

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA
JANUARY 25, 2008 (Fourth Friday of Each Month)

****SANTA CRUZ CITY COUNCIL CHAMBERS****

809 CENTER STREET

SANTA CRUZ, CALIFORNIA

9:00 a.m. – 12:00 p.m.

THE BOARD AGENDA PACKET CAN BE FOUND ONLINE AT WWW.SCMTD.COM

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

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

1. a. ROLL CALL
- b. CONSIDERATION OF:
 - 1) ~~NOMINATION~~ **ELECTION** OF DIRECTORS TO SERVE AS BOARD OFFICERS,
 - 2) ~~NOMINATIONS~~ **ELECTION** FOR APPOINTMENTS TO THE HIGHWAY 1 CONSTRUCTION AUTHORITY,
 - 3) ~~NOMINATIONS~~ **ELECTION** FOR APPOINTMENTS TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR 2008Presented by: Les White, General Manager
2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS
 - a. Seacliff Drive Residents Re: Routes 54 & 55 Vehicle Size / Weight
 - b. Shaw / Yoder Re: Proposed State Budget
 - c. Seacliff Drive Residents Re: Routes 54 & 55 Vehicle Size / Weight
3. LABOR ORGANIZATION COMMUNICATIONS
4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

- 5-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF DECEMBER 2007
- 5-2. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR OCTOBER AND NOVEMBER 2007

- 5-3. CONSIDERATION OF TORT CLAIMS:
DENY THE CLAIM OF FELICIA PALMER, CLAIM #07-0042;
DENY THE CLAIM OF KEVIN BELL, CLAIM #08-0001;
DENY THE CLAIM OF JUDITH BOES, CLAIM #07-0045
- 5-4. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR JANUARY 16, 2008 AND MINUTES OF NOVEMBER 28, 2007
- 5-5. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF OCTOBER 2007 **(SUPPLEMENTAL REPORT INCLUDED)**
- 5-6. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH STEVE'S UNION FOR PARACRUZ VEHICLE FUELING SERVICES AND TO EXECUTE A CONTRACT RENEWAL WITH CRUZ CAR WASH FOR PARACRUZ VEHICLE WASHING SERVICES
- 5-7. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH SUE CLARKE FOR AUDITING OF THE TALKING BUSES EXTERNAL ANNOUNCEMENTS AT THE WATSONVILLE TRANSIT CENTER AND THE BART CAVALLARO TRANSIT CENTER
- 5-8. ACCEPT AND FILE METROBASE PROJECT STATUS REPORT
- 5-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR SEPTEMBER 2007
- 5-10. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A NEW ONE-YEAR LEASE FOR WATSONVILLE TRANSIT CENTER KIOSK #6 FOR THE CURRENT TENANT
- 5-11. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR THE MONTH OF NOVEMBER 2007
- 5-12. APPROVE REGULAR BOARD MEETING MINUTES OF OCTOBER 12 & 26, NOVEMBER 9 & 16, AND DECEMBER 14 & 21, 2007 AND SPECIAL MINUTES OF OCTOBER 19 & 26, 2007
- 5-13. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH DIXON & SON TIRES, INC. FOR THE PURCHASE OF REVENUE AND NON-REVENUE TIRES
- 5-14. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH SEDGWICK CMS FOR THE THIRD PARTY ADMINISTRATION OF WORKER'S COMPENSATION CLAIMS
- 5-15. ACCEPT AND FILE CALL STOP AUDIT REPORT FOR THE PERIOD OF OCTOBER, NOVEMBER & DECEMBER 2007

- 5-16. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE DECEMBER 2007 MEETING(S)
- 5-17. CONSIDERATION OF AUTHORIZING GENERAL MANAGER TO EXECUTE A CONTRACT FOR THE PURCHASE OF ONE HYBRID SEDAN AND ONE BI-FUEL PASSENGER VAN
- 5-18. CONSIDERATION OF APPROVAL OF TITLE CHANGES TO THE CLASS SPECIFICATIONS OF BASE SUPERINTENDENT, PARATRANSIT ADMINISTRATOR AND PARATRANSIT SUPERINTENDENT
- 5-19. ACCEPT AND FILE NOVEMBER 2007 RIDERSHIP REPORT

REGULAR AGENDA

- 6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS: None
- 7. **PUBLIC HEARING** REGARDING THE YIELD TO BUS PROGRAM, AND CONSIDERATION OF ADOPTION OF A RESOLUTION AUTHORIZING THE REINSTATEMENT OF THE YIELD TO BUS PROGRAM EFFECTIVE FEBRUARY 1, 2008
Presented By: Leslie R. White, General Manager
PUBLIC HEARING WILL TAKE PLACE AT 9:00 A.M.
- 8. CONSIDERATION OF RESOLUTION REVISING FY 08 OPERATING BUDGET
Presented By: Angela Aitken, Finance Manager
- 9. CONSIDERATION OF APPROVAL OF A RESOLUTION AUTHORIZING THE PURCHASE OF PROPERTY LOCATED AT 1211 RIVER STREET, SANTA CRUZ, CALIFORNIA FOR THE AMOUNT OF \$775,000 PLUS FEES AND AUTHORIZING THE GENERAL MANAGER TO EXECUTE DOCUMENTS NECESSARY TO CONCLUDE THE ACQUISITION
Presented By: Leslie R. White, General Manager
- 10. CONSIDERATION OF REPORT REGARDING INCIDENT ON JANUARY 7, 2008 ON PARACRUZ AND RECOMMENDATIONS TO REVISE THE POLICY FOR SAME DAY SERVICE CHANGES
Presented By: Wally Brondstatter, Acting Paratransit Administrator
- 11. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
- 12. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Pursuant to Government Code Section 54956.9)
 - a. Name of Case: Richard Dollente vs. Santa Cruz Metropolitan Transit District
(Before the Workers' Compensation Appeals Board)

2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
(Significant exposure to litigation exists pursuant to Government Code Section 54956.9 (b) (1))
 - a. Number of Cases: Two

SECTION III: RECONVENE TO OPEN SESSION

13. 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.

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.

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.

The Santa Cruz Metropolitan Transit District does not discriminate on the basis of disability. The City Council Chambers is located in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, please contact Cindi Thomas at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting METRO regarding special requirements to participate in the Board meeting. A Spanish Language Interpreter will be available during "Oral Communications" and for any other agenda item for which these services are needed. This meeting will be broadcast live by Community Television of Santa Cruz on Channel 26.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 25,2008

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF:

- 1) **ELECTION OF DIRECTORS TO SERVE AS BOARD OFFICERS,**
- 2) **ELECTION OF APPOINTMENTS TO THE HIGHWAY 1 CONSTRUCTION AUTHORITY,**
- 3) **ELECTION OF REPRESENTATIVES AND ALTERNATES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION.**

I. RECOMMENDED ACTION

That the Board of Directors elect individuals to the positions of Board Chair, Vice Chair, Representative and Alternate to the Highway 1 Construction Authority, and Representatives and Alternates for the Santa Cruz County Regional Transportation Commission for 2008.

II. SUMMARY OF ISSUES

- Article 6 of the METRO Bylaws provides that the Board of Directors shall annually elect individuals to the positions of Chair and Vice Chair.
- It is necessary for the Board of Directors to elect individuals to represent METRO on the Board of Directors of the Highway 1 Construction Authority (HCA).
- In order to maintain representation on the Santa Cruz County Regional Transportation Commission (SCCRTC) it is necessary that the Board of Directors elect individuals to the three positions and three alternate positions that are provided for METRO.
- Elections for the positions referenced in this Staff Report are scheduled to be held at the beginning of the January 25,2008 Board of Directors meeting.

III. DISCUSSION

The terms of the officers and appointees of the Board of Directors in the positions of Chair, Vice Chair, HCA appointees, and SCCRTC appointees expire in January 2008. The METRO Bylaws provide that the Board of Directors shall identify nominees to be considered for election to the positions herein referenced.

1-b.1

Staff recommends that the Board of Directors elect members to the positions of Chair, Vice Chair, HCA appointee and alternate, and SCCRTC appointees and alternates. On January 11, 2008 the Board of Directors identified a list of nominees to be considered for the positions identified in this Staff Report. In accordance with the METRO Bylaws, nominations remain open until the positions are filled through election. The list of nominees identified on January 11,2008 is attached to this Staff Report. The election for the referenced positions is scheduled to be held January 25,2008.

IV. FINANCIAL CONSIDERATIONS

Funding support for the positions identified in this Staff Report is contained in the adopted METRO FY 2007/2008 Operating Budget.

V. ATTACHMENTS

Attachment A: Board Nominees January 11,2008

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ATTACHMENT A

Board Nominees January 11,2008

Chair

Director Beautz

Vice Chair

Director Bustichi

SCCRTC Representatives

Director Spence
Director Tavantzis
Director Bustichi

SCCRTC Alternates (in order)

Director Skillicorn
Director Hagen
Director Hinkle

HCA Representative

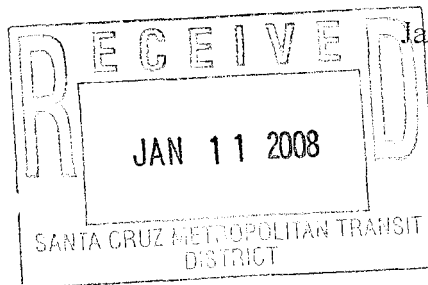
Director Tavantzis

HCA Alternate

Director Bustichi

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County of Santa Cruz-Department of Public Works
Tom Bolich-Director of Public Works
701 Ocean Street Room 410
Santa Cruz, CA 95060



January 11, 2008

Dear Mr. Bolich,

We have included you in our four letters commencing September 11, 2007 regarding the dangerous situation with the Seacliff Drive road and hill in Aptos and to-date we have not received any action from you surrounding our concern. To reiterate our serious concern, we *are* submitting our fifth and final letter to you. This is a warning to you that our neighborhood has a grave concern and you have a civic responsibility for the safety and integrity of this road and the hill it resides upon. You will be held liable for damages.

We have an extremely unsafe situation on Seacliff Drive, Aptos, California. This street, which connects from Center Avenue to Spreckels Drive, is experiencing water main and sewer line trench failure resulting in a 350+ foot crack in the road running parallel along the hill which Seacliff Drive rests upon; Highway 1 is on the other side of this hill. There are condominiums sitting atop this hill, our homes line the hill periphery, and residences are located at the bottom of the hill below our homes (facing the ocean). If the water main and sewer lines burst, the hill may collapse taking the condominiums and our homes with it resulting in a catastrophe.

There is a more onerous issue impacting the Seacliff Drive road and the hill it rests upon. Large, heavy machinery traverses Seacliff Drive multiple times daily, in addition to a high volume of passenger vehicles. When the large, heavy machinery drives up and down Seacliff Drive, **they create shock waves which vibrate the hill and road and shake our homes. This movement is damaging the hill, road, and our homes.** The Santa Cruz County Planning and Public Works Departments' have confirmed there are no road plans for Seacliff Drive and this road was probably built in the 1920s - 1930s when the area was developed. Due to the timeframe when this road was initially built, we believe Seacliff Drive does not have enough foundational support to enable heavy machinery to drive upon it without creating shock waves on the road, and in the hill, which it rests upon. This street was built as a residential street, not a commercial road, and therefore does not have the necessary structural integrity. Since there are no road plans for Seacliff Drive, we are unable to determine what structural composition was built into the road (if any) to understand the allowable weight limit based upon compaction. We believe this road requires a 3.5-ton weight limit in order to limit the shock waves on the road and in the hill caused by heavy machinery driving upon the road. Instituting the weight limit will limit further Seacliff Drive road and hill deterioration and limit damage to our homes.

Following are facts regarding the tonnage weight of the large, heavy machinery traversing Seacliff Drive road on a daily or semi-regular basis (please see attached pictures for machinery examples):

- Semi truck with Low-boy trailer carrying Industrial Excavator: 75 tons
- Dump truck with trailer carrying rock: 80 tons
- Cement mixer truck: 75 tons
- Garbage truck: 60 tons
- Semi-truck: 40 tons
- Beer truck: 40 tons
- Semi truck with trailer carrying tractor: 37.5 tons

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- Semi truck with trailer carrying tractor: 37.5 tons
- Semi truck with trailer carrying mobile home: 18.5 tons
- Metro bus, large school bus: 18.5 tons
- Passenger car/truck: 1-3.5 tons

Based upon the aforementioned weight facts, you can see how much heavier these machines are versus passenger cars/trucks and the reason why weight limits are imposed on roads which have no structural integrity/reinforcement built into them.

We demand you take immediate action and perform the following: 1) refinish the Seacliff Drive road base installing the necessary structural integrity/reinforcement to accommodate heavy machinery up to 75 tons (please see next *pages* with pictures) and install sidewalks and bike lanes so the road is safe for residents, pedestrians and bicyclists, or 2) repave the Seacliff Drive road to make it smooth, repair/reinforce the water main and sewer line trench, and install a 3.5-ton weight limit for the road which will enable passenger vehicles/trucks to drive upon it and no other vehicles.

Time is of the essence to limit further structural damage to Seacliff Drive, road, and residences. We have attached pictures of the road crack, in addition to examples of the large, heavy machinery driving on Seacliff Drive: large metro buses, semi-trucks, semi-trucks transporting mobile homes, large school buses, large construction trucks and tractors. and large beverage delivery trucks.

We are submitting a copy of this letter to George Dondero-Regional Transportation Commission/CALTRANS, - Santa Cruz County Board of Supervisors-Ellen Pirie, Santa Cruz Metro Board of Directors including Ciro Aguirre-Metro Operations Manager and Mary Ferrick-Metro Base Superintendent, and John Laird-State Assemblyman-Santa Cruz representative. We are also submitting a copy of this letter to the Federal Motor Carrier Safety Administration who controls the safety of truck and bus drivers as this road is extremely unsafe for their heavy machinery to drive upon due to no structural integrity/reinforcement to accommodate the heavy tonnage.

Sincerely,

Stacy Patyk
69 Seacliff Drive
Aptos, CA 95003

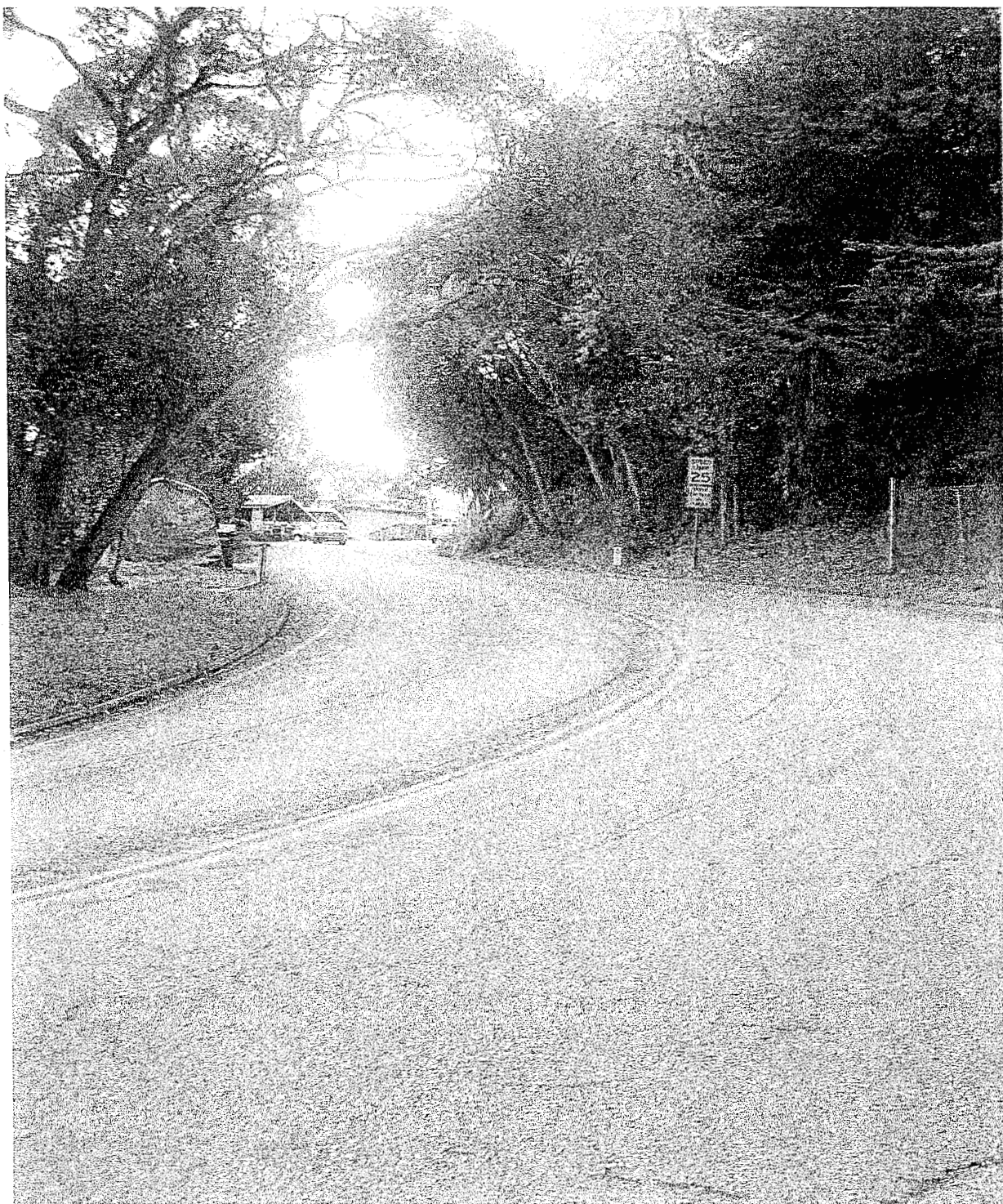
Geraldine Harris
83 Seacliff Drive
Aptos, CA 95003

Darryl Dill
65 Seacliff Drive
Aptos, CA 95003

Bruce & Eva Rak
73 Seacliff Drive
Aptos, CA 95003

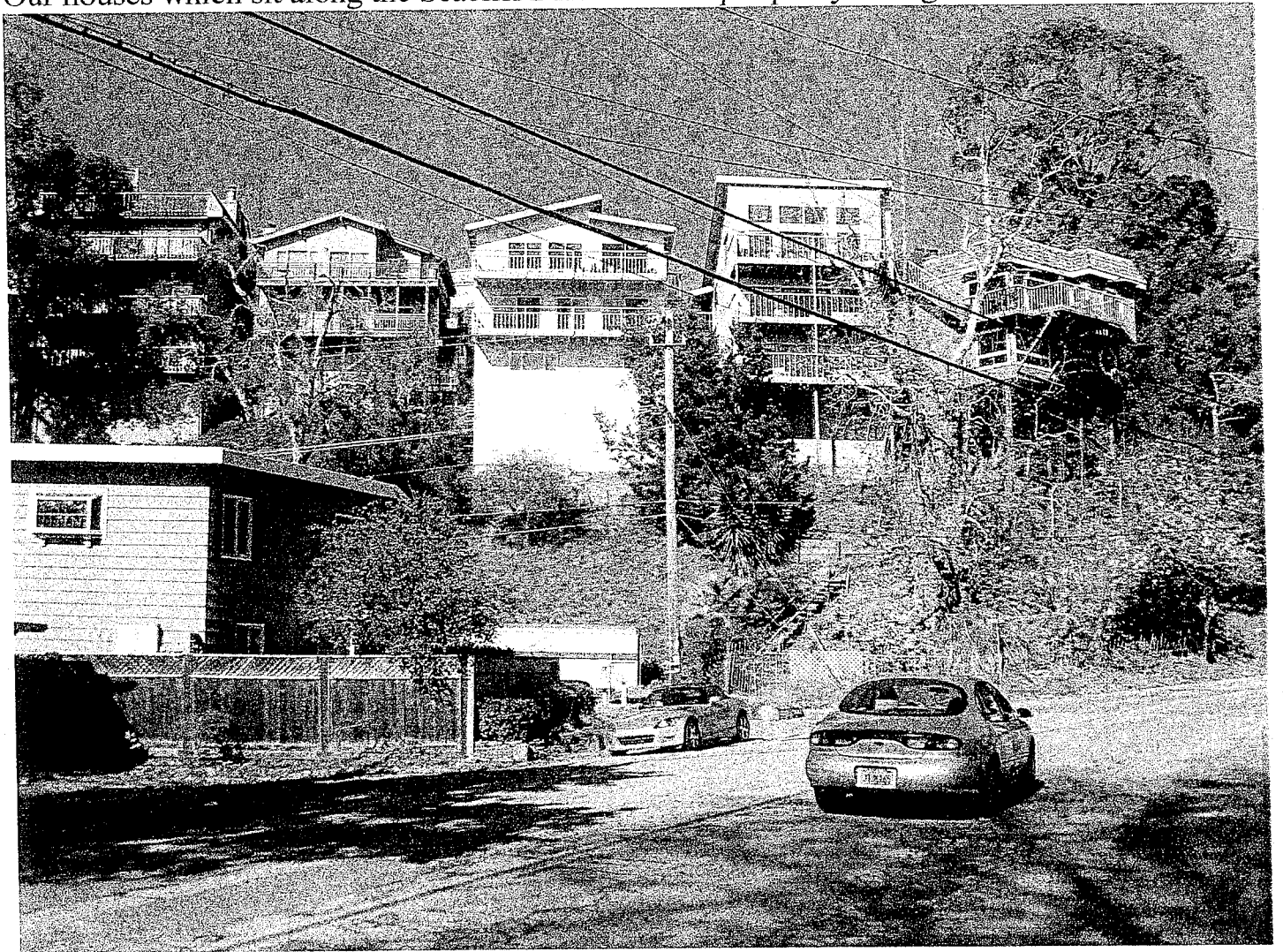
Linda & Larry Archer
61 Seacliff Drive
Aptos, CA 95003

Seacliff Drive Hill (notice no sidewalks or bike lanes – small two-lane street on a grade)



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Our houses which sit along the Seacliff Drive hillside periphery facing the ocean.

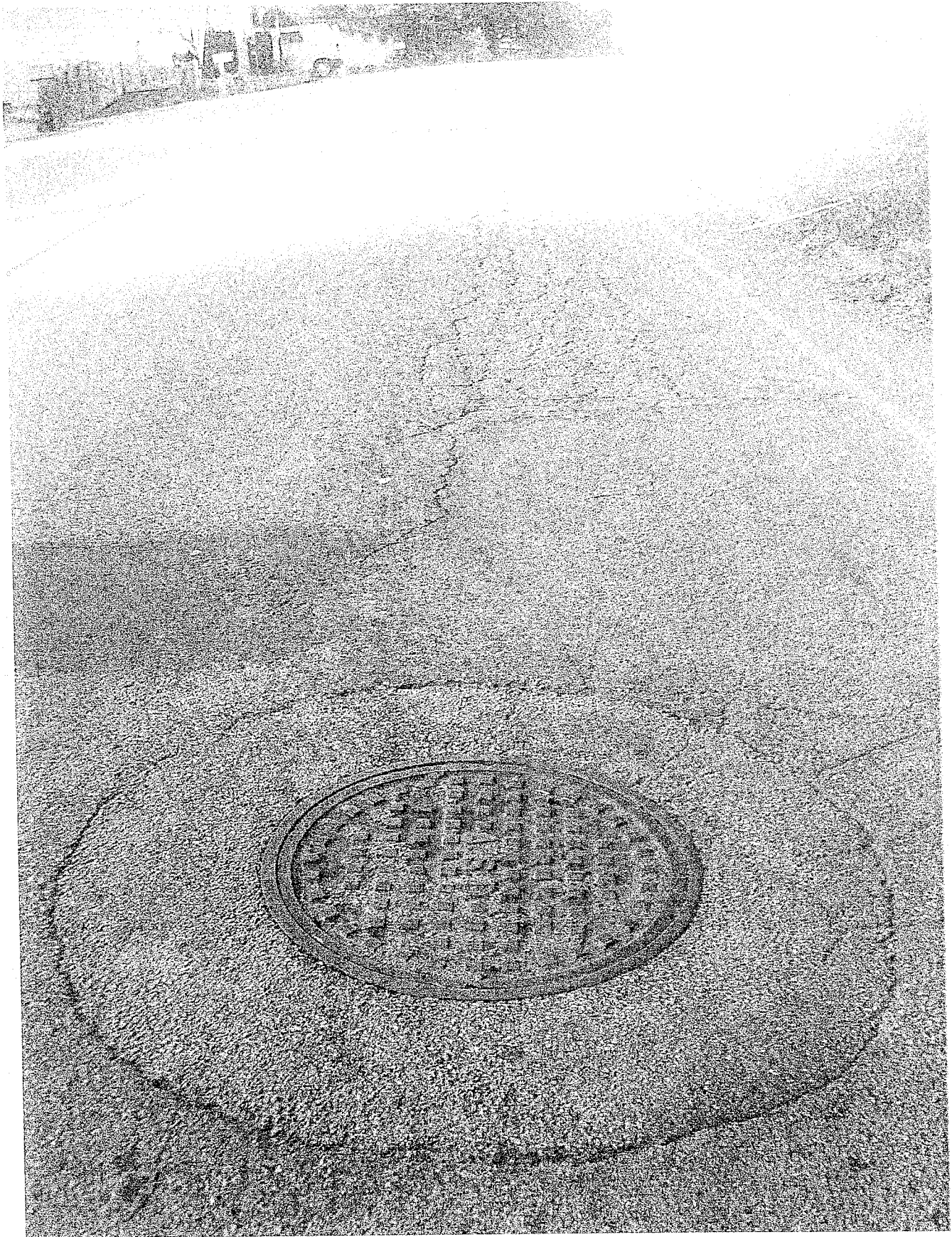


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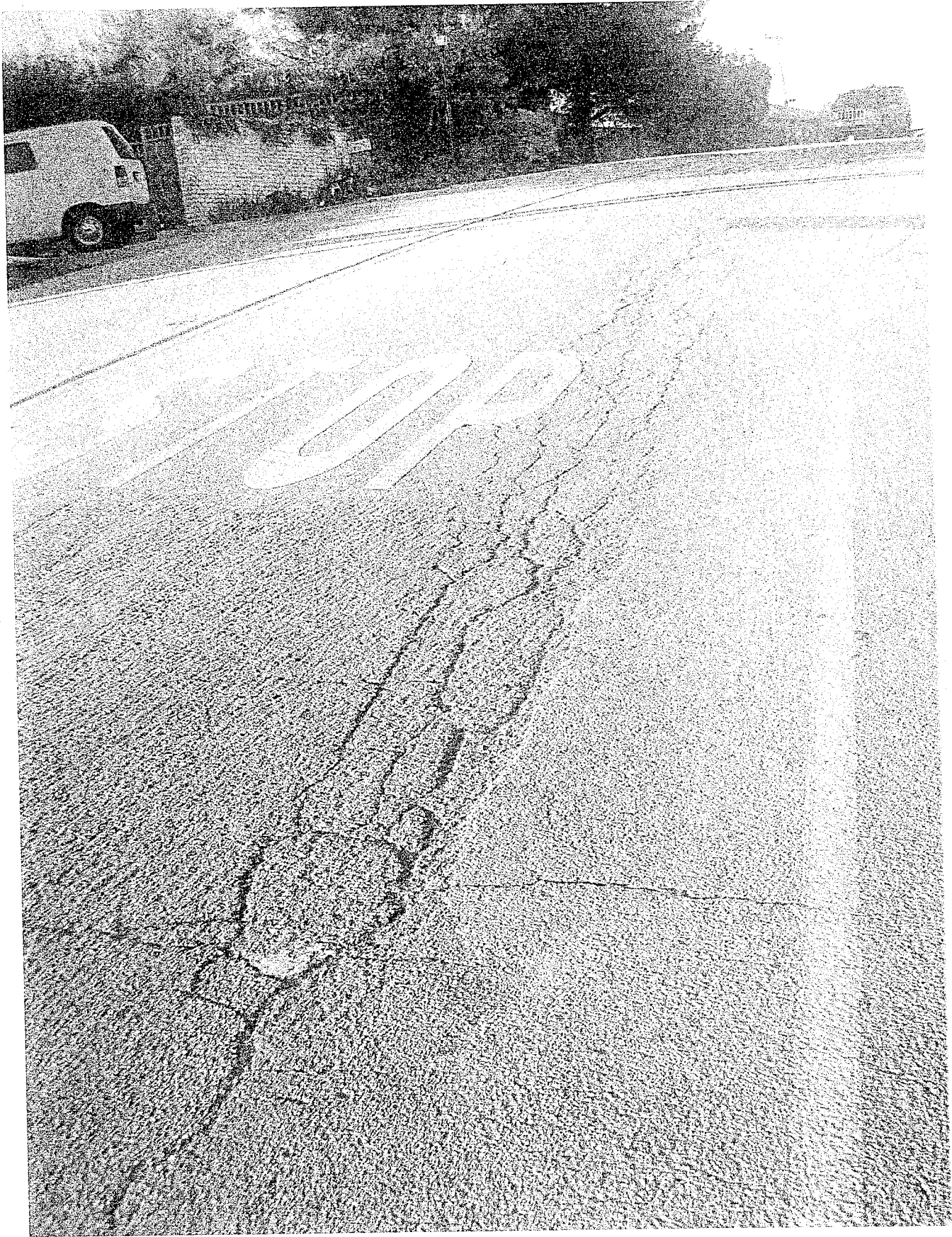
Water Main and Sewer Trench Failure Crack on Seacliff Drive



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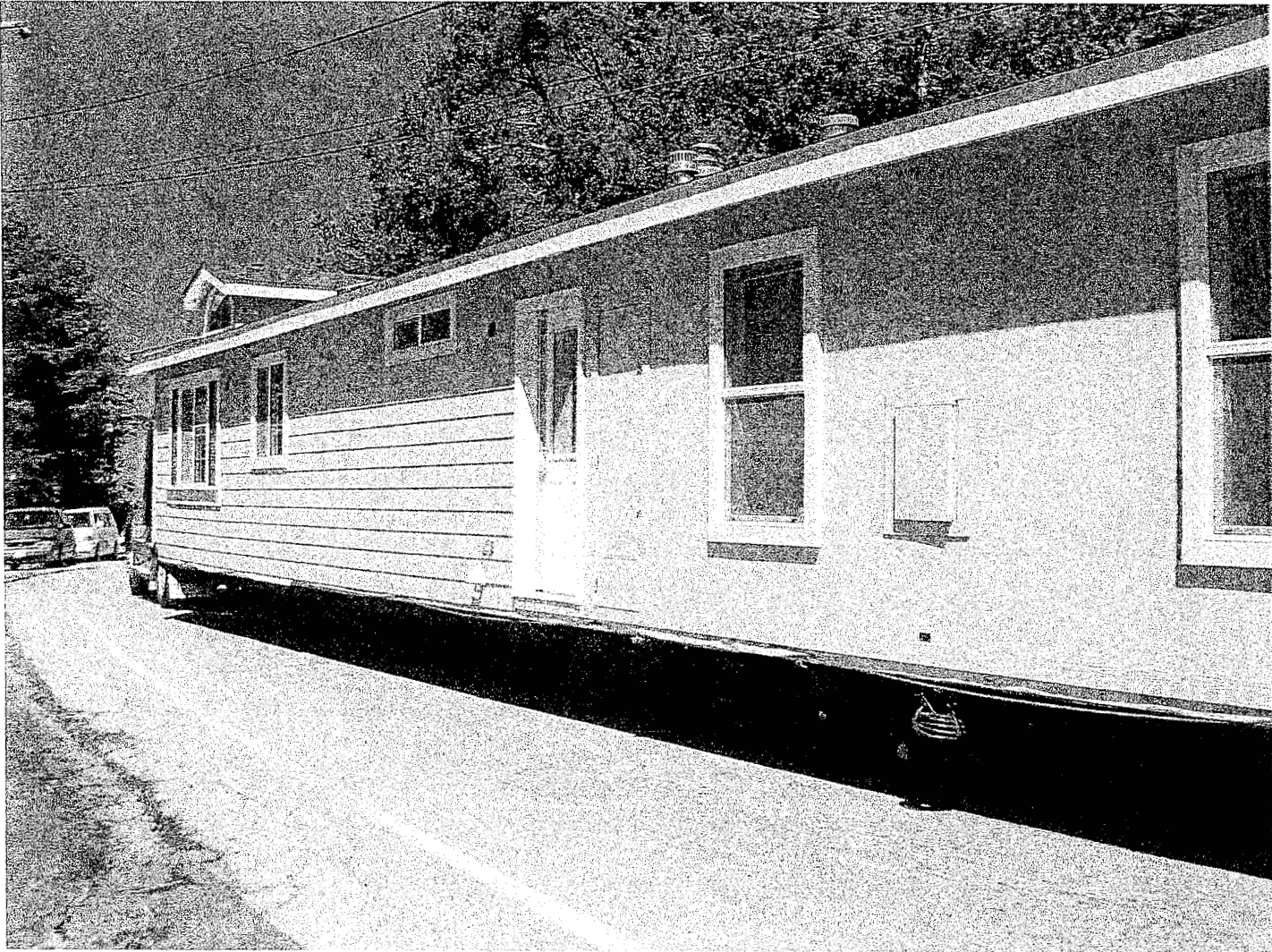


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Examples of Heavy Machinery Driving on Seacliff Drive



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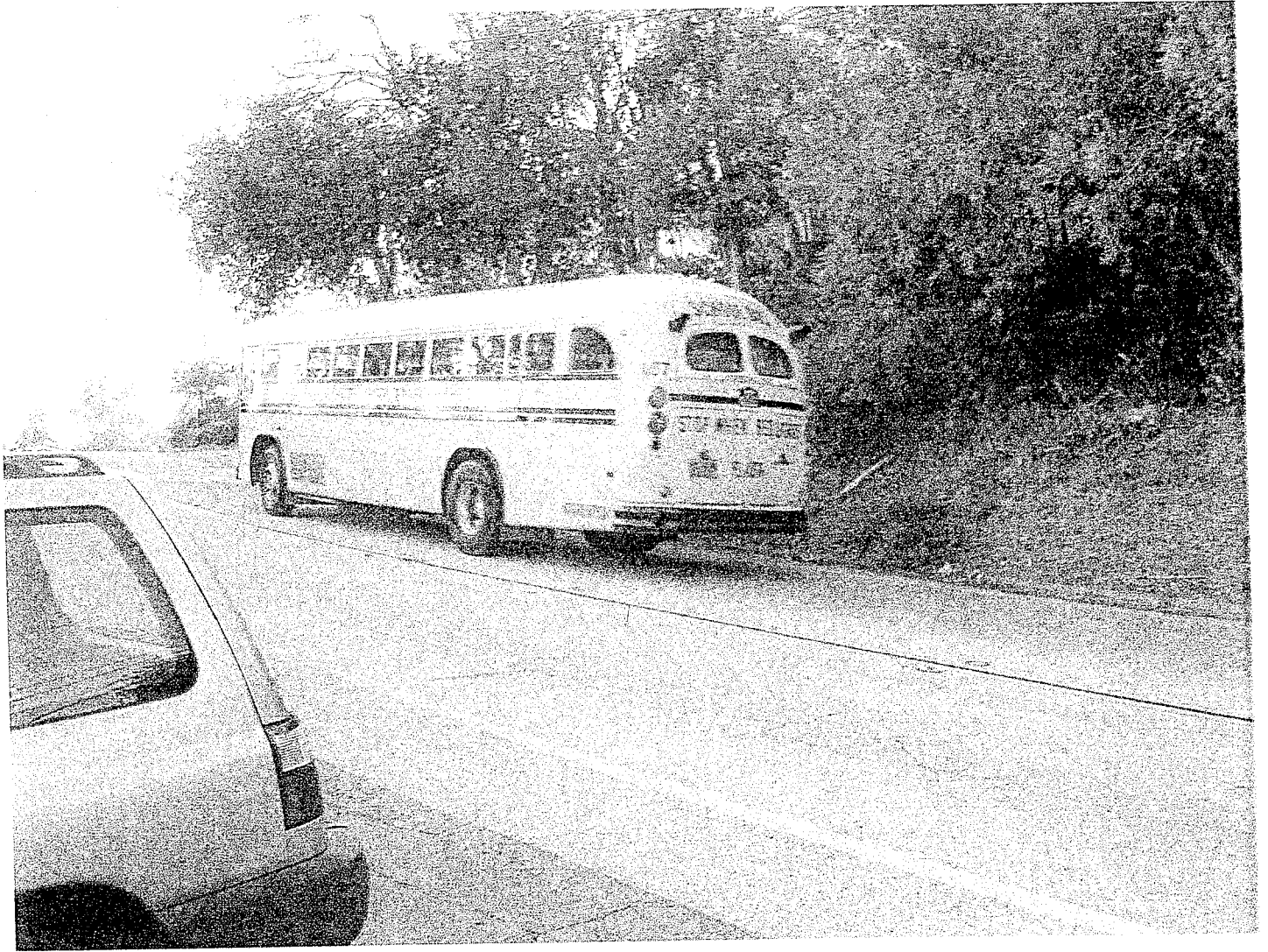
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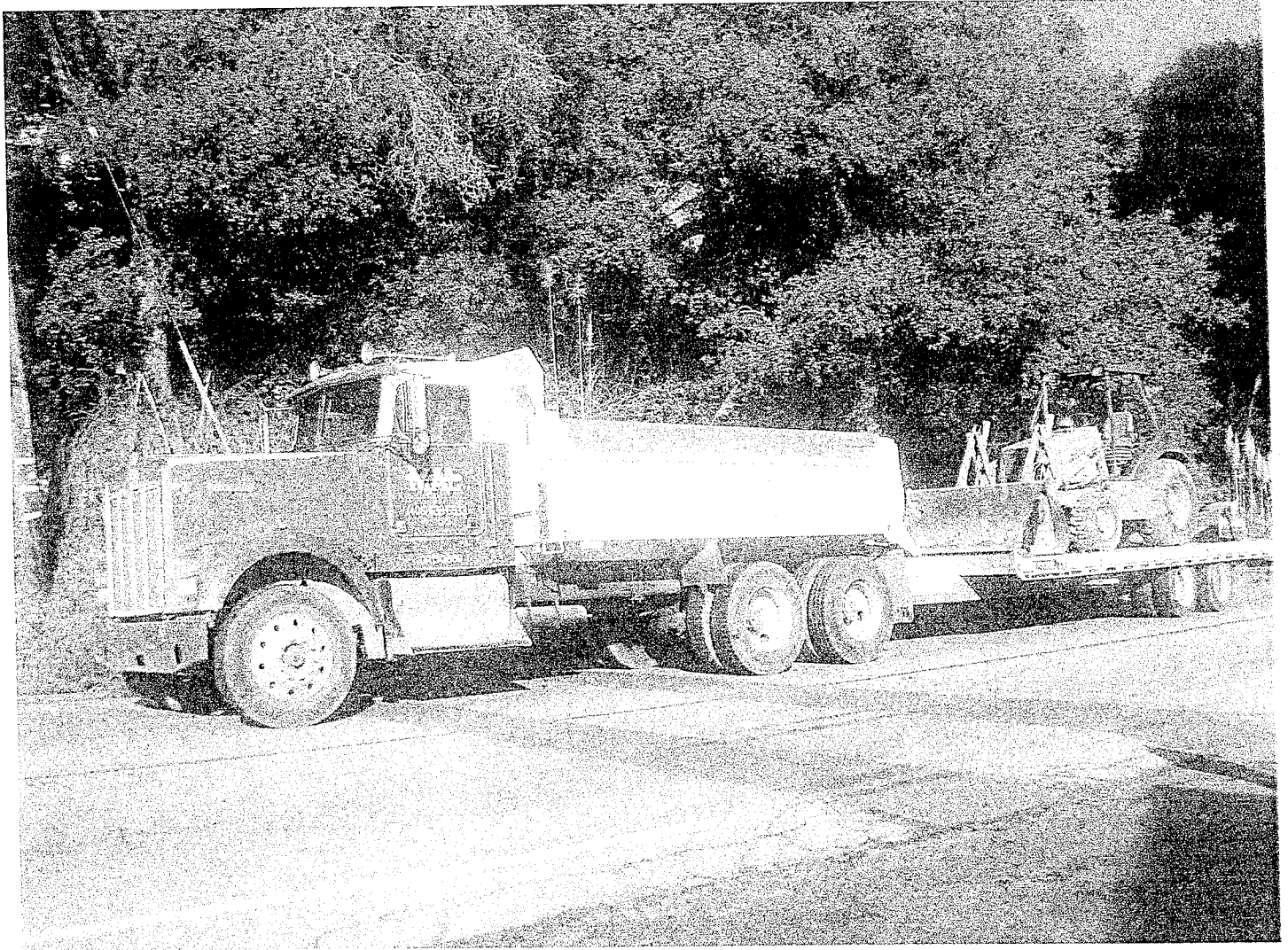
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SHAW/YODER, inc.
LEGISLATIVE ADVOCACY

January 10, 2008

To: Board Members, San Cruz Metropolitan Transit District

Fm: Joshua W. Shaw, Partner
Gus Khouri, Legislative Advocate
Shaw / Yoder, Inc.

RE: **GOVERNOR'S PROPOSED 2008-09 STATE BUDGET**

Overall Budget Picture

Governor Schwarzenegger unveiled his proposed 2008-09 State Budget today. Citing a \$14.5 billion 18-month deficit, which includes a current year shortfall of \$3.3 billion, the Governor proposes to cut nearly all General Fund programs by 10-percent and to have those reductions take effect by March 1st. He also proposes a "Budget Stabilization Act" to reign in spending as well. The Governor plans to sell the remaining \$3.3 billion from Proposition 57 to help narrow the deficit. Under the Governor's declaration of a fiscal emergency, the Legislature will convene in Special Session to consider making adjustments to address the current year's shortfall. In addition, the Governor proposes \$48.1 billion in new general obligation bonds to help augment needs for education (K-12 and higher education), high-speed rail, the judicial system, and water.

Proposition 42

- The Governor proposes to fully-fund Proposition 42 at **\$1.485 billion**. The administration considered, but ultimately did not suspend Proposition 42 because it deemed that the "state cannot achieve budgetary savings" with a suspension since the amount would have to be repaid back in three years with interest.
- **\$83 million** of spillover revenue will be used to make Proposition 42 loan repayments to the Traffic Congestion Relief Program (TCRP) from transfers that occurred to the General Fund during the 2003-04 and 2004-05 fiscal years.

State Transportation Improvement Program (STIP)

- **\$1.5 billion** in STIP funding. This represents a \$600 million reduction in funding from 2007-08 (\$2.1 billion). The administration cites statutory changes to spillover and the Public Transportation Account in general through the passage of SB 79 and SB 717 as an underlying reason.

Tel 916 446 4656
Fax 916 446 4318
1415 L Street Suite 200
Sacramento, CA 95814

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State Highway Operation Protection Program (SHOPP)

- **\$1.6 billion** in SHOPP funding. This represents a \$400 million decrease in funding from 2007-08 (\$2 billion) due to a one-time increase of \$460 million in reimbursements for past emergency expenditures and the redistribution of federal funds that other states were unable to use.

Traffic Congestion Relief Program (TCRP)

- **\$183 million** to fund remaining projects in the program, \$100 million of which is to be derived from the tribal gaming compact proceeds and \$83 million from Prop 42 loan repayments.

Local Assistance Programs

- **\$3 billion** for local transportation, including **\$156 million** for local mass transportation projects. These funds are provided by Caltrans to provide state and federal transportation funds to local agencies for local capital improvement projects on the state highway system, mass transit capital improvement projects, and local bridge improvement projects.

Public Transportation

- **\$1.1 billion** for local transit agencies for operating and capital purposes through the **State Transit Assistance (STA) Program**.
 - This amount includes **\$350 million** in Proposition 1B funds for capital transit projects.
 - This amount also includes **\$742.9 million** from sales tax revenues, including a \$74 million increase in Proposition 42 revenue resulting from the passage of SB 717, which split revenues 75%/25% to favor STA for all Proposition 42 revenue deposited into the Public Transportation Account.
 - **\$455 million** in “spillover” revenue. The total spillover amount projected thus far for 2008-09 is **\$910 million**, half of which will be transferred to address non-transit programs as established under SB 79 in last year’s budget. Of the remaining \$455 million, 2/3 is directed to the STA and 1/3 to the state and regional programming side of the PTA.
 - **\$141 million** is diverted from the PTA to continue transportation services administered by regional occupational centers.

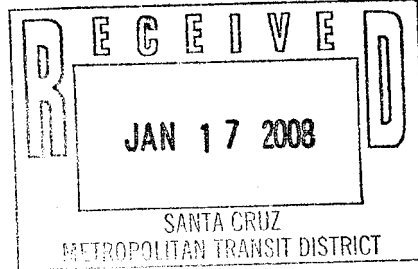
Proposition 1B

- The Governor proposes that **\$4.7 billion in Proposition 1B** bond allocations to be made as follows:
 - **\$1.547 billion** for the Corridor Mobility Improvement Account
 - **\$350 million** for the Public Transportation Modernization Improvement and Service Enhancement Account.

