINANCE	06	
BOND/DEBENTURE/INVESTMENT RECORDS	ACT+03	IND	FINANCE	IND	V
BUDGET (ANNUAL)	ACT+01	IND	FINANCE	IND	PA
BUDGET (ANNUAL) SUPPORT DOCUMENTS	ACT +02	NA	FINANCE	ACT +02	
CASH RECEIPT LEDGER	02	04	FINANCE	06	
DEED OF TRUST	IND	NA	FINANCE	IND	LOS
DEDUCTIONS LIST FICHE	ACT	IND	FINANCE	ACT	
DEDUCTIONS MASTER LOG FILE SUMMARY	01	01	FINANCE	02	
EARNINGS HISTORY FICHE	ACT	IND	FINANCE	IND	
EARNINGS LIST FICHE	ACT	IND	FINANCE	IND	
EMPLOYEE MASTER LOG FILE SUMMARY	01	01	FINANCE	02	
EMPLOYEE PAYROLL DATA (ON MICROFICHE)	ACT	IND	FINANCE	IND	
EMPLOYEE PAYROLL FILE	ACT+01	IND	FINANCE	IND	
ASSETS RECONCILIATION TO PHYSICAL COUNT (was Equipment/Property Inventories/Logs)	ACT	03	FINANCE	ACT +03	GR
FIXED ASSET INVENTORY LISTING (was Fixed Asset Logs)	ACT	03	FINANCE	ACT +03	GR
FINANCE GENERAL	03	NA	FINANCE	03	
FINANCIAL AUDITS (EXTERNAL)	10	IND	FINANCE	IND	V
FINANCIAL STATEMENTS (ANNUAL)	10	IND	FINANCE	IND	V
HEALTH DEDUCTIONS RECORDS	01	01	FINANCE	02	

Santa Cruz Metropolitan Transit District Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
FINANCE RECORDS (CONT.):					
HOURS ACCUMULATOR REPORT	01	01	FINANCE	02	
INSURANCE (POLICIES/AMENDMENTS)	ACT+01	IND	FINANCE	IND	V
ITT HARTFORD SUPPLEMENTAL LIFE DEDUCTIONS RECORDS	01	01	FINANCE	02	
LOBBYIST REPORTS (QUARTERLY)	02	05	FINANCE	07	
MASTER FILE FICHE	ACT	IND	FINANCE	IND	
METRO HOURS REPORT	01	03	FINANCE	04	
NOTICE - PAY RATE FOR BUS OPERATORS	01	01	FINANCE	02	
NOTICE - PAY RATE FOR MANAGEMENT	01	01	FINANCE	02	
NOTICE - PAY RATE FOR PSA	01	01	FINANCE	02	
NOTICE - PAY RATE FOR SEA	01	01	FINANCE	02	
NOTICE - PAY RATE FOR VMU	01	01	FINANCE	02	
PAYROLL ADJUSTMENTS REPORTS	01	01	FINANCE	02	
PAYROLL RECORDS - DUBOIS	ACT	IND	FINANCE	IND	
PAYROLL REGISTER	02	04	FINANCE	06	
PENSION SUMMARY INFORMATION	ACT	IND	FINANCE	IND	
PERS FILES INCLUDING VARIOUS MEMBER STATEMENT DATA	02	NA	FINANCE	02	
PSA UNION DUES NOTICES	01	01	FINANCE	02	
SALES TAX ALLOCATION (ON MICROFICHE)	03	IND	FINANCE	IND	
SEA UNION DUES NOTICES	01	01	FINANCE	02	
SEIU LOCAL 415 COPE DEDUCTIONS	01	01	FINANCE	02	
SIGNATURE LOG FOR PAY WARRANTS	01	01	FINANCE	02	
STATE DISABILITY INSURANCE RECORDS	01	01	FINANCE	02	
STATUS CHANGE REPORTS	01	NA	FINANCE	01	
TIME BANK RECORDS	ACT	IND	FINANCE	ACT	
TIME SHEETS	02	IND	FINANCE	IND	GR