- o **\$1.186 million** for the State Transportation Improvement Program
- o **\$500 million** for the Trade Corridor Improvement Fund
- o **\$200 million** for the State/Local Partnership Program
- o **\$216 million** for the SHOPP
- o **\$65 million** for the Grade Separation Program
- o **\$108 million** for Highway 99
- o **\$21 million** for Local Seismic Bridges
- o **\$73 million** for Intercity Rail
- o **\$400 thousand** for School Bus Retrofit
- o **\$250 million** for Air Quality
- o **\$101 million** for Transit Security
- o **\$58 million** for Port security

County of Santa Cruz-Department of Public Works
Tom Bolich-Director of Public Works
70I Ocean Street Room 410
Santa Cruz, CA 95060

January 17, 2008



Dear Mr. Rolich,

This letter is a follow-up to our January 11, 2008 letter addressed to you and Encroachment Inspector Dave Garibotti's visit to Seacliff Drive with Stacy Patyk on Tuesday, January 15, 2008. Stacy and Dave walked Seacliff Drive noting the hill and road issues and discussed possible next steps.

As we noted in our letter of January 11, 2008, it has been confirmed by the Santa Cruz County Public Works and Planning Departments' that there are no road plans for Seacliff Drive. Darcy Houghton of the Santa Cruz Planning Department has stated this road was most likely built in the 1920s - 1930s when the area was developed. Therefore, Seacliff Drive is a 70 - 80 year old road. Please note Geraldine Harris residing at 83 Seacliff Drive has owned her home for 21 years and states that Seacliff Drive has never been paved as long as she has owned her house; this 21-year timeframe covers 26-30% of the road's total age. Since the road was laid 70 - 80 year's ago, what is the likelihood it was paved multiple times to build-up a layer of asphalt adequate enough to address the foundational support requirements of heavy machinery tonnage that has been traversing it and we know that requirement today is 75 tons as noted in our January 11, 2008 letter with the Semi truck with Low-boy trailer carrying the Industrial Excavator? Based upon Geraldine Harris's fact, we can assume that since the road was laid perhaps it has been paved every 25 years? If we accept this assumption, then Seacliff Drive has been paved approximately twice during its 70 - 80 year life.

Since we know the following: 1) the road technology and requirements back in the 1920 - 1930s were far inferior to what we have today including the lack of onsite road inspectors ensuring road requirements are met and 2) the road was intended as a residential road not a commercial road so its base is probably a fairly thin layer of asphalt, we can conclude there are approximately three to four layers of asphalt on this road depending upon how many layers were laid during paving which we deduce was performed approximately twice.

Couple the aforementioned facts and notes with these facts 1) the soil in the Rio Del Mar/Seacliff area is alluvial sand as stated by Darcy Houghton of the Santa Cruz Planning Department, 2) the road experienced the major 7.1 Loma Prieta earthquake of 1989 with the epicenter 2 miles away and 3) the road sits on a fairly steep hill. Accordingly, **there is a compelling argument the road requires demolition to start with a brand new base and asphalt layering to safely support its current load requirements of 75 tons. By performing this road rehabilitation, we the residents who reside above, along, and below Seacliff Drive can be assured the heavy machinery traversing this road will not be damaging the hill and road which we live upon and therefore not continue to endanger our lives and property.**

Rased upon the facts and assumptions noted above, if you require tangible evidence that the Seacliff Drive hill and road is moving and vibrating when heavy machinery tonnage traverses upon it and therefore is damaging the hill and our property, we have attached a quote from Municon Consultants who provide Vibration Monitoring equipment. If you decide this evidence is necessary, we expect you will pay for it since you have

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not retained your road plans for Seacliff Drive to enable us to easily determine what structural composition was built into the road to understand the allowable weight limit based upon compaction.

If funding is an issue and the County does not have enough funding to rehabilitate Seacliff Drive to bring the road up to current safety standards and 75-ton weight limit requirements, then **the least expensive option is to close the road to through-traffic only accommodating Seacliff resident car access.** This can be achieved by: 1) placing three concrete freeway barriers at the base of Seacliff Drive hill where Spreckels Drive and Seacliff Drive intersect with a “Not a Through Street” sign, and 2) placing one concrete barrier to prevent truck entrance with two “Not a Through Street” signs at either side of the Sea Terrace Way and Seacliff Drive intersection facing oncoming cars.

Time is of the essence to limit further structural damage to Seacliff Drive hill, road, and residences. We have included you in our five letters commencing September 11, 2007 regarding the dangerous situation with the Seacliff Drive road and hill in Aptos. This is a warning to you that our neighborhood has a grave concern and you have a civic responsibility for the safety and integrity of this road and the hill it resides upon. You will be held liable for damages.

We are submitting a copy of this letter to George Dondero-Regional Transportation Commission/CALTRANS, Santa Cruz County Board of Supervisors-Ellen Pirie, Santa Cruz Metro Board of Directors including Ciro Aguirre-Metro Operations Manager and Mary Ferrick-Metro Base Superintendent, and John Laird-State Assemblyman-Santa Cruz representative. We are also submitting a copy of this letter to the Federal Motor Carrier Safety Administration who controls the safety of truck and bus drivers as this road is extremely unsafe for their heavy machinery to drive upon due to no structural integrity/reinforcement to accommodate the heavy tonnage.

Sincerely,

Stacy Patyk
69 Seacliff Drive
Aptos, CA 95003

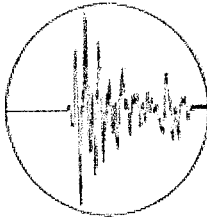
Geraldine Harris
83 Seacliff Drive
Aptos, CA 95003

Darryl Dill
65 Seacliff Drive
Aptos, CA 95003

Bruce & Eva Rak
73 Seacliff Drive
Aptos, CA 95003

Linda & Larry Archer
61 Seacliff Drive
Aptos, CA 95003

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Municon Consultants

Vibration Monitoring, Construction Instrumentation, Photo Surveys

November 30, 2007

Stacy Patyk
Sea Cliff Drive
Aptos, CA 95003

RE: SEA CLIFF DRIVE, APTOS, CALIFORNIA

SUBJECT: PROPOSAL FOR PHOTO SURVEY AND VIBRATION MONITORING

Please find herein our offer for services in connection with the subject project. We are specialists in *litigation mitigation* and particularly **vibration monitoring and pre-construction photo surveys**.

PHOTO DOCUMENTATION

We have performed similar conditions of infrastructure and third party facilities as well as monitor facilities of Highways in Sparks, Reno, Truckee, Portola, Fairfield and Sacramento, utility routes in Redondo Beach, Folsom, EBMUD pipelines in Castro Valley, the Hetch Hetchy South Bay Crossing Aqueduct in Mountain View, the San Joaquin Cooling Water Supply Pipeline, of historic buildings such as the California Palace of the Legion of Honor, the San Francisco City Hall, and the Los Angeles City Hall and buildings adjacent to the Richmond Transport Tunnel in San Francisco, the Arrowhead and Badlands projects for the Metropolitan Water District of Southern California, the Cypress Freeway relocation, the I-280 retrofit, the Central and Bay Area Viaducts retrofit in San Francisco and various projects in Oakland, Berkeley, San Jose, Sacramento, Fresno, Stockton, Redding, San Diego, Los Angeles, Orange County, Truckee, Reno, Sparks, Tacoma and Rhodé Island.

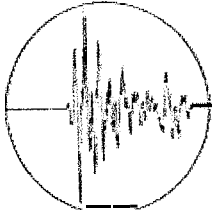
VIBRATION MONITORING

With seventy two (72) seismographs in service, we do more construction vibration monitoring than any other firm west of the Mississippi and probably more than all other firms in California combined. We have monitored vibrations during blasting on projects in Rhode Island, Reno-Sparks, Sacramento, Fairfield, Truckee & Portola. We have conducted vibration monitoring on eight of the Bayshore and Central Viaduct retrofit projects in San Francisco, six of the Cypress Freeway projects in Oakland, two of the I-280 Viaduct Retrofit Projects in San Francisco, five of the **SR-87** Guadalupe Freeway projects in San Jose, three of the I-5 Widening Projects in Los Angeles and Orange counties and many other public and private projects in Sacramento, Stockton, Redding, Tacoma & San Diego. We have conducted vibration monitoring during Deep Dynamic Compaction and Rapid Impact Compaction on several jobs in the northern and southern California and Washington.

GROUND AND NOISE MONITORING

SEA CLIFF DRIVE APTOS 1 of 5 VIBRATION MONITORING
Ph 415-641-2570 1300-22nd Street, San Francisco, CA 94107 Fax 415-282-4097

2-C-3



Municon Consultants

Vibration Monitoring, Construction Instrumentation, Photo Surveys

We have monitored construction generated noise with sound level meters at the San Francisco Oakland Bay Bridge Pile Installation Demonstration Project, at several pile driving projects for Kiewit in Stockton and Oakland, for RGW on the Guadalupe River COE project in San Jose and recently at the Webster & Posey Tubes Retrofit project in Oakland and Alameda for ACC-West Coast. We have recorded air overpressure on numerous blasts in Reno and the sierra foothills.

GEOTECHNICAL

Our general instrumentation experience includes piezometer and settlement plate monitoring with dataloggers at three projects on SR 87 in San Jose; **remotely monitoring** piezometers with dataloggers at, State Route 4 widening in Antioch and Daggett Road bridge in Stockton; **remotely monitoring** twelve strings of in-place inclinometers for the New Natomas and South River Pump Stations in Sacramento; tiltmeter and electrolytic beam sensor monitoring with dataloggers for the Ground Modification Demonstration and production projects for the Webster & Posey Tubes Retrofit in Alameda; hydrophone and benthic geophone monitoring via dataloggers for the San Francisco-Oakland Bay Bridge East Span Pile Installation Demonstration Project; inclinometer, tiltmeter and open standpipe piezometer monitoring for the Cypress Freeway Replacement Project. We have recently **remotely monitored building stability with the use of tiltmeters** at a 25 feet deep excavation in the South of Market District in San Francisco.

Your property is in Aptos, California. Please find herewith our proposal for vibration monitoring and photographing pre-existing conditions adjacent to the project,

Yours truly,

MIJNICON Consultants

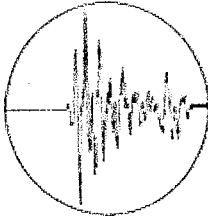
Matthew J Gaffney

By: Matthew J Gaffney, P.G.

KD

..\\Municon-1\proposals\Sea Cliff Drive, Aptos\SeaClifAptosPDVMpro wpd

2-c.4



Municon Consultants

Vibration Monitoring, Construction Instrumentation, Photo Surveys

1.00 VIBRATION MONITORING.

In conversations you have concerns of the vibrations produced by larger vehicles (buses, trucks and construction vehicles) on your house and your neighbor's houses along Sea Cliff Drive. Your house and your neighbor's homes are situated on the down slope side of Sea Cliff Drive. According to you, Sea Cliff Drive is approximately 80 years old and could have possibly been constructed on fill. In recent years the traffic induced vibrations at the houses have increased. You have asked us to monitor vibrations produced by the traffic along Sea Cliff Drive. Your concern is the effects of vibrations produced by the traffic.

1.10 Traffic Vibration Monitoring.

In order to effectively monitor the vibrations produce by the traffic we will have one of our experienced technicians deploy one or more seismographs around your house for the purpose of monitoring the vibrations. Our technician will be on site for one (1) day during normal traffic to insure that sufficient data is collected, and that spikes in the data actually correspond to the heavy traffic. We will also leave one seismograph onsite for a week to collect additional data.

We will provide a report which will include the results of the vibration data collected. This report will include time of passing traffic such as busses and trucks, construction equipment, seismographs used, description of seismographs set up, data collection procedures, maximum peak particle velocity data collected, and a table outline of the effect of vibrations on people and structures, as found by others and as published in various technical and professional literature.

We will prepare one copy of this for a LS \$3,500.

2.00 Photo Survey of Sea Cliff Drive

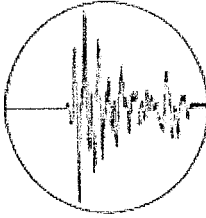
2.01 General.

The scope is to examine and record existing conditions to existing improvements of Sea Cliff Drive adjacent to the subject houses. We will inspect the existing improvements and document conditions found. We offer here to conduct a photographic documentation of the pre-existing conditions of the site. We will document, with digital photography, the areas as described below.

Area to be surveyed

1. Sea Cliff Drive – Area adjacent to subject houses.

2-c.5



Municon Consultants

Vibration Monitoring, Construction Instrumentation, Photo Surveys

1.10 Scope.

We propose to examine and document existing conditions, using digital photography with emphasis on existing damages such as cracks, joint separations, settlement or similar exceptions and any other evidences of existing distress. We offer and will perform and conduct pre-construction investigations with photo documentation as described herein. We will take photographs of existing conditions of the surrounding sidewalk and streetscapes along Sea Cliff Drive using a Nikon/Kodak Professional digital camera, model DCS 330, or a Nikon Professional digital camera, model D70s digital camera.

1.20 Work Products - Photographs

We will provide you with two (2) copies of the photographs, one printed and one on a compact disk in JPEG format. We will annotate the photographs with address and date and such other information we deem to be suitable. We will assemble the photos in three ring binders.

1.40 Timing and Scheduling.

In the field examination photographing should take 1 day, concurrent with the day of onsite vibration monitoring. Image processing, annotating with date, job title and location where the photographs were taken will take several additional weeks.

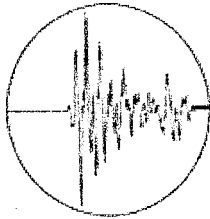
1.50 Proposal.

We will conduct this pre-construction examination and document existing conditions of the site in digital photography as described above including personnel field and office time printing, annotating and labeling of photographs and compiling them in three ring binders for LS = \$500".

***The price of the photo survey is only good if we conduct the vibration monitoring.**

***** No Sections 3-5 in this proposal *****

2-c.6



Municon Consultants

Vibration Monitoring, Construction Instrumentation, Photo Surveys

6.00 Contractual Terms, Conditions & Limitations.

6.10. Form of Authorization.

Authorization to be by simple purchase order and/or professional service contract conforming to CELSOC standard form. Payment within **30** days of invoicing. No retention.

6.20 Access.

Access arrangements, if any, where needed, to be provided by project owner.

6.30 Protection of Municon Consultants Remote Monitoring Equipment.

Protection of all Equipment left onsite is the responsibility of the Property Owner. This includes the seismographs.

6.40 Nature of Service.

This is an offer to perform professional services. These services in this case include the furnishing, configuring and operating of vibration monitoring systems and is a unit price proposal based on our best estimate of time durations and quantities. We are a consultant and not a subcontractor for purposes of Mobile Daily Diary Systems and scheduling. We do not anticipate any excessive lead time constraints assuming you authorize our work in a timely manner and process and obtain approvals of any submittals of your work such as schedules and other submittals in a timely manner.

6.50 Performance Bonds.

We are a professional service consultant. No performance bonds are offered.

6.60 Insurance.

We will provide certificates of General Liability and Auto insurance in the amount of \$1,000,000. We will provide evidence of errors and omissions insurance subject to your written agreement limiting our liability to the lesser of \$50,000 or the amount of this proposal whichever is less. We will provide evidence of Workman's Compensation insurance.

6.70 Reports.

Unless specifically called for or offered herein, data reports, written interpretations or professional opinions other than those explicitly called for under the specifications are not included.

We believe that the estimate herein addresses most if not all costs which might be attributable to vibration monitoring and **look** forward to working with you on this project.

Yours truly,

MCJNICON Consultants

Matthew J Gaffney

By: Matthew J Gaffney P.G.

MG BR:KD

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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DATE: 12/01/07 THRU 12/31/07

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
23981	12/07/07	60.00	002069	A TOOL SHED, INC.		16012	EQUIP RENTAL	60.00	
23982	12/07/07	1,214.40	001263	ABBOTT STREET RADIATOR, INC.		15712	OUT RPR REV VEH	1,214.40	
23983	12/07/07	328.11	020	ADT SECURITY SERVICES INC.		15963	DEC SECURITY	58.67	
						15964	DEC SECURITY	44.23	
						15965	DEC SECURITY	44.23	
						15966	DEC SECURITY	79.40	
						15967	DEC SECURITY	40.48	
						15968	DEC SECURITY	61.10	
23984	12/07/07	814.55	E437	AITKEN, ANGELA		15980	HOLIDAY PARTY RAFFLE	774.75	
						15992	OFFICE SUPPLIES	39.80	
23985	12/07/07	700.00	001016	ALLARD'S SEPTIC SERVICE, INC.		16013	HAZ WASTE DISPOSAL	350.00	
						16014	HAZ WASTE DISPOSAL	350.00	
23986	12/07/07	181.94	002861	AMERICAN MESSAGING SVCS, LLC		15945	DEC PAGERS	181.94	
23987	12/07/07	260.40	025	AMERICAN PUBLIC TRANSIT		15969	08 DBE PUBLIC NOTICE	260.40	
23988	12/07/07	2,611.10	001A	AT&T/MCI		15995	NOV PHONES	2,066.54	
						15996	OCT PHONES/PT	492.87	
						15997	OCT PHONES/PT	51.69	
23989	12/07/07	58.57	002363	BATTERIES PLUS		15924	REPAIRS/MAINTENANCE	58.57	
23990	12/07/07	1,319.90	001856	BAY COMMUNICATIONS	7	15952	OUT REPAIR EQUIP	1,244.90	
						15953	OUT REPAIR EQUIP	75.00	
23991	12/07/07	6.91	123	BAY PHOTO LAB		16004	PHOTO SUPPLIES	6.91	
23992	12/07/07	100.00	B003	BEAUTZ, JAN	7	15856	NOV BOARD MTGS	100.00	
23993	12/07/07	391.00	478	BEE CLENE	0	15954	BLIND CLEANING	391.00	
23994	12/07/07	189.82	002189	BUS & EQUIPMENT		16002	REV VEH PARTS	189.82	
23995	12/07/07	753.00	002034	CARLON'S FIRE EXTINGUISHER		15719	OUT RPR EQUIP	104.00	
						15720	OUT RPR EQUIP	496.00	
						15721	OUT RPR EQUIP	153.00	
23996	12/07/07	900.00	983	CENTRAL MAINTENANCE COMPANY		16007	NOV SERVICES	900.00	
23997	12/07/07	471.25	172	CENTRAL WELDER'S SUPPLY, INC.		15943	PARTS & SUPPLIES	283.59	
						15944	PARTS & SUPPLIES	187.66	
23998	12/07/07	50.30	667	CITY OF SCOTTS VALLEY		15870	9/15-11/15 KINGS VLG	50.30	
23999	12/07/07	100.00	B014	CITY OF WATSONVILLE		15864	NOV BOARD MTG	100.00	
24000	12/07/07	3,137.62	909	CLASSIC GRAPHICS		15899	OUT RPR REV VEH	3,137.62	
24001	12/07/07	88.98	002609	CLEANSOURCE		16015	CLEANING SUPPLIES	88.98	
24002	12/07/07	2,351.48	075	COAST PAPER & SUPPLY INC.		15759	CLEANING SUPPLIES	2,351.48	
24003	12/07/07	33.27	002063	COSTCO		15818	PHOTO PROCESS/OPS	2.20	
						15819	PHOTO PROCESS/OPS	9.02	
						15820	PHOTO PROCESS/OPS	2.81	
						15821	PHOTO PROCESS/OPS	19.24	
24004	12/07/07	481.66	001000	DAIMLER CHRYSLER		16025	REV VEH PARTS	362.46	
						16026	REV VEH PARTS	119.20	
24005	12/07/07	105.00	001147	DEPT OF INDUSTRIAL RELATIONS		16047	DOSH-EFT PERMIT	105.00	
24006	12/07/07	107,681.66	001316	DEVCO OIL		15881	FUEL FLT 10/8-11/9	107,681.66	
24007	12/07/07	4,775.71	085	DIXON & SON TIRE, INC.		15926	TIRES & TUBES/FLT	322.11	
						15927	TIRES & TUBES/FLT	1,078.09	
						15928	TIRES & TUBES/FLT	449.68	
						15929	TIRES & TUBES/FLT	2,400.31	
						15930	TIRES & TUBES/FLT	408.62	
						15931	TIRES & TUBES/FLT	157.79	
						15932	TIRES & TUBES/FLT	33.00	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
						16003	TIRES & TUBES	412.71	
						16038	CREDIT MEMO	-486.60	
24008	12/07/07	250.00	001148	DOMHOFF, JOEL		15998	HOLIDAY PARTY DJ	250.00	
24009	12/07/07	9,980.00	550	EARTHWORKS	7	15728	PARKING LOT/DUBOIS	9,980.00	
24010	12/07/07	252.50	001492	EVERGREEN OIL INC.		15946	HAZ WASTE DISP	165.00	
						15951	HAZ WASTE DISP	87.50	
24011	12/07/07	2,600.00	490	FAST RESPONSE ON-SITE		15883	RESPIRATOR TRAINING	2,600.00	
24012	12/07/07	1,369.68	647	GFI GENFARE		16039	REV VEH PARTS	61.63	
						16040	REV VEH PARTS	362.70	
						16041	REV VEH PARTS	945.35	
24013	12/07/07	2,939.97	001029	GOLDEN GATE SYSTEMS		15979	OFFICE EQUIP/IT	2,939.97	
24014	12/07/07	6,075.09	282	GRAINGER		16008	REPAIRS/MAINTENANCE	335.56	
						16009	REPAIRS/MAINTENANCE	194.95	
						16044	CLEANING SUPPLIES	1,215.35	
						16045	SAFETY/CLEANING SUPP	4,329.23	
24015	12/07/07	207.81	546	GRANITEROCK COMPANY		15962	REPAIRS/MAINTENANCE	207.81	
24016	12/07/07	100.00	B021	HAGEN, DONALD N.		15857	NOV BOARD MTG	100.00	
24017	12/07/07	72,474.19	001035	HARRIS & ASSOCIATES		15854	MB OCT 07 PROF SVCS	72,474.19	
24018	12/07/07	50.00	B006	HINKLE, MICHELLE	7	15858	NOV BOARD MTG	50.00	
24019	12/07/07	1,095.81	166	HOSE SHOP, THE		16010	REPAIRS/MAINTENANCE	18.80	
						16011	REPAIRS/MAINTENANCE	30.76	
						16018	PARTS & SUPPLIES	191.66	
						16020	PARTS & SUPPLY	854.59	
24020	12/07/07	195.37	215	IKON OFFICE SOLUTIONS		15830	10/19-11/18 MAIN/ADM	195.37	
24021	12/07/07	1,817.60	878	KELLY SERVICES, INC.		15977	TEMP/IT W/E 11/25	1,817.60	
24022	12/07/07	232.23	074	KENVILLE LOCKSMITHS	7	15920	REPAIRS/MAINTENANCE	232.23	
24023	12/07/07	2,321.30	852	LAW OFFICES OF MARIE F. SANG	7	15813	WORKERS COMP CLAIM	144.00	
						15814	WORKERS COMP CLAIM	48.00	
						15815	WORKERS COMP CLAIM	128.00	
						15816	WORKERS COMP CLAIM	112.00	
						15855	WORKERS COMP CLAIM	1,889.30	
24024	12/07/07	263.91	107A	LUMBERMENS		15722	REPAIRS/MAINTENANCE	76.09	
						15723	REPAIRS/MAINTENANCE	55.90	
						15724	REPAIRS/MAINTENANCE	44.71	
						15725	REPAIRS/MAINTENANCE	65.74	
						15726	REPAIRS/MAINTENANCE	21.47	
24025	12/07/07	469.91	001358	MARINA MOTOR COMPANY		15727	REV VEH PARTS	40.79	
						16048	REV VEH PARTS	429.12	
24026	12/07/07	682.35	041	MISSION UNIFORM		15752	UNIF/LAUNDRY	47.10	
						15753	UNIF/LAUNDRY	293.65	
						15754	UNIF/LAUNDRY	57.69	
						15755	UNIF/LAUNDRY	143.25	
						15756	UNIF/LAUNDRY	60.00	
						15757	UNIF/LAUNDRY	80.66	
24027	12/07/07	276.84	001454	MONTEREY BAY OFFICE PRODUCTS		15941	8/15-11/14 MAINT	276.84	
24028	12/07/07	14.76	288	MUNCIE TRANSIT SUPPLY		16023	REV VEH PARTS	14.76	
24029	12/07/07	6,243.96	001063	NEW FLYER INDUSTRIES LIMITED		16028	REV VEH PARTS	888.42	
						16029	REV VEH PARTS	55.62	
						16030	REV VEH PARTS	38.00	
						16031	REV VEH PARTS	729.98	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
						16032	REV VEH PARTS	1,116.60	
						16033	REV VEH PARTS	60.30	
						16034	REV VEH PARTS	27.72	
						16035	REV VEH PARTS	1,870.44	
						16036	REV VEH PARTS	582.50	
						16037	REV VEH PARTS	4.56	
						16049	REV VEH PARTS	869.82	
24030	12/07/07	100.00	B020	NICOL, KIRBY	7	15859	NOV BOARD MTG	100.00	
24031	12/07/07	24.94	004	NORTH BAY FORD LINC-MERCURY		15779	REV VEH PARTS	24.94	
24032	12/07/07	6,000.00	002863	OFFICESTAR		15975	TRAINING COUPONS	6,000.00	
24033	12/07/07	8,963.60	009	PACIFIC GAS & ELECTRIC		15871	10/30-11/28 DUBOIS	133.84	
						15872	10/28-11/28 ENCINAL	2,613.01	
						15873	10/30-11/28 DUBOIS	12.66	
						15874	10/28-11/28 DUBOIS	9.26	
						15875	10/27-11/28 RIVER	2,995.79	
						15876	10/27-11/28 RIVER	1,887.00	
						15994	10/27-11/28 VERNON	1,312.04	
24034	12/07/07	230.80	043	PALACE ART & OFFICE SUPPLY		15825	OFFICE SUPPLIES/FLT	230.80	
24035	12/07/07	644.00	481	PIED PIPER EXTERMINATORS, INC.		15956	NOV PEST CONTROL	70.00	
						15957	NOV PEST CONTROL	48.50	
						15958	NOV PEST CONTROL	53.00	
						15959	NOV PEST CONTROL	48.50	
						15960	NOV PEST CONTROL	241.00	
						15961	NOV PEST CONTROL	183.00	
24036	12/07/07	173.60	882	PRINT SHOP SANTA CRUZ		15760	OFFICE SUPPLIES/FAC	86.80	
						15767	OFFICE SUPPLIES/FLT	86.80	
24037	12/07/07	332.51	061A	REGISTER PAJARONIAN		15900	CLASS ADV-PURCH	209.53	
						15901	CLASS ADV-PURCH	122.98	
24038	12/07/07	100.00	B011	REILLY, EMILY	7	15860	NOV BOARD MTG	100.00	
24039	12/07/07	100.00	B015	ROTKIN, MIKE	7	15861	NOV BOARD MTGS	100.00	
24040	12/07/07	907.35	001379	SAFETY-KLEEN SYSTEMS, INC.		15947	HAZ WASTE DISP	907.35	
24041	12/07/07	336.68	018	SALINAS VALLEY FORD SALES		15714	REV VEH PARTS	117.08	
						15716	REV VEH PARTS	117.08	
						15717	REV VEH PARTS	102.52	
24042	12/07/07	150.64	002713	SANTA CRUZ AUTO TECH, INC.		16005	OUT RPR REV VEH	50.15	
						16006	OUT RPR REV VEH	100.49	
24043	12/07/07	496.73	135	SANTA CRUZ AUTO PARTS, INC.		15764	PARTS & SUPPLIES	3.75	
						15765	PARTS & SUPPLIES	44.27	
						15766	REV VEH PARTS	44.75	
						15774	REV VEH PARTS	31.19	
						15784	PARTS & SUPPLIES	31.95	
						15888	PARTS & SUPPLIES/FLT	140.29	
						16019	SMALL TOOL	200.53	
24044	12/07/07	325.00	260	SANTA CRUZ GLASS CO., INC.		15955	DOOR REPLACEMENT/WTC	325.00	
24045	12/07/07	198.00	001523	SANTA CRUZ MEDICAL CLINIC	7	15999	MEDICAL EXAM	66.00	
						16000	MEDICAL EXAM	66.00	
						16001	MEDICAL EXAM	66.00	
24046	12/07/07	7,819.38	079	SANTA CRUZ MUNICIPAL UTILITIES		15981	10/24-11/21 RIVER	2,170.32	
						15982	10/24-11/21 ENCINAL	123.18	
						15983	10/25-11/26 PACIFIC	2,588.62	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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						15984	10/25-11/26 PACIFIC	128.92	
						15985	10/24-11/21 ENCINAL	817.64	
						15986	10/24-11/21 DUBOIS	366.83	
						15987	10/24-11/21 GOLF CLB	955.16	
						15988	10/24-11/21 VERNON	382.59	
						15989	10/24-11/21 VERNON	60.53	
						15990	10/24-11/21 RIVER	121.06	
						15991	10/24-11/21 DUBOIS	104.53	
						15789	REPAIRS/MAINTENANCE	16.94	
24047	12/07/07	16.94	276	SCOTTS VALLEY SPRINKLER					
24048	12/07/07	142.37	001135	SERVICE ORIENTED SALES		15923	REPAIRS/MAINTENANCE	142.37	
24049	12/07/07	683.45	002447	SETON IDENTIFICATION PRODUCTS		15948	OFFICE SUPPLIES/FAC	683.45	
24050	12/07/07	100.00	B012	SPENCE, PAT	7	15862	NOV BOARD MTG	100.00	
24051	12/07/07	3,652.15	001036	STANDARD INSURANCE COMPANY		15866	DEC LIFE/AD&D INS	3,652.15	
24052	12/07/07	143.16	779	STAR MACHINE & TOOL CO.		16017	PARTS & SUPPLIES	143.16	
24053	12/07/07	69.33	104	STATE STEEL COMPANY		16022	PARTS & SUPPLIES	69.33	
24054	12/07/07	41.67	E002	STICKEL, TOM		15993	EMP TRAVEL/STICKEL	41.67	
24055	12/07/07	50.00	B017	STONE, MARK	7	15863	NOV BOARD MTG	50.00	
24056	12/07/07	1,147.72	017	SUN MICROSYSTEMS, INC.		15868	SOFT/HARDWARE	1,254.48	
						15869	CREDIT MEMO	-106.76	
24057	12/07/07	3,439.29	002207	T.Y. CUSTOM DESIGN	0	15850	EMP INCENTIVE	967.21	
						15851	EMP INCENTIVE	2,472.08	
24058	12/07/07	524.96	002504	TIFCO INDUSTRIES		16021	PARTS & SUPPLIES	524.96	
24059	12/07/07	2,500.00	001134	TOM RALSTON CONCRETE, INC.		15882	REPAIR-920 PACIFIC	2,500.00	
24060	12/07/07	1,428.03	170	TOWNSEND'S AUTO PARTS		15908	SAFETY SUPPLIES/FLT	300.00	
						15909	PARTS/SAFETY SUPPLY	283.05	
						15910	PART/SAFETY SUPPLIES	268.15	
						15911	PARTS/SAFETY SUPPLY	284.03	
						15912	REV VEH PARTS/SAFETY	292.80	
24061	12/07/07	2,898.72	001038	TWINVISION NA INC.		16024	REV VEH PARTS	2,898.72	
24062	12/07/07	76.16	007	UNITED PARCEL SERVICE		15939	FRT OUT-FLT	76.16	
24063	12/07/07	1,008.15	002829	VALLEY POWER SYSTEMS, INC.		16042	REV VEH PARTS	22.27	
						16043	REV VEH PARTS	160.57	
						16046	OFFICE SUPPLY/PARTS	825.31	
24064	12/07/07	11,269.92	001043	VISION SERVICE PLAN		15867	DEC VISION INS	11,269.92	
24065	12/07/07	4,000.00	676	WEBER, HAYES & ASSOCIATES		15853	ENV ASSESSMENT/RIVER	4,000.00	
24066	12/07/07	70.00	682	WEISS, AMY L.	7	15829	NOV INTERPRETER	70.00	
24067	12/07/07	1,257.29	002875	WILBUR SMITH ASSOCIATES		15865	10/1-11/2 PROF SVCS	1,257.29	
24068	12/07/07	247.33	147	ZEE MEDICAL SERVICE CO.		15758	SAFETY SUPPLIES	105.41	
						15919	SAFETY SUPPLIES	74.00	
						15949	SAFETY SUPPLIES	34.61	
						15950	SAFETY SUPPLIES	33.31	
24069	12/07/07	1,028.37	148	ZEP MANUFACTURING COMPANY		16016	CLEANING SUPPLIES	166.69	
						16027	CLEANING SUPPLY	861.68	
24070	12/14/07	482.50	002069	A TOOL SHED, INC.		16071	EQUIP RENTAL	482.50	
24071	12/14/07	953.16	002876	AA AUTO COLLISION CENTER		16186	OUT RPR REV VEH	953.16	
24072	12/14/07	32.39	E437	AITKEN, ANGELA		16175	OFFICE SUPPLIES	32.39	
24073	12/14/07	1,628.50	001A	AT&T/MCI		16176	NOV PHONES/IT	1,479.45	
						16190	NOV PHONES/FAC	149.05	
24074	12/14/07	961.94	876	ATCHISON, BARISONE, CONDOTTI &		16171	LEGAL SVC/110 VERNON	2.25	
						16172	LEGAL SVC/425 FRONT	959.69	

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24075	12/14/07	112.50	001856	BAY COMMUNICATIONS		7 16146	OUT RPR EQUIP	56.25	
						16147	OUT RPR EQUIP	56.25	
24076	12/14/07	80.00	E630	BOODT, GARY		16167	EMP TRAVEL/NGVI-CNG	80.00	
24077	12/14/07	1,337.63	002189	BUS & EQUIPMENT		16065	REV VEH PARTS	465.13	
						16181	REV VEH PARTS	872.50	
24078	12/14/07	1,651.91	001230	CAPITOL CLUTCH & BRAKE, INC.		16109	REV VEH PARTS	1,651.91	
24079	12/14/07	725.28	796	CHALK'S TRUCK PARTS, INC.		16117	SMALL TOOL	725.28	
24080	12/14/07	62.29	001346	CITY OF SANTA CRUZ		16161	11/08 LANDFILL	62.29	
24081	12/14/07	979.00	001113	CLARKE, SUSAN		15849	EXT BUS ANNOUNC/AUD	979.00	
24082	12/14/07	2,019.22	909	CLASSIC GRAPHICS		15913	OUT RPR REV VEH	2,019.22	
24083	12/14/07	1,536.47	002609	CLEANSOURCE		16143	CLEANING SUPPLIES	1,536.47	
24084	12/14/07	85,265.88	002569	COMERICA BANK		15974	WORK COMP FUND	85,265.88	
24085	12/14/07	338.39	508	COMPLETE COACH WORKS		16111	REV VEH PARTS	338.39	
24086	12/14/07	51.78	418	COUNTY OF SANTA CRUZ		16189	FLEET CNG	51.78	
24087	12/14/07	905.04	002814	CREATIVE BUS SALES, INC.		16187	REV VEH PARTS	905.04	
24088	12/14/07	575.67	R527	CSAA-IIB		16169	SETTLEMENT/RISK	575.67	
24089	12/14/07	5,448.88	085	DIXON & SON TIRE, INC.		15884	TIRES & TUBES/FLT	800.10	
						15885	TIRES & TUBES/FLT	1,003.50	
						15886	TIRES & TUBES/FLT	1,796.82	
						15887	TIRES & TUBES/FLT	151.79	
						16064	TIRES & TUBES	322.71	
						16132	TIRES & TUBES	408.62	
						16133	TIRES & TUBES	899.34	
						16134	TIRES & TUBES	66.00	
24090	12/14/07	45.00	002388	DOGHERRA'S		7 16188	TOWING # 305	45.00	
24091	12/14/07	35.65	E373	DORFMAN, MARK		16179	11/12-1/14 TRAVEL	35.65	
24092	12/14/07	43.81	002307	EWING IRRIGATION PRODUCTS		16070	REPAIRS/MAINTENANCE	43.81	
24093	12/14/07	80.00	E020	FOUSE, BRENT		16166	EMP TRAVEL/DMV ETP	80.00	
24094	12/14/07	471.27	647	GFI GENFARE		16076	REV VEH PARTS	145.33	
						16077	REV VEH PARTS	77.07	
						16078	REV VEH PARTS	248.87	
24095	12/14/07	1,736.37	117	GILLIG CORPORATION		16072	REV VEH PTS/SUPPLIES	1,736.37	
24096	12/14/07	191.98	282	GRAINGER		16152	SAFETY SUPPLIES	162.68	
						16153	OFFICE SUPPLIES	29.30	
24097	12/14/07	393.92	001097	GREENWASTE RECOVERY, INC.		16158	NOV KINGS VILLAGE RD	165.76	
						16159	NOV MT HERMON/KINGS	57.60	
						16162	NOV RESEARCH PARK	170.56	
24098	12/14/07	372.96	001073	HALLMARK INN		16170	EMP TRAVEL/NGVI-CNG	372.96	
24099	12/14/07	6,055.00	001144	HARTFORD INSURANCE CO		15794	FLOOD INS 1/08-1/09	6,055.00	
24100	12/14/07	89.87	510A	HASLER, INC.		16173	1/1-1/31 RENTAL/ADM	48.83	
						16185	1/1-1/31 RENTAL/PT	41.04	
24101	12/14/07	80.00	E322	HICKEY, MARK		16164	EMP TRAVEL/DMV ETP	80.00	
24102	12/14/07	227.57	166	HOSE SHOP, THE		16149	PARTS & SUPPLIES	58.96	
						16150	PARTS & SUPPLIES	51.43	
						16151	PARTS & SUPPLIES	117.18	
24103	12/14/07	407.53	405	JOHN'S ELECTRIC MOTOR SVC		7 15918	OUT RPR-EQUIP	407.53	
24104	12/14/07	80.00	E407	JONES, CHRISTINE M.		16165	EMP TRAVEL/ DMV ETP	80.00	
24105	12/14/07	2,272.00	878	KELLY SERVICES, INC.		16177	TEMP/IT W/E 12/02	2,272.00	
24106	12/14/07	50.75	074	KENVILLE LOCKSMITHS		7 15877	REV VEH PTS/OUT RPR	50.75	
24107	12/14/07	49.00	001093	KROLL LABORATORY SPECIALISTS		15848	NOV DRUG TESTS	49.00	

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24108	12/14/07	41.33	107A	LUMBERMENS		15905	REPAIRS/MAINTENANCE	34.17	
						15906	REPAIRS/MAINTENANCE	1.75	
						15907	REPAIRS/MAINTENANCE	5.41	
24109	12/14/07	300.30	180	MANPOWER		16113	TEMP/FLT W/E 11/25	300.30	
24110	12/14/07	2,009.13	001358	MARINA MOTOR COMPANY		16060	REV VEH PARTS	382.92	
						16061	REV VEH PARTS	779.54	
						16062	REV VEH PARTS	496.25	
						16063	REV VEH PARTS	350.42	
24111	12/14/07	1,019.00	R508	MINTZ, KYLE		16142	SETTLEMENT/RISK	1,019.00	
24112	12/14/07	739.66	041	MISSION UNIFORM		15895	UNIF/LAUNDRY/FLT	44.78	
						15896	UNIF/LAUNDRY/FLT	56.17	
						15897	UNIF/LAUNDRY/FLT	273.26	
						15898	UNIF/LAUNDRY/FLT	115.44	
						15916	UNIF/LAUNDRY/FAC	91.57	
						15917	UNIF/LAUNDRY/FAC	95.43	
						16057	UNIF/LAUNDRY/PT	12.00	
						16058	UNIF/LAUNDRY/PT	51.01	
24113	12/14/07	471.57	001063	NEW FLYER INDUSTRIES LIMITED		16075	REV VEH PARTS	118.30	
						16156	REV VEH PARTS	344.67	
						16180	PARTS & SUPPLIES	8.60	
24114	12/14/07	2,163.06	001627	NEW PIG CORPORATION		16148	REPAIRS/MAINTENANCE	2,163.06	
24115	12/14/07	134.18	E629	NJAA, SHELDON		16168	EMP TRAVEL/NGVI-CNG	80.00	
						16194	REPAIRS/MAINTENANCE	54.18	
24116	12/14/07	3,504.24	004	NORTH BAY FORD LINC-MERCURY		15878	REV VEH PARTS	242.48	
						15893	OUT RPR OTH VEH	1,931.48	
						15894	OUT RPR OTH VEH	1,330.28	
24117	12/14/07	8,066.19	009	PACIFIC GAS & ELECTRIC		16050	10/27-11/28 FLEET	6,227.60	
						16157	11/01-12/03 PACIFIC	1,838.59	
24118	12/14/07	853.01	043	PALACE ART & OFFICE SUPPLY		15826	OFFICE SUPPLY/ADM	71.60	
						15852	OFFICE SUPPLIES/OPS	685.38	
						15880	OFFICE SUPPLIES/FLT	29.99	
						15891	OFFICE SUPPLIES/FLT	23.82	
						15915	OFFICE SUPPLIES/FAC	42.22	
24119	12/14/07	323.41	061A	REGISTER PAJARONIAN		15903	CLASS ADV-PURCH	109.32	
						15904	CLASS ADV-PURCH	214.09	
24120	12/14/07	928.05	002713	SANTA CRUZ AUTO TECH, INC.		16066	OUT RPR REV VEH	100.49	
						16067	OUT RPR REV VEH	413.78	
						16068	OUT RPR REV VEH	413.78	
24121	12/14/07	493.35	135	SANTA CRUZ AUTO PARTS, INC.		15879	CLEANING SUPPLIES	90.88	
						15889	PARTS & SUPPLIES/FLT	34.63	
						16051	REV VEH PARTS	122.39	
						16052	REV VEH PARTS	46.76	
						16053	REV VEH PARTS	57.22	
						16054	REV VEH PARTS	79.16	
						16056	REV VEH PARTS	62.31	
24122	12/14/07	66.86	848	SANTA CRUZ ELECTRONICS, INC.		15808	OFFICE SUPPLIES/IT	52.87	
						16178	OFFICE SUPPLIES/IT	13.99	
24123	12/14/07	325.94	079	SANTA CRUZ MUNICIPAL UTILITIES		16160	10/02-11/30 RESEARCH	325.94	
24124	12/14/07	484.50	149	SANTA CRUZ SENTINEL		16154	CLASS ADV-PURCH	243.60	
						16155	CLASS ADV-PURCH	240.90	

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24125	12/14/07	10,037.57	977	SANTA CRUZ TRANSPORTATION, LLC	16184		NOV PT SERVICES	10,037.57	
24126	12/14/07	2,500.00	002267	SHAW & YODER, INC.	16085		NOV LEGISLATIVE SVCS	2,500.00	
24127	12/14/07	96.08	E239	SLATER, ROBYN	16139		EMP TRAVEL/SLATER	36.97	
					16140		LOCAL MTG EXP	49.11	
					16141		EMP TRAVEL/SLATER	10.00	
24128	12/14/07	13,144.34	001648	STEVE'S UNION SERVICE	16182		NOV FUEL/PT	13,144.34	
24129	12/14/07	566.28	001150	THE INN OFF CAPITOL PARK	16163		EMP TRAVEL/ DMV ETP	566.28	
24130	12/14/07	3,980.41	001800	THERMO KING OF SALINAS, INC	16116		OUT RPR REV VEH	3,980.41	
					16136		OUT RPR REV VEH	3,995.29	
					16137		CREDIT MEMO	-3,995.29	
24131	12/14/07	73.51	007	UNITED PARCEL SERVICE	16114		FRT OUT/FLT	73.51	
24132	12/14/07	3,171.76	001140	UNIVERSITY INN &	16174		HOLIDAY PARTY DINNER	3,171.76	
24133	12/14/07	499,358.76	002829	VALLEY POWER SYSTEMS, INC.	16069		CORE CREDIT	-10,488.70	
					16079		TRANS REBUILD	7,353.10	
					16080		PARTS & SUPPLIES	42.22	
					16090		JOHN DEERE ENG	38,216.96	
					16191		ENG REPOWER	154,745.06	
					16192		ENG REPOWER	154,745.06	
					16193		ENG REPOWER	154,745.06	
24134	12/14/07	500.00	417	VAN DYKE SOFTWARE	15976		CRT LICENSES	500.00	
24135	12/14/07	6,968.32	001083	WATSONVILLE TRANSPORTATION, INC	16183		NOV PT SERVICES	6,968.32	
24136	12/14/07	126.72	002817	WATSONVILLE BLUEPRINT	16144		PRINTING/CHINA GRADE	28.15	
					16145		PRINTING/CHINA GRADE	98.57	
24137	12/14/07	271.43	042	WFCB-OSH COMMERCIAL SERVICES	16091		REPAIRS/MAINTENANCE	36.95	
					16092		REPAIRS/MAINETNANCE	-4.48	
					16093		REPAIRS/MAINTENANCE	4.32	
					16094		REPAIRS/MAINTENANCE	148.24	
					16095		REPAIRS/MAINTENANCE	36.18	
					16096		REPAIRS/MAINTENANCE	38.49	
					16097		REPAIRS/MAINTENANCE	15.64	
					16098		REPAIRS/MAINTENANCE	-9.41	
					16099		REPAIRS/MAINTENANCE	8.11	
					16100		REBATE	-2.61	
24138	12/14/07	518.96	002542	WILDPACKETS, INC.	15978		OMNIPEEK PRO SOFTWARE	518.96	
24139	12/14/07	237.68	186	WILSON, GEORGE H., INC.	15922		REPAIRS/MAINTENANCE	116.58	
					16103		REPAIRS/MAINTENANCE	53.83	
					16106		OUT RPR BLDG & IMP	67.27	
24140	12/14/07	71.45	147	ZEE MEDICAL SERVICE CO.	16123		SAFETY SUPPLIES	71.45	
24141	12/21/07	542.25	002069	A TOOL SHED, INC.	16270		EQUIP RENTAL	430.05	
					16310		EQUIP RENTAL	112.20	
24142	12/21/07	5.77	932	A.L. LEASE COMPANY, INC.	16344		REPAIRS/MAINTENANCE	3.80	
					16364		REPAIRS/MAINTENANCE	5.77	
					16365		CREDIT NOTE	-3.80	
24143	12/21/07	328.11	020	ADT SECURITY SERVICES INC.	16346		JAN SECURITY	58.67	
					16347		JAN SECURITY	61.10	
					16348		JAN SECURITY	44.23	
					16349		JAN SECURITY	40.48	
					16350		JAN SECURITY	79.40	
					16351		JAN SECURITY	44.23	
24144	12/21/07	38.00	886	ALL PURE WATER	16081		OFFICE SUPPLIES	38.00	

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24145	12/21/07	1,340.00	001016	ALLARD'S SEPTIC SERVICE, INC.		16105	HAZ WASTE DISP	790.00	
						16244	HAZ WASTE DISP	550.00	
24146	12/21/07	37.50	001141	AMERICAN BUSINESS SYSTEMS, INC		16138	TELEPHONE SUPPORT	37.50	
24147	12/21/07	81.44	294	ANDY'S AUTO SUPPLY		16089	PARTS & SUPPLIES	46.76	
						16268	PARTS & SUPPLIES	34.68	
24148	12/21/07	562.92	856	ANGI INTERNATIONAL LLC		16269	REPAIRS/MAINTENANCE	562.92	
24149	12/21/07	48.42	M033	BAILEY, NEIL	7	9001434	MED PYMT SUPP	48.42	
24150	12/21/07	50.32	M068	BASS, BETTY	7	9001447	MED PYMT SUPP	50.32	
24151	12/21/07	183.50	001856	BAY COMMUNICATIONS	7	16223	OUT RPR EQUIP	183.50	
24152	12/21/07	81.87	123	BAY PHOTO LAB		16059	PHOTO SUPPLY/PT	12.32	
						16337	PHOTO PROCESS/PT	30.29	
						16338	PHOTO PROCESS/PT	39.26	
24153	12/21/07	59.99	002411	BIG O TIRE		15892	OUT RPR OTH VEH	59.99	
24154	12/21/07	80.00	002035	BOWMAN & WILLIAMS		15925	CHINA GRADE	80.00	
24155	12/21/07	78.87	M077	BRADFORD, THOMAS	7	9001455	MED PYMT SUPP	78.87	
24156	12/21/07	177.12	M072	BRIDINGER, CHRIS	7	9001450	MED PYMT SUPP	177.12	
24157	12/21/07	48.42	M078	BRIDINGER, DENISE	7	9001456	MED PYMT SUPP	48.42	
24158	12/21/07	48.42	M079	BROGDON, ROY		9001457	MED PYMT SUPP	48.42	
24159	12/21/07	122.64	M022	CAPELLA, KATHLEEN	7	9001433	MED PYMT SUPP	122.64	
24160	12/21/07	24.22	M080	CARR, DALE	7	9001458	MED PYMT SUPP	24.22	
24161	12/21/07	1,469.10	002627	CDW GOVERNMENT, INC.		16362	CREDIT MEMO	-196.38	
						16363	LEXMARK 4227 PRINTER	1,665.48	
24162	12/21/07	101.73	002898	CEB		16198	CA MECH LIENS 07	101.73	
24163	12/21/07	61.33	M073	CENTER, DOUG	7	9001451	MED PYMT SUPP	61.33	
24164	12/21/07	360.73	172	CENTRAL WELDER'S SUPPLY, INC.		16115	SAFETY SUPPLIES	275.77	
						16271	SAFETY SUPPLIES	84.96	
24165	12/21/07	24.22	M036	CERVANTES, GLORIA	7	9001435	MED PYMT SUPP	24.22	
24166	12/21/07	5,000.00	002346	CHANEY, CAROLYN & ASSOC., INC.		15847	DEC LEGISLATIVE SVCS	5,000.00	
24167	12/21/07	1,078.91	001346	CITY OF SANTA CRUZ		16353	STRM FLD/WATER	1,078.91	
24168	12/21/07	10.34	130	CITY OF WATSONVILLE UTILITIES		16283	11/1-12/1 RODRIGUEZ	10.34	
24169	12/21/07	32.30	M090	CLARKE, PATRICIA	7	9001464	MED PYMT SUPP	32.30	
24170	12/21/07	980.75	001113	CLARKE, SUSAN		16404	EXT BUS ANNOUNC/AUD	980.75	
24171	12/21/07	5,969.44	909	CLASSIC GRAPHICS		15940	OUT RPR REV VEH	1,783.01	
						16237	OUT RPR REV VEH	1,793.18	
						16319	OUT RPR REV VEH	2,393.25	
24172	12/21/07	30.54	002609	CLEANSOURCE		16243	CLEANING SUPPLIES	30.54	
24173	12/21/07	184.00	367	COMMUNITY TELEVISION OF		16284	TV COVERAGE 11/16	184.00	
24174	12/21/07	167.42	508	COMPLETE COACH WORKS		16397	REV VEH PARTS	167.42	
24175	12/21/07	194.84	002063	COSTCO		15970	PHOTO PROCESS/OPS	4.73	
						15971	PHOTO PROCESS/OPS	11.22	
						15972	PHOTO PROCESS/OPS	2.86	
						15973	PHOTO PROCESS/OPS	4.12	
						16086	PHOTO PROCESS/OPS	6.70	
						16087	PHOTO PROCESS/OPS	9.56	
						16088	PHOTO PROCESS/OPS	2.86	
						16196	PHOTO PROCESS/RISK	2.16	
						16279	OFFICE SUPPLIES/OPS	107.85	
						16302	PHOTO PROCESS/OPS	4.47	
						16303	PHOTO PROCESS/OPS	2.53	
						16304	PHOTO PROCESS/OPS	6.38	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
						16361	LOCAL MEETING EXP	29.40	
24176	12/21/07	72.86	M116	CRAMBLETT, LAWRENCE		9001481	MED PYMT SUPP	72.86	
24177	12/21/07	61.33	M092	CRAWFORD, TERRI	7	9001465	MED PYMT SUPP	61.33	
24178	12/21/07	339.06	002814	CREATIVE BUS SALES, INC.		16335	REV VEH PARTS	188.93	
						16336	REV VEH PARTS	150.13	
24179	12/21/07	651.40	504	CUMMINS WEST, INC.		15610	REV VEH PARTS	1,257.11	
						15656	CORE CREDIT	-1,281.66	
						15750	REV VEH PARTS	2,345.23	
						15751	CREDIT MEMO	-2,345.23	
						16233	REV VEH PARTS	675.95	
24180	12/21/07	367.47	001000	DAIMLER CHRYSLER		16217	REV VEH PARTS	367.47	
24181	12/21/07	24.22	M039	DAVILA, ANA MARIA	7	9001436	MED PYMT SUPP	24.22	
24182	12/21/07	44.00	E420	DERWING, CAROLYN		16224	DMV FEES	44.00	
24183	12/21/07	95,448.36	001316	DEVCO OIL		16286	FLT FUEL 12/1-12/10	59,665.26	
						16324	FUEL FLT 12/11-12/16	35,783.10	
24184	12/21/07	3,150.84	480	DIESEL MARINE ELECTRIC, INC.		16107	REV VEH PARTS	3,150.84	
24185	12/21/07	111.90	085	DIXON & SON TIRE, INC.		16339	TIRES & TUBES	111.90	
24186	12/21/07	61.33	M095	DIXON, GEORGE	7	9001466	MED PYMT SUPP	61.33	
24187	12/21/07	269.00	002388	DOGHERRA'S	7	16220	TOW # 304	55.00	
						16340	TOW # 63037	105.00	
						16341	TOW # 307	109.00	
24188	12/21/07	61.33	M096	DRAKE, JUDITH	7	9001467	MED PYMT SUPP	61.33	
24189	12/21/07	500.00	002862	ECOLOGICAL CONCERNS INC.		16245	WATER DRAINAGE/MB	500.00	
24190	12/21/07	1,596.51	432	EXPRESS PERSONNEL SERVICES		16278	TEMP/OPS W/E 11/25	151.13	
						16323	TEMP/FLT W/E 11/30	515.38	
						16406	TEMP/OPS W/E 12/2	930.00	
24191	12/21/07	61.33	M098	FAUCI, SUSAN	7	9001468	MED PYMT SUPP	61.33	
24192	12/21/07	61.33	M099	FIKE, LOUIS	7	9001469	MED PYMT SUPP	61.33	
24193	12/21/07	154.94	M074	GABRIELE, BERNARD	7	9001452	MED PYMT SUPP	154.94	
24194	12/21/07	24.22	M040	GARBEZ, LINDA	7	9001437	MED PYMT SUPP	24.22	
24195	12/21/07	48.42	M100	GARCIA, SANTIAGO	7	9001470	MED PYMT SUPP	48.42	
24196	12/21/07	61.33	M101	GOES, ALAN	7	9001471	MED PYMT SUPP	61.33	
24197	12/21/07	48.42	M041	GOUVEIA, ROBERT	7	9001438	MED PYMT SUPP	48.42	
24198	12/21/07	1,134.15	282	GRAINGER		16219	SMALL TOOL	409.39	
						16221	REPAIRS/MAINTENANCE	14.64	
						16311	REPAIRS/MAINTENANCE	710.12	
24199	12/21/07	120.16	546	GRANITEROCK COMPANY		16104	REPAIRS/MAINTENANCE	120.16	
24200	12/21/07	48.42	M081	HALL, JAMES	7	9001459	MED PYMT SUPP	48.42	
24201	12/21/07	241.33	M016	HICKLIN, DONALD KENT	7	9001432	MED PYMT SUPP	241.33	
24202	12/21/07	24.25	M082	HINDIN, LENORE	7	9001460	MED PYMT SUPP	24.25	
24203	12/21/07	28,000.00	002116	HINSHAW, EDWARD & BARBARA	7	9001426	370 ENCINAL RENT	28,000.00	
24204	12/21/07	62.96	M043	HOLODNICK, JAMES	7	9001439	MED PYMT SUPP	62.96	
24205	12/21/07	360.93	166	HOSE SHOP, THE		16274	PARTS & SUPPLIES	222.90	
						16399	PARTS & SUPPLIES	78.12	
						16400	PARTS & SUPPLIES	59.91	
24206	12/21/07	72.86	M075	HOWARD, CAROL	7	9001453	MED SUPP PYMT	72.86	
24207	12/21/07	781.20	215A	IKON FINANCIAL SERVICES		16403	1/1-3/31 LEASE/OPS	781.20	
24208	12/21/07	1,620.38	422	IMAGE SALES INC.		16249	PHOTO SUPPLIES	810.19	
						16250	PHOTO SUPPLIES	810.19	
24209	12/21/07	14,759.98	002117	IULIANO	7	9001427	111 DUBOIS RENT	11,595.94	

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						9001428	115 DUBOIS RENT	3,164.04	
24210	12/21/07	61.33	M069	JACOBS, KENNETH	7	9001448	MED PYMT SUPP	61.33	
24211	12/21/07	32.30	M103	JEMISON, MAURICE	7	9001472	MED PYMT SUPP	32.30	
24212	12/21/07	2,706.85	110	JESSICA GROCERY STORE, INC.		9001429	CUSTODIAL SERVICES	2,706.85	
24213	12/21/07	61.33	M104	JUSSEL, PETE	7	9001473	MED PYMT SUPP	61.33	
24214	12/21/07	377.09	M061	KAMEDA, TERRY	7	9001445	MED PYMT SUPP	377.09	
24215	12/21/07	194.96	1117	KELLEY'S SERVICE INC.		16073	REV VEH PARTS	95.83	
						16318	REV VEH PARTS	99.13	
24216	12/21/07	1,187.66	878	KELLY SERVICES, INC.		16246	TEMP/MTC W/E 11/18	22.86	
						16247	TEMP/MTC W/E 11/25	1,164.80	
24217	12/21/07	113.01	074	KENVILLE LOCKSMITHS	7	15890	PARTS & SUPPLIES/FLT	19.42	
						15921	REPAIRS/MAINTENANCE	14.65	
						16222	REPAIRS/MAINTENANCE	10.58	
						16262	REPAIRS/MAINTENANCE	9.77	
						16387	REV VEH PARTS	58.59	
24218	12/21/07	483.44	039	KINKO'S INC.		16407	PRINTING/OPS	483.44	
24219	12/21/07	32.30	M105	KOHAMA, MARY	7	9001474	MED PYMT SUPP	32.30	
24220	12/21/07	2,811.55	852	LAW OFFICES OF MARIE F. SANG	7	16287	WORKERS COMP CLAIM	315.55	
						16288	WORKERS COMP CLAIM	640.00	
						16289	WORKERS COMP CLAIM	320.00	
						16290	WORKERS COMP CLAIM	144.00	
						16291	WORKERS COMP CLAIM	96.00	
						16292	WORKERS COMP CLAIM	208.00	
						16293	WORKERS COMP CLAIM	320.00	
						16294	WORKERS COMP CLAIM	176.00	
						16354	WORKERS COMP CLAIM	464.00	
						16355	WORKERS COMP CLAIM	128.00	
24221	12/21/07	127.31	107A	LUMBERMENS		16082	REPAIRS/MAINTENANCE	6.05	
						16102	REPAIRS/MAINTENANCE	1.94	
						16118	REPAIRS/MAINTENANCE	2.92	
						16119	REPAIRS/MAINTENANCE	13.22	
						16120	REPAIRS/MAINTENANCE	13.66	
						16266	PARTS & SUPPLIES	40.86	
						16273	PARTS & SUPPLIES	19.51	
						16308	REPAIRS/MAINTENANCE	16.03	
						16309	REPAIRS/MAINTENANCE	12.68	
						16313	PARTS & SUPPLIES	0.44	
24222	12/21/07	32.30	M106	LYALL, JOHN	7	9001475	MED PYMT SUPP	32.30	
24223	12/21/07	1,407.05	001119	MACERICH PARTNERSHIP LP	7	9001425	CAPITOLA MALL RENT	1,407.05	
24224	12/21/07	114.41	001358	MARINA MOTOR COMPANY		16232	REV VEH PARTS	114.41	
24225	12/21/07	61.33	M108	MILLER, FOREST	7	9001476	MED PYMT SUPP	61.33	
24227	12/21/07	2,022.54	041	MISSION UNIFORM		15935	UNIF/LAUNDRY/FLT	289.48	
						15936	UNIF/LAUNDRY/FLT	44.78	
						15937	UNIF/LAUNDRY	143.25	
						15938	UNIF/LAUNDRY/FLT	56.17	
						16101	UNIF/LAUNDRY/FAC	96.52	
						16128	UNIF/LAUNDRY/FLT	325.63	
						16129	UNIF/LAUNDRY/FLT	48.54	
						16130	UNIF/LAUNDRY/FLT	139.78	
						16131	UNIF/LAUNDRY/FLT	56.17	

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						16215	UNIF/LAUNDRY/PT	54.55	
						16226	UNIF/LAUNDRY/FAC	22.32	
						16227	UNIF/LAUNDRY/FAC	22.32	
						16228	UNIF/LAUNDRY/FAC	22.32	
						16229	UNIF/LAUNDRY/FAC	22.32	
						16230	UNIF/LAUNDRY/FAC	22.32	
						16296	UNIF/LAUNDRY/FLT	49.42	
						16297	UNIF/LAUNDRY/FLT	56.17	
						16298	UNIF/LAUNDRY/FLT	289.48	
						16299	UNIF/LAUNDRY/FLT	143.25	
						16300	UNIF/LAUNDRY/FAC	95.43	
						16345	UNIF/LAUNDRY/FAC	22.32	
24228	12/21/07	1,535.59	290	NAPA GLOVE COMPANY, INC		16312	SAFETY SUPPLIES	1,535.59	
24229	12/21/07	26,936.34	002891	NCLN20, INC.		16282	NOV SECURITY	26,936.34	
24230	12/21/07	6,156.44	001063	NEW FLYER INDUSTRIES LIMITED		16234	REV VEH PARTS	2,398.45	
						16235	REV VEH PARTS	411.48	
						16236	REV VEH PARTS	300.20	
						16275	REV VEH PARTS	1,224.63	
						16276	REV VEH PARTS	268.86	
						16392	REV VEH PARTS	32.82	
						16393	REV VEH PARTS	342.40	
						16394	REV VEH PARTS	858.80	
						16395	REV VEH PARTS	125.00	
						16396	REV VEH PARTS	193.80	
24231	12/21/07	415.43	001627	NEW PIG CORPORATION		16242	REPAIRS/MAINTENANCE	415.43	
24232	12/21/07	1,757.30	002721	NEXTEL COMMUNICATIONS		16321	NOV PHONES/PT	1,757.30	
24233	12/21/07	242.48	004	NORTH BAY FORD LINC-MERCURY		16238	PARTS & SUPPLIES	242.48	
24234	12/21/07	24.22	M050	O'MARA, KATHLEEN	7	9001440	MED PYMT SUPP	24.22	
24235	12/21/07	25.00	188	PACIFIC BUS MUSEUM		16325	MEMBERSHIP RENEWAL	25.00	
24236	12/21/07	15,006.62	009	PACIFIC GAS & ELECTRIC		16295	CNG FLT/NOV	11,943.81	
						16320	10/12-12/6 KINGS VLG	2,086.34	
						16402	11/11-12/12 RESEARCH	976.47	
24237	12/21/07	776.58	043	PALACE ART & OFFICE SUPPLY		16248	OFFICE SUPPLIES/MTC	13.27	
						16280	OFFICE SUPPLIES/OPS	66.90	
						16307	OFFICE SUPPLIES/FIN	284.85	
						16315	OFFICE SUPPLIES/FLT	1.82	
						16316	OFFICE SUPPLIES/FLT	253.77	
						16327	OFFICE SUPPLY/FIN	2.01	
						16359	OFFICE SUPPLIES/PT	153.96	
24238	12/21/07	2,676.86	950	PARADISE LANDSCAPE	7	16084	DEC MAINTENANCE	887.00	
						16122	SERVICE-VERNON	1,789.86	
24239	12/21/07	346.62	M057	PARHAM, WALLACE	7	9001443	MED PYMT SUPP	346.62	
24240	12/21/07	48.42	M051	PENDRAGON, LINDA	7	9001441	MED PYMT SUPP	48.42	
24241	12/21/07	62.96	M109	PEREZ, CHERYL		9001477	MED PYMT SUPP	62.96	
24242	12/21/07	308.52	M064	PETERS, TERRIE	7	9001446	MED PYMT SUPP	308.52	
24243	12/21/07	975.00	001142	PHYSICIANS MEDICAL GROUP		16251	MEDICAL EXAM	75.00	
						16252	MEDICAL EXAM	75.00	
						16253	MEDICAL EXAM	75.00	
						16254	MEDICAL EXAM	75.00	
						16255	MEDICAL EXAM	75.00	

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						16256	MEDICAL EXAM	75.00	
						16257	MEDICAL EXAM	75.00	
						16258	MEDICAL EXAM	75.00	
						16259	MEDICAL EXAM	75.00	
						16260	MEDICAL EXAM	75.00	
						16261	MEDICAL EXAM	75.00	
						16342	MEDICAL EXAM	75.00	
						16343	MEDICAL EXAM	75.00	
24244	12/21/07	61.33	M070	PICARELLA, FRANCIS	7	9001449	MED PYMT SUPP	61.33	
24245	12/21/07	424.00	481	PIED PIPER EXTERMINATORS, INC.		16366	DEC PEST CONTROL	183.00	
						16367	DEC PEST CONTROL	241.00	
24246	12/21/07	61.33	M117	POLANCO, ANDRES		9001482	MED PYMT SUPP	61.33	
24247	12/21/07	34.00	E424	POLANCO, JOSE		16281	DMV FEES	34.00	
24248	12/21/07	346.62	M058	POTEETE, BEVERLY	7	9001444	MED PYMT SUPP	346.62	
24249	12/21/07	341.62	061A	REGISTER PAJARONIAN		15902	CLASS ADV-PURCH	227.75	
						16301	CLASS ADV-PURCHASING	113.87	
24250	12/21/07	315.76	M005	ROSS, EMERY	7	9001430	MED PYMT SUPP	315.76	
24251	12/21/07	48.42	M085	ROSSI, DENISE	7	9001461	MED PYMT SUPP	48.42	
24252	12/21/07	1,975.00	067	ROTO-ROOTER		16225	OUT RPR BLDG & IMP	40.00	
						16368	OUT RPR BLDG & IMP	218.00	
						16369	OUT RPR BLDG & IMP	828.00	
						16370	OUT RPR BLDG & IMP	658.00	
						16371	OUT RPR BLDG & IMP	231.00	
24253	12/21/07	40.92	045	ROYAL WHOLESALE ELECTRIC		16264	REPAIRS/MAINTENANCE	7.58	
						16265	REPAIRS/MAINTENANCE	33.34	
24254	12/21/07	32.30	M111	SANCHEZ, FELIX	7	9001478	MED PYMT SUPP	32.30	
24256	12/21/07	4,989.87	002713	SANTA CRUZ AUTO TECH, INC.		16199	OUT RPR REV VEH	56.60	
						16200	OUT RPR REV VEH	50.15	
						16201	OUT RPR REV VEH	50.15	
						16202	OUT RPR REV VEH	50.15	
						16203	OUT RPR REV VEH	50.15	
						16204	OUT RPR REV VEH	50.15	
						16205	OUT RPR REV VEH	50.15	
						16206	OUT RPR REV VEH	50.15	
						16207	OUT RPR REV VEH	50.15	
						16208	OUT RPR REV VEH	50.15	
						16209	OUT RPR REV VEH	50.15	
						16210	OUT RPR REV VEH	50.15	
						16211	OUT RPR REV VEH	50.15	
						16212	OUT RPR REV VEH	50.15	
						16213	OUT RPR REV VEH	56.60	
						16214	OUT RPR REV VEH	363.63	
						16401	INSTALL ENGINE	3,861.09	
24258	12/21/07	1,471.96	135	SANTA CRUZ AUTO PARTS, INC.		15933	REV VEH PARTS	661.24	
						15934	REV VEH PARTS	45.52	
						16055	REV VEH PARTS	41.61	
						16074	REV VEH PARTS	42.25	
						16124	SMALL TOOL	15.14	
						16125	REV VEH PARTS	55.74	
						16126	REV VEH PARTS	169.26	

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						16127	SAFETY SUPPLIES	54.98	
						16216	REV VEH PTS	23.90	
						16240	SMALL TOOLS	8.95	
						16241	REV VEH PARTS	242.56	
						16267	PARTS & SUPPLIES	9.11	
						16317	REV VEH PARTS	28.45	
						16384	PARTS & SUPPLIES	36.80	
						16389	REV VEH PARTS	19.16	
						16390	REV VEH PARTS	17.29	
24259	12/21/07	69.88	848	SANTA CRUZ ELECTRONICS, INC.		16218	OFFICE SUPPLY/IT	64.75	
						16314	PARTS & SUPPLIES	5.13	
24260	12/21/07	11.39	051	SANTA CRUZ FIRE EQUIPMENT	7	16263	OUT RPR EQUIP	11.39	
24261	12/21/07	124.73	001152	SANTARELLI DE BRASCH, THOMAS		16322	REV VEH PARTS	124.73	
24262	12/21/07	85.87	001	SBC		16405	NOV REPEATERS/OPS	85.87	
24263	12/21/07	282.46	276	SCOTTS VALLEY SPRINKLER		15914	REPAIRS/MAINTENANCE	78.12	
						16083	REPAIRS/MAINTENANCE	129.12	
						16121	REPAIRS/MAINTENANCE	75.22	
24264	12/21/07	30.00	880	SEISINT, INC.		16135	PROF/TECH SVC/RISK	30.00	
24265	12/21/07	363.97	M010	SHORT, SLOAN	7	9001431	MED PYMT SUPP	363.97	
24266	12/21/07	61.33	M112	SILVA, EDUARDO	7	9001479	MED PYMT SUPP	61.33	
24267	12/21/07	100.00	B016	SKILLICORN, DALE	7	16197	DEC BOARD MTGS	100.00	
24268	12/21/07	48.42	M054	SLOAN, FRANCIS	7	9001442	MED PYMT SUPP	48.42	
24269	12/21/07	439.75	R509	SMITH, MATTHEW		16328	SETTLEMENT/RISK	439.75	
24270	12/21/07	11,651.11	001075	SOQUEL III ASSOCIATES	7	9001424	RESEARCH PARK RENT	11,651.11	
24271	12/21/07	475.00	001930	STATE BAR OF CALIFORNIA		15831	2008 MEMBERSHIP	475.00	
24272	12/21/07	4,062.31	972	SWAN ASSOCIATES		16372	OUT RPR EQUIP	324.57	
						16373	OUT RPR EQUIP	290.91	
						16374	OUT RPR EQUIP	358.23	
						16375	OUT RPR EQUIP	341.40	
						16376	OUT RPR EQUIP	341.40	
						16377	OUT RPR EQUIP	518.31	
						16378	OUT RPR EQUIP	391.68	
						16379	OUT RPR EQUIP	408.51	
						16380	OUT RPR EQUIP	341.40	
						16381	OUT RPR EQUIP	234.82	
						16382	OUT RPR EQUIP	511.08	
24273	12/21/07	2,707.41	002805	TELEPATH CORPORATION		15942	DEC MAINT & REPAIRS	2,707.41	
24274	12/21/07	15,312.20	970	THE MECHANICS BANK		16358	NOV RETAINAGE/MB	15,312.20	
24275	12/21/07	1,326.27	001800	THERMO KING OF SALINAS, INC		16110	REV VEH PARTS	1,326.27	
24276	12/21/07	285.00	002675	THOMSON-WEST BARCLAYS		16326	T 13 MOTOR VEHICLES	285.00	
24277	12/21/07	185.19	002504	TIFCO INDUSTRIES		16239	PARTS & SUPPLIES	185.19	
24278	12/21/07	24.22	M086	TOLINE, DONALD	7	9001462	MED PYMT SUPP	24.22	
24279	12/21/07	764.19	170	TOWNSEND'S AUTO PARTS		16383	CLEANING SUPPLIES	213.53	
						16385	CLEANING SUPPLIES	255.19	
						16386	REV VEH PARTS/SUPPLY	140.01	
						16391	REV VEH PARTS	155.46	
24280	12/21/07	4,068.89	057	U.S. BANK		16329	4246044555645971	187.93	
						16330	4246044555645971	100.00	
						16331	4246044555645971	1,536.63	
						16332	4246040013714953	463.38	

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						16333	4246044555645971	1,119.45	
						16334	4246044555645971	661.50	
24281	12/21/07	22.17	007	UNITED PARCEL SERVICE		16272	FRT OUT/FLT	22.17	
24282	12/21/07	82.00	884	UNITED STATES POSTAL SERVICE		16285	POSTAGE/OPS	82.00	
24283	12/21/07	157,827.32	002829	VALLEY POWER SYSTEMS, INC.		16112	REV VEH PARTS	783.53	
						16277	REV VEH PARTS	898.11	
						16352	ENG REPOWER	154,745.06	
24284	12/21/07	5,249.70	221	VEHICLE MAINTENANCE PROGRAM		16388	REV VEH PARTS	1,400.62	
						16108	REV VEH PARTS	4,415.52	
						16231	REV VEH PARTS	290.22	
						16398	REV VEH PARTS	543.96	
24285	12/21/07	60.83	434	VERIZON WIRELESS		16408	WIRELESS PC CARD	60.83	
24286	12/21/07	177.12	M076	VONWAL, YVETTE	7	9001454	MED PYMT SUPP	177.12	
24287	12/21/07	137,809.80	002887	WEST BAY BUILDERS, INC.		16357	CONST SVC MB-11/30	137,809.80	
24288	12/21/07	744.60	436	WEST PAYMENT CENTER		16195	NOV ACCESS CHARGES	744.60	
24289	12/21/07	103.02	E495	WHITE, LES		16305	11/12-11/14 EMP TRVL	34.07	
						16306	11/27-12/01 EMP TRVL	68.95	
24290	12/21/07	536.31	002875	WILBUR SMITH ASSOCIATES		16360	PROF SVC SCMTD SRTP	536.31	
24291	12/21/07	72.86	M115	WILLIAMS, CHRIS	7	9001480	MED PYMT SUPP	72.86	
24292	12/21/07	24.22	M088	YAGI, RANDY	7	9001463	MED PYMT SUPP	24.22	
24293	12/21/07	1,404.00	853	ZELLER APPRAISAL SERVICES, INC		16356	PROF SVCS/FRONT ST	1,404.00	
TOTAL		1,579,065.77		COAST COMMERCIAL BANK			TOTAL CHECKS 310	1,579,065.77	

5-114

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 25, 2008
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
SUBJECT: MONTHLY BUDGET STATUS REPORTS FOR OCTOBER 2007 AND NOVEMBER 2007.

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors accept and file the budget status reports for October 2007 and November 2007.

II. SUMMARY OF ISSUES

- **Operating Revenues** for the months of October and November 2007 were \$598K or 4 % under for October 2007, and \$1,052K or 6 % under for November 2007.
- **Consolidated Operating Expenses** for the month of October 2007 were \$1,832K or 14% under budget and \$2,188K or 14% under budget for the month of November 2007.
- **Capital Budget** spending for the months of October and November 2007 was \$6,115K or 17% of the Capital budget for October 2007 and \$7,010K or 20% of the Capital Budget for November 2007.

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, expenses and capital in relation to the adopted operating and capital budgets for the fiscal year. The attached monthly revenue, expense and capital reports represent the status of the District's FY08 operating and capital budgets versus actual expenditures for the month.

The fiscal year has elapsed 42%.

5-2.1

A. Operating Revenue

For the months of October and November 2007 revenue was \$598K or 4 % under for October 2007, and \$1,052K or 6 % under for November 2007. The majority of this variance was due to the FTA Sec 5311 – Rural Op Asst money coming in later than budgeted. Other revenue variances are explained in the notes at the end of the revenue report.

B. Operating Expense by Department

Total Operating Expenses by Department for the month of October 2007 were \$1,832K, or 14% under budget; 3% below where we were in FY07. Total Operating Expense by Department for the month of November 2007 were \$2,188K; 14% under budget; 2% below where we were in FY07. Majority of the variance is due to not being up to full complement in Facilities, Paratransit, Operations, Bus Operators, Fleet Maintenance and Retired Employee Benefits. Fuel costs have been below estimates in Fleet and equipment contracts have come in below budget in Facilities.

C. Consolidated Operating Expenses

Consolidated Operating Expenses for the month of October 2007 were \$1,832K or 14% under budget. For the month of November 2007 Consolidated Operating Expenses were \$2,188, or 14% under budget. Personnel Expenses, Prof & Tech Fees, Temp Help, Security Services, Repair-Equipment, Fuels & Lube Rev Veh, Insurance – PL & PD, and Contr/Paratransit all contributed to the variance. Further explanation of these accounts is contained in the notes following the report.

D. Capital Budget

A total of \$7,010K or 20% has been expended in the Capital Budget YTD. Of this, \$1,960K or 19% has been spent of the MetroBase line item, \$3,998K or 57% has been spent of the 110 Vernon Purchase & Renovation line item, and \$929K or 14% has been spent on the CNG Bus Conversions.

IV. FINANCIAL CONSIDERATIONS

None

5-2.2

IV. ATTACHMENTS

Attachment A: FY08 Operating Revenue for the month ending – 10/31/07
FY08 Operating Expenses by Department for the month ending – 10/31/07
FY08 Consolidated Operating Expenses for the month ending – 10/31/07
FY08 Capital Budget Reports for the month ending – 10/31/07

Attachment B: FY08 Operating Revenue for the month ending – 11/30/07
FY08 Operating Expenses by Department for the month ending – 11/30/07
FY08 Consolidated Operating Expenses for the month ending – 11/30/07
FY08 Capital Budget Reports for the month ending – 11/30/07

FY2008
Operating Revenue
For the month ending - October 31, 2007

Percent of Year Elapsed - 33%

Revenue Source	Current Period				Year to Date				YTD Year Over Year Comparison				Notes
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	Actual		\$ Var	% Var	
									FY08	FY07			
Passenger Fares	\$ 324,051	\$ 287,507	\$ 36,544	13%	\$ 1,243,201	\$ 1,150,028	\$ 93,173	8%	\$ 1,243,201	\$ 1,169,038	\$ 74,163	6%	
Paratransit Fares	\$ 20,741	\$ 20,800	\$ (59)	0%	\$ 75,194	\$ 83,200	\$ (8,006)	-10%	\$ 75,194	\$ 76,721	\$ (1,527)	-2%	
Special Transit Fares	\$ 309,839	\$ 235,271	\$ 74,568	32%	\$ 601,345	\$ 941,084	\$ (339,739)	-36%	\$ 601,345	\$ 710,501	\$ (109,156)	-15%	
Highway 17 Fares	\$ 69,691	\$ 70,310	\$ (619)	-1%	\$ 256,479	\$ 281,240	\$ (24,761)	-9%	\$ 256,479	\$ 272,152	\$ (15,673)	-6%	
Highway 17 Payments	\$ 34,490	\$ 38,544	\$ (4,054)	-11%	\$ 160,670	\$ 154,176	\$ 6,494	4%	\$ 160,670	\$ 149,251	\$ 11,419	8%	
Subtotal Passenger Revenue	\$ 758,812	\$ 652,432	\$ 106,380	16%	\$ 2,336,889	\$ 2,609,728	\$ (272,839)	-10%	\$ 2,336,889	\$ 2,377,663	\$ (40,774)	-2%	1
Commissions	\$ 575	\$ 500	\$ 75	15%	\$ 2,036	\$ 2,000	\$ 36	2%	\$ 2,036	\$ 2,120	\$ (84)	-4%	
Advertising Income	\$ 36,021	\$ 12,083	\$ 23,938	198%	\$ 101,190	\$ 48,332	\$ 52,858	109%	\$ 101,190	\$ 96,045	\$ 5,145	5%	2
Rent Income - SC Pacific Station	\$ 12,186	\$ 7,087	\$ 5,099	72%	\$ 28,218	\$ 28,348	\$ (130)	0%	\$ 28,218	\$ 29,038	\$ (820)	-3%	
Rent Income - Watsonville TC	\$ 2,778	\$ 4,124	\$ (1,346)	-33%	\$ 15,187	\$ 16,496	\$ (1,309)	-8%	\$ 15,187	\$ 17,843	\$ (2,656)	-15%	
Rent Income - General	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ 4,800	\$ (4,800)	-100%	
Interest Income	\$ 55,342	\$ 89,667	\$ (34,325)	-38%	\$ 342,479	\$ 358,668	\$ (16,189)	-5%	\$ 342,479	\$ 433,847	\$ (91,368)	-21%	
Other Non-Transp Revenue	\$ 1,137	\$ 23,583	\$ (22,446)	-95%	\$ 52,043	\$ 94,332	\$ (42,289)	-45%	\$ 52,043	\$ 145,511	\$ (93,468)	-64%	3
Sales Tax Revenue	\$ 1,286,400	\$ 1,468,704	\$ (182,304)	-12%	\$ 5,733,840	\$ 5,874,816	\$ (140,976)	-2%	\$ 5,733,840	\$ 5,421,591	\$ 312,249	6%	4
Transp Dev Act (TDA) - Op Asst	\$ -	\$ -	\$ -	0%	\$ 1,590,509	\$ 1,615,509	\$ (25,000)	-2%	\$ 1,590,509	\$ 1,470,209	\$ 120,300	8%	
FTA Sec 5307 - Op Asst	\$ 3,153,552	\$ -	\$ 3,153,552	0%	\$ 3,153,552	\$ 3,153,552	\$ -	0%	\$ 3,153,552	\$ -	\$ 3,153,552	0%	
Repay FTA Advance	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
FTA Sec 5311 - Rural Op Asst	\$ -	\$ -	\$ -	0%	\$ -	\$ 149,335	\$ (149,335)	-100%	\$ -	\$ 168,582	\$ (168,582)	-100%	5
Transfer from Capital/Proj Mgr	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
Subtotal Revenue	\$ 5,306,803	\$ 2,258,180	\$ 3,048,623	135%	\$ 13,355,943	\$ 13,951,116	\$ (595,173)	-4%	\$ 13,355,943	\$ 10,167,249	\$ 3,188,694	31%	
One-Time Revenue													
Carryover from Previous Year	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
Transfer from Insurance Reserves	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
FTA Sec 5317 - Op Assistance	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
AMBAG Funding	\$ (3,169)	\$ -	\$ (3,169)	0%	\$ (3,169)	\$ -	\$ (3,169)	0%	\$ (3,169)	\$ -	\$ (3,169)	0%	6
Subtotal One-Time Revenue	\$ (3,169)	\$ -	\$ (3,169)	0%	\$ (3,169)	\$ -	\$ (3,169)	0%	\$ (3,169)	\$ -	\$ (3,169)	0%	
Total Operating Revenue	\$ 5,303,634	\$ 2,258,180	\$ 3,045,454	135%	\$ 13,352,774	\$ 13,951,116	\$ (598,342)	-4%	\$ 13,352,774	\$ 10,167,249	\$ 3,185,525	31%	
Total Operating Expenses	\$ -	\$ -	\$ -	0%	\$ 8,048,780	\$ -	\$ 8,048,780	0%	\$ 8,048,780	\$ 10,821,804	\$ 2,773,024	34%	
Variance	\$ 5,303,634	\$ -	\$ 5,303,634	0%	\$ 5,303,994	\$ -	\$ 5,303,994	0%	\$ 5,303,994	\$ (654,555)	\$ 5,958,549	112%	

Current Period - YTD Notes:

- 1) Passenger Revenue is below budget for the month and YTD due to straight lining of the budget. YTD Year over Year Comparison is slightly lower.
- 2) Advertising Income is over budget for the month and YTD due to more ad revenue than budgeted.
- 3) Other Non-Transp Revenue is behind for the month and YTD due to UTU PERS reimbursement from the County which is collected on a qtrly basis.
- 4) Sales Tax Revenue is below budget for the month to YTD due to the qtrly true-up from the State. YTD Year over year, we are 6% ahead of FY07 collections.
- 5) FTA Sec 5311 - Rural Op Asst is below budget for the month and year to date due to delay in application being submitted to CalTrans.

5-2-a1

Attachment A

FY2008
Operating Revenue
For the month ending - October 31, 2007

Percent of Year Elapsed - 33%

<u>Revenue Source</u>	<u>Current Period</u>				<u>Year to Date</u>				<u>YTD Year Over Year Comparison</u>				
	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>Actual</u> <u>FY08</u>	<u>FY07</u>	<u>\$ Var</u>	<u>% Var</u>	<u>Notes</u>
6) AMBAG Funding - Credit from FY07 erroneous payout from Monterey Bay Transit Planning Rotational Interns.													