Santa Cruz Metropolitan Transit District
Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
FINANCE RECORDS (CONT.):					
TRUST WARRANT CLAIMS	01	01	FINANCE	02	
UTU LOCAL 23 BILL BACKS RECORDS	01	01	FINANCE	02	
UTU LOCAL 23 CORRESPONDENCE	ACT	01	FINANCE	ACT+01	
UTU LOCAL 23 INSURANCE NOTICES	01	01	FINANCE	02	
UTU LOCAL 23 TPEL NOTICES	01	01	FINANCE	02	
UTU LOCAL 23 UNION DUES NOTICES	01	01	FINANCE	02	
VEHICLE TITLES	IND	NA	FINANCE	IND	LOV
VMU UNION DUES NOTICES	01	01	FINANCE	02	
WIRE TRANSFER BOOKS	02	02	FINANCE	04	V
FLEET MAINTENANCE RECORDS:					
AIR COMPRESSOR CERTIFICATION	05	01	FLEET/FAC	01	
BLUE FUEL CARDS	03 MO	10 MO	FLEET	01 YR/01 MO	
DAILY FUEL/SERVICING	03 MO	10 MO	FLEET	01YR/ 01 MO	
DAILY SHIFT ATTENDANCE RECORD (DSAR'S) ORIGINALS IN FLEET	01 MO	01	FLEET	01	
DRIVER'S LICENSE PULL NOTICE & DMV RECORDS	ACT+01	01	OPS, FLEET	01	
DRIVER VEHICLE CHECK SHEET ORIGINALS	03 MO	NA	FLEET	03 MO	
EMPLOYEE ATTENDANCE RECORDS ORIGINALS IN FLEET MAINT.	01	07	FLEET	07	
FLEET MAINTENANCE PLAN ONLY	05	IND	FLEET	05	
INSPECTION FORMS (A-E) ORIGINALS	03 MO	02	FLEET	02	
INVENTORY COUNTS	01	07	FLEET	07	
INVENTORY VALUATIONS (MO END/YR END)	01	07	FLEET	07	
LICENSES/PERMITS (VEHICLES)	ACT	03	FLEET	ACT+03	

Santa Cruz Metropolitan Transit District Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
FLEET MAINTENANCE RECORDS (CONT.):					
MONTH END REPORTS	01	07	FLEET	ACT + 07	
REQUESTS FOR TIME OFF (RTO'S)	03 MO	01	FLEET	01	
VEHICLE HISTORIES	ACT	05	FLEET	ACT +0 5	
VEHICLE OPACITY READINGS	01	01	FLEET	02	NEW 01-11-02
VEHICLE REGISTRATION	ACT	ACT	FLEET	ACT	
VEHICLE WARRANTIES IN VEHICLE FILES	ACT	05	FLEET	ACT + 05	
WORK ORDERS	03 MO	10 MO	FLEET	ACT + 13 MO ¹	DISCARDED
HUMAN RESOURCES RECORDS:					
BENEFITS/INSURANCE PLANS	ACT	10	HR	ACT+10	V
COMPLAINT FILES EEOC/DFEH	ACT	05	HR	ACT+05	
DISCIPLINARY APPEALS/GRIEVANCES (LEVELS 1 AND 2; ARBITRATION)	ACT	04	HR	ACT +0 4	
DRUG & ALCOHOL COLLECTION & TRAINING RECORDS	02	01	HR	03	
DRUG & ALCOHOL POSITIVE TEST RESULTS	02	03	HR	05	V
DRUG & ALCOHOL NEGATIVE TEST RESULTS	01	01	HR	02	V
EEO/AA PLAN	ACT	05	HR	ACT +0 5	
EMPLOYEE ACCIDENT/INJURY (W/C)	ACT	05	HR	ACT+05	
EMPLOYEE BENEFIT FILE	ACT	10	HR	ACT + 10	
EMPLOYEE FILE	ACT	10	HR	ACT + 10	
EMPLOYEE SELECTION LISTS	03	07	HR	10	
I-9 FORMS	ACT	03	HR	ACT +0 3	
JOB FLYERS	02	02	HR	04	
LABOR CONTRACTS	ACT	IND	HR	IND	V
LABOR NEGOTIATION FILES	ACT+03	IND	HR	IND	
OSHA 200 LOG & SUMMARY	06	NA	HR	06	