5-2.02

FY2008
Operating Expenses by Department
For the month ending - October 31, 2007

	Current Period				Year to Date				YTD Year Over Year Comparison				Notes
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	Actual	FY07	\$ Var	% Var	
Departmental Personnel Expenses													
700 - SCCIC	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
1100 - Administration	\$ 77,416	\$ 86,009	\$ (8,593)	-10%	\$ 293,932	\$ 344,036	\$ (50,104)	-15%	\$ 293,932	\$ 287,150	\$ 6,782	2%	
1200 - Finance	\$ 47,654	\$ 51,760	\$ (4,106)	-8%	\$ 179,145	\$ 207,040	\$ (27,895)	-13%	\$ 179,145	\$ 145,694	\$ 33,451	23%	
1300 - Customer Service	\$ 34,860	\$ 43,127	\$ (8,267)	-19%	\$ 135,657	\$ 172,508	\$ (36,851)	-21%	\$ 135,657	\$ 126,408	\$ 9,249	7%	
1400 - Human Resources	\$ 42,074	\$ 49,317	\$ (7,243)	-15%	\$ 157,617	\$ 197,268	\$ (39,651)	-20%	\$ 157,617	\$ 123,014	\$ 34,603	28%	
1500 - Information Technology	\$ 41,400	\$ 41,121	\$ 279	1%	\$ 161,375	\$ 164,484	\$ (3,109)	-2%	\$ 161,375	\$ 145,068	\$ 16,307	11%	
1700 - District Counsel	\$ 35,422	\$ 38,234	\$ (2,812)	-7%	\$ 126,601	\$ 152,936	\$ (26,335)	-17%	\$ 126,601	\$ 121,650	\$ 4,951	4%	
1800 - Risk Management	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
2200 - Facilities Maintenance	\$ 69,430	\$ 85,692	\$ (16,262)	-19%	\$ 276,940	\$ 342,768	\$ (65,828)	-19%	\$ 276,940	\$ 298,784	\$ (21,844)	-7%	
3100 - Paratransit Program	\$ 228,266	\$ 251,796	\$ (23,530)	-9%	\$ 876,812	\$ 1,007,184	\$ (130,372)	-13%	\$ 876,812	\$ 879,205	\$ (2,393)	0%	
3200 - Operations	\$ 162,343	\$ 178,655	\$ (16,312)	-9%	\$ 642,311	\$ 714,620	\$ (72,309)	-10%	\$ 642,311	\$ 633,463	\$ 8,848	1%	
3300 - Bus Operators	\$ 1,147,050	\$ 1,153,142	\$ (6,092)	-1%	\$ 4,056,378	\$ 4,612,568	\$ (556,190)	-12%	\$ 4,056,378	\$ 4,116,100	\$ (59,722)	-1%	
4100 - Fleet Maintenance	\$ 335,957	\$ 347,444	\$ (11,487)	-3%	\$ 1,265,532	\$ 1,389,776	\$ (124,244)	-9%	\$ 1,265,532	\$ 1,126,653	\$ 138,879	12%	
9001 - Cobra Benefits	\$ 984	\$ -	\$ 984	0%	\$ 3,994	\$ -	\$ 3,994	0%	\$ 3,994	\$ (38)	\$ 4,032	-10611%	
9005 - Retired Employee Benefits	\$ 119,985	\$ 144,500	\$ (24,515)	-17%	\$ 478,078	\$ 578,000	\$ (99,922)	-17%	\$ 478,078	\$ 466,893	\$ 11,185	2%	
Additional Operating Programs	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
Subtotal Personnel Expenses	\$ 2,342,841	\$ 2,470,797	\$ (127,956)	-5%	\$ 8,654,372	\$ 9,883,188	\$ (1,228,816)	-12%	\$ 8,654,372	\$ 8,470,044	\$ 184,328	2%	
Departmental Non-Personnel Expenses													
700 - SCCIC	\$ -	\$ 42	\$ (42)	-100%	\$ 260	\$ 168	\$ 92	55%	\$ 260	\$ 20	\$ 240	1200%	
1100 - Administration	\$ 69,737	\$ 72,853	\$ (3,116)	-4%	\$ 234,571	\$ 291,412	\$ (56,841)	-20%	\$ 234,571	\$ 252,052	\$ (17,481)	-7%	
1200 - Finance	\$ 77,874	\$ 68,287	\$ 9,587	14%	\$ 254,851	\$ 273,148	\$ (18,297)	-7%	\$ 254,851	\$ 166,297	\$ 88,554	53%	
1300 - Customer Service	\$ 3,612	\$ 9,726	\$ (6,114)	-63%	\$ 22,573	\$ 38,904	\$ (16,331)	-42%	\$ 22,573	\$ 25,710	\$ (3,137)	-12%	
1400 - Human Resources	\$ 1,758	\$ 8,131	\$ (6,373)	-78%	\$ 12,730	\$ 32,524	\$ (19,794)	-61%	\$ 12,730	\$ 31,100	\$ (18,370)	-59%	
1500 - Information Technology	\$ 10,249	\$ 13,268	\$ (3,019)	-23%	\$ 43,378	\$ 53,072	\$ (9,694)	-18%	\$ 43,378	\$ 52,133	\$ (8,755)	-17%	
1700 - District Counsel	\$ 1,010	\$ 1,512	\$ (502)	-33%	\$ 7,585	\$ 6,048	\$ 1,537	25%	\$ 7,585	\$ 5,406	\$ 2,179	40%	
1800 - Risk Management	\$ 920	\$ 20,656	\$ (19,736)	-96%	\$ 12,106	\$ 82,624	\$ (70,518)	-85%	\$ 12,106	\$ 30,704	\$ (18,598)	-61%	
2200 - Facilities Maintenance	\$ 44,304	\$ 44,532	\$ (228)	-1%	\$ 145,888	\$ 178,128	\$ (32,240)	-18%	\$ 145,888	\$ 116,188	\$ 29,700	26%	
3100 - Paratransit Program	\$ 83,927	\$ 64,048	\$ 19,879	31%	\$ 294,083	\$ 256,192	\$ 37,891	15%	\$ 294,083	\$ 207,400	\$ 86,683	42%	
3200 - Operations	\$ 46,431	\$ 53,692	\$ (7,261)	-14%	\$ 168,527	\$ 214,768	\$ (46,241)	-22%	\$ 168,527	\$ 210,067	\$ (41,540)	-20%	
3300 - Bus Operators	\$ -	\$ 750	\$ (750)	-100%	\$ 1,353	\$ 3,000	\$ (1,647)	-55%	\$ 1,353	\$ 474	\$ 879	185%	
4100 - Fleet Maintenance	\$ 362,992	\$ 403,205	\$ (40,213)	-10%	\$ 1,242,732	\$ 1,612,820	\$ (370,088)	-23%	\$ 1,242,732	\$ 1,254,207	\$ (11,475)	-1%	
9001 - Cobra Benefits	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
9005 - Retired Employee Benefits	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
Additional Operating Programs	\$ -	\$ -	\$ -	0%	\$ (575)	\$ -	\$ (575)	0%	\$ (575)	\$ -	\$ (575)	0%	
Subtotal Non-Personnel Expenses	\$ 702,814	\$ 760,702	\$ (57,888)	-8%	\$ 2,440,062	\$ 3,042,808	\$ (602,746)	-20%	\$ 2,440,062	\$ 2,351,758	\$ 88,304	4%	

5-2.03

FY2008
Operating Expenses by Department
For the month ending - October 31, 2007

	Current Period				Year to Date				YTD Year Over Year Comparison				Notes	
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	Actual	FY07	\$ Var	% Var		
Total Departmental Expenses														
700 - SCCIC	\$ -	\$ 42	\$ (42)	-100%	\$ 260	\$ 168	\$ 92	55%	\$ 260	\$ 20	\$ 240	1200%		
1100 - Administration	\$ 147,153	\$ 158,862	\$ (11,709)	-7%	\$ 528,503	\$ 635,448	\$ (106,945)	-17%	\$ 528,503	\$ 539,202	\$ (10,699)	-2%	1	
1200 - Finance	\$ 125,528	\$ 120,047	\$ 5,481	5%	\$ 433,996	\$ 480,188	\$ (46,192)	-10%	\$ 433,996	\$ 311,991	\$ 122,005	39%		
1300 - Customer Service	\$ 38,472	\$ 52,853	\$ (14,381)	-27%	\$ 158,230	\$ 211,412	\$ (53,182)	-25%	\$ 158,230	\$ 152,118	\$ 6,112	4%		
1400 - Human Resources	\$ 43,832	\$ 57,448	\$ (13,616)	-24%	\$ 170,347	\$ 229,792	\$ (59,445)	-26%	\$ 170,347	\$ 154,114	\$ 16,233	11%		
1500 - Information Technology	\$ 51,649	\$ 54,389	\$ (2,740)	-5%	\$ 204,753	\$ 217,556	\$ (12,803)	-6%	\$ 204,753	\$ 197,201	\$ 7,552	4%		
1700 - District Counsel	\$ 36,432	\$ 39,746	\$ (3,314)	-8%	\$ 134,186	\$ 158,984	\$ (24,798)	-16%	\$ 134,186	\$ 127,056	\$ 7,130	6%		
1800 - Risk Management	\$ 920	\$ 20,656	\$ (19,736)	-96%	\$ 12,106	\$ 82,624	\$ (70,518)	-85%	\$ 12,106	\$ 30,704	\$ (18,598)	-61%		
2200 - Facilities Maintenance	\$ 113,734	\$ 130,224	\$ (16,490)	-13%	\$ 422,828	\$ 520,896	\$ (98,068)	-19%	\$ 422,828	\$ 414,972	\$ 7,856	2%	2	
3100 - Paratransit Program	\$ 312,193	\$ 315,844	\$ (3,651)	-1%	\$ 1,170,895	\$ 1,263,376	\$ (92,481)	-7%	\$ 1,170,895	\$ 1,086,605	\$ 84,290	8%	3	
3200 - Operations	\$ 208,774	\$ 232,347	\$ (23,573)	-10%	\$ 810,838	\$ 929,388	\$ (118,550)	-13%	\$ 810,838	\$ 843,530	\$ (32,692)	-4%	4	
3300 - Bus Operators	\$ 1,147,050	\$ 1,153,892	\$ (6,842)	-1%	\$ 4,057,731	\$ 4,615,568	\$ (557,837)	-12%	\$ 4,057,731	\$ 4,116,574	\$ (58,843)	-1%	5	
4100 - Fleet Maintenance	\$ 698,949	\$ 750,649	\$ (51,700)	-7%	\$ 2,508,264	\$ 3,002,596	\$ (494,332)	-16%	\$ 2,508,264	\$ 2,380,860	\$ 127,404	5%	6	
9001 - Cobra Benefits	\$ 984	\$ -	\$ 984	0%	\$ 3,994	\$ -	\$ 3,994	0%	\$ 3,994	\$ (38)	\$ 4,032	-10611%		
9005 - Retired Employee Benefits	\$ 119,985	\$ 144,500	\$ (24,515)	-17%	\$ 478,078	\$ 578,000	\$ (99,922)	-17%	\$ 478,078	\$ 466,893	\$ 11,185	2%	7	
Additional Operating Programs	\$ -	\$ -	\$ -	0%	\$ (575)	\$ -	\$ (575)	0%	\$ (575)	\$ -	\$ (575)	0%		
Total Operating Expenses	\$ 3,045,655	\$ 3,231,499	\$ (185,844)	-6%	\$ 11,094,434	\$ 12,925,996	\$ (1,831,562)	-14%	\$ 11,094,434	\$ 10,821,802	\$ 272,632	3%		

Current Period Notes:

- Administration** is under budget due an annual contract paid for in FY07 and Labor negotiations not starting until the March 2009 time frame.
- Facilities Maintenance** is under budget due to not being at full complement, equipment is typically paid qtrly or annually on contracts
The budget was straight lined since we can not anticipate when these repair costs will be incurred.
- Paratransit Program** is under budget due to not being at full complement and not incurring services from the Orthopedic Hospital Recertification.
- Operations** is under budget due to not being at full complement and security expenses lower than anticipated.
- Bus Operators** is under budget due to not being at full complement.
- Fleet Maintenance** is under budget due to not being at full complement, fuel costs below estimates, repairs to district property collected to off set fleet repair expenses, and the return of 110 rent check due to us buying the facility effective 08/01/07.
- Retired Employee Benefits** is under budget due to the budget being straight lined. Increase will happen in Jan 2008.

5-2.04

FY2008
Consolidated Operating Expenses
For the month ending - October 31, 2007

	Current Period				Year to Date				YTD Year Over Year Comparison				Notes
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	Actual FY08	FY07	\$ Var	% Var	
LABOR													
501011 Bus Operator Pay	\$ 677,819	\$ 687,597	\$ (9,778)	-1%	\$ 2,426,683	\$ 2,750,388	\$ (323,705)	-12%	\$ 2,426,683	\$ 2,295,374	\$ 131,309	6%	
501013 Bus Operator Overtime	\$ 145,404	\$ 102,083	\$ 43,321	42%	\$ 393,122	\$ 408,332	\$ (15,210)	-4%	\$ 393,122	\$ 399,594	\$ (6,472)	-2%	
501021 Other Salaries	\$ 540,805	\$ 541,357	\$ (552)	0%	\$ 1,990,721	\$ 2,165,428	\$ (174,707)	-8%	\$ 1,990,721	\$ 1,803,923	\$ 186,798	10%	
501023 Other Overtime	\$ 22,951	\$ 19,684	\$ 3,267	17%	\$ 94,138	\$ 78,736	\$ 15,402	20%	\$ 94,138	\$ 74,198	\$ 19,940	27%	
Total Labor -	\$ 1,386,979	\$ 1,350,721	\$ 36,258	3%	\$ 4,904,664	\$ 5,402,884	\$ (498,220)	-9%	\$ 4,904,664	\$ 4,573,089	\$ 331,575	7%	
FRINGE BENEFITS													
502011 Medicare/Soc. Sec.	\$ 18,340	\$ 20,139	\$ (1,799)	-9%	\$ 66,927	\$ 80,556	\$ (13,629)	-17%	\$ 66,927	\$ 59,846	\$ 7,081	12%	
502021 Retirement	\$ 175,990	\$ 185,973	\$ (9,983)	-5%	\$ 665,902	\$ 743,892	\$ (77,990)	-10%	\$ 665,902	\$ 573,125	\$ 92,777	16%	
502031 Medical Insurance	\$ 365,935	\$ 438,530	\$ (72,595)	-17%	\$ 1,489,828	\$ 1,754,120	\$ (264,292)	-15%	\$ 1,489,828	\$ 1,647,900	\$ (158,072)	-10%	
502041 Dental Insurance	\$ 40,230	\$ 40,928	\$ (698)	-2%	\$ 152,834	\$ 163,712	\$ (10,878)	-7%	\$ 152,834	\$ 148,154	\$ 4,680	3%	
502045 Vision Insurance	\$ 10,974	\$ 11,336	\$ (362)	-3%	\$ 43,277	\$ 45,344	\$ (2,067)	-5%	\$ 43,277	\$ 53,627	\$ (10,350)	-19%	
502051 Life Insurance	\$ 3,930	\$ 4,414	\$ (484)	-11%	\$ 11,747	\$ 17,656	\$ (5,909)	-33%	\$ 11,747	\$ 16,109	\$ (4,362)	-27%	
502060 State Disability	\$ 10,868	\$ 30,599	\$ (19,731)	-64%	\$ 36,703	\$ 122,396	\$ (85,693)	-70%	\$ 36,703	\$ 62,965	\$ (26,262)	-42%	
502061 Disability Insurance	\$ 17,357	\$ 15,926	\$ 1,431	9%	\$ 67,905	\$ 63,704	\$ 4,201	7%	\$ 67,905	\$ 59,192	\$ 8,713	15%	
502071 State Unemp. Ins	\$ 567	\$ 8,019	\$ (7,452)	-93%	\$ 2,050	\$ 32,076	\$ (30,026)	-94%	\$ 2,050	\$ 2,008	\$ 42	2%	
502081 Worker's Comp Ins	\$ 130,273	\$ 116,390	\$ 13,883	12%	\$ 327,823	\$ 465,560	\$ (137,737)	-30%	\$ 327,823	\$ 462,224	\$ (134,401)	-29%	
502083 Worker's Comp IBNR			\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
502101 Holiday Pay	\$ 2,456	\$ 28,652	\$ (26,196)	-91%	\$ 54,637	\$ 114,608	\$ (59,971)	-52%	\$ 54,637	\$ 53,277	\$ 1,360	3%	
502103 Floating Holiday	\$ 1,299	\$ 5,467	\$ (4,168)	-76%	\$ 10,276	\$ 21,868	\$ (11,592)	-53%	\$ 10,276	\$ 11,002	\$ (726)	-7%	
502109 Sick Leave	\$ 45,506	\$ 63,400	\$ (17,894)	-28%	\$ 195,117	\$ 253,600	\$ (58,483)	-23%	\$ 195,117	\$ 132,872	\$ 62,245	47%	
502111 Annual Leave	\$ 113,660	\$ 125,133	\$ (11,473)	-9%	\$ 553,602	\$ 500,532	\$ 53,070	11%	\$ 553,602	\$ 601,898	\$ (48,296)	-8%	
502121 Other Paid Absence	\$ 10,047	\$ 13,692	\$ (3,645)	-27%	\$ 33,292	\$ 54,768	\$ (21,476)	-39%	\$ 33,292	\$ 59,155	\$ (25,863)	-44%	
502251 Physical Exams	\$ 132	\$ 3,019	\$ (2,887)	-96%	\$ 1,122	\$ 12,076	\$ (10,954)	-91%	\$ 1,122	\$ 2,310	\$ (1,188)	-51%	
502253 Driver Lic Renewal	\$ 190	\$ 433	\$ (243)	-56%	\$ 546	\$ 1,732	\$ (1,186)	-68%	\$ 546	\$ 721	\$ (175)	-24%	
502999 Other Fringe Benefits	\$ 8,108	\$ 8,027	\$ 81	1%	\$ 36,123	\$ 32,108	\$ 4,015	13%	\$ 36,123	\$ (49,431)	\$ 85,554	-173%	
Total Fringe Benefits -	\$ 955,862	\$ 1,120,077	\$ (164,215)	-15%	\$ 3,749,711	\$ 4,480,308	\$ (730,597)	-16%	\$ 3,749,711	\$ 3,896,954	\$ (147,243)	-4%	
Total Personnel Expenses -	\$ 2,342,841	\$ 2,470,798	\$ (127,957)	-5%	\$ 8,654,375	\$ 9,883,192	\$ (1,228,817)	-12%	\$ 8,654,375	\$ 8,470,043	\$ 184,332	2%	1

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FY2008
Consolidated Operating Expenses
For the month ending - October 31, 2007

	Current Period				Year to Date				YTD Year Over Year Comparison				
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	FY08 Actual	FY07	\$ Var	% Var	Notes
SERVICES													
503011 Acctg & Audit Fees	\$ -	\$ 8,354	\$ (8,354)	-100%	\$ 21,486	\$ 33,416	\$ (11,930)	-36%	\$ 21,486	\$ 17,400	\$ 4,086	23%	
503012 Admin & Bank Fees	\$ 786	\$ 19,669	\$ (18,883)	-96%	\$ 43,644	\$ 78,676	\$ (35,032)	-45%	\$ 43,644	\$ 38,224	\$ 5,420	14%	
503031 Prof & Tech Fees	\$ 32,321	\$ 32,126	\$ 195	1%	\$ 64,319	\$ 128,504	\$ (64,185)	-50%	\$ 64,319	\$ 84,968	\$ (20,649)	-24%	2
503032 Legislative Services	\$ 7,500	\$ 8,084	\$ (584)	-7%	\$ 30,470	\$ 32,336	\$ (1,866)	-6%	\$ 30,470	\$ 30,775	\$ (305)	-1%	
503033 Legal Services	\$ -	\$ 4,306	\$ (4,306)	-100%	\$ 74	\$ 17,224	\$ (17,150)	-100%	\$ 74	\$ 1,061	\$ (987)	-93%	
503034 Pre-Employ Exams	\$ 916	\$ 2,083	\$ (1,167)	-56%	\$ 4,598	\$ 8,332	\$ (3,734)	-45%	\$ 4,598	\$ 5,986	\$ (1,388)	-23%	
503041 Temp Help	\$ 7,725	\$ 1,375	\$ 6,350	462%	\$ 44,737	\$ 5,500	\$ 39,237	713%	\$ 44,737	\$ 20,349	\$ 24,388	120%	3
503161 Custodial Services	\$ 6,355	\$ 6,120	\$ 235	4%	\$ 22,233	\$ 24,480	\$ (2,247)	-9%	\$ 22,233	\$ 20,955	\$ 1,278	6%	
503162 Uniform & Laundry	\$ 3,001	\$ 3,743	\$ (742)	-20%	\$ 13,670	\$ 14,972	\$ (1,302)	-9%	\$ 13,670	\$ 12,738	\$ 932	7%	
503171 Security Services	\$ 28,973	\$ 36,994	\$ (8,021)	-22%	\$ 110,067	\$ 147,976	\$ (37,909)	-26%	\$ 110,067	\$ 152,828	\$ (42,761)	-28%	4
503221 Classified/Legal Ads	\$ 369	\$ 2,383	\$ (2,014)	-85%	\$ 4,049	\$ 9,532	\$ (5,483)	-58%	\$ 4,049	\$ 6,951	\$ (2,902)	-42%	
503222 Legal Advertising	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
503225 Graphic Services	\$ -	\$ 1,717	\$ (1,717)	-100%	\$ -	\$ 6,868	\$ (6,868)	-100%	\$ -	\$ 7,970	\$ (7,970)	-100%	
503351 Repair - Bldg & Impr	\$ 6,478	\$ 3,542	\$ 2,936	83%	\$ 19,455	\$ 14,168	\$ 5,287	37%	\$ 19,455	\$ 16,939	\$ 2,516	15%	
503352 Repair - Equipment	\$ 14,132	\$ 26,236	\$ (12,104)	-46%	\$ 48,041	\$ 104,944	\$ (56,903)	-54%	\$ 48,041	\$ 49,056	\$ (1,015)	-2%	5
503353 Repair - Rev Vehicle	\$ 31,392	\$ 24,255	\$ 7,137	29%	\$ 108,207	\$ 97,020	\$ 11,187	12%	\$ 108,207	\$ 107,831	\$ 376	0%	
503354 Repair - Non Rev Vehicle	\$ 1,159	\$ 4,652	\$ (3,493)	-75%	\$ 5,292	\$ 18,608	\$ (13,316)	-72%	\$ 5,292	\$ 12,777	\$ (7,485)	-59%	
503363 Haz Mat Disposal	\$ 802	\$ 2,042	\$ (1,240)	-61%	\$ 9,892	\$ 8,168	\$ 1,724	21%	\$ 9,892	\$ 10,218	\$ (326)	-3%	
Total Services -	\$ 141,909	\$ 187,681	\$ (45,772)	-24%	\$ 550,234	\$ 750,724	\$ (200,490)	-27%	\$ 550,234	\$ 597,026	\$ (46,792)	-8%	
MOBILE MATERIALS AND SUPPLIES													
504011 Fuels & Lube Non Rev Veh	\$ 8,312	\$ 10,226	\$ (1,914)	-19%	\$ 46,506	\$ 40,904	\$ 5,602	14%	\$ 46,506	\$ 32,693	\$ 13,813	42%	
504012 Fuels & Lube Rev Veh	\$ 216,448	\$ 269,649	\$ (53,201)	-20%	\$ 702,421	\$ 1,078,596	\$ (376,175)	-35%	\$ 702,421	\$ 679,456	\$ 22,965	3%	6
504021 Tires & Tubes	\$ 14,397	\$ 18,700	\$ (4,303)	-23%	\$ 66,261	\$ 74,800	\$ (8,539)	-11%	\$ 66,261	\$ 63,445	\$ 2,816	4%	
504161 Other Mobile Supplies	\$ 33	\$ 667	\$ (634)	-95%	\$ 1,372	\$ 2,668	\$ (1,296)	-49%	\$ 1,372	\$ 4,717	\$ (3,345)	-71%	
504191 Rev Vehicle Parts	\$ 61,252	\$ 56,800	\$ 4,452	8%	\$ 252,466	\$ 227,200	\$ 25,266	11%	\$ 252,466	\$ 250,443	\$ 2,023	1%	
Total Mobile Materials & Supplies -	\$ 300,442	\$ 356,042	\$ (55,600)	-16%	\$ 1,069,026	\$ 1,424,168	\$ (355,142)	-25%	\$ 1,069,026	\$ 1,030,754	\$ 38,272	4%	

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FY2008
Consolidated Operating Expenses
For the month ending - October 31, 2007

	Current Period				Year to Date				YTD Year Over Year Comparison				Notes
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	Actual FY08	FY07	\$ Var	% Var	
<u>OTHER MATERIALS & SUPPLIES</u>													
504205 Freight Out	\$ 162	\$ 412	\$ (250)	-61%	\$ 807	\$ 1,648	\$ (841)	-51%	\$ 807	\$ 941	\$ (134)	-14%	
504211 Postage & Mailing	\$ 289	\$ 1,867	\$ (1,578)	-85%	\$ 4,798	\$ 7,468	\$ (2,670)	-36%	\$ 4,798	\$ 4,626	\$ 172	4%	
504214 Promotional Items	\$ -	\$ 2	\$ (2)	-100%	\$ -	\$ 8	\$ (8)	-100%	\$ -	\$ -	\$ -	0%	
504215 Printing	\$ 1,076	\$ 7,401	\$ (6,325)	-85%	\$ 17,531	\$ 29,604	\$ (12,073)	-41%	\$ 17,531	\$ 14,111	\$ 3,420	24%	
504217 Photo Supply/Processing	\$ 216	\$ 754	\$ (538)	-71%	\$ 407	\$ 3,016	\$ (2,609)	-87%	\$ 407	\$ 3,372	\$ (2,965)	-88%	
504311 Office Supplies	\$ 4,217	\$ 7,184	\$ (2,967)	-41%	\$ 34,573	\$ 28,736	\$ 5,837	20%	\$ 34,573	\$ 26,627	\$ 7,946	30%	
504315 Safety Supplies	\$ 1,626	\$ 1,521	\$ 105	7%	\$ 9,581	\$ 6,084	\$ 3,497	57%	\$ 9,581	\$ 2,834	\$ 6,747	238%	
504317 Cleaning Supplies	\$ 945	\$ 4,090	\$ (3,145)	-77%	\$ 12,154	\$ 16,360	\$ (4,206)	-26%	\$ 12,154	\$ 10,875	\$ 1,279	12%	
504409 Repair/Maint Supplies	\$ 2,923	\$ 3,750	\$ (827)	-22%	\$ 12,291	\$ 15,000	\$ (2,709)	-18%	\$ 12,291	\$ 11,710	\$ 581	5%	
504421 Non-Inventory Parts	\$ 5,115	\$ 3,605	\$ 1,510	42%	\$ 15,866	\$ 14,420	\$ 1,446	10%	\$ 15,866	\$ 12,225	\$ 3,641	30%	
504511 Small Tools	\$ 1,579	\$ 824	\$ 755	92%	\$ 2,559	\$ 3,296	\$ (737)	-22%	\$ 2,559	\$ 1,786	\$ 773	43%	
504515 Employee Tool Rplcmt	\$ 401	\$ 215	\$ 186	87%	\$ 509	\$ 860	\$ (351)	-41%	\$ 509	\$ 702	\$ (193)	-27%	
Total Other Materials & Supplies -	\$ 18,549	\$ 31,625	\$ (13,076)	-41%	\$ 111,076	\$ 126,500	\$ (15,424)	-12%	\$ 111,076	\$ 89,809	\$ 21,267	24%	
<u>UTILITIES</u>													
505011 Gas & Electric	\$ 23,056	\$ 15,151	\$ 7,905	52%	\$ 63,054	\$ 60,604	\$ 2,450	4%	\$ 63,054	\$ 55,626	\$ 7,428	13%	
505021 Water & Garbage	\$ 7,607	\$ 9,274	\$ (1,667)	-18%	\$ 40,570	\$ 37,096	\$ 3,474	9%	\$ 40,570	\$ 33,832	\$ 6,738	20%	
505031 Telecommunications	\$ 7,397	\$ 8,021	\$ (624)	-8%	\$ 28,622	\$ 32,084	\$ (3,462)	-11%	\$ 28,622	\$ 25,205	\$ 3,417	14%	
Total Utilities -	\$ 38,060	\$ 32,446	\$ 5,614	17%	\$ 132,246	\$ 129,784	\$ 2,462	2%	\$ 132,246	\$ 114,663	\$ 17,583	15%	
<u>CASUALTY & LIABILITY</u>													
506011 Insurance - Property	\$ 7,657	\$ 4,678	\$ 2,979	64%	\$ 12,193	\$ 18,712	\$ (6,519)	-35%	\$ 12,193	\$ 9,707	\$ 2,486	26%	
506015 Insurance - PL & PD	\$ 68,723	\$ 35,000	\$ 33,723	96%	\$ 137,447	\$ 140,000	\$ (2,553)	-2%	\$ 137,447	\$ 168,432	\$ (30,985)	-18%	7
506021 Insurance - Other	\$ 119	\$ 151	\$ (32)	-21%	\$ 948	\$ 604	\$ 344	57%	\$ 948	\$ 237	\$ 711	300%	
506123 Settlement Costs	\$ 835	\$ 12,500	\$ (11,665)	-93%	\$ 11,832	\$ 50,000	\$ (38,168)	-76%	\$ 11,832	\$ 9,736	\$ 2,096	22%	
506127 Repairs - Dist Prop	\$ (156)	\$ -	\$ (156)	0%	\$ (3,622)	\$ -	\$ (3,622)	0%	\$ (3,622)	\$ (79,177)	\$ 75,555	-95%	
Total Casualty & Liability -	\$ 77,178	\$ 52,329	\$ 24,849	47%	\$ 158,798	\$ 209,316	\$ (50,518)	-24%	\$ 158,798	\$ 108,935	\$ 49,863	46%	
<u>TAXES</u>													
507051 Fuel Tax	\$ 1,915	\$ 888	\$ 1,027	116%	\$ 3,586	\$ 3,552	\$ 34	1%	\$ 3,586	\$ 5,732	\$ (2,146)	-37%	
507201 Licenses & permits	\$ 735	\$ 980	\$ (245)	-25%	\$ 2,014	\$ 3,920	\$ (1,906)	-49%	\$ 2,014	\$ 3,918	\$ (1,904)	-49%	
507999 Other Taxes	\$ 12,430	\$ 2,058	\$ 10,372	504%	\$ 13,641	\$ 8,232	\$ 5,409	66%	\$ 13,641	\$ 3,335	\$ 10,306	309%	
Total Utilities -	\$ 15,080	\$ 3,926	\$ 11,154	284%	\$ 19,241	\$ 15,704	\$ 3,537	23%	\$ 19,241	\$ 12,985	\$ 6,256	48%	

5-2-a7

FY2008
Consolidated Operating Expenses
For the month ending - October 31, 2007

	Current Period				Year to Date				YTD Year Over Year Comparison				Notes
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	Actual FY08	FY07	\$ Var	% Var	
<u>PURCHASED TRANSPORTATION</u>													
503406 Contr/Paratrans	\$ 40,971	\$ 16,667	\$ 24,304	146%	\$ 128,781	\$ 66,668	\$ 62,113	93%	\$ 128,781	\$ 57,140	\$ 71,641	125%	8
Total Purchased Transportation -	\$ 40,971	\$ 16,667	\$ 24,304	146%	\$ 128,781	\$ 66,668	\$ 62,113	93%	\$ 128,781	\$ 57,140	\$ 71,641	125%	
<u>MISC</u>													
509011 Dues & Subscriptions	\$ 1,494	\$ 4,768	\$ (3,274)	-69%	\$ 7,256	\$ 19,072	\$ (11,816)	-62%	\$ 7,256	\$ 42,035	\$ (34,779)	-83%	
509085 Advertising - Rev Product	\$ -	\$ 1,250	\$ (1,250)	-100%	\$ -	\$ 5,000	\$ (5,000)	-100%	\$ -	\$ -	\$ -	0%	
509101 Emp Incentive Prog	\$ 250	\$ 485	\$ (235)	-48%	\$ 463	\$ 1,940	\$ (1,477)	-76%	\$ 463	\$ 146	\$ 317	217%	
509121 Employee Training	\$ 5	\$ 1,625	\$ (1,620)	-100%	\$ 4,979	\$ 6,500	\$ (1,521)	-23%	\$ 4,979	\$ 10,073	\$ (5,094)	-51%	
509123 Travel	\$ 2,654	\$ 4,348	\$ (1,694)	-39%	\$ 11,694	\$ 17,392	\$ (5,698)	-33%	\$ 11,694	\$ 4,098	\$ 7,596	185%	
509125 Local Meeting Exp	\$ 254	\$ 529	\$ (275)	-52%	\$ 1,185	\$ 2,116	\$ (931)	-44%	\$ 1,185	\$ 2,664	\$ (1,479)	-56%	
509127 Board Director Fees	\$ 1,050	\$ 1,100	\$ (50)	-5%	\$ 4,850	\$ 4,400	\$ 450	10%	\$ 4,850	\$ 3,800	\$ 1,050	28%	
509150 Contributions	\$ -	\$ 54	\$ (54)	-100%	\$ 98	\$ 216	\$ (118)	-55%	\$ 98	\$ 240	\$ (142)	-59%	
509197 Sales Tax Expense	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ (4,349)	\$ 4,349	-100%	
509198 Cash Over/Short	\$ 36	\$ -	\$ 36	0%	\$ 88	\$ -	\$ 88	0%	\$ 88	\$ (429)	\$ 517	-121%	
Total Misc -	\$ 5,743	\$ 14,159	\$ (8,416)	-59%	\$ 30,613	\$ 56,636	\$ (26,023)	-46%	\$ 30,613	\$ 58,278	\$ (27,665)	-47%	
<u>LEASES & RENTALS</u>													
512011 Facility Rentals	\$ 64,612	\$ 59,559	\$ 5,053	8%	\$ 232,177	\$ 238,238	\$ (6,061)	-3%	\$ 232,177	\$ 255,423	\$ (23,246)	-9%	
512061 Equipment Rentals	\$ 270	\$ 6,273	\$ (6,003)	-96%	\$ 7,868	\$ 25,092	\$ (17,224)	-69%	\$ 7,868	\$ 26,748	\$ (18,880)	-71%	
Total Leases & Rentals -	\$ 64,882	\$ 65,832	\$ (950)	-1%	\$ 240,045	\$ 263,330	\$ (23,285)	-9%	\$ 240,045	\$ 282,171	\$ (42,126)	-15%	
Total Non-Personnel Expenses -	\$ 702,814	\$ 760,707	\$ (57,893)	-8%	\$ 2,440,060	\$ 3,042,830	\$ (602,770)	-20%	\$ 2,440,060	\$ 2,351,761	\$ 88,299	4%	
TOTAL OPERATING EXPENSE -	\$3,045,655	\$3,231,505	\$(185,850)	-6%	\$11,094,435	\$12,926,022	\$(1,831,587)	-14%	\$11,094,435	\$10,821,804	\$ 272,631	3%	

Current Period Notes:

- 1) **Total Personnel Expenses** are below budget due to not being at full complement.
- 2) **Prof & Tech Fees** are below budget. Negotiations for the year will not start until the March 2009 time frame.
- 3) **Temp Help** is over budget due to vacancies and work loads. This item is only budgeted in Admin.
- 4) **Security Services** are under budget due to the budget being straight lined and not knowing when additional security will be needed throughout the year.
- 5) **Repair - Equipment** is typically paid qtrly or annually on contracts. The budget was straight lined since we can not anticipate when these costs will be incurred.

5-2-08

FY2008
Consolidated Operating Expenses
For the month ending - October 31, 2007

Current Period				Year to Date				YTD Year Over Year Comparison				
<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>FY08</u>	<u>FY07</u>	<u>\$ Var</u>	<u>% Var</u>	<u>Notes</u>

- 6) **Fuels & Lube Rev Veh** is under budget. The budget was built on anticipating increased fuel prices for the year.
- 7) **Insurance - PL & PD** is under budget. September *prepaid insurance* entries were inadvertently missed. True-up will happen in October.
- 8) **Contr/Paratrans** is over budget. More than budgeted rides were needed for the month and YTD.

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FY2008
CAPITAL BUDGET
For the month ending - October 31, 2007

	<u>YTD Actual</u>	<u>FY08 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>Grant-Funded Projects</u>				
MetroBase	\$ 1,720,623	\$ 10,300,000	\$ 8,579,377	17%
Purchase 1217 River Street	\$ -	\$ 1,237,500	\$ 1,237,500	0%
Purchase 1211 River Street	\$ -	\$ 775,000	\$ 775,000	0%
CNG Bus Conversions (40 Buses)	\$ 309,490	\$ 6,800,000	\$ 6,490,510	5%
Local Bus Replacement (8)	\$ -	\$ 3,400,000	\$ 3,400,000	0%
Pacific Station Project	\$ 2,428	\$ 2,729,494	\$ 2,727,066	0%
H17 Bus Replacement (5)	\$ -	\$ 2,262,000	\$ 2,262,000	0%
Hwy 17 Wireless (Air District)	\$ -	\$ 42,500	\$ 42,500	0%
Transmission	\$ -	\$ 15,000	\$ 15,000	0%
Subtotal Grant Funded Projects	\$ 2,032,541	\$ 27,561,494	\$ 25,528,953	7%
<u>District Funded Projects</u>				
<u>IT Projects</u>				
ATP - Hastus Run Time Analysis Program - IT/OPS	\$ -	\$ 40,000	\$ 40,000	0%
Qquest Time Clocks	\$ -	\$ 9,000	\$ 9,000	0%
ABS Financial System & Modules	\$ -	\$ 8,000	\$ 8,000	0%
ABS Laser Printer & Software for Checks	\$ -	\$ 7,200	\$ 7,200	0%
Laptops (2) Fleet & Finance	\$ 4,598	\$ 4,000	\$ (598)	115%
FAS - Fixed Asset Mgmt. Software	\$ -	\$ 4,000	\$ 4,000	0%
Web Access Control Appliance	\$ -	\$ 3,000	\$ 3,000	0%
Printer - Ops	\$ -	\$ 1,800	\$ 1,800	0%
<u>Facilities Repair & Improvements</u>				
Bus Stop Improvements (20 total)	\$ -	\$ 164,251	\$ 164,251	0%
Bus Stop Improvements (China Grade Turnout) **	\$ 1,402	\$ 121,000	\$ 119,598	1%
Bus Shelters - LNI	\$ 42,371	\$ 45,000	\$ 2,629	94%
2-way Radio & Telephone Recording System (Exacom System)	\$ -	\$ 30,000	\$ 30,000	0%
Reseal Operations Facility Roof	\$ -	\$ 25,600	\$ 25,600	0%
ParaCruz Vehicle Hoist	\$ -	\$ 17,500	\$ 17,500	0%
Replace HVAC at ParaCruz Facility	\$ -	\$ 14,500	\$ 14,500	0%
Repair Parking Lots (Greyhound, Soquel Park & Ride)	\$ -	\$ 5,000	\$ 5,000	0%
Repair Sidewalks & Bus Lanes (Pacific Station)	\$ 4,480	\$ 5,000	\$ 520	90%
Cubicle Walls (ParaCruz)	\$ -	\$ 10,000	\$ 10,000	0%
Digital ID Card Processing Equip. for Pacific Station	\$ -	\$ 15,000	\$ 15,000	0%
Replace Toilets at Pacific Station & (1) Waterless	\$ -	\$ 9,600	\$ 9,600	0%
Bus Operators Lockers	\$ -	\$ 4,800	\$ 4,800	0%
Two-way Radio Portable Radio Hand-paks (4)	\$ -	\$ 3,500	\$ 3,500	0%
Coin Machine Replacement - Pacific Station	\$ -	\$ 5,000	\$ 5,000	0%
Money Counting Program - OPS	\$ -	\$ 2,500	\$ 2,500	0%

5-2-a10

FY2008
CAPITAL BUDGET
For the month ending - October 31, 2007

	<u>YTD Actual</u>	<u>FY08 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>Revenue Vehicle Replacement</u>				
Purchase ParaCruz Vans (3)	\$ -	\$ 216,303	\$ 216,303	0%
Rebuild Bus Engines (16 remaining) 1998 Fleet	\$ 31,338	\$ 168,000	\$ 136,662	19%
New John Deere Engines (2)	\$ -	\$ 76,435	\$ 76,435	0%
<u>Non-Revenue Vehicle Replacement</u>				
ParaCruz Staff Car	\$ -	\$ 20,000	\$ 20,000	0%
Facility Service Body Truck (2)	\$ -	\$ 60,000	\$ 60,000	0%
Pickup for Fleet (2)	\$ -	\$ 35,000	\$ 35,000	0%
Hybrid - Admin	\$ -	\$ 30,500	\$ 30,500	0%
Supervisor Vehicle	\$ -	\$ 29,500	\$ 29,500	0%
Shuttle Van	\$ -	\$ 27,500	\$ 27,500	0%
<u>Maint Equipment</u>				
Replace Repeater - Davenport	\$ -	\$ 15,000	\$ 15,000	0%
Wire Welder	\$ 1,649	\$ 2,039	\$ 390	81%
Forklift (Purchased from Casey Printing)	\$ 1,250	\$ 1,250	\$ -	100%
<u>Admin</u>				
Purchase & Renovation of Vernon Bldg	\$ 3,995,385	\$ 6,964,902	\$ 2,969,517	57%
<hr/>				
Subtotal District Funded Projects	\$ 4,082,473	\$ 8,201,680	\$ 4,119,207	50%
<hr/>				
TOTAL CAPITAL PROJECTS	\$ 6,115,014	\$ 35,763,174	\$ 29,648,160	17%

5-2.a.11)

FY2008
CAPITAL BUDGET
For the month ending - October 31, 2007

	<u>YTD Actual</u>	<u>FY08 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>CAPITAL FUNDING</u>				
Federal Capital Grants	\$ 2,032,541	\$ 3,798,527	\$ 1,765,986	54%
State/Other Capital Grants	\$ -	\$ 12,919,865	\$ 12,919,865	0%
AB 3090	\$ -	\$ 6,363,000	\$ 6,363,000	0%
STA Funding (Current Year & Prior Year Deferred)	\$ 4,082,473	\$ 7,087,337	\$ 3,004,864	58%
Alternative Fuel Conversion Fund	\$ -	\$ 462,000	\$ 462,000	0%
Bus Stop Improvement Reserves	\$ -	\$ 100,000	\$ 100,000	0%
District Reserves	\$ -	\$ 5,032,445	\$ 5,032,445	0%
TOTAL CAPITAL FUNDING	\$ 6,115,014	\$ 35,763,174	\$ 29,648,160	17%

5-2-a12

FY2008
Operating Revenue
For the month ending - November 30, 2007

Percent of Year Elapsed - 42%

Revenue Source	Current Period				Year to Date				YTD Year Over Year Comparison				Notes	
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	Actual		\$ Var	% Var		
										FY08	FY07			
Passenger Fares	\$ 288,457	\$ 287,507	\$ 950	0%	\$ 1,531,658	\$ 1,437,535	\$ 94,123	7%	\$ 1,531,658	\$ 1,434,932	\$ 96,726	7%		
Paratransit Fares	\$ 20,845	\$ 20,800	\$ 45	0%	\$ 96,039	\$ 104,000	\$ (7,961)	-8%	\$ 96,039	\$ 95,499	\$ 540	1%		
Special Transit Fares	\$ 230,553	\$ 235,271	\$ (4,718)	-2%	\$ 831,898	\$ 1,176,355	\$ (344,457)	-29%	\$ 831,898	\$ 995,372	\$ (163,474)	-16%		
Highway 17 Fares	\$ 81,957	\$ 70,310	\$ 11,647	17%	\$ 338,436	\$ 351,550	\$ (13,114)	-4%	\$ 338,436	\$ 348,516	\$ (10,080)	-3%		
Highway 17 Payments	\$ 39,675	\$ 38,544	\$ 1,131	3%	\$ 200,345	\$ 192,720	\$ 7,625	4%	\$ 200,345	\$ 178,227	\$ 22,118	12%		
Subtotal Passenger Revenue	\$ 661,487	\$ 652,432	\$ 9,055	1%	\$ 2,998,376	\$ 3,262,160	\$ (263,784)	-8%	\$ 2,998,376	\$ 3,052,546	\$ (54,170)	-2%		1
Commissions	\$ 326	\$ 500	\$ (174)	-35%	\$ 2,362	\$ 2,500	\$ (138)	-6%	\$ 2,362	\$ 2,599	\$ (237)	-9%		
Advertising Income	\$ 26,436	\$ 12,083	\$ 14,353	119%	\$ 127,626	\$ 60,415	\$ 67,211	111%	\$ 127,626	\$ 111,860	\$ 15,766	14%		2
Rent Income - SC Pacific Station	\$ 2,179	\$ 7,087	\$ (4,908)	-69%	\$ 30,397	\$ 35,435	\$ (5,038)	-14%	\$ 30,397	\$ 35,823	\$ (5,426)	-15%		
Rent Income - Watsonville TC	\$ 2,778	\$ 4,124	\$ (1,346)	-33%	\$ 17,965	\$ 20,620	\$ (2,655)	-13%	\$ 17,965	\$ 24,067	\$ (6,102)	-25%		
Rent Income - General	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ 4,800	\$ (4,800)	-100%		
Interest Income	\$ 106,369	\$ 89,667	\$ 16,702	19%	\$ 448,848	\$ 448,335	\$ 513	0%	\$ 448,848	\$ 544,965	\$ (96,117)	-18%		
Other Non-Transp Revenue	\$ 13,063	\$ 23,583	\$ (10,520)	-45%	\$ 65,106	\$ 117,915	\$ (52,809)	-45%	\$ 65,106	\$ 202,647	\$ (137,541)	-68%		3
Sales Tax Revenue	\$ 1,715,200	\$ 1,468,704	\$ 246,496	17%	\$ 7,449,040	\$ 7,343,520	\$ 105,520	1%	\$ 7,449,040	\$ 7,578,291	\$ (129,251)	-2%		4
Transp Dev Act (TDA) - Op Asst	\$ -	\$ -	\$ -	0%	\$ 1,590,509	\$ 1,615,509	\$ (25,000)	-2%	\$ 1,590,509	\$ 1,470,209	\$ 120,300	8%		
FTA Sec 5307 - Op Asst	\$ -	\$ -	\$ -	0%	\$ 3,153,552	\$ 3,877,000	\$ (723,448)	-19%	\$ 3,153,552	\$ -	\$ 3,153,552	0%		
Repay FTA Advance	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%		
FTA Sec 5311 - Rural Op Asst	\$ -	\$ -	\$ -	0%	\$ -	\$ 149,335	\$ (149,335)	-100%	\$ -	\$ 168,582	\$ (168,582)	-100%		5
Transfer from Capital/Proj Mgr	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%		
Subtotal Revenue	\$ 2,527,838	\$ 2,258,180	\$ 269,658	12%	\$ 15,883,781	\$ 16,932,744	\$ (1,048,963)	-6%	\$ 15,883,781	\$ 13,196,389	\$ 2,687,392	20%		
One-Time Revenue														
Carryover from Previous Year	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%		
Transfer from Insurance Reserves	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%		
FTA Sec 5317 - Op Assistance	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%		
AMBAG Funding	\$ -	\$ -	\$ -	0%	\$ (3,169)	\$ -	\$ (3,169)	0%	\$ (3,169)	\$ -	\$ (3,169)	0%		6
Subtotal One-Time Revenue	\$ -	\$ -	\$ -	0%	\$ (3,169)	\$ -	\$ (3,169)	0%	\$ (3,169)	\$ -	\$ (3,169)	0%		
Total Operating Revenue	\$ 2,527,838	\$ 2,258,180	\$ 269,658	12%	\$ 15,880,612	\$ 16,932,744	\$ (1,052,132)	-6%	\$ 15,880,612	\$ 13,196,389	\$ 2,684,223	20%		
Total Operating Expenses	\$ -	\$ -	\$ -	0%	\$ 8,048,780	\$ 8,048,780	\$ -	0%	\$ 8,048,780	\$ 13,722,117	\$ (5,673,337)	-41%		
Variance	\$ 2,527,838	\$ 2,258,180	\$ 269,658	12%	\$ 7,831,832	\$ 8,883,964	\$ (1,052,132)	-12%	\$ 7,831,832	\$ (525,728)	\$ 8,357,560	106%		

Current Period Notes:

- 1) Passenger Revenue is below budget for the month and YTD due to straight lining of the budget. YTD Year over Year Comparison is slightly lower.
- 2) Advertising Income is over budget for the month and YTD due to more ad revenue than budgeted.
- 3) Other Non-Transp Revenue is behind for the month and YTD due to UTU PERS reimbursement from the County which is collected on a qtrly basis.
- 4) Sales Tax Revenue is above budget for the month due to the qtrly true-up from the State. YTD Year over year, we are 2% behind of FY07 collections.
- 5) FTA Sec 5311 - Rural Op Asst is below budget for the month and year to date due to delay in application being submitted to CalTrans.

5-2.61

Attachment B

FY2008
Operating Revenue
For the month ending - November 30, 2007

Percent of Year Elapsed - 42%

<u>Revenue Source</u>	<u>Current Period</u>				<u>Year to Date</u>				<u>YTD Year Over Year Comparison</u>				
	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>FY08</u>	<u>FY07</u>	<u>\$ Var</u>	<u>% Var</u>	<u>Notes</u>
6) AMBAG Funding - Credit from FY07 erroneous payout from Monterey Bay Transit Planning Rotational Interns.													