¹ **We have always discarded after 13 months.**

Santa Cruz Metropolitan Transit District
Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
HUMAN RESOURCES RECORDS (CONT.):					
SALARY SCHEDULE RECORDS	03	03	HR	06	
TRAINING/EMPLOYEE DEVELOPMENT FILES	ACT	03	HR	ACT+03	
LEGAL RECORDS:					
CLAIM/LITIGATION CASE FILES	ACT+01	09	LEGAL	ACT+10	
COLLECTION FILES	ACT	05	LEGAL	ACT +0 5	
COURT ORDER/AGENCY COMPLIANCE DOCUMENTS	ACT	09	LEGAL	ACT+10	
LEGAL OPINIONS	IND	IND	LEGAL	IND	
LEGAL SERVICE COPIES (SUBPOENAS; DECLARATIONS; RECORDS REQUESTS)	ACT + 01	NA	LEGAL	ACT +0 1	
RECORDS RETENTION SCHEDULE	ACT	IND	LEGAL	IND	
MIS RECORDS:					
EMAIL MESSAGES ON SERVERS	01 MO	NA	MIS	01 MO	
OPERATIONS RECORDS:					
DRIVER'S LICENSE & VTT TRAINING RECORDS	ACT	NA	OPS	IND	
OPERATORS DAILY TIME RECORDS & PAYROLL	01	05	OPS	06	
OPERATIONS CONTROL CENTER TAPES	01	NA	OPS	01	
OPERATIONS EQUIPMENT DAMAGE RPT.	01	06	OPS	06	
OPERATIONS SCHEDULING RECORDS	02	05	OPS	10	
OPERATIONS PULLOUT SHEETS	01 MO	05	OPS	10	
OPS CTRL CTR DIV TELEPHONE TAPES	03	IND	OPS	IND	
OPS NEWSLETTERS/OPS STAFF MEMOS	03	IND	OPS	IND	
OPERATIONS SAFETY & TRAINING RECORDS	05	NA	OPS	05	
VEHICLE ACCIDENT/INCIDENT REPORTS	01 MO	10	OPS	10	

Santa Cruz Metropolitan Transit District
Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
PLANNING & MARKETING RECORDS:					
ENGINEERING/CONSTRUCTION TECH DOCUMENTS	ACT+03	LOS+10	PLAN & MKT	LOS+10	To be stored on CD or zip disk
HEADWAYS	ACT+01	IND	PLAN & MKT	IND	To be stored on CD or zip disk
MARKETING ACTIVITY RECORDS	03	NA	PLAN & MKT	03	GR - To be stored on CD or zip disk
OPERATIONS PLANNING LINE FILES	ACT	03	PLAN & MKT	ACT+03	To be stored on CD or zip disk
PASS SELLERS RECORDS	01	02	PLAN & MKT	03	To be stored on CD or zip disk
PLANNING/FORECASTING (5-YR/30-YR.)	ACT+01	IND	PLAN & MKT	IND	PA - To be stored on CD or zip disk
SRTP	IND	IND	PLAN & MKT	IND	PA - To be stored on CD or zip disk