5-2.62

FY2008
Operating Expenses by Department
For the month ending - November 30, 2007

	Current Period				Year to Date				YTD Year Over Year Comparison				Notes
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	Actual FY08	FY07	\$ Var	% Var	
Departmental Personnel Expenses													
700 - SCCIC	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
1100 - Administration	\$ 75,206	\$ 86,009	\$ (10,803)	-13%	\$ 369,138	\$ 430,045	\$ (60,907)	-14%	\$ 369,138	\$ 366,458	\$ 2,680	1%	
1200 - Finance	\$ 44,980	\$ 51,760	\$ (6,780)	-13%	\$ 224,125	\$ 258,800	\$ (34,675)	-13%	\$ 224,125	\$ 190,038	\$ 34,087	18%	
1300 - Customer Service	\$ 30,778	\$ 43,127	\$ (12,349)	-29%	\$ 166,435	\$ 215,635	\$ (49,200)	-23%	\$ 166,435	\$ 160,629	\$ 5,806	4%	
1400 - Human Resources	\$ 40,000	\$ 49,317	\$ (9,317)	-19%	\$ 197,617	\$ 246,585	\$ (48,968)	-20%	\$ 197,617	\$ 153,473	\$ 44,144	29%	
1500 - Information Technology	\$ 39,703	\$ 41,121	\$ (1,418)	-3%	\$ 201,078	\$ 205,605	\$ (4,527)	-2%	\$ 201,078	\$ 184,625	\$ 16,453	9%	
1700 - District Counsel	\$ 34,422	\$ 38,234	\$ (3,812)	-10%	\$ 161,023	\$ 191,170	\$ (30,147)	-16%	\$ 161,023	\$ 155,327	\$ 5,696	4%	
1800 - Risk Management	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
2200 - Facilities Maintenance	\$ 74,082	\$ 85,692	\$ (11,610)	-14%	\$ 351,022	\$ 428,460	\$ (77,438)	-18%	\$ 351,022	\$ 387,171	\$ (36,149)	-9%	
3100 - Paratransit Program	\$ 232,372	\$ 251,796	\$ (19,424)	-8%	\$ 1,109,184	\$ 1,258,980	\$ (149,796)	-12%	\$ 1,109,184	\$ 1,109,216	\$ (32)	0%	
3200 - Operations	\$ 159,925	\$ 178,655	\$ (18,730)	-10%	\$ 802,236	\$ 893,275	\$ (91,039)	-10%	\$ 802,236	\$ 803,827	\$ (1,591)	0%	
3300 - Bus Operators	\$ 1,029,486	\$ 1,153,142	\$ (123,656)	-11%	\$ 5,085,864	\$ 5,765,710	\$ (679,846)	-12%	\$ 5,085,864	\$ 5,218,214	\$ (132,350)	-3%	
4100 - Fleet Maintenance	\$ 345,677	\$ 347,444	\$ (1,767)	-1%	\$ 1,611,209	\$ 1,737,220	\$ (126,011)	-7%	\$ 1,611,209	\$ 1,446,466	\$ 164,743	11%	
9001 - Cobra Benefits	\$ 1,128	\$ -	\$ 1,128	0%	\$ 5,122	\$ -	\$ 5,122	0%	\$ 5,122	\$ (240)	\$ 5,362	-2234%	
9005 - Retired Employee Benefits	\$ 119,325	\$ 144,500	\$ (25,175)	-17%	\$ 597,403	\$ 722,500	\$ (125,097)	-17%	\$ 597,403	\$ 624,627	\$ (27,224)	-4%	
Additional Operating Programs	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
Subtotal Personnel Expenses	\$ 2,227,084	\$ 2,470,797	\$ (243,713)	-10%	\$ 10,881,456	\$ 12,353,985	\$ (1,472,529)	-12%	\$ 10,881,456	\$ 10,799,831	\$ 81,625	1%	
Departmental Non-Personnel Expenses													
700 - SCCIC	\$ -	\$ 42	\$ (42)	-100%	\$ 260	\$ 210	\$ 50	24%	\$ 260	\$ 30	\$ 230	767%	
1100 - Administration	\$ 45,667	\$ 72,853	\$ (27,186)	-37%	\$ 280,238	\$ 364,265	\$ (84,027)	-23%	\$ 280,238	\$ 298,417	\$ (18,179)	-6%	
1200 - Finance	\$ 54,174	\$ 68,287	\$ (14,113)	-21%	\$ 309,025	\$ 341,435	\$ (32,410)	-9%	\$ 309,025	\$ 202,891	\$ 106,134	52%	
1300 - Customer Service	\$ 2,521	\$ 9,726	\$ (7,205)	-74%	\$ 25,094	\$ 48,630	\$ (23,536)	-48%	\$ 25,094	\$ 28,754	\$ (3,660)	-13%	
1400 - Human Resources	\$ 850	\$ 8,131	\$ (7,281)	-90%	\$ 13,580	\$ 40,655	\$ (27,075)	-67%	\$ 13,580	\$ 37,843	\$ (24,263)	-64%	
1500 - Information Technology	\$ 23,965	\$ 13,278	\$ 10,687	80%	\$ 67,343	\$ 66,350	\$ 993	1%	\$ 67,343	\$ 60,097	\$ 7,246	12%	
1700 - District Counsel	\$ 2,553	\$ 1,512	\$ 1,041	69%	\$ 10,138	\$ 7,560	\$ 2,578	34%	\$ 10,138	\$ 7,052	\$ 3,086	44%	
1800 - Risk Management	\$ 984	\$ 20,656	\$ (19,672)	-95%	\$ 13,090	\$ 103,280	\$ (90,190)	-87%	\$ 13,090	\$ 44,566	\$ (31,476)	-71%	
2200 - Facilities Maintenance	\$ 50,015	\$ 44,532	\$ 5,483	12%	\$ 195,903	\$ 222,660	\$ (26,757)	-12%	\$ 195,903	\$ 147,972	\$ 47,931	32%	
3100 - Paratransit Program	\$ 69,619	\$ 64,048	\$ 5,571	9%	\$ 363,702	\$ 320,240	\$ 43,462	14%	\$ 363,702	\$ 258,489	\$ 105,213	41%	
3200 - Operations	\$ 43,416	\$ 53,692	\$ (10,276)	-19%	\$ 211,943	\$ 268,460	\$ (56,517)	-21%	\$ 211,943	\$ 246,078	\$ (34,135)	-14%	
3300 - Bus Operators	\$ 3,440	\$ 750	\$ 2,690	359%	\$ 4,793	\$ 3,750	\$ 1,043	28%	\$ 4,793	\$ 473	\$ 4,320	913%	
4100 - Fleet Maintenance	\$ 350,474	\$ 403,205	\$ (52,731)	-13%	\$ 1,593,206	\$ 2,016,025	\$ (422,819)	-21%	\$ 1,593,206	\$ 1,589,619	\$ 3,587	0%	
9001 - Cobra Benefits	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
9005 - Retired Employee Benefits	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
Additional Operating Programs	\$ -	\$ -	\$ -	0%	\$ (575)	\$ -	\$ (575)	0%	\$ (575)	\$ -	\$ (575)	0%	
Subtotal Non-Personnel Expenses	\$ 647,678	\$ 760,712	\$ (113,034)	-15%	\$ 3,087,740	\$ 3,803,520	\$ (715,780)	-19%	\$ 3,087,740	\$ 2,922,281	\$ 165,459	6%	

5-2.63

FY2008
Operating Expenses by Department
For the month ending - November 30, 2007

	Current Period				Year to Date				YTD Year Over Year Comparison				Notes
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	Actual		\$ Var	% Var	
									FY08	FY07			
<u>Total Departmental Expenses</u>													
700 - SCCIC	\$ -	\$ 42	\$ (42)	-100%	\$ 260	\$ 210	\$ 50	24%	\$ 260	\$ 30	\$ 230	767%	
1100 - Administration	\$ 120,873	\$ 158,862	\$ (37,989)	-24%	\$ 649,376	\$ 794,310	\$ (144,934)	-18%	\$ 649,376	\$ 664,875	\$ (15,499)	-2%	1
1200 - Finance	\$ 99,154	\$ 120,047	\$ (20,893)	-17%	\$ 533,150	\$ 600,235	\$ (67,085)	-11%	\$ 533,150	\$ 392,929	\$ 140,221	36%	
1300 - Customer Service	\$ 33,299	\$ 52,853	\$ (19,554)	-37%	\$ 191,529	\$ 264,265	\$ (72,736)	-28%	\$ 191,529	\$ 189,383	\$ 2,146	1%	
1400 - Human Resources	\$ 40,850	\$ 57,448	\$ (16,598)	-29%	\$ 211,197	\$ 287,240	\$ (76,043)	-26%	\$ 211,197	\$ 191,316	\$ 19,881	10%	
1500 - Information Technology	\$ 63,668	\$ 54,399	\$ 9,269	17%	\$ 268,421	\$ 271,955	\$ (3,534)	-1%	\$ 268,421	\$ 244,722	\$ 23,699	10%	
1700 - District Counsel	\$ 36,975	\$ 39,746	\$ (2,771)	-7%	\$ 171,161	\$ 198,730	\$ (27,569)	-14%	\$ 171,161	\$ 162,379	\$ 8,782	5%	
1800 - Risk Management	\$ 984	\$ 20,656	\$ (19,672)	-95%	\$ 13,090	\$ 103,280	\$ (90,190)	-87%	\$ 13,090	\$ 44,566	\$ (31,476)	-71%	
2200 - Facilities Maintenance	\$ 124,097	\$ 130,224	\$ (6,127)	-5%	\$ 546,925	\$ 651,120	\$ (104,195)	-16%	\$ 546,925	\$ 535,143	\$ 11,782	2%	2
3100 - Paratransit Program	\$ 301,991	\$ 315,844	\$ (13,853)	-4%	\$ 1,472,886	\$ 1,579,220	\$ (106,334)	-7%	\$ 1,472,886	\$ 1,367,705	\$ 105,181	8%	3
3200 - Operations	\$ 203,341	\$ 232,347	\$ (29,006)	-12%	\$ 1,014,179	\$ 1,161,735	\$ (147,556)	-13%	\$ 1,014,179	\$ 1,049,905	\$ (35,726)	-3%	4
3300 - Bus Operators	\$ 1,032,926	\$ 1,153,892	\$ (120,966)	-10%	\$ 5,090,657	\$ 5,769,460	\$ (678,803)	-12%	\$ 5,090,657	\$ 5,218,687	\$ (128,030)	-2%	5
4100 - Fleet Maintenance	\$ 696,151	\$ 750,649	\$ (54,498)	-7%	\$ 3,204,415	\$ 3,753,245	\$ (548,830)	-15%	\$ 3,204,415	\$ 3,036,085	\$ 168,330	6%	6
9001 - Cobra Benefits	\$ 1,128	\$ -	\$ 1,128	0%	\$ 5,122	\$ -	\$ 5,122	0%	\$ 5,122	\$ (240)	\$ 5,362	-2234%	
9005 - Retired Employee Benefits	\$ 119,325	\$ 144,500	\$ (25,175)	-17%	\$ 597,403	\$ 722,500	\$ (125,097)	-17%	\$ 597,403	\$ 624,627	\$ (27,224)	-4%	7
Additional Operating Programs	\$ -	\$ -	\$ -	0%	\$ (575)	\$ -	\$ (575)	0%	\$ (575)	\$ -	\$ (575)	0%	
Total Operating Expenses	\$ 2,874,762	\$ 3,231,509	\$ (356,747)	-11%	\$ 13,969,196	\$ 16,157,505	\$ (2,188,309)	-14%	\$ 13,969,196	\$ 13,722,112	\$ 247,084	2%	

Current Period Notes:

- 1) **Administration** is under budget due an annual contract paid for in FY07 and Labor negotiations not starting until the March 2009 time frame.
- 2) **Facilities Maintenance** is under budget due to not being at full complement, equipment is typically paid qtrly or annually on contracts
The budget was straight lined since we can not anticipate when these repair costs will be incurred.
- 3) **Paratransit Program** is under budget due to not being at full complement and not incurring services from the Orthopedic Hospital Recertification.
- 4) **Operations** is under budget due to not being at full complement and security expenses lower than anticipated.
- 5) **Bus Operators** is under budget due to not being at full complement.
- 6) **Fleet Maintenance** is under budget due to not being at full complement, fuel costs below estimates, repairs to district property collected to off set fleet repair expenses,
and the return of 110 rent check due to us buying the facility effective 08/01/07.
- 7) **Retired Employee Benefits** is under budget due to the budget being straight lined. Increase will happen in Jan 2008.

5-2.84

FY2008
Consolidated Operating Expenses
For the month ending - November 30, 2007

	Current Period				Year to Date				YTD Year Over Year Comparison				Notes
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	Actual		\$ Var	% Var	
									FY08	FY07			
LABOR													
501011 Bus Operator Pay	\$ 618,893	\$ 687,597	\$ (68,704)	-10%	\$ 3,045,576	\$ 3,437,985	\$ (392,409)	-11%	\$ 3,045,576	\$ 2,960,270	\$ 85,306	3%	
501013 Bus Operator Overtime	\$ 125,003	\$ 102,083	\$ 22,920	22%	\$ 518,125	\$ 510,415	\$ 7,710	2%	\$ 518,125	\$ 534,527	\$ (16,402)	-3%	
501021 Other Salaries	\$ 491,920	\$ 541,357	\$ (49,437)	-9%	\$ 2,482,641	\$ 2,706,785	\$ (224,144)	-8%	\$ 2,482,641	\$ 2,313,705	\$ 168,936	7%	
501023 Other Overtime	\$ 26,189	\$ 19,684	\$ 6,505	33%	\$ 120,327	\$ 98,420	\$ 21,907	22%	\$ 120,327	\$ 101,686	\$ 18,641	18%	
Total Labor -	\$ 1,262,005	\$ 1,350,721	\$ (88,716)	-7%	\$ 6,166,669	\$ 6,753,605	\$ (586,936)	-9%	\$ 6,166,669	\$ 5,910,188	\$ 256,481	4%	
FRINGE BENEFITS													
502011 Medicare/Soc. Sec.	\$ 17,499	\$ 20,139	\$ (2,640)	-13%	\$ 84,426	\$ 100,695	\$ (16,269)	-16%	\$ 84,426	\$ 77,423	\$ 7,003	9%	
502021 Retirement	\$ 169,431	\$ 185,973	\$ (16,542)	-9%	\$ 835,333	\$ 929,865	\$ (94,532)	-10%	\$ 835,333	\$ 738,775	\$ 96,558	13%	
502031 Medical Insurance	\$ 380,242	\$ 438,530	\$ (58,288)	-13%	\$ 1,870,070	\$ 2,192,650	\$ (322,580)	-15%	\$ 1,870,070	\$ 1,928,289	\$ (58,219)	-3%	
502041 Dental Insurance	\$ 38,110	\$ 40,928	\$ (2,818)	-7%	\$ 190,944	\$ 204,640	\$ (13,696)	-7%	\$ 190,944	\$ 184,772	\$ 6,172	3%	
502045 Vision Insurance	\$ 10,842	\$ 11,336	\$ (494)	-4%	\$ 54,119	\$ 56,680	\$ (2,561)	-5%	\$ 54,119	\$ 53,527	\$ 592	1%	
502051 Life Insurance	\$ 4,349	\$ 4,414	\$ (65)	-1%	\$ 16,096	\$ 22,070	\$ (5,974)	-27%	\$ 16,096	\$ 19,932	\$ (3,836)	-19%	
502060 State Disability	\$ 8,279	\$ 30,599	\$ (22,320)	-73%	\$ 44,982	\$ 152,995	\$ (108,013)	-71%	\$ 44,982	\$ 78,008	\$ (33,026)	-42%	
502061 Disability Insurance	\$ 17,214	\$ 15,926	\$ 1,288	8%	\$ 85,119	\$ 79,630	\$ 5,489	7%	\$ 85,119	\$ 74,403	\$ 10,716	14%	
502071 State Unemp. Ins	\$ 405	\$ 8,019	\$ (7,614)	-95%	\$ 2,455	\$ 40,095	\$ (37,640)	-94%	\$ 2,455	\$ 2,170	\$ 285	13%	
502081 Worker's Comp Ins	\$ 56,974	\$ 116,390	\$ (59,416)	-51%	\$ 384,797	\$ 581,950	\$ (197,153)	-34%	\$ 384,797	\$ 560,601	\$ (175,804)	-31%	
502083 Worker's Comp IBNR	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
502101 Holiday Pay	\$ 55,052	\$ 28,652	\$ 26,400	92%	\$ 109,689	\$ 143,260	\$ (33,571)	-23%	\$ 109,689	\$ 108,499	\$ 1,190	1%	
502103 Floating Holiday	\$ 2,804	\$ 5,467	\$ (2,663)	-49%	\$ 13,080	\$ 27,335	\$ (14,255)	-52%	\$ 13,080	\$ 14,490	\$ (1,410)	-10%	
502109 Sick Leave	\$ 40,102	\$ 63,400	\$ (23,298)	-37%	\$ 235,219	\$ 317,000	\$ (81,781)	-26%	\$ 235,219	\$ 172,110	\$ 63,109	37%	
502111 Annual Leave	\$ 148,435	\$ 125,133	\$ 23,302	19%	\$ 702,037	\$ 625,665	\$ 76,372	12%	\$ 702,037	\$ 743,326	\$ (41,289)	-6%	
502121 Other Paid Absence	\$ 8,103	\$ 13,692	\$ (5,589)	-41%	\$ 41,395	\$ 68,460	\$ (27,065)	-40%	\$ 41,395	\$ 72,526	\$ (31,131)	-43%	
502251 Physical Exams	\$ 273	\$ 3,019	\$ (2,746)	-91%	\$ 1,395	\$ 15,095	\$ (13,700)	-91%	\$ 1,395	\$ 2,970	\$ (1,575)	-53%	
502253 Driver Lic Renewal	\$ 98	\$ 433	\$ (335)	-77%	\$ 644	\$ 2,165	\$ (1,521)	-70%	\$ 644	\$ 721	\$ (77)	-11%	
502999 Other Fringe Benefits	\$ 6,864	\$ 8,027	\$ (1,163)	-14%	\$ 42,987	\$ 40,135	\$ 2,852	7%	\$ 42,987	\$ 57,103	\$ (14,116)	-25%	
Total Fringe Benefits -	\$ 965,076	\$ 1,120,077	\$ (155,001)	-14%	\$ 4,714,787	\$ 5,600,385	\$ (885,598)	-16%	\$ 4,714,787	\$ 4,889,645	\$ (174,858)	-4%	
Total Personnel Expenses -	\$ 2,227,081	\$ 2,470,798	\$ (243,717)	-10%	\$ 10,881,456	\$ 12,353,990	\$ (1,472,534)	-12%	\$ 10,881,456	\$ 10,799,833	\$ 81,623	1%	1

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FY2008

Consolidated Operating Expenses For the month ending - November 30, 2007

	Current Period				Year to Date				YTD Year Over Year Comparison				Notes
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	Actual FY08	FY07	\$ Var	% Var	
SERVICES													
503011 Acctg & Audit Fees	\$ 15,000	\$ 8,354	\$ 6,646	80%	\$ 36,486	\$ 41,770	\$ (5,284)	-13%	\$ 36,486	\$ 17,400	\$ 19,086	110%	
503012 Admin & Bank Fees	\$ 743	\$ 19,669	\$ (18,926)	-96%	\$ 44,387	\$ 98,345	\$ (53,958)	-55%	\$ 44,387	\$ 39,041	\$ 5,346	14%	
503031 Prof & Tech Fees	\$ 7,152	\$ 32,126	\$ (24,974)	-78%	\$ 71,471	\$ 160,630	\$ (89,159)	-56%	\$ 71,471	\$ 91,952	\$ (20,481)	-22%	2
503032 Legislative Services	\$ 7,500	\$ 8,084	\$ (584)	-7%	\$ 37,970	\$ 40,420	\$ (2,450)	-6%	\$ 37,970	\$ 38,275	\$ (305)	-1%	
503033 Legal Services	\$ -	\$ 4,306	\$ (4,306)	-100%	\$ 74	\$ 21,530	\$ (21,456)	-100%	\$ 74	\$ 1,120	\$ (1,046)	-93%	
503034 Pre-Employ Exams	\$ 209	\$ 2,083	\$ (1,874)	-90%	\$ 4,807	\$ 10,415	\$ (5,608)	-54%	\$ 4,807	\$ 8,899	\$ (4,092)	-46%	
503041 Temp Help	\$ 10,273	\$ 1,375	\$ 8,898	647%	\$ 55,010	\$ 6,875	\$ 48,135	700%	\$ 55,010	\$ 20,349	\$ 34,661	170%	3
503161 Custodial Services	\$ 5,416	\$ 6,120	\$ (704)	-12%	\$ 27,649	\$ 30,600	\$ (2,951)	-10%	\$ 27,649	\$ 26,242	\$ 1,407	5%	
503162 Uniform & Laundry	\$ 3,273	\$ 3,743	\$ (470)	-13%	\$ 16,943	\$ 18,715	\$ (1,772)	-9%	\$ 16,943	\$ 15,938	\$ 1,005	6%	
503171 Security Services	\$ 27,264	\$ 36,994	\$ (9,730)	-26%	\$ 137,331	\$ 184,970	\$ (47,639)	-26%	\$ 137,331	\$ 181,413	\$ (44,082)	-24%	4
503221 Classified/Legal Ads	\$ 1,738	\$ 2,383	\$ (645)	-27%	\$ 5,787	\$ 11,915	\$ (6,128)	-51%	\$ 5,787	\$ 9,366	\$ (3,579)	-38%	
503222 Legal Advertising	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
503225 Graphic Services	\$ -	\$ 1,717	\$ (1,717)	-100%	\$ -	\$ 8,585	\$ (8,585)	-100%	\$ -	\$ 7,970	\$ (7,970)	-100%	
503351 Repair - Bldg & Impr	\$ 13,524	\$ 3,542	\$ 9,982	282%	\$ 32,979	\$ 17,710	\$ 15,269	86%	\$ 32,979	\$ 19,935	\$ 13,044	65%	
503352 Repair - Equipment	\$ 12,558	\$ 26,236	\$ (13,678)	-52%	\$ 60,599	\$ 131,180	\$ (70,581)	-54%	\$ 60,599	\$ 61,997	\$ (1,398)	-2%	5
503353 Repair - Rev Vehicle	\$ 25,563	\$ 24,255	\$ 1,308	5%	\$ 133,770	\$ 121,275	\$ 12,495	10%	\$ 133,770	\$ 117,103	\$ 16,667	14%	
503354 Repair - Non Rev Vehicle	\$ 3,783	\$ 4,652	\$ (869)	-19%	\$ 9,075	\$ 23,260	\$ (14,185)	-61%	\$ 9,075	\$ 13,965	\$ (4,890)	-35%	
503363 Haz Mat Disposal	\$ 1,860	\$ 2,042	\$ (182)	-9%	\$ 11,752	\$ 10,210	\$ 1,542	15%	\$ 11,752	\$ 11,738	\$ 14	0%	
Total Services -	\$ 135,856	\$ 187,681	\$ (51,825)	-28%	\$ 686,090	\$ 938,405	\$ (252,315)	-27%	\$ 686,090	\$ 682,703	\$ 3,387	0%	
MOBILE MATERIALS AND SUPPLIES													
504011 Fuels & Lube Non Rev Veh	\$ 16,189	\$ 10,226	\$ 5,963	58%	\$ 62,695	\$ 51,130	\$ 11,565	23%	\$ 62,695	\$ 41,800	\$ 20,895	50%	
504012 Fuels & Lube Rev Veh	\$ 219,127	\$ 269,649	\$ (50,522)	-19%	\$ 921,548	\$ 1,348,245	\$ (426,697)	-32%	\$ 921,548	\$ 896,781	\$ 24,767	3%	6
504021 Tires & Tubes	\$ 14,504	\$ 18,700	\$ (4,196)	-22%	\$ 80,765	\$ 93,500	\$ (12,735)	-14%	\$ 80,765	\$ 71,646	\$ 9,119	13%	
504161 Other Mobile Supplies	\$ 71	\$ 667	\$ (596)	-89%	\$ 1,443	\$ 3,335	\$ (1,892)	-57%	\$ 1,443	\$ 4,728	\$ (3,285)	-69%	
504191 Rev Vehicle Parts	\$ 49,624	\$ 56,800	\$ (7,176)	-13%	\$ 302,090	\$ 284,000	\$ 18,090	6%	\$ 302,090	\$ 304,218	\$ (2,128)	-1%	
Total Mobile Materials & Supplies -	\$ 299,515	\$ 356,042	\$ (56,527)	-16%	\$ 1,368,541	\$ 1,780,210	\$ (411,669)	-23%	\$ 1,368,541	\$ 1,319,173	\$ 49,368	4%	

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FY2008

Consolidated Operating Expenses For the month ending - November 30, 2007

	Current Period				Year to Date				YTD Year Over Year Comparison				Notes
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	Actual FY08	FY07	\$ Var	% Var	
OTHER MATERIALS & SUPPLIES													
504205 Freight Out	\$ 411	\$ 412	\$ (1)	0%	\$ 1,218	\$ 2,060	\$ (842)	-41%	\$ 1,218	\$ 1,093	\$ 125	11%	
504211 Postage & Mailing	\$ 206	\$ 1,867	\$ (1,661)	-89%	\$ 5,004	\$ 9,335	\$ (4,331)	-46%	\$ 5,004	\$ 4,861	\$ 143	3%	
504214 Promotional Items	\$ -	\$ 2	\$ (2)	-100%	\$ -	\$ 10	\$ (10)	-100%	\$ -	\$ -	\$ -	0%	
504215 Printing	\$ (1,137)	\$ 7,401	\$ (8,538)	-115%	\$ 16,394	\$ 37,005	\$ (20,611)	-56%	\$ 16,394	\$ 14,111	\$ 2,283	16%	
504217 Photo Supply/Processing	\$ 995	\$ 754	\$ 241	32%	\$ 1,402	\$ 3,770	\$ (2,368)	-63%	\$ 1,402	\$ 3,641	\$ (2,239)	-61%	
504311 Office Supplies	\$ 5,768	\$ 7,184	\$ (1,416)	-20%	\$ 40,341	\$ 35,920	\$ 4,421	12%	\$ 40,341	\$ 36,964	\$ 3,357	9%	
504315 Safety Supplies	\$ 5,877	\$ 1,521	\$ 4,356	286%	\$ 15,458	\$ 7,605	\$ 7,853	103%	\$ 15,458	\$ 5,717	\$ 9,741	170%	
504317 Cleaning Supplies	\$ 8,780	\$ 4,090	\$ 4,690	115%	\$ 20,934	\$ 20,450	\$ 484	2%	\$ 20,934	\$ 16,227	\$ 4,707	29%	
504409 Repair/Maint Supplies	\$ 6,521	\$ 3,750	\$ 2,771	74%	\$ 18,812	\$ 18,750	\$ 62	0%	\$ 18,812	\$ 19,831	\$ (1,019)	-5%	
504421 Non-Inventory Parts	\$ 3,667	\$ 3,605	\$ 62	2%	\$ 19,533	\$ 18,025	\$ 1,508	8%	\$ 19,533	\$ 15,739	\$ 3,794	24%	
504511 Small Tools	\$ 2,484	\$ 824	\$ 1,660	201%	\$ 5,043	\$ 4,120	\$ 923	22%	\$ 5,043	\$ 3,169	\$ 1,874	59%	
504515 Employee Tool Rplcmt	\$ -	\$ 215	\$ (215)	-100%	\$ 509	\$ 1,075	\$ (566)	-53%	\$ 509	\$ 702	\$ (193)	-27%	
Total Other Materials & Supplies -	\$ 33,572	\$ 31,625	\$ 1,947	6%	\$ 144,648	\$ 158,125	\$ (13,477)	-9%	\$ 144,648	\$ 122,075	\$ 22,573	18%	
UTILITIES													
505011 Gas & Electric	\$ 19,180	\$ 15,151	\$ 4,029	27%	\$ 82,234	\$ 75,755	\$ 6,479	9%	\$ 82,234	\$ 67,082	\$ 15,152	23%	
505021 Water & Garbage	\$ 11,100	\$ 9,274	\$ 1,826	20%	\$ 51,670	\$ 46,370	\$ 5,300	11%	\$ 51,670	\$ 37,743	\$ 13,927	37%	
505031 Telecommunications	\$ 6,308	\$ 8,021	\$ (1,713)	-21%	\$ 34,930	\$ 40,105	\$ (5,175)	-13%	\$ 34,930	\$ 31,887	\$ 3,043	10%	
Total Utilities -	\$ 36,588	\$ 32,446	\$ 4,142	13%	\$ 168,834	\$ 162,230	\$ 6,604	4%	\$ 168,834	\$ 136,712	\$ 32,122	23%	
CASUALTY & LIABILITY													
506011 Insurance - Property	\$ 3,828	\$ 4,678	\$ (850)	-18%	\$ 16,021	\$ 23,390	\$ (7,369)	-32%	\$ 16,021	\$ 13,013	\$ 3,008	23%	
506015 Insurance - PL & PD	\$ 34,362	\$ 35,000	\$ (638)	-2%	\$ 171,809	\$ 175,000	\$ (3,191)	-2%	\$ 171,809	\$ 210,540	\$ (38,731)	-18%	
506021 Insurance - Other	\$ 59	\$ 151	\$ (92)	-61%	\$ 1,007	\$ 755	\$ 252	33%	\$ 1,007	\$ 296	\$ 711	240%	
506123 Settlement Costs	\$ 954	\$ 12,500	\$ (11,546)	-92%	\$ 12,786	\$ 62,500	\$ (49,714)	-80%	\$ 12,786	\$ 23,429	\$ (10,643)	-45%	
506127 Repairs - Dist Prop	\$ (2,838)	\$ -	\$ (2,838)	0%	\$ (6,460)	\$ -	\$ (6,460)	0%	\$ (6,460)	\$ (80,921)	\$ 74,461	-92%	
Total Casualty & Liability -	\$ 36,365	\$ 52,329	\$ (15,964)	-31%	\$ 195,163	\$ 261,645	\$ (66,482)	-25%	\$ 195,163	\$ 166,357	\$ 28,806	17%	
TAXES													
507051 Fuel Tax	\$ 223	\$ 888	\$ (665)	-75%	\$ 3,809	\$ 4,440	\$ (631)	-14%	\$ 3,809	\$ 5,732	\$ (1,923)	-34%	
507201 Licenses & permits	\$ 2,092	\$ 980	\$ 1,112	113%	\$ 4,196	\$ 4,900	\$ (794)	-16%	\$ 4,196	\$ 4,035	\$ 161	4%	
507999 Other Taxes	\$ (1,606)	\$ 2,058	\$ (3,664)	-178%	\$ 12,035	\$ 10,290	\$ 1,745	17%	\$ 12,035	\$ 3,335	\$ 8,700	261%	
Total Taxes -	\$ 709	\$ 3,926	\$ (3,217)	-82%	\$ 19,950	\$ 19,630	\$ 320	2%	\$ 19,950	\$ 13,102	\$ 6,848	52%	

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FY2008

Consolidated Operating Expenses For the month ending - November 30, 2007

	Current Period				Year to Date				YTD Year Over Year Comparison				Notes
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	Actual		\$ Var	% Var	
									FY08	FY07			
<u>PURCHASED TRANSPORTATION</u>													
503406 Contr/Paratrans	\$ 30,571	\$ 16,667	\$ 13,904	83%	\$ 159,352	\$ 83,335	\$ 76,017	91%	\$ 159,352	\$ 75,708	\$ 83,644	110%	7
Total Purchased Transportation -	<u>\$ 30,571</u>	<u>\$ 16,667</u>	<u>\$ 13,904</u>	<u>83%</u>	<u>\$ 159,352</u>	<u>\$ 83,335</u>	<u>\$ 76,017</u>	<u>91%</u>	<u>\$ 159,352</u>	<u>\$ 75,708</u>	<u>\$ 83,644</u>	<u>110%</u>	
<u>MISC</u>													
509011 Dues & Subscriptions	\$ 1,911	\$ 4,768	\$ (2,857)	-60%	\$ 9,167	\$ 23,840	\$ (14,673)	-62%	\$ 9,167	\$ 43,791	\$ (34,624)	-79%	
509085 Advertising - Rev Product	\$ -	\$ 1,250	\$ (1,250)	-100%	\$ -	\$ 6,250	\$ (6,250)	-100%	\$ -	\$ -	\$ -	0%	
509101 Emp Incentive Prog	\$ 3,587	\$ 485	\$ 3,102	640%	\$ 4,050	\$ 2,425	\$ 1,625	67%	\$ 4,050	\$ 229	\$ 3,821	1669%	
509121 Employee Training	\$ 7,605	\$ 1,625	\$ 5,980	368%	\$ 12,584	\$ 8,125	\$ 4,459	55%	\$ 12,584	\$ 10,372	\$ 2,212	21%	
509123 Travel	\$ 1,692	\$ 4,348	\$ (2,656)	-61%	\$ 13,386	\$ 21,740	\$ (8,354)	-38%	\$ 13,386	\$ 5,114	\$ 8,272	162%	
509125 Local Meeting Exp	\$ 196	\$ 529	\$ (333)	-63%	\$ 1,381	\$ 2,645	\$ (1,264)	-48%	\$ 1,381	\$ 3,244	\$ (1,863)	-57%	
509127 Board Director Fees	\$ 900	\$ 1,100	\$ (200)	-18%	\$ 5,750	\$ 5,500	\$ 250	5%	\$ 5,750	\$ 4,800	\$ 950	20%	
509150 Contributions	\$ -	\$ 54	\$ (54)	-100%	\$ 98	\$ 270	\$ (172)	-64%	\$ 98	\$ 240	\$ (142)	-59%	
509197 Sales Tax Expense	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ (4,445)	\$ 4,445	-100%	
509198 Cash Over/Short	\$ (16)	\$ -	\$ (16)	0%	\$ 72	\$ -	\$ 72	0%	\$ 72	\$ (8,318)	\$ 8,390	-101%	
Total Misc -	<u>\$ 15,875</u>	<u>\$ 14,159</u>	<u>\$ 1,716</u>	<u>12%</u>	<u>\$ 46,488</u>	<u>\$ 70,795</u>	<u>\$ (24,307)</u>	<u>-34%</u>	<u>\$ 46,488</u>	<u>\$ 55,027</u>	<u>\$ (8,539)</u>	<u>-16%</u>	
<u>LEASES & RENTALS</u>													
512011 Facility Rentals	\$ 56,500	\$ 59,559	\$ (3,059)	-5%	\$ 288,677	\$ 297,797	\$ (9,120)	-3%	\$ 288,677	\$ 316,599	\$ (27,922)	-9%	
512061 Equipment Rentals	\$ 2,129	\$ 6,273	\$ (4,144)	-66%	\$ 9,997	\$ 31,365	\$ (21,368)	-68%	\$ 9,997	\$ 34,828	\$ (24,831)	-71%	
Total Leases & Rentals -	<u>\$ 58,629</u>	<u>\$ 65,832</u>	<u>\$ (7,203)</u>	<u>-11%</u>	<u>\$ 298,674</u>	<u>\$ 329,162</u>	<u>\$ (30,488)</u>	<u>-9%</u>	<u>\$ 298,674</u>	<u>\$ 351,427</u>	<u>\$ (52,753)</u>	<u>-15%</u>	
Total Non-Personnel Expenses -	<u>\$ 647,680</u>	<u>\$ 760,707</u>	<u>\$(113,027)</u>	<u>-15%</u>	<u>\$ 3,087,740</u>	<u>\$ 3,803,537</u>	<u>\$(715,797)</u>	<u>-19%</u>	<u>\$ 3,087,740</u>	<u>\$ 2,922,284</u>	<u>\$ 165,456</u>	<u>6%</u>	
TOTAL OPERATING EXPENSE -	<u>\$2,874,761</u>	<u>\$3,231,505</u>	<u>\$(356,744)</u>	<u>-11%</u>	<u>\$13,969,196</u>	<u>\$16,157,527</u>	<u>\$(2,188,331)</u>	<u>-14%</u>	<u>\$13,969,196</u>	<u>\$13,722,117</u>	<u>\$ 247,079</u>	<u>2%</u>	

Current Period Notes:

- 1) **Total Personnel Expenses** are below budget due to not being at full complement.
- 2) **Prof & Tech Fees** are below budget. Negotiations for the year will not start until the March 2009 time frame.
- 3) **Temp Help** is over budget due to vacancies and work loads. This item is only budgeted in Admin.
- 4) **Security Services** are under budget due to the budget being straight lined and not knowing when additional security will be needed throughout the year.
- 5) **Repair - Equipment** is typically paid qtrly or annually on contracts. The budget was straight lined since we can not anticipate when these costs will be incurred.

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FY2008
Consolidated Operating Expenses
For the month ending - November 30, 2007

Current Period				Year to Date				YTD Year Over Year Comparison				
<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>Actual</u> FY08	FY07	<u>\$ Var</u>	<u>% Var</u>	<u>Notes</u>

6) **Fuels & Lube Rev Veh** is under budget. The budget was built on anticipating increased fuel prices for the year.

7) **Contr/Paratrans** is over budget. More than budgeted rides were needed for the month and YTD.

5-2.69

FY2008
CAPITAL BUDGET
For the month ending - November 30, 2007

	<u>YTD Actual</u>		<u>FY08 Budget</u>		<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>Grant-Funded Projects</u>						
MetroBase	\$ 1,959,964	\$	10,300,000	\$	8,340,036	19%
Purchase 1217 River Street	\$ -	\$	1,237,500	\$	1,237,500	0%
Purchase 1211 River Street	\$ -	\$	775,000	\$	775,000	0%
CNG Bus Conversions (40 Buses)	\$ 928,470	\$	6,800,000	\$	5,871,530	14%
Local Bus Replacement (8)	\$ -	\$	3,400,000	\$	3,400,000	0%
Pacific Station Project	\$ 3,387	\$	2,729,494	\$	2,726,107	0%
H17 Bus Replacement (5)	\$ -	\$	2,262,000	\$	2,262,000	0%
Hwy 17 Wireless (Air District)	\$ -	\$	42,500	\$	42,500	0%
Transmission	\$ -	\$	15,000	\$	15,000	0%
Subtotal Grant Funded Projects	\$ 2,891,821	\$	27,561,494	\$	24,669,673	10%
<u>District Funded Projects</u>						
<u>IT Projects</u>						
ATP - Hastus Run Time Analysis Program - IT/OPS	\$ -	\$	40,000	\$	40,000	0%
Qquest Time Clocks	\$ -	\$	9,000	\$	9,000	0%
ABS Financial System & Modules	\$ -	\$	8,000	\$	8,000	0%
ABS Laser Printer & Software for Checks	\$ 2,940	\$	7,200	\$	4,260	41%
Laptops (2) Fleet & Finance	\$ 4,598	\$	4,000	\$	(598)	115%
FAS - Fixed Asset Mgmt. Software	\$ -	\$	4,000	\$	4,000	0%
Web Access Control Appliance	\$ -	\$	3,000	\$	3,000	0%
Printer - Ops	\$ -	\$	1,800	\$	1,800	0%
<u>Facilities Repair & Improvements</u>						
Bus Stop Improvements (20 total)	\$ -	\$	164,251	\$	164,251	0%
Bus Stop Improvements (China Grade Turnout) **	\$ 1,482	\$	121,000	\$	119,518	1%
Bus Shelters - LNI	\$ 42,371	\$	45,000	\$	2,629	94%
2-way Radio & Telephone Recording System (Exacom System)	\$ -	\$	30,000	\$	30,000	0%
Reseal Operations Facility Roof	\$ -	\$	25,600	\$	25,600	0%
ParaCruz Vehicle Hoist	\$ -	\$	17,500	\$	17,500	0%
Replace HVAC at ParaCruz Facility	\$ -	\$	14,500	\$	14,500	0%
Repair Parking Lots (Greyhound, Soquel Park & Ride)	\$ 2,500	\$	5,000	\$	2,500	50%
Repair Sidewalks & Bus Lanes (Pacific Station)	\$ 4,480	\$	5,000	\$	520	90%
Cubicle Walls (ParaCruz)	\$ -	\$	10,000	\$	10,000	0%
Digital ID Card Processing Equip. for Pacific Station	\$ -	\$	15,000	\$	15,000	0%
Replace Toilets at Pacific Station & (1) Waterless	\$ -	\$	9,600	\$	9,600	0%
Bus Operators Lockers	\$ -	\$	4,800	\$	4,800	0%
Two-way Radio Portable Radio Hand-paks (4)	\$ -	\$	3,500	\$	3,500	0%
Coin Machine Replacement - Pacific Station	\$ -	\$	5,000	\$	5,000	0%
Money Counting Program - OPS	\$ -	\$	2,500	\$	2,500	0%

5-2.610

FY2008
CAPITAL BUDGET
For the month ending - November 30, 2007

	<u>YTD Actual</u>	<u>FY08 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>Revenue Vehicle Replacement</u>				
Purchase ParaCruz Vans (3)	\$ -	\$ 216,303	\$ 216,303	0%
Rebuild Bus Engines (16 remaining) 1998 Fleet	\$ 20,849	\$ 168,000	\$ 147,151	12%
New John Deere Engines (2)	\$ 38,217	\$ 76,435	\$ 38,218	50%
<u>Non-Revenue Vehicle Replacement</u>				
ParaCruz Staff Car	\$ -	\$ 20,000	\$ 20,000	0%
Facility Service Body Truck (2)	\$ -	\$ 60,000	\$ 60,000	0%
Pickup for Fleet (2)	\$ -	\$ 35,000	\$ 35,000	0%
Hybrid - Admin	\$ -	\$ 30,500	\$ 30,500	0%
Supervisor Vehicle	\$ -	\$ 29,500	\$ 29,500	0%
Shuttle Van	\$ -	\$ 27,500	\$ 27,500	0%
<u>Maint Equipment</u>				
Replace Repeater - Davenport	\$ -	\$ 15,000	\$ 15,000	0%
Wire Welder	\$ 1,649	\$ 2,039	\$ 390	81%
Forklift (Purchased from Casey Printing)	\$ 1,250	\$ 1,250	\$ -	100%
<u>Admin</u>				
Purchase & Renovation of Vernon Bldg	\$ 3,997,564	\$ 6,964,902	\$ 2,967,338	57%
Subtotal District Funded Projects	\$ 4,117,900	\$ 8,201,680	\$ 4,083,780	50%
TOTAL CAPITAL PROJECTS	\$ 7,009,721	\$ 35,763,174	\$ 28,753,453	20%

5-2.611

FY2008
CAPITAL BUDGET
For the month ending - November 30, 2007

	<u>YTD Actual</u>	<u>FY08 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>CAPITAL FUNDING</u>				
Federal Capital Grants	\$ 2,891,821	\$ 3,798,527	\$ 906,706	76%
State/Other Capital Grants	\$ -	\$ 12,919,865	\$ 12,919,865	0%
AB 3090	\$ -	\$ 6,363,000	\$ 6,363,000	0%
STA Funding (Current Year & Prior Year Deferred)	\$ 4,117,900	\$ 7,087,337	\$ 2,969,437	58%
Alternative Fuel Conversion Fund	\$ -	\$ 462,000	\$ 462,000	0%
Bus Stop Improvement Reserves	\$ -	\$ 100,000	\$ 100,000	0%
District Reserves	\$ -	\$ 5,032,445	\$ 5,032,445	0%
TOTAL CAPITAL FUNDING	\$ 7,009,721	\$ 35,763,174	\$ 28,753,453	20%

5-2.612

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Palmer, Felicia
Date of Incident: October, 2007

Received: 12/18/07 Claim #: 07-0042
Occurrence Report No.: MISC 07-20

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

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

By Margaret Gallagher
Margaret Gallagher
DISTRICT COUNSEL

Date: 12-26-07

I, Cindi Thomas, 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 25, 2008.

By _____
Cindi Thomas
RECORDING SECRETARY

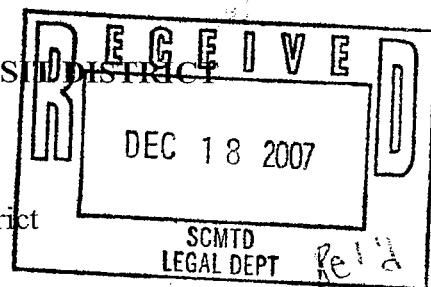
Date: _____

MG/lg
Attachment(s)

5-3.1

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

Claim # 07-0042



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: Felicia Palmer

Claimant's Address/Post Office Box: _____

Claimant's Phone Number: _____

2. Address to which notices are to be sent: same as above

3. Occurrence: Employee Elbowed me in my breast twice after he was told to stop

Date: 10/2007 Time: 2:50 Place: Santa Cruz Metro Lane #3

Circumstances of occurrence or transaction giving rise to claim: Employee had Elbowed me in my breast twice after I asked him to stop. The first time I said it nicely the second time I said it very rudely cause I was irritated.