Santa Cruz Metropolitan Transit District Records Retention Schedule

<u>CODES:</u>	<u>DEFINITIONS:</u>
ACT =	WHILE ACTIVE (INCLUDES "VEHICLE LIFE")
ADM =	ADMINISTRATION DEPARTMENT
DEPT =	DEPARTMENT
FAC =	FACILITIES MAINTENANCE DEPARTMENT
FINANCE =	FINANCE DEPARTMENT
FLEET =	FLEET MAINTENANCE DEPARTMENT
GR =	IF GRANT-FUNDED (KEEP FOR 3 YEARS AFTER CLOSE OF GRANT)
HR =	HUMAN RESOURCES DEPARTMENT
IND =	INDEFINITE
LEGAL =	LEGAL DEPARTMENT
LOS =	LIFE OF SYSTEM
LOV =	LIFE OF VEHICLE
MIS =	MANAGEMENT INFORMATION SYSTEMS DEPARTMENT
MO =	MONTH
NA =	NOT APPLICABLE
OPS =	OPERATIONS DEPARTMENT
PA =	POTENTIALLY ARCHIVAL
PLAN & MKT =	PLANNING AND MARKETING DEPARTMENT
PURCH =	PURCHASING
UC =	UPON COMPLETION
V =	VITAL RECORD
WC =	WHEN CREATED
WU =	WHEN USEFUL
YRS =	YEARS

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: January 11, 2002

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF MODIFICATIONS TO THE PROPOSED MEMORANDUM OF UNDERSTANDING (MOU) 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)

I. RECOMMENDED ACTION

Modify the MOU to include an indemnification clause in favor of the City of Santa Cruz.

II. SUMMARY OF ISSUES

- The City of Santa Cruz has informed the Transit District that it prefers to have mutual indemnification clauses included in the MOU.

III. DISCUSSION

Ceil Cirillo, the Project Manager for the Project informed the District staff that the City of Santa Cruz has concerns regarding the indemnification clause currently in the MOU. The City wants either the indemnification clause, which favors the Santa Cruz Metro deleted, or mutual indemnification clauses to be included in the agreement.

IV. FINANCIAL CONSIDERATIONS

The MOU will cost Santa Cruz Metro a maximum of \$60,000.00 annually.

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 11, 2002

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF APPROVAL OF LEASE FOR WATSONVILLE TRANSIT CENTER KIOSK #6 FOR FLOR BELLA

I. RECOMMENDED ACTION

Authorize the General Manager to execute a one-year lease for the Watsonville Transit Center Kiosk #6 by Eulalio Abrego dba Flor Bella with options to extend the Lease for four, one-year lease terms.

II. SUMMARY OF ISSUES

- Flor Bella's lease term commenced on November 1, 2000 and terminated on October 31, 2001. Since that time, Mr. Abrego has been leasing the kiosk on a month-to-month basis.
- The kiosk space was advertised for several weeks in December in the local papers. The only response to the advertisement has been Mr. Abrego's application.
- Mr. Abrego wishes to begin a new lease beginning February 1, 2002 for a one-year initial period, with an option to renew the lease for four additional one-year periods under the same terms and conditions, except for an annual rent adjustment.

III. DISCUSSION

Eulalio Abrego has been leasing Kiosk space at the Watsonville Transit Center since November 1, 2000. The current lease expired on October 31, 2001. Currently, he is leasing the space on a month-to-month basis.

The space was advertised to the public during the month of December with a deadline for response of December 13, 2001. Mr. Abrego was the only individual that responded to the advertisement. He filled out a new tenant application and is interested in beginning a new lease.

Mr. Abrego wishes to continue leasing kiosk #6 to operate a children's clothing store. He would also continue to sell miscellaneous clothing accessories for children and women. Mr. Abrego's business is still new and it is recommended that the initial period of the lease be limited to one year, but allow him an option to renew the lease for four additional one-year periods under the same terms and conditions, except for an annual rent adjustment. It is also recommended that the rent continue to be at a rate of \$300 per

month for the first year of the lease. This will enable Mr. Abrego to attempt to grow his business.

Mr. Abrego has always paid his rent timely and has never been in arrears for any monthly rent or utilities billed by the Transit District.

IV. FINANCIAL CONSIDERATIONS

The yearly rent for the Flor Bella would be \$3,600.00.

V. ATTACHMENTS

None