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: a loss of my dignity as a woman

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

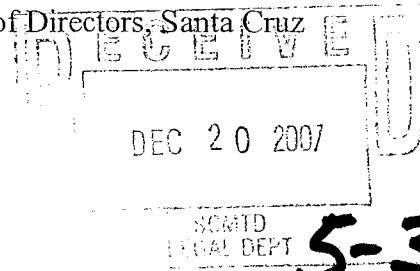
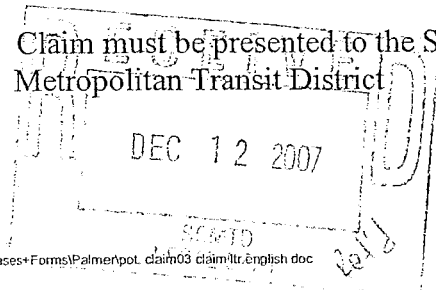
6. Amount claimed now \$ 25,000
Estimated amount of future loss, if known \$ 0
TOTAL \$ 25,000

7. Basis of above computations: Being sexually harassed by one of your drivers and having one witness

Felicia Palmer
CLAIMANT'S SIGNATURE (or Company Representative or Parent of Minor Claimant)

12/17/07
DATE

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



5-3.2

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

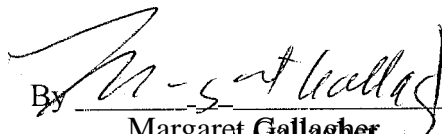
FROM: District Counsel

RE: Claim of: Bell, Kevin
Date of Incident: 12/05/04

Received: 01/07/08 Claim #: 08-0001
Occurrence Report No.: SC 12-07-05

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

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

By 
Margaret Gallagher
DISTRICT COUNSEL

Date: 1-14-08

I, Cindi Thomas, 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 25, 2008.

BY _____
Cindi Thomas
RECORDING SECRETARY

Date: _____

MG/Ig
Attachment(s)

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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

Claim # DK-0001

TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

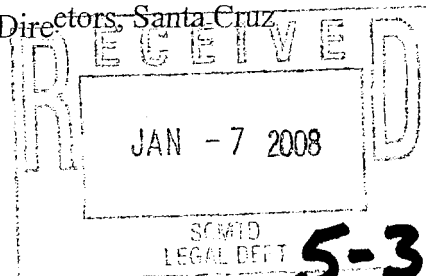
ATTN: Secretary to the Board of Directors
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

1. Claimant's Name: Kevin Bell

Claimant's Address/Post Office Box: _____

Claimant's Phone Number: _____
 2. Address to which notices are to be sent: _____
 3. Occurrence: Bus collision with car, following illegal right turn from left lane
Date: 12/05/07 Time: 3:00 PM Place: Lavet at Pacific, eastbound
Circumstances of occurrence or transaction giving rise to claim: Bus was in left-turn lane at intersection. As my car came up alongside at the intersection, bus suddenly and without warning pulled into right lane, striking car with front bumper. Bus driver then left the scene.
 4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: Damage to left side of car. Left driver door smashed.
 5. Name or names of public employees or employees causing injury, damage, or loss, if known: Not known. Accident report is on file.
 6. Amount claimed now \$ 2100-
Estimated amount of future loss, if known L. \$ 500-
TOTAL \$ 2600-
 7. Basis of above computations: Body shop estimate for door replacement, plus one week replacement car rental \$500 for contingencies in repair. Estimates attached.
KB 01/02/08
DATE
- CLAIMANT'S SIGNATURE (or Company Representative or Parent of Minor Claimant)

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: Boes, Judith
Date of Incident: 8/13/07

Received: 12/26/01 Claim #: 07-0045
Occurrence Report No.: SC 08-07-07

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

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

By Margaret Gallagher
Margaret Gallagher
DISTRICT COUNSEL

Date: 1-15-08

I, Cindi Thomas, 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 25th, 2008.

BY _____
Cindi Thomas
RECORDING SECRETARY

Date: _____

MG/lg
Attachment(s)

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
(Pursuant to Section 910 et Seq., Government Code)
Claim # 07-0015

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: Judith S. Boes

Claimant's Address/Post Office Box: _____

Claimant's Phone Number: _____

2. Address to which notices are to be sent: _____

3. Occurrence: _____

Date: Dec 13, 07 Time: 2:55 pm Place: Branciforte & Water Sts
Circumstances of occurrence or transaction giving rise to claim:

Damage occurred to my car on the Rt side from collision of a City Bus on my Rt side.

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: Vehicle Damage on right side of car to be repaired call for more info if needed
462 9240

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

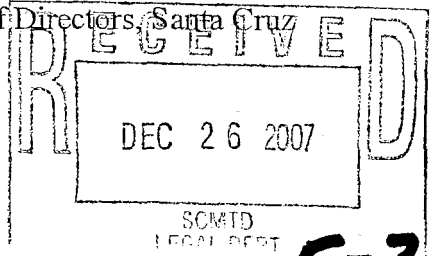
6. Amount claimed now	\$ <u>5,000.00</u>
Estimated amount of future loss, if known	\$ <u>?</u>
TOTAL	\$ <u>5,000.00</u>

7. Basis of above computations: Auto Repair

Judith Boes
CLAIMANT'S SIGNATURE (or Company Representative or Parent of Minor Claimant)

Dec 6, 07
DATE

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



5-3.6



Agenda
METRO Advisory Committee
6:00 pm
January 16, 2008
920 Pacific Avenue
Santa Cruz, California

1. Roll Call
2. Agenda Additions/Deletions
3. Oral/Written Communication
4. Consideration of Minutes of December 2007
5. Ridership Report for November 2007
6. ParaCruz Operations Status Report for September 2007
7. Election of Officers
8. Discussion of MAC Orientation Procedure and Creating a Guideline Manual
9. Discussion of Creating a Planned Schedule of Events for the 2008 MAC Meetings
10. Distribution of MAC Vouchers
11. Communications to METRO General Manager
12. Communications to METRO Board of Directors
13. Items for Next Meeting Agenda
14. Adjournment

Next Meeting: Wednesday, February 20, 2008 @ 6:00 pm
Santa Cruz Metro Center Conference Room

5-4.1

**** REVISED ****

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes - METRO Advisory Committee (MAC)

November 28, 2007

A Regular Meeting of the METRO Advisory Committee (MAC) met on Wednesday, November 28, 2007 at the METRO Center Conference Room, 920 Pacific Avenue, Santa Cruz, CA.

Chair Robert Yount called the meeting to order at 6:12 p.m.

1. ROLL CALL:

MEMBERS PRESENT

Heidi Curry
Naomi Gunther
Mara Murphy (arrived after roll call)
Dennis Papadopulo
Stuart Rosenstein
Dave Williams
Robert Yount, Chair

MEMBERS ABSENT

None, all present

STAFF PRESENT

Ciro Aguirre, Operations Manager
Mary Ferrick, Base Superintendent
April Warnock, ParaCruz Scheduling Coord.

VISITORS PRESENT

Steve Prince, UTU

2. AGENDA ADDITIONS/DELETIONS

None

3. ORAL/WRITTEN COMMUNICATION

Oral: Dennis Papadopulo suggested that MAC designate a member to attend METRO training procedures for new drivers as had been done in the past with the METRO Accessible Services Transit Forum (MASTF). Mr. Papadopulo stated that he would be willing to participate in this capacity and asked to have this issue added to the December MAC Meeting Agenda.

Oral: Chair Robert Yount announced that he had oral surgery an hour prior to the meeting and would like to turn the meeting over to the Vice Chair when elected at this meeting.

4. CONSIDERATION OF MINUTES OF OCTOBER 17, 2007

ACTION: MOTION: DENNIS PAPADOPULO SECOND: DAVE WILLIAMS

ACCEPT AND FILE MINUTES OF THE OCTOBER 17, 2007 MEETING AS PRESENTED.

Motion passed with Naomi Gunther and Stuart Rosenstein abstaining and all Members being present.

5-4.2

5. RIDERSHIP REPORT FOR SEPTEMBERS 2007

Chair Robert Yount thanked the METRO Staff for including the Ridership Report for the same month of the previous year for comparison reasons in the MAC Packet.

Stuart Rosenstein asked if the Ridership Report is being provided in the revised format. Chair Robert Yount reported that the new format has been approved by the Board of Directors and will be provided in future MAC Packets.

Naomi Gunther inquired as to the productivity of the newly established University (UCSC) supplemental Route 27X. Ciro Aguirre reported that Route 27X is showing a slow growth in popularity primarily because it is new and transit riders are beginning to adjust to the schedule of the new route.

Dave Williams inquired as to the ridership data for special shuttle services such as the County Fair and Pajaro Dunes. Ciro Aguirre reported that the Pajaro Dunes (Palm Beach Shuttle) is paid for by the Pajaro Dunes Society and is ~~ran~~ **run** two (2) days a year during the 4th of July to reduce traffic in the area. Mr. Aguirre reported that this year the shuttle had fifty-five (55) riders in two (2) days verses forty-five (45) riders in 2006 which was ran three (3) days. Naomi Gunther stated that the County Fair shuttle ridership is included in the Ridership Report near the bottom.

Chair Robert Yount inquired as to the drop in ridership on the UCSC routes compared to the previous year. Naomi Gunther reported that the variance reflected is due to the school year starting late in the month this year.

MARA MURPHY ARRIVED AT THIS TIME

Stuart Rosenstein stated that the number of bikes on buses seemed to be low compared to the total number in ridership. Steve Prince, UTU Representative and METRO Bus Operator, reported that in his opinion the number of bikes on buses is actually high in comparison to ridership and stated that the buses have two to three spaces for bikes compared to a much larger capacity for standard riders.

6. PARACRUZ OPERATIONS STATUS REPORT FOR JULY 2007

Chair Robert Yount Stated that the ParaCruz service is constantly showing improvement.

Ciro Aguirre reported that METRO has incorporated the services of Courtesy Cab and Yellow Cab to provide rides for single rider trips in rural and outlying locations to reduce the number of unoccupied (Deadhead) trips of the ParaCruz vehicles. Mr. Aguirre stated the use of these services increases efficiency and directly affects the improvement indicated by the figures of the report.

April Warnock reported that an additional midsize ParaCruz vehicle has been put into service and will allow for an increase in rides provided.

7. ELECTION OF VICE CHAIR

Chair Robert Yount gave a brief description and history of the role of Vice Chair for MAC.

Chair Robert Yount opened up the meeting to nominations for Vice Chair.

Dave Williams nominated Naomi Gunther for the position of Vice Chair.

**ACTION: MOTION: DAVE WILLIAMS SECOND: STUART ROSENSTEIN
ELECT NAOMI GUNTHER AS VICE CHAIR OF MAC**

Motion passed unanimously with all Members being present.

Chair Robert Yount turned the meeting over to newly elected Vice Chair Naomi Gunther at this time.

8. PRESENTATION BY CATHERINE PATTERSON VALDEZ, DIVISION DIRECTOR OF LIFT LINE, ON THE MOBILITY OUTREACH AND EDUCATION (MORE) PROGRAM

April Warnock reported that Catherine Patterson Valdez was not available for the presentation and that Ms. Patterson Valdez would be available for the December MAC Meeting. Vice Chair Naomi Gunther differed this item to the December MAC Agenda.

9. DISCUSSION OF MAC MISSION AND ORIGINAL INTENT OF COMMITTEE FORMATION

Mara Murphy stated that she was unclear as to the duties and limitations of MAC. Ms. Murphy stated that she felt the discussions in MAC meetings sometimes got off transportation topics and focused on METRO management duties. Ms. Murphy stated that in her opinion METRO management is doing a good job in its day-to-day operations and she feels that MAC should focus more on public concerns and ridership issues. Ms. Murphy stated that an orientation outlining the mission and purpose of MAC would be valuable to her ability to address METRO and transportation issues.

Chair Robert Yount reported that a previous METRO Board Chair had explained to him that if the Board is concerned or involved with an issue then MAC is encouraged to also take the issue into consideration.

Chair Robert Yount reported that in the late 1980's there were public concerns that METRO was not meeting the public transportation needs of the elderly and disabled community. Mr. Yount stated that members of the public formed the METRO Accessible Services Transit Forum (MASTF) and was designated as an advisory group to the METRO Board. Mr. Yount stated that over time MASTF membership dropped and the group disbanded.

Chair Robert Yount reported that the METRO Board wanted an avenue to receive information from the public and METRO riders that they would otherwise not receive through regular communications and the METRO Advisory Committee (MAC) was formed to provide this service.

Chair Robert Yount reported that MAC is encouraged to present any item they feel is important to the Board and that the Board has addressed the majority of past recommendations from MAC.

Stuart Rosenstein stated that in his understanding MAC is designed to represent elderly, disabled, and the wide diversity of the community on transit issues.

Chair Robert Yount stated that in his opinion it is the responsibility of each MAC Member to be aware of current issues regarding METRO and transit issues. Mr. Yount suggested that each MAC member create a binder for MAC Agendas, Packets, notes, and informational items. Mr. Yount encouraged the MAC Members to review the current BOD Agendas and Packets and informed the members that they could view the information online and also could sign-up to receive an email with a link to the METRO website when new Board Agendas and Agenda Packets become available.

10. DISCUSSION OF ATTRACTING NEW MAC MEMBERSHIP AND MAC BYLAWS REGARDING CONFLICT OF INTEREST FOR MAC MEMBERSHIP

Chair Robert Yount reported that METRO District Counsel is in the process of creating verbiage for the MAC Bylaws Membership section to be reviewed by MAC and submitted to the Board for approval.

Chair Robert Yount reported that METRO is in the process of producing MAC promotional literature to be displayed and distributed on METRO buses and at the METRO Transit Stations.

Vice Chair Naomi Gunther inquired if previously displayed MAC information could be used on the buses. Ciro Aguirre stated that if the Board approved the materials and if the information was not outdated then it might be able to be displayed provided METRO has the original templates containing the information.

11. DISCUSSION OF TIME MANAGEMENT FOR MAC MEETINGS

Mara Murphy stated that in her opinion a conscientious commitment by MAC to stay on topic of the Item being discussed would streamline the discussion process and reduce the amount of time taken on each item. Ms. Murphy stated that she would like to have the meetings adjourn early when possible. Vice Chair Naomi Gunther requested that MAC Meetings begin on time whenever possible.

Chair Robert Yount stated that in his opinion reviewing the MAC Agenda Packet, particularly the Minutes from the previous meeting(s), and being aware of the issues the

Board is currently addressing prior to a MAC Meeting would increase the productivity of the meetings.

Heidi Curry inquired as to the time requirement of MAC Meetings and if two (2) hours is mandatory. Chair Robert Yount stated that it is not a mandatory requirement and that if all agenda items have been satisfactorily addressed then the meeting may adjourn early on an unanimous vote of the attending MAC members. Mr. Yount stated that the MAC Bylaws address this issue as well as other areas of interest that have been raised at the meetings. Dave Williams stated that the 2-hour meeting time was a cutoff time and not a required duration time.

Mara Murphy suggested planning out a yearly timeline for MAC Meetings and possibly eliminating meetings for certain months particularly in the summer. Ms. Murphy stated that in her opinion this might also make MAC more attractive to new members. Chair Robert Yount stated that such a schedule would also make MAC more accessible for UCSC students that might be interested in joining MAC.

12. DISCUSSION OF MAC BYLAWS REGARDING THE EXCUSED AND UNEXCUSED ABSENTEE DEFINITIONS

Chair Robert Yount reported that this item had been discussed at the previous two (2) MAC meetings and that the consensus was to eliminate the verbiage “excused” and “unexcused” and establish an allotted number of absences. Mara Murphy stated that the agreed number of absences would be no more than three in any twelve-month period.

ACTION: MOTION: DAVE WILLIAMS SECOND: ROBERT YOUNT

RECOMMEND TO THE BOARD OF DIRECTORS TO AMEND THE MAC BYLAWS, SECTION 3.3: ABSENCES; BY REMOVING THE VERBIAGE “EXCUSED” AND “UNEXCUSED” AND REPLACE CURRENT VERBIAGE OF THE FIRST SENTENCE TO STATE, “IF A MEMBER ACCUMULATES MORE THAN THREE (3) ABSENCES FROM COMMITTEE MEETINGS IN ANY TWELVE-MONTH PERIOD, THE POSITION SHALL AUTOMATICALLY BE DECLARED VACANT” AND THAT METRO DISTRICT COUNSEL WILL REVIEW AND MAKE ANY NECESSARY CHANGES IN ORDER TO HAVE THE VERBIAGE SATISFY ANY AND ALL LEGAL REQUIREMENTS.

Motion passed unanimously with all Members being present.

ACTION: AMMENDMENT: DAVE WILLIAMS SECOND: ROBERT YOUNT

RECOMMEND TO THE BOARD OF DIRECTORS TO AMEND THE MAC BYLAWS, SECTION 3.3: ABSENCES; BY REMOVING THE VERBIAGE “EXCUSED” AND “UNEXCUSED” AND REPLACE CURRENT VERBIAGE OF THE FIRST SENTENCE TO STATE, “IF A MEMBER ACCUMULATES MORE THAN THREE (3) ABSENCES FROM COMMITTEE MEETINGS IN ANY TWELVE-MONTH PERIOD, THE REMAINING COMMITTEE MEMBERS WILL REVIEW THE CERCUMSTANCES OF THE ABSENCES AND MAKE A GROUP DECISION BY MEANS OF A VOTE WHETHER THE POSITION

SHALL BE DECLARED VACANT OR IF THE MEMBER WILL RETAIN HIS/HER SEAT ON THE COMMITTEE” AND THAT METRO DISTRICT COUNSEL WILL REVIEW AND MAKE ANY NECESSARY CHANGES IN ORDER TO HAVE THE VERBIAGE SATISFY ANY AND ALL LEGAL REQUIREMENTS.

Motion passed unanimously with all Members being present.

13. COMMUNICATIONS TO METRO GENERAL MANAGER

METRO Legal Counsel to provide MAC with two (2) alternative wordings for consideration of the Membership section of the MAC Bylaws.

METRO Legal Counsel to review and generate the proposed changes to the Absences section of the MAC Bylaws to present to the Board for consideration.

METRO Staff to present MAC with an update on brochures and posters on buses to generate an interest in new MAC Membership.

14. COMMUNICATIONS TO METRO BOARD OF DIRECTORS

Consider suggested changes to the MAC Bylaws.

15. ITEMS FOR NEXT MEETING AGENDA

- Presentation by Catherine Patterson Valdez, Division Director of Lift Line, on the Mobility Outreach and Education (MORE) program.
- Consideration of Assigning a MAC Member to Attend Training Procedures of METRO Operators.
- Discussion of MAC Orientation Procedure and Creating a Guideline Manual.
- Discussion of Creating a Planned Schedule of Events for the 2008 MAC Meetings.
- Discussion of METRO Safety and Injury Policies and Procedures on Buses.

ADJOURN

There being no further business, Vice Chair Naomi Gunther thanked everyone for participating and adjourned the meeting at 7:49 p.m.

Respectfully submitted,



DALE HAMILTON
Administrative Assistant

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 25th, 2008
TO: Board of Directors
FROM: Wally Brondstatter, Acting Paratransit Administrator
SUBJECT: METRO PARACRUZ OPERATIONS STATUS REPORT

I. RECOMMENDED ACTION

This report is for information only- no action requested

II. SUMMARY OF ISSUES

- METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Transit District, providing shared ride, door-to-door demand-response transportation to customers certified as having disabilities that prevent them from independently using the fixed route bus.
- METRO assumed direct operation of paratransit services November 1, 2004.
- Operating Statistics and customer feedback information reported are for the month of September 2007.
- A breakdown of pick-up times beyond the ready window is included.

III. DISCUSSION

METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Transit District, providing shared ride, door-to-door demand-response transportation to customers certified as having disabilities that prevent them from independently using the fixed route bus.

METRO began direct operation of ADA paratransit service (METRO ParaCruz) beginning November 1, 2004. This service had been delivered under contract since 1992.

There has been discussion regarding ParaCruz on-time performance. It was noted that most statistical data continues to show improvement, the reported percentage of pick ups performed within the "ready window" has remained relatively consistent, hovering at roughly 90%. Staff was requested to provide a break down the pick-ups beyond the "ready window".

5-5.1

The table below displays the percentage of pick-ups within the “ready window” and a breakdown in 5-minute increments for pick-ups beyond the “ready window”.

	October 2006	October 2007
Total pick ups	7437	8449
Percent in “ready window”	88.91%	93.66%
1 to 5 minutes late	3.94%	2.41%
6 to 10 minutes late	2.15%	1.36%
11 to 15 minutes late	2.03%	1.10%
16 to 20 minutes late	.98%	.50%
21 to 25 minutes late	.55%	.28%
26 to 30 minutes late	.38%	.18%
31 to 35 minutes late	.22%	.14%
36 to 40 minutes late	.28%	.11%
41 or more minutes late (excessively late/missed trips)	.12%	.02%
Total beyond “ready window”	11.09%	6.34%

During the month of October 2007, ParaCruz received ten (10) service complaints and six (6) compliments. Six (6) of the complaints were found to be “not valid”. Two (2) of the three (3) valid service complaints were related to late pick-ups, one (1) related to driver overcharging client.

One (1) Customer Service Report was moved to ‘incident’ status.

5-5.2

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

	October 06	October 07	Fiscal 06-07	Fiscal 07-08
Requested	8474	8993	31,579	31627
Performed	7437	8449	28,471	29894
Cancels	17.71%	14.97%	17.79%	15.06%
No Shows	2.89%	2.01%	2.82%	2.28%
Total miles	51,677	53,628	200,145	195,014
Av trip miles	5.09	5.01	5.18	5.13
Within ready window	88.91%	93.66%	90.00%	93.82%
Excessively late/missed trips	9	1	76	12
Call center volume	6054	6436	24,224	24429
Call average seconds to answer	24	31	24	30
Hold times less than 2 minutes	95%	96%	95%	95%
Distinct riders	776	827	1,228	1,249
Most frequent rider	60 rides	56 rides	186 rides	189 rides
Shared rides	67.7%	67.9%	67.0%	64.6%
Passengers per rev hour	1.79	2.39	1.68	2.36
Rides by supplemental providers	9.33%	20.17%	8.46%	22.27%
Vendor cost per ride	\$24.18	\$22.27	\$23.16	\$22.83
ParaCruz driver cost per ride (estimated)	\$25.78	\$22.72	\$24.70	\$24.20
Rides < 10 miles	82.05%	82.63%	81.78%	82.95%
Rides > 10	17.95%	17.37%	18.22%	17.05%

IV. FINANCIAL CONSIDERATIONS

NONE

V. ATTACHMENTS

NONE

5-5.3

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 25th, 2008
TO: Board of Directors
FROM: Wally Brondstatter, Acting Paratransit Administrator
SUBJECT: **METRO PARACRUZ OPERATIONS STATUS REPORT**
(SUPPLEMENTAL REPORT)

I. RECOMMENDED ACTION

Supplemental Board Report. No action needed. See attachments.

II. SUMMARY OF ISSUES

- On the January 11, 2008, Metro Board of Directors requested additional information on the METRO ParaCruz Operations Report for the month of October 2007.
- The Board of Directors requested staff to return with detailed reports on the following information: Total number of miles in FY 06-07 to 07-08, the number of Shared Rides performed FY 06-07 to 07-08, and the increased number of rides provided by supplemental provider in October 2007.

III. DISCUSSION

On the January 11, 2008, Metro Board of Directors requested additional information on the METRO ParaCruz Operations Report for the month of October 2007. Information requested was the total number of miles in FY 06-07 to 07-08, the number of Shared Rides performed FY 06-07 to 07-08, and the number of increased rides provided by supplemental provider in October 2007.

The average trip length changes every month. The reasons for the variance in average mileage in any given month depends on length of trips, number of trips, how many rides were shared, how many trips were performed by METRO, and how many trips were performed by supplemental providers. The number of rides performed by the supplemental providers in September and October 2007 were higher than in the previous months due to a labor shortage at ParaCruz.

IV. FINANCIAL CONSIDERATIONS

None.

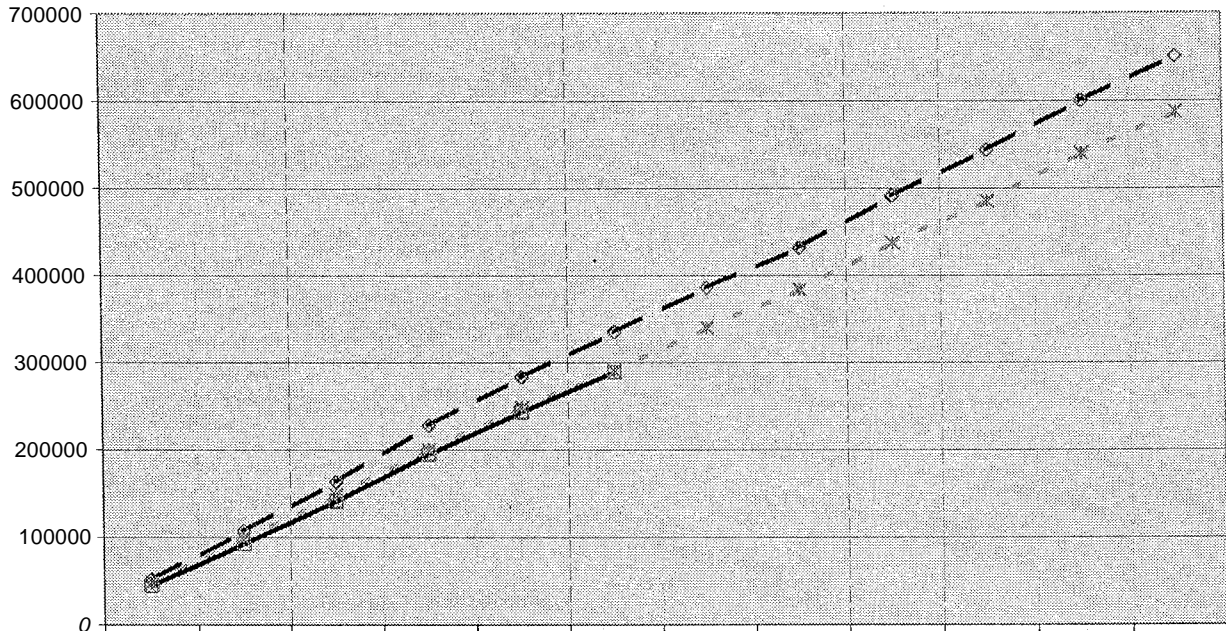
5-5.4

V. ATTACHMENTS

- Attachment A:** Year To Date Mileage Comparison
- Attachment B:** Mileage Comparison
- Attachment C:** Ride Comparison
- Attachment D:** Shared Vs. Total Rides
- Attachment E:** Number Of Rides Performed By Subcontractor

Attachment A

ATTACHMENT A YEAR TO DATE MILEAGE COMPARISON

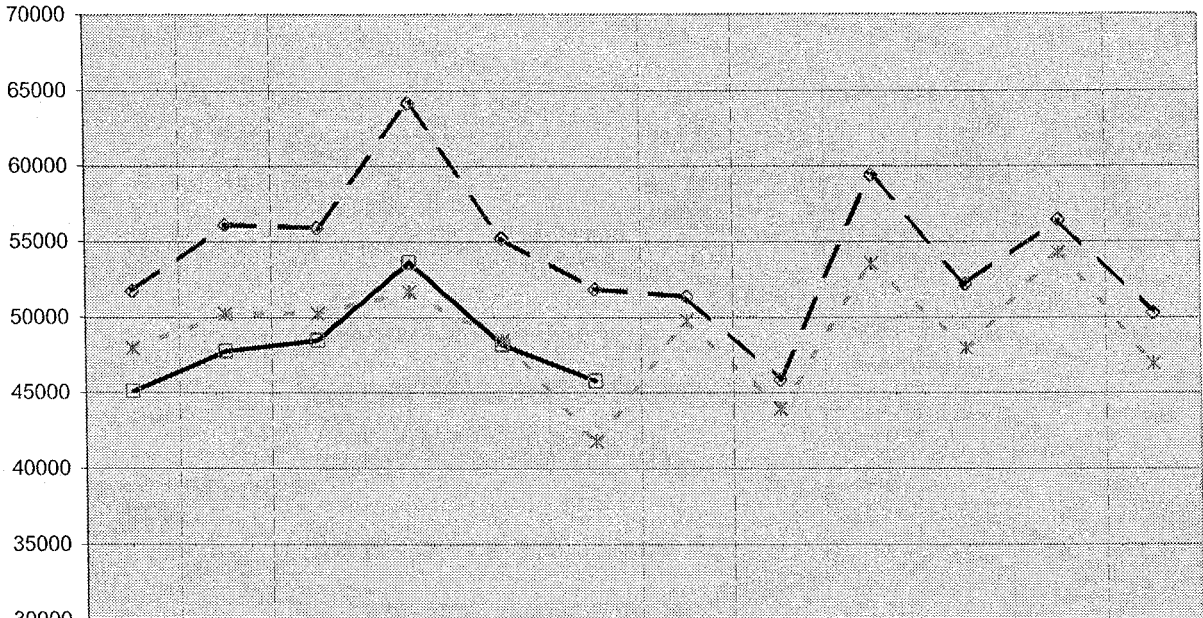


	1	2	3	4	5	6	7	8	9	10	11	12
—◇— FY 05-06	51744	107818	163708	227871	283072	334916	386263	432142	491524	543705	600109	650379
- * - FY 06-07	47981	98213	148468	200145	248601	290429	340205	384181	437715	485704	539959	586935
—□— FY 07-08	45123	92903	141390	195026	243212	289017						

5-5.a1

ATTACHMENT B

MILEAGE COMPARISON

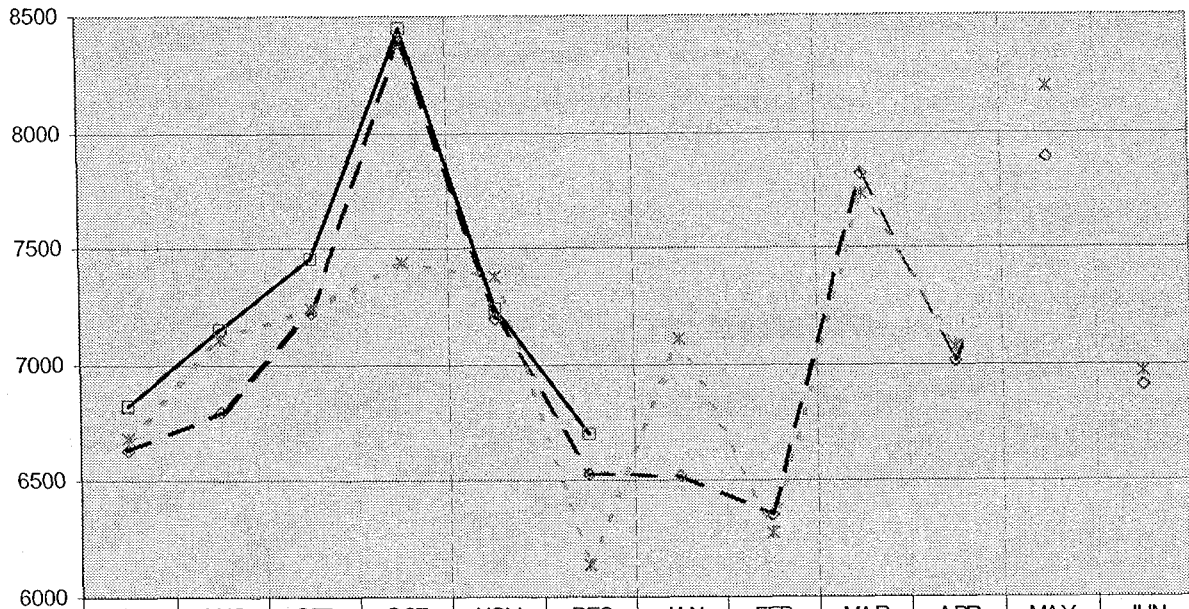


	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
—◇— FY 05-06	51744	56074	55890	64163	55201	51844	51347	45879	59382	52181	56404	50270
---*--- FY 06-07	47981	50232	50255	51677	48456	41828	49776	43976	53534	47989	54255	46976
—□— FY 07-08	45123	47780	48487	53636	48186	45805						

5-5.61

Attachment C

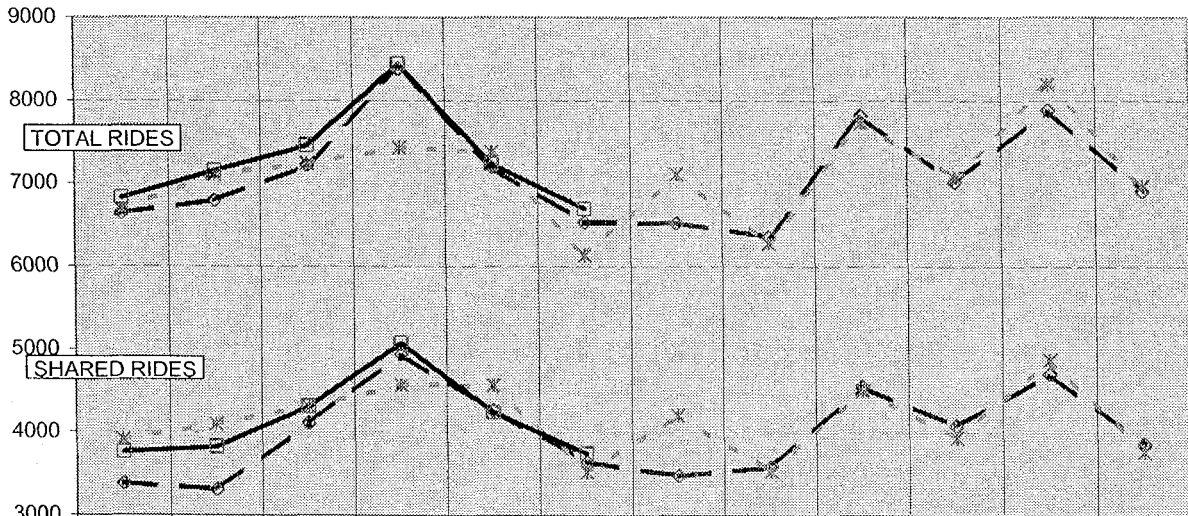
ATTACHMENT C RIDE COMPARISON



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
—◇— FY 05-06	6638	6797	7220	8384	7200	6533	6523	6360	7819	7019	7892	6910
- * - FY 06-07	6683	7110	7241	7437	7384	6136	7113	6277	7735	7077	8199	6975
—□— FY 07-08	6826	7157	7462	8447	7237	6699						

5-5.c1

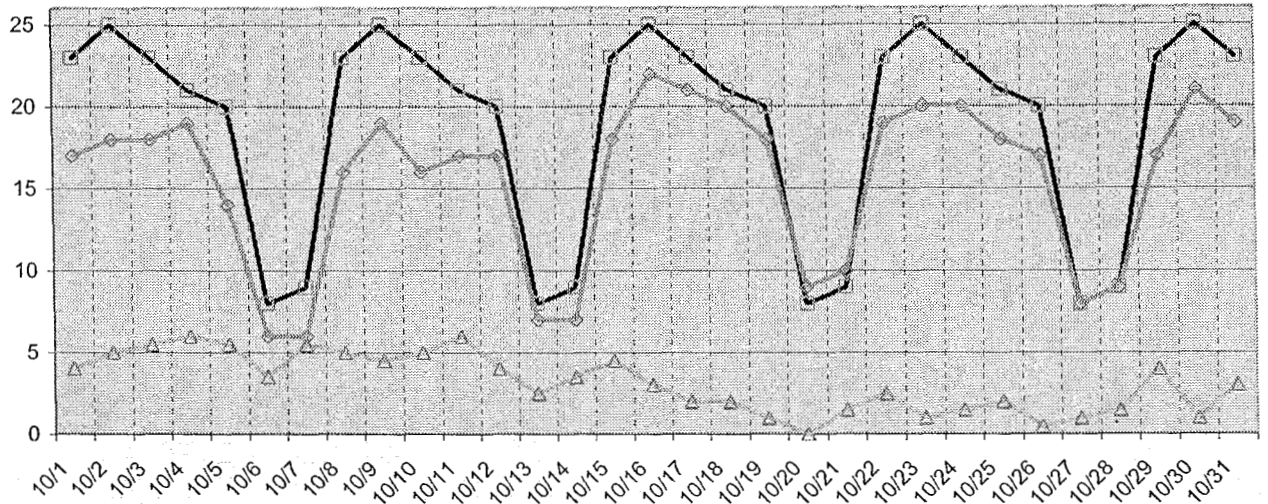
ATTACHMENT D SHARED VS TOTAL RIDES



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
—◇— FY 05-06	6638	6797	7220	8384	7200	6533	6523	6360	7819	7019	7892	6910
*** * ** FY 06-07	6683	7110	7241	7437	7384	6136	7113	6277	7735	7077	8199	6975
—□— FY 07-08	6826	7157	7462	8447	7237	6699						
—◇— FY 05-06	3380	3310	4106	4945	4265	3649	3482	3590	4548	4080	4708	3869
*** * ** FY 06-07	3908	4095	4305	4567	4563	3524	4207	3537	4504	3939	4878	3769
—□— FY 07-08	3762	3823	4305	5077	4240	3745						

5-5.d1

ATTACHMENT E PARACRUZVS SUBCON OPERATORS



	10/1	10/2	10/3	10/4	10/5	10/6	10/7	10/8	10/9	10/10	10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31
#PC SCHEDULE	23	25	23	21	20	8	9	23	25	23	21	20	8	9	23	25	23	21	20	8	9	23	25	23	21	20	8	9	23	25	23
#PC ACTUAL	17	18	18	19	14	6	6	16	19	16	17	17	7	7	18	22	21	20	18	9	10	19	20	20	18	17	8	9	17	21	19
# SUBCON	4.0	5.0	5.5	6.0	5.5	3.5	5.5	5.0	4.5	5.0	6.0	4.0	2.5	3.5	4.5	3.0	2.0	2.0	1.0	0.0	1.5	2.5	1.0	1.5	2.0	0.5	1.0	1.5	4.0	1.0	3.0

PREPARED BY APRIL WARNOCK 01/2008

5-5.e1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 25, 2008

TO: Board of Directors

FROM: Tom Stickel, Manager of Fleet Maintenance

SUBJECT: CONSIDERATION OF CONTRACT RENEWAL WITH CRUZ CAR WASH FOR PARACRUZ VEHICLE WASHING SERVICES AND STEVE'S UNION FOR PARACRUZ FUELING SERVICES

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to execute an amendment to the contract with Cruz Car Wash for ParaCruz vehicle washing services and to Steve's Union for ParaCruz vehicle fueling services to extend the term of the contracts for one (1) additional year and allow for the Cruz Car Wash Contract an increase in the rate of compensation equal to the annual percentage change in the consumer price index for the San Francisco-Oakland-San Jose area (3.3 %).

II. SUMMARY OF ISSUES

- The District has contracts with Cruz Car Wash for ParaCruz vehicle washing services and Steve's Union for ParaCruz vehicle fueling services that will both expire on February 28, 2008.
- At the option of the District, these contracts may be renewed for four (4) additional one-year terms.
- Both Contractors have indicated that they are interested in extending the contract one additional year to February 28, 2009.
- It is requested that the Board of Directors authorize the General Manager to execute amendments to both contracts to extend the contract terms for one additional year and allow an increase in compensation equal to the annual percentage change in the consumer price index for the San Francisco-Oakland-San Jose area (3.3%) for the Cruz Car Wash contract.

III. DISCUSSION

The District's current contracts with Cruz Car Wash for ParaCruz vehicle washing services and Steve's Union for ParaCruz vehicle fueling services are due to expire on February 28, 2008. Both contractors have provided good service under these contracts. An extension of the contracts would be favorable to the District. Section 4.01 of the contract allows the District the option to renew the contract for four (4) additional one-year terms. Both contractors have also reviewed the contracts and have indicated their desire to extend the contract for one additional year. Cruz

5-6.1

Car Wash has indicated that they will renew the contract for the additional one year term with an increase in compensation equal to the annual percentage change in the consumer price index for the San Francisco-Oakland-San Jose area (3.3 %) as allowed for under the contract.

District staff is recommending that the Board of Directors authorize the General Manager to execute amendments to the contract to extend both contract terms for one additional year and allow for the Cruz Car Wash Contract allow an increase in the rate of compensation equal to the annual percentage change in the consumer price index for the San Francisco-Oakland-San Jose area (3.3 %).

IV. FINANCIAL CONSIDERATIONS

Funding for these contracts are contained in the operating budget for ParaCruz.

V. ATTACHMENTS

- Attachment A:** Letter from Cruz Car Wash
- Attachment B:** Letter from Steve's Union
- Attachment C:** Cruz Car Wash Contract Amendment
- Attachment D:** Steve's Union Contract Amendment

5-6.2



Full Service Car Wash & Gas
Express Detail Service

Wednesday, January 02, 2008

Lloyd Longnecker
Santa Cruz Metropolitan Transit District
110 Vernon Street
Suite B
Santa Cruz, CA 95060

Re: District Contract No. 04-10 for washing of ParaCruz vehicles

Dear Lloyd,

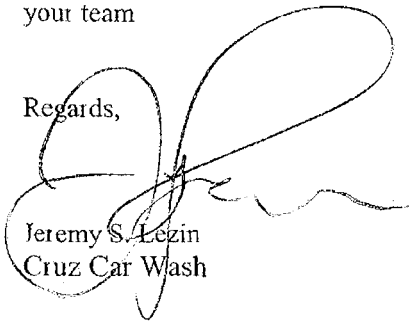
Cruz Car Wash agrees to a third amendment to the abovementioned contract, starting on March 1st 2008 and extending until February 28th of 2009

My research indicates that the overall CPI for San Francisco-Oakland-San Jose last year was 3.3% (three point three percent). Our current negotiated rate for Deluxe car washes is \$15.28. With the 3.3% increase, it results in a price of \$15.78 (Fifteen dollars and seventy eight cents) for a full-service Deluxe wash.

We will continue to offer our Express Exterior wash for the same price as last year (\$8.00) with no increase.

Thank you for your continued business and we look forward to another great year working with your team.

Regards,



Jeremy S. Lezin
Cruz Car Wash

Attachment **B**

Steve's Union Service
1500 Soquel Dr
Santa Cruz, CA 95065
831 476 3857

December 31, 2007

Mr Lloyd Longnecker
Santa Cruz Metro
Purchasing Agent

Dr. Mr Longnecker,

I am in agreement to extend the contract for an additional one year period.

PARA CAUZ FUELING CONTRACT

Sincerely,



Steve Oneto

5-6.61

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
THIRD AMENDMENT TO CONTRACT NO. 360
FOR PARACRUZ VEHICLE WASHING SERVICES**

This Third Amendment to Contract No. 360 for ParaCruz vehicle washing services is made effective March 1, 2008 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California ("District") and CRUZ CAR WASH ("Contractor").

I. RECITALS

1.1 District and Contractor entered into a Contract for ParaCruz vehicle washing services ("Contract") on March 1, 2005.

1.2 The Contract allows for the extension upon mutual written consent.

Therefore, District and Contractor amend the Contract as follows:

II. TERM

2.1 Article 4.01 is amended to include the following language:

This Contract shall continue through February 28, 2009. This Contract may be mutually extended by agreement of both parties.

III. COMPENSATION

3.1 Article 5.01 is amended to include the following language:

Effective March 1, 2008, the rate for vehicle washing services will be increased by the annual percentage change in the consumers priced index for the San Francisco-Oakland-San Jose area (3.3%). Contractor will provide Express Exterior vehicle washing services when requested by District for a rate of \$8.00 per vehicle.

IV. REMAINING TERMS AND CONDITIONS

4.1 All other provisions of the Contract that are not affected by this amendment shall remain unchanged and in full force and effect.

SIGNATURES ON NEXT PAGE

5-6.c1

V. AUTHORITY

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

Signed on _____

DISTRICT--SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR--CRUZ CAR WASH

By _____
Jeremy S. Lezin
President

Approved as to Form:

Margaret R. Gallagher
District Counsel

5-6. c2

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
THIRD AMENDMENT TO CONTRACT NO. 361
FOR PARACRUZ VEHICLE FUELING SERVICES**

This Third Amendment to Contract No. 361 for ParaCruz vehicle fueling services is made effective March 1, 2008 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California ("District") and STEVE'S UNION SERVICE ("Contractor").

I. RECITALS

- 1.1 District and Contractor entered into a Contract for ParaCruz vehicle fueling services ("Contract") on March 1, 2005.
- 1.2 The Contract allows for the extension upon mutual written consent.

Therefore, District and Contractor amend the Contract as follows:

II. TERM

- 2.1 Article 4.01 is amended to include the following language:

This Contract shall continue through February 28, 2009. This Contract may be mutually extended by agreement of both parties.

III. REMAINING TERMS AND CONDITIONS

- 3.1 All other provisions of the Contract that are not affected by this amendment shall remain unchanged and in full force and effect.

IV. AUTHORITY

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

SIGNATURES ON NEXT PAGE

5-6.d1

Signed on _____

DISTRICT
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
STEVE'S UNION SERVICE

By _____
Steve Oneto
President

Approved as to Form:

Margaret R. Gallagher
District Counsel

5-6.d2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: January 25, 2008

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH SUE CLARKE FOR AUDITING OF THE TALKING BUSES EXTERNAL ANNOUNCEMENTS AT THE WATSONVILLE TRANSIT CENTER AND THE BART CAVALLARO TRANSIT CENTER

I. RECOMMENDED ACTION

Authorize the General Manager to Execute a Contract with Sue Clarke for Auditing of the external route announcements at the Watsonville Transit Center and the Cavallaro Transit Center.

II. SUMMARY OF ISSUES

- Santa Cruz METRO is required by the Americans with Disabilities Act to make Call Stop Announcements. The announcements can be made either through the use of Talking Bus Equipment or by the individual bus operators. METRO purchased Talking Bus Equipment for purposes of making the required announcements.
- Sue Clarke has been auditing the Talking Bus external announcements at the Watsonville Transit Center and Bart Cavallaro Transit Center since July 1, 2007. The information contained in Ms. Clarke's audit reports is provided in the quarterly Call Stop Reports provided to the Board of Directors. Sue Clarke's contract expired on 12/31/07.

III. DISCUSSION

Santa Cruz METRO is required by the Americans with Disabilities Act to make Call Stop Announcements. The announcements can be made either through the use of Talking Bus Equipment or by the individual bus operators. METRO purchased Talking Bus Equipment for purposes of making the required announcements. The equipment provides for internal and external announcements. The external announcements which announce the route the bus is taking are made at the Transit Centers and at the bus stops. These announcements alert potential passengers that a particular bus will be following a specific route. These announcements are critical to insure that all passengers know which bus they should board to get to their destination. METRO staff has determined that at the Transit Centers the external announcements should call out the routes four times before the bus departs from the center. The purpose of the contract with Sue Clarke is so that she can verify that the bus operators are allowing sufficient time for the four announcements to be made. This verification system would insure that METRO can properly

defend itself should anyone dispute that METRO is calling out the stops in compliance with the law.

Attached is the current contract for Sue Clarke, who has been auditing the required external announcements at the Watsonville Transit Center and Bart Cavallaro Transit Center since July 1, 2007. Her contract expired on 12/31/07.

The information contained in Ms. Clarke's audits has been provided in the quarterly call stop audit reports since July, 2007. This information is useful in determining whether or not the bus operators are insuring that the external announcements are being made in compliance with the Call Stop Policy.

IV. FINANCIAL CONSIDERATIONS

Ms. Clarke has been auditing 10 hours per week. She is paid at the rate of \$25.00 per hour, or \$250.00 per week.

V. ATTACHMENTS

Attachment A: Current Independent Contractor Agreement

5-7.2

Contract No. _____

INDEPENDENT CONTRACTOR AGREEMENT

THIS CONTRACT is entered into this 1st day of July, 2007, by and between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, hereinafter called METRO, and Susan Clarke, hereinafter called CONTRACTOR. The parties agree as follows:

1. METRO NEEDS:

METRO has a need for Call Stop Surveyors who will audit the METRO buses at the Watsonville Transit center and the Bart Cavallaro Transit Center to determine how many times those buses audited make the external route announcements before departing from the transit centers. Contractor has a desire to audit buses at these transit centers for METRO under the terms and conditions set forth herein.

2. DUTIES:

CONTRACTOR agrees to exercise special skill to accomplish the following result: **Audit External Bus Announcements at the Watsonville Transit Center and the Bart Cavallaro Transit Center and provide information to METRO re each audit and its results.**

3. COMPENSATION:

In consideration for CONTRACTOR accomplishing said result, METRO agrees to pay CONTRACTOR as follows: **\$25.00 per hour to a maximum of 10 hours per week. Contractor shall bill the District monthly setting forth the time, date, location, bus number and audit results of each bus audited and the specific times and dates that Contractor was in audit status.**

4. TERM: The term of this contract shall be effective through December 31, 2007.

5. EARLY TERMINATION:

Either party hereto may terminate this contract at any time by giving (30) days written notice to the other party.

6. INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS:

CONTRACTOR shall exonerate, indemnify, defend, and hold harmless METRO (which for the purpose of paragraphs 5 and 6 shall include, without limitation, its officers, agents, employees and volunteers) from and against:

- A. Any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which METRO may sustain or incur or which may be imposed upon it for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the CONTRACTOR'S performance under the terms of this Agreement, excepting any liability arising out of the sole negligence of the

5-7.21

By their signatures to this Agreement, each of the undersigned certifies that it is his considered judgment that the CONTRACTOR engaged under this Agreement is in fact an independent contractor.

9. NONASSIGNMENT.

CONTRACTOR shall not assign this Agreement without prior written consent of the METRO.

10. RETENTION AND AUDIT OF RECORDS.

CONTRACTOR shall retain records pertinent to this Agreement for a period of not less than five (5) years after final payment under this Agreement or until a final audit report is accepted by METRO, whichever comes first. CONTRACTOR hereby agrees to be subject to the examination and audit by the METRO, the Auditor General of the State of California, or the designee of either for a period of five (5) years after final payment under this Agreement.

11. ATTACHMENTS

This Agreement includes the following attachments (identify by name or write "NONE"):

NONE

12. NOTICES:

Any notice, demand, request, consent approval or communication that either party desires or is required to give to the other party 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 hours from the time of mailing if mailed as provided in this Article 12.

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

CONTRACTOR:
Susan Clarke
325 Vista Robles Drive
Ben Lomond, CA 95005

13. TIME OF THE ESSENCE:

Time is of the essence of each provision of this Agreement.

5-7.a2

a judgment for purposes of determining whether a party is entitled to recover his costs of attorney's fees.

21. AUTHORITY

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

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

METRO

By: [Signature]

370 Encinal Street, Ste. 100
Santa Cruz, CA 95060
(831) 426-6080

APPROVED AS TO FORM:

By: [Signature]
District Counsel

CONTRACTOR

[Signature]

By: SUSAN CLARKE

Address:

325 VISTA ROBLES DR
BEN LOMOND CA 95005

Telephone:

(831) 336-3021

Federal Tax ID No:

530-36-5050

DISTRIBUTION:

Contractor
Administration
Finance
Purchasing
Department Manager

5-7.23

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 25, 2008
TO: Board of Directors
FROM: Frank L. Cheng, Project Manager
SUBJECT: CONSIDERATION OF METROBASE STATUS REPORT

I. RECOMMENDED ACTION

That the Board of Directors accept and file the MetroBase Status Report.

II. SUMMARY OF ISSUES

- Service Building work
 - Arntz Builders completing punch-list items.
 - Harris & Associates working with Arntz Builders for closeout material information.
- Maintenance Building
 - West Bay Builders continuing site work on 120 Golf Club Drive property
 - Storm Sewer connection work continuing on Golf Club Drive.
 - METRO waiting on PG&E final electrical design drawings.
 - METRO has received AT&T final telecom plans.

III. DISCUSSION

Arntz Builders is completing punch-list items to finalize Service & Fueling Building. Harris & Associates is working with Arntz Builders for closeout material information. METRO is finalizing negotiations with Arntz Builders for completion of the Service & Fueling Building.

West Bay Builders is continuing site work and steel framing on 120 Golf Club Drive property. West Bay Builders is continuing work on Golf Club Drive for storm and sewer work. West Bay Builders completed the work that was needed for the storm drain on Highway 9 and continuing the work up Golf Club Drive towards the site.

In regards to electrical, METRO has not received confirmation from PG&E in regards to the final design drawings that was applied in December 2006. METRO staff is continually contacting PG&E representatives for any information. In regards to AT&T, METRO has received final plans for telecommunication materials needed for the project.

Information for the MetroBase Project can be viewed at <http://www.scmttd.com/metrobase>
Information on the project, contact information, and MetroBase Hotline number (831) 621-9568 can be viewed on the website.

5-8.1

New updates on the MetroBase Project:

- Arntz working on non-conformance issues.
- West Bay Builders continuing site work on 120 Golf Club Drive property.
- METRO waiting on PG&E final electrical design drawings.
- METRO has received AT&T final telecom plans.

Previous information regarding the MetroBase Project:

A. Service & Fueling Building (IFB 05-12)

- Arntz working on punch-list items and non-conformances.
- Arntz Builders completed trash enclosure and street repaving of Highway 9.
- On January 26, 2007, Board of Directors went on a tour of the MetroBase Project.
- Received Caltrans Encroachment Permit. Work completed.
- Department of Fish&Game approved work on outfall construction completed.
- Concrete Driven Piles completed end of May 2006.
- Arntz Builders providing training to METRO employees.
- Public Outreach Newsletter sent to areas possibly affected by construction.
- Notice to Proceed issue effective January 9, 2006 with 365 calendar day construction period.

B. Maintenance Building (IFB 06-01)

- On November 20, 2006, METRO received signed copies of IFB 06-01 from West Bay Builders including agreement to Labor Harmony provisions included in award letter.
- IFB 06-01 Maintenance Building awarded to West Bay Builders for \$15,195,000 contingent upon Labor Harmony provision in award letter.
- Tilt-up panels installed, West Bay Builders working on steel joists.
- RNL contract modified for added Maintenance Building scope
- Harris & Associates contract modified for added Maintenance Building scope.
- Weekly Construction Meetings.

IV. FINANCIAL CONSIDERATIONS

Funds for the construction of the Service & Fueling, and Maintenance Building Components of the MetroBase Project are available within the funds the METRO has secured for the Project.

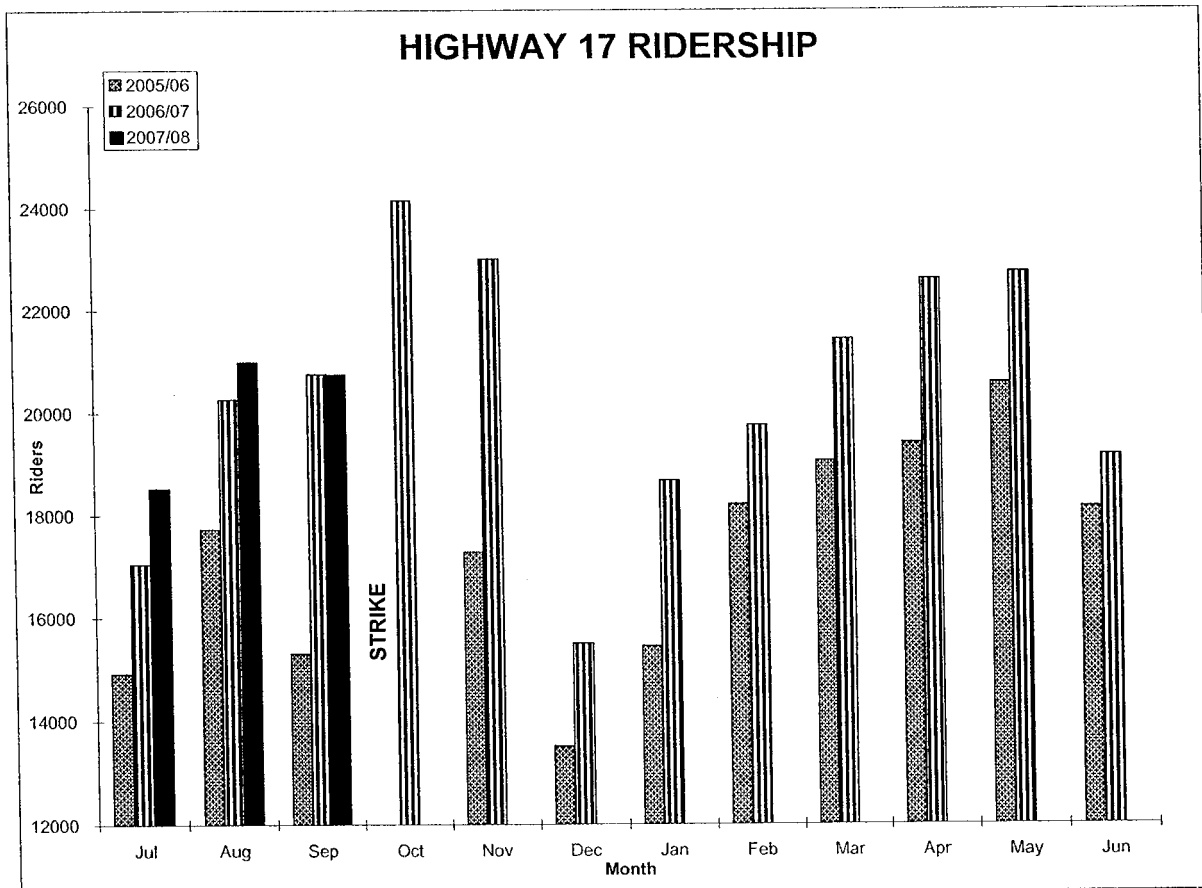
V. ATTACHMENTS

Attachment: NONE

5-8.2

HIGHWAY 17 - SEPTEMBER 2007

	SEPTEMBER			YTD		
	This Year	Last Year	%	This Year	Last Year	%
FINANCIAL						
Cost	\$ 132,181	\$ 129,292	2.2%	\$ 419,792	\$ 399,882	5.0%
Farebox	\$ 70,230	\$ 72,427	(3.0%)	\$ 195,411	\$ 194,645	0.4%
Operating Deficit	\$ 51,027	\$ 46,584	9.5%	\$ 192,947	\$ 181,537	6.3%
Santa Clara Subsidy	\$ 25,514	\$ 23,292	9.5%	\$ 96,474	\$ 90,768	6.3%
METRO Subsidy	\$ 25,514	\$ 23,292	9.5%	\$ 96,474	\$ 90,768	6.3%
San Jose State Subsid	\$ 2,434	\$ 2,018	20.6%	\$ 3,169	\$ 2,985	6.1%
AMTRAK Subsidy	\$ 8,490	\$ 8,263	2.7%	\$ 28,264	\$ 20,716	36.4%
STATISTICS						
Passengers	20,736	20,751	(0.1%)	60,243	58,061	3.8%
Revenue Miles	39,594	39,594	0.0%	124,280	123,208	0.9%
Revenue Hours	1,485	1,485	0.0%	4,660	4,621	0.9%
Passengers/Day	691	692	(0.1%)	655	159	311.6%
Passengers/Weekday	832	882	(5.7%)	773	195	296.7%
Passengers/Weekend	410	311	31.7%	385	78	391.9%
PRODUCTIVITY						
Cost/Passenger	\$ 6.37	\$ 6.23	2.3%	\$6.97	\$6.89	1.2%
Revenue/Passenger	\$ 3.39	\$ 3.49	(3.0%)	\$3.24	\$3.35	(3.2%)
Subsidy/Passenger	\$ 2.58	\$ 2.34	10.1%	\$3.26	\$3.18	2.4%
Passengers/Mile	0.52	0.52	(0.1%)	0.48	0.47	2.9%
Passengers/Hour	13.96	13.97	(0.1%)	12.93	12.57	2.9%
Recovery Ratio	53.1%	56.0%	(5.2%)	46.5%	48.7%	(4.4%)



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 25, 2008

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A NEW ONE-YEAR LEASE FOR WATSONVILLE TRANSIT CENTER KIOSK #6 FOR THE CURRENT TENANT

I. RECOMMENDED ACTION

Authorize the General Manager to execute a new one-year lease for the Watsonville Transit Center Kiosk #6 with Romualdo Palacios dba Santa Martha with options to extend the Lease for four, one-year lease terms.

II. SUMMARY OF ISSUES

- Romualdo Palacios, dba Santa Martha has been leasing Kiosk #6 for almost five (5) years from METRO.
- Santa Martha's Lease terminates on January 31, 2008. As a result METRO was required to competitively advertise the tenancy.
- The kiosk space was advertised for several weeks in November and December 2007 in the local papers. The only response to the ad has been Romualdo Palacios's application.
- Mr. Palacios wishes to begin a new lease beginning February 1, 2008 for a one-year initial period, with four options to renew the lease, each for an additional one-year period.

III. DISCUSSION

Romulado Palacios has been operating his business successfully at the Watsonville Transit Center since February 1, 2003. Santa Martha's lease term will terminate on January 31, 2008. In anticipation of the Lease ending, the kiosk was advertised during the months of November and December. Only one applicant, Romualdo Palacios, completed an application and provided financial information pursuant to the District's requirement.

Mr. Palacios wishes to continue leasing kiosk #6 to operate a variety store. He currently sells clothing, music, toys and other miscellaneous items. He wishes to lease the kiosk for a one-year initial term, but with options to renew the lease for four additional one-year periods under the same terms and conditions. It is recommended that the rent be set at a rate of \$300.00 per month with a CPI increase to be effective on February 1, 2009.

IV. FINANCIAL CONSIDERATIONS

The annual rent for the new kiosk Lease's initial one-year term would be \$3,600.00.

V. ATTACHMENTS

Attachment A: Proposed Lease Agreement

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
TRANSIT CENTER LEASE AGREEMENT**

THIS LEASE is made on February 1, 2008, between the **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**, a political subdivision of the State of California ("Landlord"), whose address is 370 Encinal, Santa Cruz, California, 95060, and, **Romualdo Palacios dba Santa Martha**, whose address is 475 Rodriguez, Suite 6, Watsonville, California 95076, who agree as follows:

RECITALS

Attachment A

This lease is made with reference to the following facts and objectives:

1. Landlord is the owner of certain real property commonly known as the **Watsonville Transit Center** (hereinafter "Center"), a map of which is set forth in Exhibit "A." Said real property includes, without limitation, "Premises" which consists generally of approximately 220 sq. ft. of space in Kiosk # 6 of the Center.
2. Tenant is willing to lease the Premises from Landlord pursuant to the provisions stated in this lease.
3. Tenant wishes to lease the Premises described below for the purposes of operating, generally a variety store.
4. Tenant has examined the Premises and is fully informed of their condition.

ARTICLE 1: PREMISES

1.1 General

Landlord leases to Tenant and Tenant leases from Landlord the Premises, kiosk #6, in the Watsonville Transit Center, 475 Rodriguez in Watsonville, CA 95076. The Premises are outlined in yellow in Exhibit A.

1.2 Airspace Rights

This lease confers no rights either with regard to the subsurface of the land in which the Premises are located or with regard to airspace above the ceiling in which the Premises are located.

ARTICLE 2: TERM

2.1 Fixed Term

The term shall commence on February 1, 2008 and shall expire at 12:01 a.m. on January 31, 2009 unless sooner terminated in accordance with the provisions herein.

2.2 Inability to Deliver Possession

Landlord will deliver possession of the premises to Tenant upon execution of this lease. Tenant has examined the premises and warrants that the premises are in good condition and will meet Tenant's business needs.

2.3 Option to Extend Term

Tenant shall have four (4) options to extend the term of its lease, each for an additional one (1) year period under the same terms and conditions specified herein provided Landlord receives written notification from Tenant exercising said option not later than ninety (90) days prior to the expiration of the initial one (1) year term and ninety (90) day written notice before the expiration of each and every term thereafter. Tenant shall have no other right to extend the term beyond the options to extend term as described herein.

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
TRANSIT CENTER LEASE AGREEMENT**

ARTICLE 3: RENT

3.1 Minimum Monthly Rent

Tenant shall pay to Landlord as minimum monthly rent, without deduction, setoff, prior notice, or demand, the sum of three hundred dollars (\$300.00), which is subject to adjustment as provided in Section 3.2, per month, in advance on the first day of each month commencing on February 1, 2008. Minimum monthly rent for the first month or portion thereof shall be paid on the day that Tenant's obligation to pay minimum monthly rent commences. Minimum monthly rent for any partial month shall be prorated at the rate of 1/30th of the minimum monthly rent per day.

3.2 Periodic Cost-of-Living Adjustment

- a. The minimum monthly rent provided for in Section 3.1 shall be subject to adjustment at the commencement of the second year of the term and each year thereafter (the "adjustment date"), as follows:
1. The basis for computing the adjustment is the Consumer Price Index for All Urban Consumers (base year 1982-84 = 100) for San Francisco-Oakland-San Jose published by the United States Department of Labor, Bureau of Labor Statistics ("Index"), which is in effect on the date of the commencement of the term ("Beginning Index"). If the Index has increased over the Beginning Index, the minimum monthly rent for the following year (until the next rent adjustment) shall be determined by the percentage increase in the Index for the yearly period. In no case shall the minimum monthly rent be less than a 1% increase over the current minimum monthly rent set forth in Section 3.1 and an increase shall be no greater than 5% of the current minimum monthly rent as provided in Section 3.1. On adjustment of the minimum monthly rent as provided in this lease, the parties shall immediately execute an amendment to this lease stating the new minimum monthly rent.
 2. If the Index changes so that the base year differs from that in effect when the term commences, the Index shall be converted in accordance with the conversion factor published by the United States Department of Labor, Bureau of Statistics. If the Index is discontinued or revised during the term, such other government index or computation with which it is replaced shall be used in order to obtain substantially the same result as would be obtained if the index had not been discontinued or revised.

3.3 Refund of Prepaid and Unearned Minimum Monthly Rent

If this lease terminates before the expiration date for reasons other than the Tenant's default, minimum monthly rent shall be prorated to the date of termination, and Landlord shall immediately repay to Tenant all minimum monthly rent then prepaid and unearned.

3.4 Due Dates and Delinquent Dates for Rent Payments

- a. Amounts due Landlord for minimum monthly rent (Section 3.1), late rent charges (Section 3.5), "increase in insurance due to use" (Section 5.2.1), "fire and other perils insurance" (Section 10.3), and other rent for which specific payment dates or periods are identified in this lease, are due and payable, without deduction, setoff, prior notice or demand, on the dates indicated herein, and are delinquent on the second business day thereafter. All rent payments for which no specific due dates are specified in this lease, including, without limitation, additional rent (Section 3.6), security deposit (Article 4), maintenance (Article 6), Utilities and Services (Article 9) and insurance (Article 10), are due and payable upon receipt of Landlord's invoice, and are delinquent eight (8) calendar days thereafter, if served personally, or ten (10) calendar days after the date of postmark, if sent by prepaid, first-class mail.
- b. A "business day" for purposes of this Article is any day on which the administrative office of the Santa Cruz Metropolitan Transit District is open for regular business.

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
TRANSIT CENTER LEASE AGREEMENT**

3.5 Late Rent Charges

Rent not paid when due shall bear interest from the first day after it is due until paid at the rate of ten per cent (10%) per annum. Tenant acknowledges that late payment by Tenant to Landlord of any rent shall cause Landlord to incur costs not contemplated by this lease, the exact amount of such costs being extremely difficult and impracticable to fix. Such costs include, without limitation, processing and accounting charges. Therefore, if any amount of rent due from Tenant is not received by Landlord when due, for any cause, Tenant shall pay to Landlord an additional sum of ten percent (10%) of the overdue rent as a late charge, in addition to the interest charge specified above. The parties agree that this late charge represents a fair and reasonable estimate of the costs that Landlord will incur by reason of late payment by Tenant. Acceptance of any late charge shall not constitute a waiver of Tenant's default with respect to the overdue amount, or prevent Landlord from exercising any of the rights and remedies available to Landlord.

3.6 Taxes Paid by Tenant; Additional Rent

- a. Tenant agrees to pay before delinquency all taxes, assessments, license fees, and other charges which at any time may be levied by the State of California, County of Santa Cruz, City of Watsonville (including, without limitation any promotional tax due), or any other tax or assessment, levied upon any interest in this lease or any possessory right which Tenant may have in or to be the Premises covered hereby or to the improvements thereon by reason of its ownership, use, or occupancy thereof or otherwise, as well as all taxes, assessments, fees, and charges on commodities, goods, merchandise, foods, beverages, fixtures, appliances, equipment and property owned by it in, on, or about said Premises. On demand by Landlord, Tenant shall furnish Landlord with satisfactory evidence of these payments. Amounts paid through Landlord for any aforementioned expense (including, without limitation, promotional tax) shall be considered additional rent for purposes of this lease.
- b. If this Lease expires prior to the determination of the amount of such taxes and assessments for the last year in which the Lease expiration occurs, Tenant shall nevertheless promptly pay such percentage following notice from Landlord appropriately prorated for the portion of the Lease term that falls within such last year.
- c. This lease may create a possessory interest subject to property taxation. Tenant is hereby notified that the lease may be subject to property taxes. (See California Revenue and Tax Code Section 107.7.

3.7 Payment for Permits

Tenant shall be solely responsible to obtain and pay for use permits, necessary design review permits and building permits for any approved Tenant improvements.

3.8 Negation of Partnership

Landlord shall not become or be deemed a partner or a joint-venturer with Tenant by reason of the provisions of this lease.

3.9 Payment of Rent

All rent shall be paid in United States currency and shall be paid to Landlord at the address below:

Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz, CA 95060
ATTN: Finance Department

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
TRANSIT CENTER LEASE AGREEMENT**

ARTICLE 4: SECURITY DEPOSIT

Tenant has deposited with Landlord six hundred dollars (\$600.00), as a security deposit for the performance by Tenant of the provisions of this lease. If Tenant is in default, Landlord can use the security deposit, or any portion of it, to cure the default or to compensate Landlord for all damages sustained by Landlord resulting from Tenant's default including reasonable attorney's fees. Tenant shall within 10 days on demand pay to Landlord a sum equal to the portion of the security deposit expended or applied by Landlord as provided in this Article so as to maintain the security deposit in the sum initially deposited with Landlord. Tenant's failure to do so shall be a material default under this Lease. If Tenant is not in default at the expiration or termination of this lease, Landlord shall return the security deposit to Tenant within thirty (30) days. Landlord's obligations with respect to the security deposit are those of a debtor and not a trustee. Landlord can maintain the security deposit separate and apart from Landlord's general funds or can commingle the security deposit with Landlord's general and other funds. Landlord shall not be required to pay Tenant interest on the security deposit.

ARTICLE 5: USE; LIMITATIONS ON USE

5.1 Use

- a. Premises shall be used for a variety store as more particularly set forth herein, and for no other use without Landlord's written consent. Said use (including, without limitation, limitations on use) is further described in Exhibit B attached hereto and made a part hereof.
- b. No other business shall be conducted on the Premises by Tenant except upon the prior written consent of the Landlord. Landlord shall not be a guarantor or otherwise liable to Tenant for Landlord's exercise of discretion in allowing any type of business to lease space at the Metro Center or in consenting to a change of any other Tenant's business use located at the Metro Center. Landlord shall not be a guarantor of Tenant's business or of insuring that individuals who ride landlord's buses make purchases from tenant's business.
- c. Tenant shall continuously use the Premises for the uses specified in this lease and shall continuously merchandise the Premises, during the hours specified in Exhibit B. If the Premises are destroyed or partially condemned and this lease remains in full force and effect, Tenant shall continue operation of its business at the Premises to the extent reasonably practicable from the standpoint of good business judgment during any period of reconstruction. Tenant shall not use any space in the Premises for office, clerical, and other non-service or non-selling purposes.
- d. Tenant specifically agrees that the Premises are not to be used for any interior or exterior storage of toxic or hazardous chemicals or materials other than those associated with Tenant's business subject to Landlord's approval. The business conducted by the Tenant on the Premises shall be of a character and nature that will not be detrimental to the value of the Premises or the Center. No use shall be made or permitted to be made of the Premises, nor acts done in or about the Premises, which will in any way conflict with any law, ordinance, rule or regulation affecting the occupancy or use of the Premises, which are or may hereafter be enacted or promulgated by any public authority, or which will increase the existing rate of insurance upon the building or cause a cancellation of any insurance policy covering the building or any part thereof. Nor shall Tenant permit to be kept, or use in or about the Premises, any article which may be prohibited by the standard form of fire insurance policy maintained by Landlord. Tenant shall not commit, or suffer to be committed, any waste upon Premises, or any public or private nuisance, or other act or thing which may disturb the quiet enjoyment of any other tenant in the Metro Center, nor, without limiting the generality the foregoing, shall Tenant allow said Premises to be used for an improper, immoral, unlawful, or unethical purpose or for sleeping or residential purposes, including washing clothes.

5.2 Limitations on Use

Tenant's use of the Premises as provided in this lease shall be in accordance with the following:

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
TRANSIT CENTER LEASE AGREEMENT**

5.2.1 Cancellation of Insurance; Increase in Insurance Rates

- a. Tenant shall not do, bring, or keep anything in or about the Premises that will cause a cancellation of any insurance or an increase in the rate of any insurance covering the Premises.
- b. If the rate of any insurance (including, without limitation, any fire, casualty, liability, or other insurance policy insuring Landlord, Landlord's property, and Tenant at the Center, or any of Tenants' property) carried by Landlord is increased as a result of Tenant's use, Tenant shall pay to Landlord a sum equal to the difference between the original premium and the increased premium. Said payment shall be made within ten (10) days before the date Landlord is obligated to pay premium on the insurance, or within ten (10) days after Landlord delivers to Tenant a certified statement from Landlord's insurance carrier stating that the rate increase was caused solely by an activity of Tenant on the Premises as permitted in this lease, whichever date is later.
- c. Tenant's expense, to the requirements of applicable fire control agencies having jurisdiction over the Premises, including, without limitation, any restrictions on occupancy and the provision of fire extinguishers. Tenant's obligation under this section shall include at Tenant's cost the obtaining and maintaining of any business license, use permits, design review permits for signs, and the building permits for any tenant improvements, or any other federal, state or local government requirement.
- d. Except that Tenant shall not be obligated to comply with any law that requires alterations, maintenance, or restoration to the Premises unless the alterations, maintenance, or restoration are required as a result of Tenant's particular and specific use of the Premises at the time or as a result of Tenant's own construction on the Premises. Landlord shall make any alterations, maintenance, or restoration to the Premises required by such laws that Tenant is not obligated to make. Notwithstanding, the foregoing Tenant shall not alter the premises in any fashion without Landlord's written approval.

5.2.2 Deliveries

Tenant shall not allow deliveries of any kind on the bus lanes. Additionally, Tenant's employees shall be restricted to park in areas other than the bus lanes or at the Center.

5.2.3 Waste; Nuisance

- a. Tenant shall not use the Premises or public area, or permit or suffer the Premises to be occupied or used, in any manner that will constitute waste, nuisance, or unreasonable annoyance (including, without limitation, the use of loudspeakers or sound or light apparatus that can be heard or seen outside the Premises) to other users of the building in which the Premises are located.
- b. Tenant shall not use the Premises or public area for sleeping or washing clothes, or the preparation, manufacture, or mixing of anything that might emit any objectionable odor or objectionable noises or lights into the building in which the Premises are located.
- c. No second-hand store, auction, distress or fire sale, or bankruptcy or going-out-of-business sale may be conducted on the Premises or public area without Landlord's written consent. Tenant shall not sell or display merchandise outside the confines of the Premises or in the public area.

5.2.4 Overloading

- a. Tenant shall not do anything on the Premises that will cause damage to the building in which the Premises are located.
- b. The Premises shall not be overloaded. No machinery, apparatus, or other appliance shall be used or operated in or on the Premises that will in any manner injure, vibrate, or shake the Premises and or the Metro Center including the parking areas.

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5.2.5 Hours of Operation

- a. Tenant agrees not to leave the Premises unoccupied or vacant during regular business hours as defined by the Landlord. Tenant shall continuously during the entire term hereof conduct and carry on Tenant's aforesaid business on the Premises, and shall keep said Premises open for business and cause such business to be conducted thereon, during each and every day and for such number of hours each day, as is established in Exhibit B of this Lease.
- b. Landlord may, at its option, change the hours of operation for Tenant's business set forth in Exhibit B. Landlord may, at its option, and for good cause, permit Tenant to temporarily close down said business or otherwise limit operations. However, Tenant must submit a written request to the Board of Directors of Landlord for any change.

5.2.6 Rules and Regulations/Common Area

- a. Tenant acknowledges that this lease is made on property owned by Landlord and under Landlord's exclusive control. Said property is primarily devoted to the provision of transit services for the public and is commonly known as a Transit Center. Tenant agrees that it shall do nothing to interfere with Landlord's transit services. Tenant further acknowledges that the primary duties of Landlord are to operate transit services safely; and Tenant hereby agrees to abide by all laws, ordinances, directives, rules and regulations promulgated by the Board of Directors of Landlord now existing or hereafter made for the government, management, maintenance, and operation of the Center, including such directives as to usage of the Center as may be promulgated by the officers or representatives of the Landlord in their official or departmental capacity. Tenant further agrees that such directives, rules, regulations, ordinances and conditions as may be imposed by Landlord through its Board of Directors, administrative officers, department heads or duly authorized representatives, shall be subject to immediate compliance by Tenant. Tenant acknowledges that it has read and reviewed the Center Rules and Regulations, which are attached hereto as Exhibit C and incorporated herein by reference and agrees to follow them.
- b. Certain areas have been constructed by Landlord within the Premises for the general use, convenience and benefit of the occupants of the Center and their customers and employees, including the lobby, sidewalks, landscaped areas and other areas for pedestrian use (herein called the "Common Area"). Except as may be limited herein, Tenant shall have the non-exclusive right for itself and for its customers, invitees, employees, contractors, subtenants and licensees to use the Common Area in common with Landlord and other persons permitted to use the same for pedestrian ingress, egress and access. Tenant shall not have the right to utilize areas within the Center that are reserved for Landlord and Landlord's employees.
- c. Tenant shall be responsible for its proportionate share of the payment of the cost of the Common Area, and all improvements and facilities situated thereon and required in connection therewith. Any increases to common area charges shall be assessed based upon the useful life of the improvement taking into account the remaining term of the lease.

5.2.7 Limitation

This lease is made for commercial purposes related to the operation of the Center, and no use shall be made of the Premises by Tenant that would, in Landlord's opinion, interfere with transit operations, the operation of the Center, or any other Center's business in any manner or form.

ARTICLE 6: MAINTENANCE

6.1 Landlord's Maintenance

Landlord shall not be liable for any damage or injury to the person, business (or any loss of income therefrom), goods, wares, merchandise or other property of Tenant, Tenant's employees, invitees, customers or any other person in or about the Premises; whether such damage or injury is caused by or

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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results from: 1) fire, steam, electricity, water, gas or rain; 2) the breakage, leakage, obstruction or other defects of pipes, sprinklers, wires, appliances, plumbing, air conditioning or lighting fixtures or any other cause; 3) conditions arising in or about the Premises or upon other portions of any building which the Premises is part, or from other sources or places; or 4) any act or omission of the Tenant, Landlord shall not be liable for any such damage or injury even though the cause of or the means of repairing such damage or injury are not accessible to Tenant. Tenant, as a material part of the consideration to be rendered to Landlord, hereby waives all claims against Landlord for the foregoing damages from any cause arising at any time.

6.2 Tenant's Maintenance

- a. Tenant at its cost shall maintain, in good condition, all portions of the Premises, both inside and out, including, without limitation, all signs, storefronts, plate glass, show windows, all Tenant's personal property, fixture maintenance (light bulbs, etc.), and periodic services of heating and ventilation, electric and electronic equipment as recommended by the manufacturer (HVAC system, door maintenance etc.). Tenant is responsible for building upkeep including cleaning of interior paint, exterior and interior graffiti and broken plate glass.
- b. Tenant shall be liable for any damage to the building in which the Premises are located resulting from the acts or omissions of Tenant or its authorized representatives or its employees or its customers. Landlord is not responsible for the repair of the Premises for damage caused by third parties, including Tenant, its employees, its representatives, or its customers.

ARTICLE 7: REPAIRS AND ALTERATIONS

- a. Tenant will take good care of the Premises and promptly notify the Landlord in writing of any damage caused thereto by Tenant, its employees or invitees and will not make any repairs or alterations without written permission of Landlord first had and obtained, and consent for same shall not be unreasonable withheld by Landlord. Any alterations or improvements made shall remain on and be surrendered with the Premises on expiration or termination of the term, except that Landlord can elect within thirty (30) days before expiration of the term, or within five (5) days after termination of the term, to require Tenant to remove any alterations or improvements that Tenant has made to the Premises. If Landlord so elects, Tenant at its cost shall restore the Premises to the condition designated by Landlord in its election before the last day of the term, or within thirty (30) days after notice of election is given, whichever is later, and Tenant shall be liable for rent during any such period. Tenant shall keep the premises free from any liens arising out of any work performed, materials furnished or obligations incurred by Tenant.
- b. Landlord shall be under no obligation to make any repairs, alterations or improvements to or upon the Premises, or any part thereof, at any time except as provided in this Lease. Landlord shall at its sole cost and expense, at all times during the term hereof, repair and maintain the roof and exterior walls (other than plate glass, and doors, and roll-up doors) and foundations of the building in which the Premises are located; provided that Tenant shall reimburse Landlord for the cost and expense of repairing any and all damage to the roof, foundation or exterior walls of the Premises resulting from the acts or omissions of Tenant, Tenant's agents, employees, customers or other invitees.
- c. Tenant shall, except for the intentional or negligent acts or omissions of Landlord, its agents, or employees, or third parties at its sole cost and expense, at all times during the term hereof, keep and maintain the Premises, the improvements thereof and every part thereof (including but not limited to plate glass, heating, ventilating, and air conditioning equipment, store fronts and doors, awnings and roll-up doors) in good and sanitary order, condition and repair and in compliance with all laws and regulations applicable thereto.
- d. Landlord may, at any time and for any reason during the term and any extensions thereof, remodel all or any part of the Center. Landlord's rights to remodel include, without limitation, the right to enclose, cover, re-configure, reposition or otherwise modify any part of the building in which the Premises are

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a part. Landlord shall not unreasonably interfere with Tenant's business as a result of alterations or improvements.

ARTICLE 8: TRADE FIXTURES

Subject to the provisions of Article 7, above, Tenant may install and maintain its trade fixtures on the Premises, provided that such fixtures, by reason of the manner in which they are affixed, do not become an integral part of the building or Premises. Tenant, if not in default hereunder, may at any time or from time to time during the term hereof, or upon the expiration or termination of this Lease, alter or remove any such trade fixtures so installed by Tenant, and any damage to the Premises caused by such installation, alteration or removal of such trade fixtures shall be promptly repaired by Tenant at the expense of Tenant. If not so removed by Tenant within thirty (30) days of the expiration or sooner termination of this Lease, said trade fixtures shall, at Landlord's option, become the property of Landlord or Landlord, at its option, may remove said trade fixtures and any damage to the Premises caused by such installation, alteration or removal of such trade fixtures and the cost of such removal shall be paid by Tenant to Landlord upon demand.

ARTICLE 9: UTILITIES AND SERVICES

9.1 Landlord and Tenant shall be responsible for electrical utilities and services as follows:

- a. Tenant shall make all arrangements for and pay for all utilities and services furnished to or used by it, including, without limitation, gas, electric, water and telephone service, and for all connection charges and taxes;
- b. If Landlord is required to construct new or additional utility installations, including, without limitation, wiring, plumbing, conduits, and mains resulting from Tenant's changed or increased utility requirements, Tenant shall on demand pay to Landlord the total cost of these items;
- c. Landlord shall not be liable for failure to furnish utilities or services to the premises, but in case of the failure, Landlord will take all reasonable steps to restore the interrupted utilities and services;
- d. Tenant shall reimburse Landlord on a monthly basis (or other period as may be established by Landlord) for Landlord's costs in furnishing trash collection services to the premises at the rate of nine point three per cent (9.3%) of Landlord's cost, which shall be billed to Tenant. Tenant shall pay for such services within ten (10) calendar days from the date Landlord bills Tenant;
- e. Tenant agrees to keep premises free and clear of any lien or encumbrance of any kind whatsoever created by Tenant's acts or omissions.
- f. Utility charges may be separately determined by Landlord based on utility rating of Tenant's use of premises and the common areas, as a percentage of total utility use by those sharing the same meter, or as metered. Tenant shall pay directly to the appropriate supplier the cost of all heat, light, power, and other utilities and services supplied to the premises. If Landlord authorizes Tenant's premises to be separately metered, then Tenant shall pay for the full cost of the installation of the meter.
- g. Landlord can discontinue, without notice to Tenant, any of the utilities or services furnished to the premises for which Tenant fails to reimburse Landlord on a prompt basis as provided in this Article, and no such discontinuance shall be deemed an actual or a constructive eviction.

ARTICLE 10: INDEMNITY AND EXCULPATION; INSURANCE

10.1 Tenant's Indemnification of District

Tenant shall exonerate, indemnify, defend, and hold harmless Landlord (which shall include, without limitation, its officers, agents, employees and volunteers) and the property of Landlord from and against

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any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which Landlord may sustain or incur or which may be imposed upon it for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the Tenant's lease of the Premises under the terms of this Agreement including any condition of the Premises or any portion thereof over which Tenant has control and/or a duty to repair and/or maintain under the terms of this Lease. Such indemnification includes any damage to the person(s), or property(ies) of Tenant and third persons. Notwithstanding the foregoing Landlord shall be solely responsible for claims, demands, losses, damages, defense costs or liability of any kind or nature arising from its own transit operation at the Center so long as such claim, demand, loss, damage, defense costs or liability is not due to Tenant's negligence, intentional act or omission or due to Tenant's failure to meet its obligations under the lease.

10.2 Liability Insurance

- a. Tenant further agrees to take out and keep in force during the life hereof, at Tenant's expense, insurance, and products liability insurance, with a company or companies satisfactory to Landlord to protect Landlord against any liability incident from the use of, or resulting from, any accident or occurrence in or about said Premises, with a single combined public and products liability and property damage limit of at least ONE MILLION DOLLARS (\$1,000,000) for any one accident or occurrence.
- b. All public liability insurance, products liability insurance, and property damage insurance shall insure performance by Tenant of the indemnity provisions of Section 10.1. Said policy or policies shall require that in the event of cancellation of any policy, the insurance carrier shall notify Landlord in writing at least thirty (30) days prior thereto, and Tenant agrees, if Tenant does not keep such insurance in full force and effect, that Landlord may, at its option either terminate this lease, or take out the necessary insurance and pay the premium, and the repayment thereof shall be deemed to be part of the rental and payable as such on the next day upon which rent becomes due. Tenant shall have the insurance carrier(s) also notify Landlord thirty (30) days in advance of any modifications reducing the coverage of said policy(ies), and in the event that any of said insurance carriers do not notify Landlord of any modification, Tenant shall do so upon receiving notice of such modification. Tenant agrees that Landlord shall be named on said insurance coverage as an additional insured party in accordance with the foregoing covenants, and that cross-liability coverage in favor of Landlord shall be provided. Tenant shall furnish Landlord with evidence of insurance satisfactory to Landlord. Said policy or policies shall further provide that any other insurance carrier by Landlord shall be excess insurance only, as to the liability insured thereby.
- c. Landlord may increase or decrease the amount of public liability, products liability, and property damage insurance required, based upon a general review by Landlord of the standard insurance requirement as determined by the Board of Directors of Landlord to be in the public interest and required for all other Premises on said Metro Center. Changes in insurance amounts shall occur not more frequently than once a year.

10.3 Fire and Other Perils Insurance

- a. Landlord shall provide Fire and Other Insurance with respect to the Premises, except that Landlord shall not provide earthquake and flood insurance. Insurance shall be obtained in the name of Landlord covering said leased Premises and all fixtures therein against loss by reason of the perils of fire, lightning, vandalism and malicious mischief, and endorsed to include extended coverage, said policy to be on a replacement cost basis, and to be maintained in full force and effect throughout the term of this lease. Said policy or policies shall provide that the loss payable shall be paid to Landlord.
- b. The "full replacement value" of the building and other improvements to be insured, shall be determined by the company issuing the insurance policy at the time the policy is initially obtained. Not more frequently than once every three (3) years, either party shall have the right to notify the other party that it elects to have the replacement value determined by an insurance company. The determination shall be made promptly and in accordance with the rules and practices of the Board of Fire Underwriters, or a like board recognized and generally accepted by the insurance company, and

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each party shall be promptly notified of the results by the company. The insurance policy shall be adjusted according to the determination.

- c. The pro rata cost (based on percentage of Center's square footage) said insurance shall be paid by Tenant, and shall reflect Tenant's business nature and size insofar as they measurably affect the Landlord's premiums. If any other tenant of the building of which the demised Premises are a part is conducting a business or otherwise engages in an activity or omits to take a precaution that the insurer identifies as producing a specified higher insurance rate than would be produced by the business and conduct of Tenant, such additional insurance rates will not be passed on to Tenant, even on a pro rata basis. Landlord will be the final authority regarding Tenant's share of the cost of the insurance. Landlord shall inform Tenant of its actual cost of the commencement of the lease. Payment of Tenant's insurance cost shall be in addition to all other required rent and is due within ten (10) calendar days of mailing.
- d. Landlord may increase or decrease the amount of fire and other perils insurance required, based upon a general review by Landlord of the standard insurance requirement as resolved by the Board of Directors of Landlord to be in the public interest and required for all other Premises on said Metro Center.
- e. Landlord is not responsible for the acts or omissions of third parties against Tenant.

10.4 Tenant's Fire and Malicious Mischief Insurance

Tenant shall maintain on all its personal property (including unattached movable business equipment) in, on, or about the Premises, a policy of standard fire and extended and malicious mischief endorsements, to the extent of one hundred percent (100%) of their full replacement value. Landlord shall be named as an additional insured.

10.5 Plate Glass Insurance

Tenant at its cost shall maintain full coverage plate glass insurance on the Premises. Both parties shall be named as additional insureds.

10.6 Tenant's Business Interruption Insurance

Tenant at its cost shall maintain business interruption insurance insuring that the minimum monthly rent will be paid to Landlord for a period of up to two (2) years if the Premises are destroyed or rendered inaccessible by a risk insured against by a policy of standard fire and extended coverage insurance, with vandalism and malicious mischief endorsements.

10.7 Proof of Insurance

Tenant shall provide proof of insurance evidencing at least the minimum levels described in Article 10 on or before the date of execution of this lease and thereafter on an annual basis or at such times as Landlord requests such proof of insurance.

10.8 Other Insurance Matters

All insurance required under this lease shall:

- a. Be issued by insurance companies authorized to do business in the State of California, with a financial rating of at least an A + 3A status as rated in the most recent edition of Best's Insurance Reports.
- b. Be issued as a primary policy.

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- c. Contain an endorsement requiring thirty- (30) days written notice from the insurance company to both parties before cancellation or change in the coverage, scope, or amount of any policy.
- d. Each policy, or a certificate of the policy, together with evidence of payment of premiums, shall be deposited with the other party at the commencement of the term, and on renewal of the policy not less than twenty (20) days before expiration of the term of the policy.

ARTICLE 11: DESTRUCTION

DAMAGE OR DESTRUCTION

In the event the premises, or the building or other improvements in which the premises are located, shall be damaged by fire, earthquake, the elements or other casualty and that the cause of said damage is covered by insurance so that the damage thereto is such that the premises, or the building and other improvements in which the premises are located, may be repaired, reconstructed or restored within a period of ninety (90) days, landlord shall promptly commence the work or repair, reconstruction and the restoration, and shall diligently prosecute the same to completion at landlord's expense. During this period of time, this Lease shall continue in full force and effect except that Tenant shall not be liable for monthly rent if the Premises are totally destroyed or unusable for safety and health reasons as determined by the applicable municipal safety and health departments, so long as this restriction is not caused by Tenant. Tenant would be liable only for monthly rent in proportion to usable space if partially destroyed. If the Premises, or the building or other improvements in which the Premises are located, cannot be restored within ninety (90) days, either Tenant or Landlord has the option to terminate this Lease by giving written notice to the other. If the insurance is not sufficient to fully pay for the repairs, reconstruction or restoration, Landlord shall notify Tenant in writing of same and Tenant shall have the option to pay the cost of said repairs, reconstruction or restoration over and above the available insurance proceeds. Should Tenant not elect to pay said excess costs, either party may terminate this Lease by giving written notice of same to the other party.

ARTICLE 12: ASSIGNMENT

12.1 ASSIGNMENT AND SUBLETTING

- a. Tenant shall not, either voluntarily or by operation of law, assign, sell, encumber, pledge or otherwise transfer all or any part of Tenant's leasehold estate hereunder, or permit the Premises to be occupied by anyone other than Tenant or Tenant's employees, or sublet the Premises or any portion thereof, without Landlord's prior written consent. Landlord's consent shall not be unreasonably withheld provided:
 - 1. The same quality of business and financial soundness of ownership and management is maintained and will continue to be maintained in a manner compatible with the high standards contemplated by this Lease.
 - 2. That each and every covenant, condition or obligation imposed upon Tenant by this Lease, and each and every right, remedy or benefit afforded Landlord by this Lease is not thereby impaired or diminished;
 - 3. Tenant remains liable for performance of each and every obligation under this Lease to be performed by Tenant;
 - 4. As to subletting, Landlord shall receive One Hundred Percent (100%) of the gross rent paid by any assignee/sub-tenant in excess of the gross rent otherwise payable to Landlord pursuant to this Lease;
 - 5. Tenant reimburses Landlord for Landlord's reasonable costs and professional fees (legal and/or accounting) incurred in conjunction with the processing and documentation of any such requested assignment or subletting of this Lease by Tenant.

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- b. If Tenant desires at any time to assign this Lease, or sublet any portion of the Premises, Tenant shall first notify Landlord of its desire to do so and shall submit in writing to Landlord, at least sixty (60) days but not more than one hundred and twenty (120) days before the intended date of assignment/subletting, the name of the proposed assignee/subtenant, the nature of the proposed assignee's/subtenant's business to be carried on in the Premises, the terms and provisions of the proposed assignment/subletting, and such reasonable financial information as Landlord may request, certified by the proposed assignee/subtenant as being true and correct as of the date of certification.

ARTICLE 13: DEFAULT

13.1 Tenant's Default

- a. The occurrence of any of the following shall constitute a default by Tenant:
1. Failure to pay rent when due if the failure continues for ten (10) days after a notice has been sent to Tenant
 2. Failure to occupy the Premises and/or operate the Tenant's business as described herein on the Premises; (Tenant shall be conclusively presumed to have defaulted if Tenant leaves the Premises closed or unoccupied continuously for fifteen (15) days.
 3. Failure to perform any other provision of this lease if the failure to perform is not cured within three (3) days after notice has been given to Tenant. If the provisions of the lease violated by the Tenant cannot be performed within the three-day notice period described herein, Landlord shall not be required to give notice demanding the performance of the violated provisions of the lease.
 4. The filing or commencement of any proceeding by or against Tenant under the Federal Bankruptcy code whether voluntary or involuntary, if not dismissed within sixty (60) days from the date of filing, shall constitute a default under this Lease.
 5. Either the appointment of a receiver to take possession of all, or substantially all, of the assets of any Tenant or garnishment of or levy or writ of execution on, all or substantially all of the assets of any Tenant which remains in effect for more than sixty (60) days, or a general assignment by any Tenant for the benefit of creditors, shall constitute a default of this Lease by Tenant.
- e. Notices given under this Article shall specify the alleged default and the applicable lease provisions, and shall demand that Tenant perform the provisions of this lease or pay the rent that is in arrears, as the case may be, within applicable period of time, or quit the Premises. No such notice shall be deemed forfeiture or a termination of this lease unless Landlord so elects in the notice.

13.2 Landlord's Remedies

13.2.1 Cumulative Nature of Remedies

Landlord shall have the following remedies if Tenant commits a default. These remedies are not exclusive; they are cumulative in addition to any remedies now or later allowed by law.

13.2.2 Tenant's Right to Possession Not Terminated

- a. Landlord can continue this lease in full force and effect, and the lease will continue in effect as long as Landlord does not terminate Tenant's right to possession, and Landlord shall have the right to collect rent when due. During the period Tenant is in default, Landlord can enter the Premises and re-let them, or any part of them, to third parties for Tenant's account. Tenant shall be liable immediately to Landlord for all costs Landlord incurs in re-letting the Premises, including, without limitation, brokers' commissions, expenses of remodeling the Premises required by the re-letting, and like costs. Re-letting can be for a period shorter or longer than the remaining term of this lease.

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Tenant shall pay to Landlord the rent due under this lease on the dates the rent is due, less the rent Landlord receives from any relating. No act by Landlord allowed by this Article shall terminate this lease. After Tenant's default and for as long as Landlord does not terminate Tenant's right to possession of the Premises, if Tenant obtains Landlord's consent Tenant shall have the right to assign or sublet its interest in this lease, but Tenant shall not be released from liability. Landlord's consent to a proposed assignment or subletting shall not be unreasonably withheld.

- b. If Landlord elects to re-let the Premises as provided in this Article, rent that Landlord receives from re-letting shall be applied to the payment of:
1. First, any indebtedness from Tenant to Landlord other than rent due from Tenant;
 2. Second, all costs, including for maintenance, incurred by Landlord in re-letting;
 3. Third, rent due and unpaid under this lease. After deducting the payments referred to in this Article, any sum remaining from the rent Landlord receives from re-letting shall be held by Landlord and applied in payment of future rent as rent becomes due under this lease. In no event shall Tenant be entitled to any excess rent received by Landlord. If, on the date rent is due under this lease, the rent received from the re-letting is less than the rent due on that date, Tenant shall pay to Landlord, in addition to the remaining rent due, all costs, including for maintenance, Landlord incurred in re-letting that remain after applying the rent received from the re-letting as provided in this Article.

13.2.3 Termination of Tenant's Right to Possession

- a. Landlord can terminate Tenant's right to possession of the Premises at any time. No act by Landlord other than giving written notice to Tenant shall terminate this lease. Acts of maintenance, efforts to re-let the Premises or the appointment of a receiver on Landlord's initiative to protect Landlord's interest under this lease shall not constitute a termination of Tenant's right to possession. On termination, Landlord has the right to recover from Tenant:
1. The worth, at the time of the award, of the unpaid rent that had been earned at the time of termination of this lease;
 2. The worth, at the time of the award, of the amount by which the unpaid rent that would have been earned after the date of termination of this lease until the time of award exceeds the amount of the loss of rent that Tenant proves could have been reasonably avoided;
 3. The worth, at the time of the award, of the amount by which the unpaid rent for the balance of the term after the time of award exceeds the amount of the loss of rent that Tenant proves could have been reasonably avoided; and,
 4. Any other amount, and court costs, necessary to compensate Landlord for all detriment proximately caused by Tenant's default.
- b. "The worth, at the time of the award," as used in items "1" and "2" of this Section 13.2.3, is to be computed by allowing interest at the maximum rate an individual is permitted by law to charge. "The worth at the time of the award," as referred to in item "3" of this Section 13.2.3, is to be computed by discounting the amount at the discount rate of the Federal Reserve Bank of San Francisco at the time of the award, plus 1%.

13.2.4 Landlord's Right to Cure Tenant's Default

Landlord, at any time after Tenant commits a default, can cure the default at Tenant's cost. If Landlord at any time, by reason of Tenant's default, pays any sum or does any act that requires the payment of any sum, the sum paid by Landlord shall be due immediately from Tenant to Landlord at the time the sum is

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paid, and shall bear interest at the maximum rate an individual is permitted by law to charge from the date the sum is paid by Landlord until Landlord is reimbursed by Tenant. The sum, together with interest on it, shall be additional rent.

ARTICLE 14: SIGNS

- a. Tenant shall not have the right to place, construct, or maintain on the glass panes or supports of the show windows of the Premises, the doors, or the exterior walls or roof of the building in which the Premises are located or any interior portions of the Premises that may be visible from the exterior of the Premises, any signs, advertisements, names, insignia, trademarks, descriptive material, or any other similar item without Landlord's written consent and any necessary approval from the City of Watsonville required. Any signs approved by Landlord and placed on the Premises shall be at Tenant's sole cost. Landlord at Tenant's cost can remove any item placed, constructed, or maintained that does not comply with the provisions of this paragraph.
- b. Tenant shall not, without Landlord's written consent, place, construct, or maintain on the Premises any advertisement media, including, without limitation, searchlights, flashing lights, loudspeakers, phonographs, or other similar visual or audio media. Tenant shall not solicit business in, on, or about the common areas, or distribute handbills or other advertising or promotional media in, on, or about the public areas at Center without written consent of landlord, except that Tenant shall be entitled to engage in radio, television, and newspaper advertising as is customarily used for the type of business in which Tenant is engaged.
- c. Any sign that Landlord grants Tenant the right to place, construct, and maintain shall comply with all laws and Tenant shall obtain any approval required by such laws. Landlord makes no representation with respect to Tenant's ability to obtain such approval.
- d. Landlord shall have the right to use for its signs the exterior walls and roof of the building in which the Premises are located.

ARTICLE 15: LANDLORD'S ENTRY ON PREMISES

- a. Tenant will permit Landlord and its agents to enter into and upon the Premises at all reasonable times and upon reasonable notice for the purpose of inspecting the same, or for the purpose of protecting the interest therein of Landlord, or to post notices of non-responsibility, or to service or make alterations, repairs or additions to the Premises or to any other portion of the building in which the Premises are situated, including the erection of scaffolding, props, or other mechanical devices and will permit Landlord at any time within ninety (90) days prior to the expiration of this Lease, to bring prospective tenants, broker or agents upon the Premises for purposes of inspection or display. Landlord shall not be liable in any manner for any inconvenience, disturbance, loss of business, nuisance, or other damage arising out of Landlord's entry on the Premises as provided in this Article.
- b. Tenant shall not be entitled to an abatement or reduction of rent if Landlord exercises any rights reserved in this Article.
- c. Landlord shall conduct its activities on the Premises as allowed in this Article in a manner that will cause the least possible inconvenience, annoyance, or disturbance to Tenant.

ARTICLE 16: SUBORDINATION AND OFFSET STATEMENT

Tenant agrees that this Lease is subordinate to any mortgage, trust deed or like encumbrance heretofore or hereafter placed upon said Premises by Landlord or his successors in interest to secure the payments or moneys loaned, interest thereon and other obligations. Tenant also agrees to promptly execute and deliver to Landlord from time to time, as demanded by Landlord, an offset statement or estoppel certificate containing such acts: as are within the knowledge of and are available to Tenant pertaining to

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this Lease, as a purchaser of the leased property or a lender may reasonably require if said statement is prepared for signing by Landlord. Failure to deliver the executed offset statement or estoppel certificate to Landlord within ten (10) days from receipt of same, shall be conclusive upon Tenant for the benefit of the party requesting the statement or certificate, or his successor, that this Lease is in full force and effect and has not been modified except as may be represented by Landlord in the statement or certificate delivered to Tenant.

ARTICLE 17: 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 if mailed as provided in this Article 17.

Landlord:
Santa Cruz Metropolitan Transit District
370 Encinal, Suite 100
Santa Cruz, CA 95060
ATTN: Secretary/General Manager

TENANT:
Romualdo Palacios
dba Santa Martha
475 Rodriguez, Suite 6
Watsonville, CA 95076

ARTICLE 18: WAIVER

- a. No delay or omission in the exercise of any right or remedy of Landlord on any default by Tenant shall impair such a right or remedy or be construed as a waiver.
- b. The receipt and acceptance by Landlord of delinquent rent shall not constitute a waiver of any other default; it shall constitute only a waiver of timely payment for the particular rent payment involved.
- c. No act or conduct of Landlord, including, without limitation, the acceptance of the keys to the Premises, shall constitute an acceptance of the surrender of the Premises by Tenant before the expiration of the term. Only a written notice from Landlord to Tenant shall constitute acceptance of the surrender of the Premises and accomplish a termination of the lease.
- d. Landlord's consent to or approval of any act by Tenant requiring Landlord's consent or approval shall not be deemed to waive or render unnecessary Landlord's consent to or approval of any subsequent act by Tenant.
- e. Any waiver by Landlord of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of the lease.

ARTICLE 19: SURRENDER OF PREMISES; HOLDING OVER

19.1 Surrender of Premises

- a. On expiration of the term, Tenant shall surrender to Landlord the Premises and all Tenant's improvements and alterations to the Premises in good condition except for ordinary wear and tear, and except for alterations that Tenant has the right to remove or is obligated to remove under the provisions of Article 7. Tenant shall remove all its personal property within the above stated time.

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Tenant shall perform all restoration made necessary by the removal of any alterations or tenant's personal property within the time periods stated in this Article.

- b. Landlord can elect to retain or dispose of in any manner any alterations or Tenant's personal property that Tenant does not remove from the Premises on expiration or termination of the term as allowed or required by this lease by giving at least ten (10) days' notice to Tenant. Title to any such alterations or Tenant's personal property that Landlord elects to retain or dispose of on expiration of the ten (10) day period shall vest in Landlord. Tenant waives all claims against Landlord for any damage to Tenant resulting from Landlord's retention or disposition of any such alterations or tenant's personal property. Tenant shall be liable to Landlord for Landlord's costs for storing, removing, and disposition of any alterations or tenant's personal property.
- c. If Tenant fails to surrender the Premises to Landlord on expiration as required by this Article, Tenant shall hold Landlord harmless from all damages resulting from Tenant's failure to surrender the Premises, including, without limitation, claims made by a succeeding tenant resulting from Tenant's failure to surrender the Premises.

19.2 Holding Over

If Tenant, with Landlord's written consent, remains in possession of the Premises after expiration or termination of the term, or after the date in any notice given by Landlord to Tenant terminating this lease, such possession by Tenant shall be deemed to be a month-to-month tenancy terminable on thirty (30) days' written notice given at any time by either party. All provisions of this lease, except those pertaining to term, option to extend, and option to acquire the Premises, shall apply to the month-to-month tenancy.

ARTICLE 20: MISCELLANEOUS PROVISIONS

20.1 General Conditions

20.1.1 Time of Essence

Time is of the essence of each provision of this lease.

20.1.2 Corporate Authority

If Tenant is a corporation, Tenant shall deliver to Landlord on execution of this lease a certified copy of a resolution of its board of directors authorizing the execution of this lease and naming the officers that are authorized to execute this lease on behalf of the corporation.

20.1.3 Successors

This lease shall be binding on and inure to the benefit of the parties and their successors, except as provided in Article 12.

20.1.4 Rent Payable in U.S. Money

Rent and all other sums payable under this lease must be paid in lawful money of the United States of America.

20.1.5 Real Estate Brokers; Finders

Each party represents that it has not had dealings with any real estate broker, finder, or other person, with respect to this lease in any manner. Each party shall hold harmless the other party from all damages resulting from any claims that may be asserted against the other party by any broker, finder, or other person, with whom the other party has or purportedly has dealt.

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20.1.6 Status of Parties on Termination of Lease

In the event of termination, the rights and obligations of the parties, which by their nature survive termination covered by this Lease, shall remain in full force and effect after termination. Compensation and revenues due from one party to the other under this Lease shall be paid; loaned equipment and material shall be returned to their respective owners; the duty to maintain and allow inspection of books, accounts, records and data shall be extended, and the hold harmless agreement and insurance provisions, contained in Article 10 shall survive.

20.1.7 Exhibits--Incorporation in Lease

All exhibits referred to are attached to this lease and incorporated by reference.

20.1.8 Licenses and Permits

It shall be Tenant's responsibility, at Tenant's sole cost and expense, to obtain all necessary licenses and permits to carry out the terms of this lease and to operate the business above mentioned on the leased Premises. Landlord makes no representation as to the availability of and opportunity for licenses and permits for any leased Premises at the Center.

20.1.9 Pest Control

Landlord shall contract with a licensed pest control firm for the control of pests in the Premises. The duration, extend, and frequency of pest control measures shall be determined by Landlord. Tenant shall reimburse Landlord for the costs incurred by Landlord for this service on a quarterly basis.

20.1.10 Drug and Alcohol Policy

Tenant and its employees shall not use, possess, manufacture, or distribute alcohol or illegal drugs while on the premises at Metro Center or at any District facility, or distribute same to Landlord's employees, passengers, or the general public.

20.1.11 Smoke Free

The Center is a smoke free facility. Tenant shall comply with the City Ordinance regarding smoking. Tenant and its employees and customers shall not smoke tobacco products on the premises.

20.1.12 Contact Information

Tenant shall provide to Landlord a completed information form containing names and telephone numbers of contact persons, on a semi-annual basis or when changes occur.

20.1.13 Termination for Convenience

The lease may be terminated by the Landlord upon fifteen (15) days notice at any time without cause for any reason in whole or in part, whenever the Landlord determines that such termination is in the Landlord's best interest.

20.1.14 Publicity

Tenant agrees to submit to Landlord all advertising, sales promotion, and other public matter relating to any service furnished by Tenant wherein the Landlord's name is mentioned or language used from which the connection of Landlord's name therewith may, within reason, be inferred or implied. Tenant further agrees not to publish or use any such advertising, sales promotion or publicity matter without the prior written consent of the Landlord.

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20.1.15 Consent to Breach Not Waiver

No provision hereof shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether express or implied, shall not constitute a consent to, waiver of, or excuse for any other different or subsequent breach.

20.1.16 Prohibition of Discrimination against Qualified Persons with Disabilities

Tenant shall comply with Section 504 of the Rehabilitation Act of 1973, as amended, pertaining to the prohibition against discrimination of qualified persons with disabilities in federally-assisted programs and with the provisions of the Americans with Disabilities Act (ADA) and their implementing regulations including the requirements to provide an accessible path of travel within the premises and providing reasonable accommodations to customers in compliance with Title 3 of the ADA.

20.1.17 Cal OSHA/Hazardous Substances

- a. Tenant shall not bring, or permit to be brought, upon the premises, any hazardous or toxic materials or chemicals, except for ordinary and customary cleaning supplies used in Tenant's business. All materials brought onto the premises shall be used, stored, and removed in compliance with all applicable laws, statues, ordinances and governmental rules, regulations or requirements.
- b. Tenant shall comply with California Administrative Code Title 8, Section 5194, and shall directly (1) inform its employees of the hazardous substances they may be exposed to while performing their work on Landlord's property, (2) ensure that its employees take appropriate protective measures, and (3) provide the Landlord's Manager of Facility Maintenance with a Material Safety Data Sheet (MSDS) for all hazardous substances to be used on Landlord's property.
- c. Tenant shall comply with Cal OSHA regulations and the Hazardous Substance Training and Information Act. Further, Tenant shall indemnify the Landlord against any and all damage, loss, and injury resulting from non-compliance with this Article.
- d. Tenant shall comply with Safe Drinking Water and Toxic Enforcement Act of 1986 (Proposition 65) California Health and Safety Code Section 25249.5 – 25249.13. Tenant will ensure that clear and reasonable warnings are made to persons exposed to those chemicals listed by the State of California as being known to cause cancer or reproductive toxicity.
- e. Tenant shall be solely responsible for any hazardous material, substance or chemical released or threatened release caused or contributed to by Tenant. Tenant shall be solely responsible for all clean-up efforts and costs.
- f. Tenant shall indemnify and defend Landlord and his successors and assigns against and hold them harmless from any an all claims, demands, liabilities, damages, including punitive damages, costs and expenses, including reasonable attorney's fees caused by Tenants actions, herein collectively referred to as "Claims":
 1. Any Claim by a federal, state or local governmental agency arising out of or in any way connected with the environmental condition of the Premises caused by Tenants action, including, but not limited to, Claims for additional clean-up of the Premises; and
 2. Any Claim by a successor in interest of Tenant (including a mortgagee who acquires title to the Premises through foreclosure or by accepting a deed in lieu of foreclosure), or by any subtenant licensee, or invitee of Tenant arising out of or in any way connected with the environmental condition of the Premises caused by Tenants or Subtenants actions.

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20.1.18 All Amendments in Writing

No amendment to this Lease shall be effective unless it is in writing and signed by duly authorized representatives of both parties.

20.1.19 Responsibility for Equipment

Landlord shall not be responsible nor held liable for any damage to person or property consequent upon the use, or misuse, or failure of any equipment used by Tenant, or any of its employees, even though such equipment be furnished, rented or loaned to Tenant by Landlord.

20.1.20 Equipment

Tenant is responsible to return to the Landlord in good condition any equipment, including keys, issued to it by the Landlord pursuant to this Agreement. If the tenant fails or refuses to return Landlord-issued equipment within five days of the conclusion of the tenant work the Landlord shall deduct the actual costs to repair or replace the equipment not returned from the final payment owed to tenant or take other appropriate legal action at the discretion of the Landlord.

20.1.21 Nondiscrimination

Tenant shall refrain from unlawful discrimination/harassment/retaliation against other customers and/or members of the public based on race, religion, color, national origin, ancestry, physical or mental disability, genetic characteristics, medical condition, marital status, sex, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), or pregnancy, childbirth or related medical conditions or because of participation in protected activities. Each tenant shall make good faith efforts to prevent and/or stop unlawful discrimination and harassment from taking place.

20.1.22 Liens

Tenant shall keep the Premises and building and the property on which the Premises are situated, free of any liens arising out of work performed, materials furnished or obligations incurred by Tenant.

20.1.23 Applicable Laws

This lease shall be construed and interpreted in accordance with the applicable laws of the State of California and of the United States of America. Each party shall perform its obligation hereunder in accordance with all applicable laws, rules, and regulations now or hereafter in effect. Tenant is required to operate, manage and maintain its business at the Premises in accordance with all federal and state laws and regulations.

20.1.24 Integrated Agreement; Modification

This lease contains all the agreements of the parties and cannot be amended or modified except by a written agreement.

20.1.25 Provisions are Covenants and Conditions

All provisions, whether covenants or conditions, on the part of Tenant shall be deemed to be both covenants and conditions.

20.1.26 Use of Definitions

The definitions contained in this lease shall be used to interpret this lease.

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
TRANSIT CENTER LEASE AGREEMENT**

20.1.27 Definitions

As used in this lease, the following words and phrases shall have the following meanings:

- a. **ALTERATION:** Any addition or change to, or modification of, the Premises made by Tenant after the fixturing period, including, without limitation, fixtures, but excluding trade fixtures as defined here, and tenant's improvements as defined here.
- b. **AUTHORIZED REPRESENTATIVE:** Any officer, agent, employee, or independent contractor retained or employed and acting within authority given him/her by that party.
- c. **CONSENT:** Landlord's or Tenant's express, prior, written approval on the party's letterhead.
- d. **DAMAGE:** Injury deterioration or loss to a person or property caused by another person's acts or omissions. Damage includes death.
- e. **DAMAGES:** A monetary compensation or indemnity that can be recovered in the courts by any person who has suffered injury to his/her person, property, or rights through another's act or omission.
- f. **DESTRUCTION:** Damage, as defined here, to or disfigurement of the Premises.
- g. **ENCUMBRANCE:** Any deed of trust, mortgage, or other written security device or agreement affecting the Premises, and the note or other obligation secured by it, that constitutes security for the payment of a debt or performance of an obligation.
- h. **EXPIRATION:** The coming to an end of the time specified in the lease as its duration, including any extension of the term resulting from the exercise of an option to extend.
- i. **GOOD CONDITION:** The good physical condition of the Premises and each portion of the Premises, including, without limitation, signs, windows, show windows, appurtenances, and tenant's personal property as defined here. "In good condition" means first-class, neat, clean, and broom-clean, and is equivalent to similar phrases referring to physical adequacy in appearance and for use.
- j. **HOLD HARMLESS:** To defend and indemnify from all liability, losses, penalties, damages as defined here, costs, expenses (including, without limitation, attorneys' fees), causes of action, claims, or judgments arising out of or related to any damage, as defined here, to any person or property.
- k. **LAW:** Any judicial decision, statute, constitution, ordinance, resolution, regulation, rule, administrative order, or other requirements of any municipal, county, state, federal, or other government agency or authority having jurisdiction over the parties or the Premises, or both, in effect either at the time of execution of the lease or at any time during the term, including, without limitation, any regulation or order of a quasi-official entity or body (e.g., board of fire examiners or public utilities).
- l. **LENDER:** The beneficiary, mortgagee, secured party, or other holder of an encumbrance, as defined here.
- m. **LIEN:** A charge imposed on the Premises by someone other than Landlord, by which the Premises are made security for the performance of an act. Most of the liens referred to in this lease are mechanics' liens.
- n. **MAINTENANCE:** Repairs, replacement, preventive maintenance, repainting, and cleaning.

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
TRANSIT CENTER LEASE AGREEMENT**

- o. **PERSON:** One or more human beings, or legal entities or other artificial persons, including, without limitation, partnerships, corporations, trusts, estates, associations, and any combination of human beings and legal entities.
- p. **PROVISION:** Any term, agreement, covenant, condition, clause, qualification, restriction, reservation, or other stipulations the lease that defines or otherwise controls, establishes, or limits the performance required or permitted by either party.
- q. **PUBLIC AREA/COMMON AREA:** Any area outside Premises in Metro Center to which the public commonly is allowed access by Landlord.
- r. **RENT:** Minimum monthly rent, rent for fixtures, equipment and cookware, percentage rent, additional rent, security deposit, maintenance expenses, operating costs, insurance, utilities and services, other similar charges, and any other money owed by Tenant to Landlord under the provisions of this Lease.
- s. **RESTORATION:** The reconstruction, rebuilding, rehabilitation, and repairs that are necessary to return destroyed portions of the Premises and other property to substantially the same physical condition as they were in immediately before the destruction.
- t. **SUBSTANTIAL COMPLETION:** Completion of Landlord's construction obligation as evidenced by Landlord's architect or by the general contractor performing Landlord's construction obligation.
- u. **SUCCESSOR:** Assignee, transferee, personal representative, heir, or other person or entity succeeding lawfully, and pursuant to the provisions of this lease, to the rights or obligations of either party.
- v. **TENANT'S IMPROVEMENT:** Any addition to or modification of the Premises made by Tenant before, at, or near the commencement of the term, including,
- w. **TENANT'S PERSONAL PROPERTY:** Tenant's equipment, furniture, merchandise, and movable property placed in the Premises by Tenant, including tenant's trade fixtures, as defined here as set forth in Exhibit E.
- x. **TENANT'S TRADE FIXTURE:** Any property installed in or on the Premises by Tenant for purposes of trade, manufacture, ornament, or related use as set forth in Exhibit E.
- y. **TERM:** The period of time during which Tenant has a right to occupy the Premises.
- z. **TERMINATION:** The ending of the term for any reason before expiration, as defined here.

20.1.28 Captions

The captions of this lease shall have no effect on its interpretation.

20.1.29 Singular and Plural

When required by the context of this lease, the singular shall include the plural.

20.1.30 Joint and Several Obligations

"Party" shall mean Landlord or Tenant; and if more than one person or entity is Landlord or Tenant, the obligations imposed on that party shall be joint and several.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 25, 2008
TO: Board of Directors
FROM: Mark J. Dorfman, Assistant General Manager
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

- UCSC Fall service began on September 24, 2007.
- There were 19 school-term days for November 2007 versus 19 school-term days for November 2006.
- Overall UCSC trips increased by 4.7%
- Student trips for November 2007 increased by 5.4% versus November 2006.
- Faculty/staff trips for November 2007 decreased by (5.2%) versus November 2006.
- Revenue received from UCSC for November 2007 was \$278,654.62 versus \$253,496.74 for November 2006, an increase of 9.9%.

III. DISCUSSION

UCSC ridership throughout the County continues to increase. A breakdown of ridership figures reveals that on routes that directly serve the campus, UC ridership increased by 4.8%. Further analysis shows that for those routes serving the Laurel-Walnut/Bay corridor, UC ridership increased by 5.3% in November 2007 over the year before; On Route 19, which serves the Lower Bay corridor, UC ridership decreased (3.3%); Route 10, which serves High Street, UC ridership increased 14.5% over last year; and on Route 20 and UC Supplemental service, which serves the Westside of Santa Cruz, UC ridership increased by a modest 0.8%

Staff also continues to monitor UCSC ridership (both student and staff) on routes that do not directly serve UCSC. Over the last couple of years METRO has seen some increases in UCSC ridership in other parts of the County. In November, local Santa Cruz routes actually saw a decrease in UC ridership of (30.7%) while Capitola ridership increased by 106.2% (134 riders this year versus 65 last year). Routes 66 and 68, which serve the Live Oak area also saw a decrease in UC riders of (8.7%). On routes in San Lorenzo Valley, including Scotts Valley, there was a slight decrease in UC ridership of 0.2% overall.

5-11.1

However, it should be noted that in Scotts Valley on the Route 31 UCSC ridership increased 68.1% (195 UC riders this year versus 116 last year). In Watsonville UCSC ridership was down in November about (23.2%) from last year on the four local routes serving Watsonville.

IV. FINANCIAL CONSIDERATIONS

NONE

V. ATTACHMENTS

- Attachment A: UC Ridership Chart**
- Attachment B: UC Student Billable Trips**
- Attachment C: UCSC Faculty / Staff Billable Trips**

5-11.2

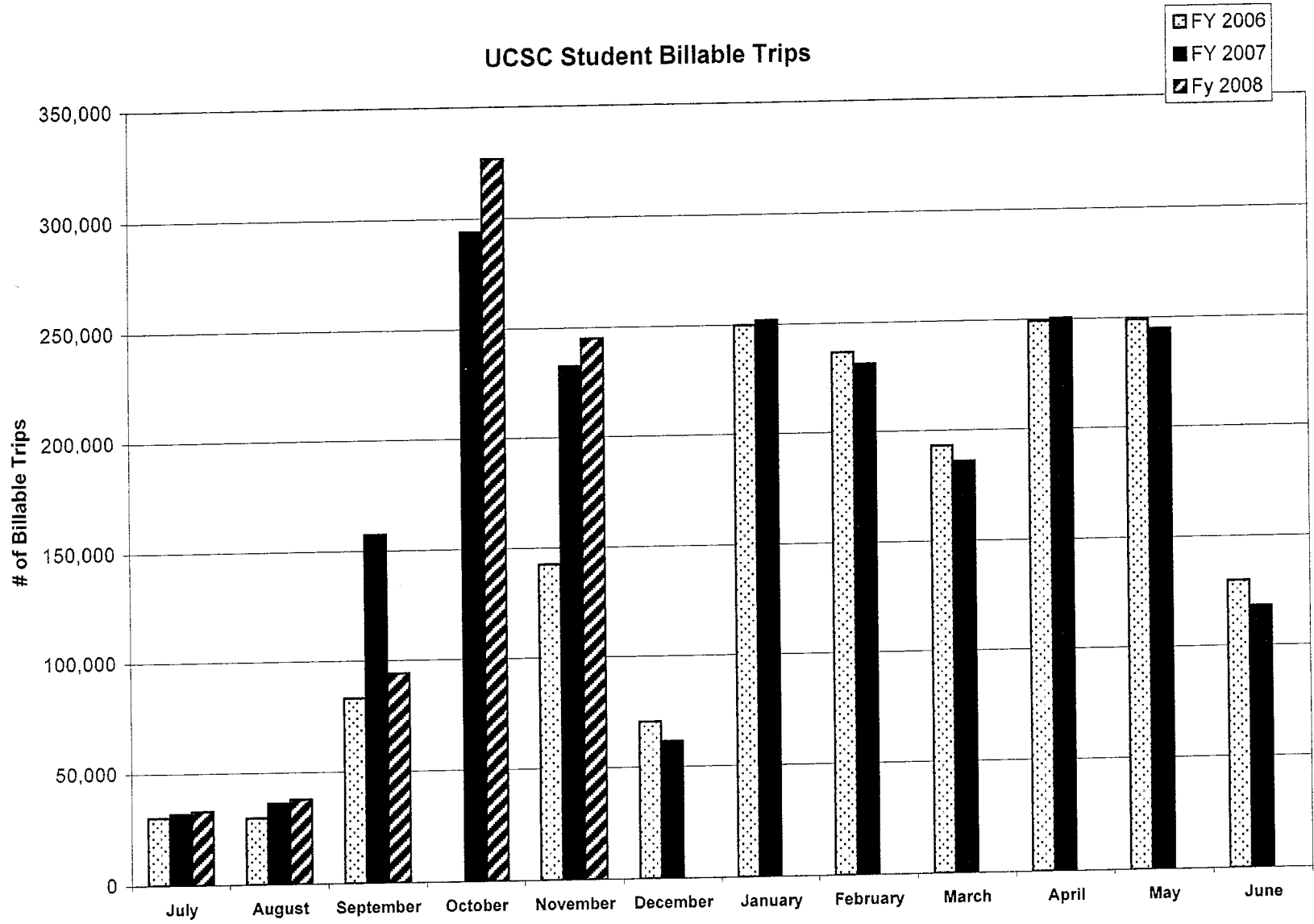
UC Ridership Chart

Nov-07	Student Ridership			Faculty/ Staff Ridership			Average Student Ridership Per School Term Day			Average Faculty/Staff Ridership Per Weekday		
	FY 2007	FY 2006	%	FY 2007	FY 2006	%	FY 2007	FY 2006	%	FY 2007	FY 2006	%
Regular Service	228,658	216,945	5.4%	15,261	16,135	-5.4%	10,390.1	9,882.6	5.1%	714.3	755.5	-5.5%
Supplemental	6,060	11,473	-47.2%	245	456	-46.3%	318.9	603.8	-47.2%	12.9	24.0	-46.3%
Night Owl	5,724	4,013	42.6%	35	27	29.6%	157.2	86.7	81.3%	1.2	0.8	46.7%
27x	4,498	-	n/a	220	-	n/a	236.7	-	n/a	11.6	-	n/a
TOTAL	244,940	232,431	5.4%	15,761	16,618	-5.2%	11,102.9	10,573.2	5.0%	739.9	780.3	-5.2%

5-11.01

Attachment A

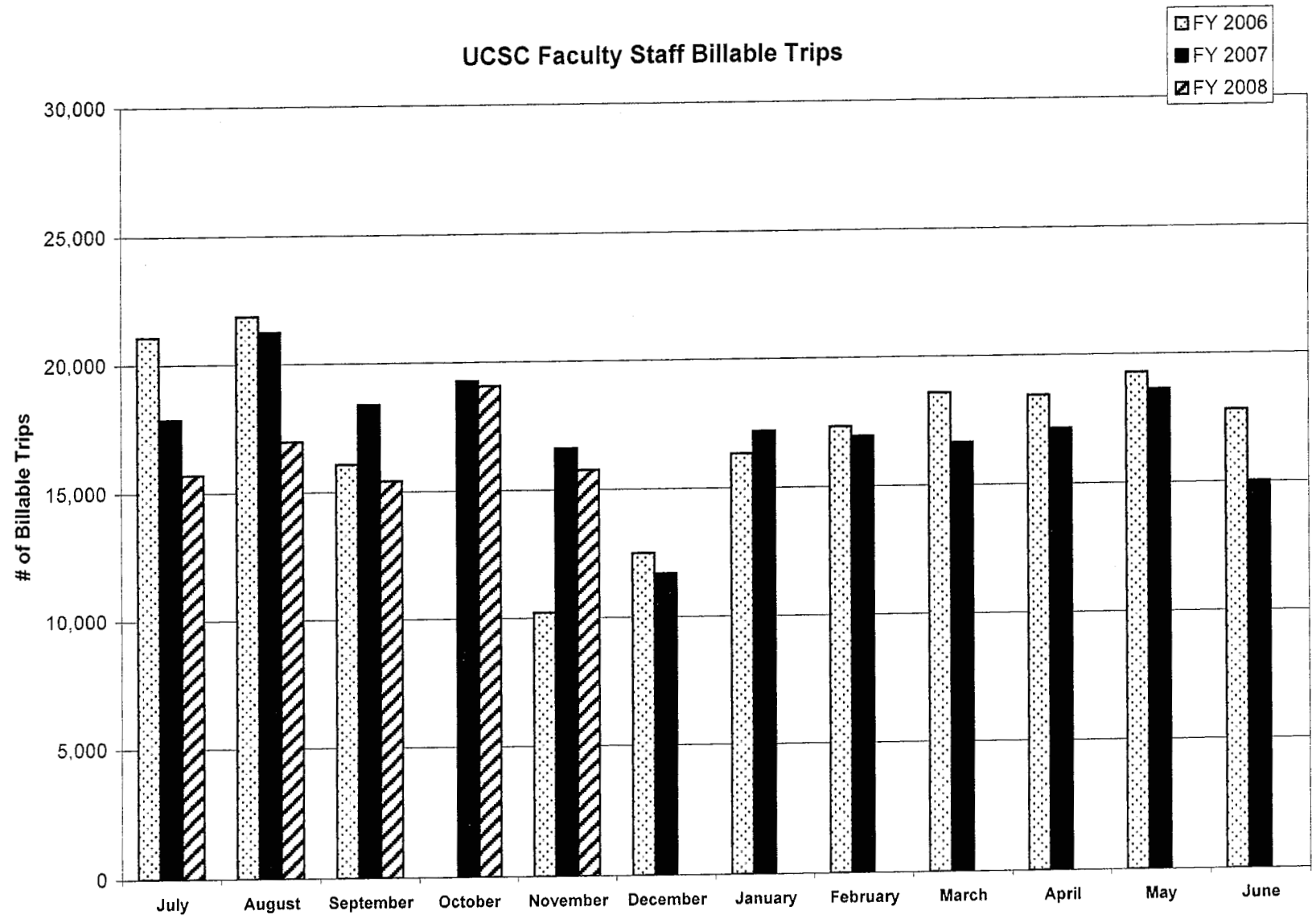
5-11.61



Attachment B

5-11.01

UCSC Faculty Staff Billable Trips



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

October 12, 2007

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, October 12, 2007 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

In the absence of both the Chair and Vice Chair, Director Rotkin called the meeting to order at 9:03 a.m.

SECTION I: OPEN SESSION

I. ROLL CALL:

DIRECTORS PRESENT

Jan Beautz (arrived after roll call)
Dene Bustichi
Donald Hagen
Michelle Hinkle
Kirby Nicol
Emily Reilly
Mike Rotkin
Dale Skillicorn
Pat Spence
Mark Stone

DIRECTORS ABSENT

Marcela Tavantzis
Ex-Officio Donna Blitzer

STAFF PRESENT

Ciro Aguirre, Operations Manager
Angela Aitken, Finance Manager
Mark Dorfman, Assistant General Manager
Mary Ferrick, Base Superintendent
Margaret Gallagher, District Counsel

Steve Paulson, Paratransit Administrator
Robyn Slater, Human Resources Manager
Tom Stickel, Maintenance Manager
Les White, General Manager

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

Ian McFadden, Transit Planner
Bonnie Morr, UTU

Bob Yount, MAC

2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS

Written:

None.

5-12.1

Oral:
None.

3. LABOR ORGANIZATION COMMUNICATIONS

Bonnie Morr, UTU, expressed frustration regarding the Call Stop auditing process, which METRO has continued to do beyond the expiration of the period required by a lawsuit settlement. Ms. Morr urged the Board to revisit this practice and to also consider having phones for bus operators or direct lines to Dispatch installed at all of the transit centers, particularly in Scotts Valley.

DIRECTOR BEAUTZ ARRIVED

Director Rotkin requested that the Call Stop auditing process be added to the next Closed Session Agenda. Les White reported that it is staffs intention to install direct lines to Dispatch in all of the driver lounges at the transit centers, which is actually being worked on now.

4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Director Spence provided a revised version of Item #7, which is attached to the file copy of these minutes.

CONSENT AGENDA

5-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF SEPTEMBER 2007

Director Nicol asked for clarification on the following checks: #23041, which Tom Stickel reported was for the monthly inspections of the underground storage tank at 138 Golf Club Drive; #23123, which Les White reported was the second half of the relocation payment to a tenant of 110 Vernon Street; #23180 and #23181, which Les White reported these were costs incurred due to an employee causing damage to a privately owned vehicle; and #23281 which Les White reported was the 10% retainage for August for the West Bay MetroBase Maintenance Building construction contract.

5-2. CONSIDERATION OF TORT CLAIMS: None

No questions or comments.

5-3. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR OCTOBER 17, 2007 AND MINUTES OF AUGUST 15, 2007

Director Spence asked about replacing Paul Marcelin-Sampson on the Transportation Funding Task Force (TFTF). Les White replied that Mr. Marcelin-Sampson has indicated he would like to continue on the TFTF.

5-4. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF JULY 2007

5-12.2

No questions or comments.

5-5. ACCEPT AND FILE METROBASE STATUS REPORT

No questions or comments.

5-6. CONSIDERATION OF ADOPTING AN ANNUAL DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION RATE FOR FEDERALLY-FUNDED PROCUREMENTS IN 2008

Director Rotkin commented that this number used to actually mean something, but really doesn't anymore since the California Department of Transportation instituted a "race neutral" DBE program in 2006.

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

This presentation will take place at the October 26, 2007 Board meeting.

7. CONSIDERATION OF APPROVAL OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF STEVEN A. PAULSON AS THE PARATRANSIT ADMINISTRATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

This presentation will take place at the October 26, 2007 Board meeting.

Director Spence requested that the wording be rearranged and that a few words be added at the end of one sentence. Director Spence provided a copy of her proposed version, which the Board was agreeable to replace the current resolution.

8. PUBLIC HEARING: CONSIDERATION OF SERVICE REVISIONS FOR WINTER 2007

Summary:

Ian McFadden reported that a Public Hearing would be held at the October 26, 2007 Board Meeting. Mr. McFadden reported that 3 Public Hearing notices were placed in each bus, Paradise Park management was notified and a notice was posted there, and that the elimination of the Paradise Park Loop would not impact ParaCruz service because fixed route service on Graham Hill Road is within $\frac{3}{4}$ of a mile to the park.

9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH GRANITE CONSTRUCTION COMPANY FOR CONSTRUCTION OF A BUS TURNAROUND AT CHINA GRADE

Summary:

Tom Stickel reported that the corner of China Grade and Highway 236 deteriorates each winter and this contract would install a concrete pad where the bus turns around. Les White added that this project took Caltrans one year to finally issue the permit and held up the MetroBase Project in the meantime.

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR HAGEN

Authorize the General Manager to execute a contract with Granite Construction Company for the construction of a bus turnaround at China Grade and Highway 236

Motion passed unanimously with Director Tavantzis being absent.

10. CONSIDERATION OF REQUEST TO OPERATE THE HOMELESS SHELTER SHUTTLE

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR HAGEN

Authorize Staff to operate the Armory Shuttle this year for the Homeless Center provided that the Homeless Center can fully fund the costs associated with its operation

Motion passed unanimously with Director Tavantzis being absent.

11. ORAL ANNOUNCEMENT: NOTIFICATION OF JOINT BOARD/MAC WORKSHOP REGARDING METRO'S SHORT RANGE TRANSIT PLAN (SRTP) TO BE HELD ON FRIDAY, OCTOBER 19, 2007 @ 9:00 AM AT METRO'S ADMINISTRATION OFFICES, 370 ENCINAL STREET, SANTA CRUZ

Summary:

Les White reported that this is a notification of the Joint Workshop Meeting of the Board and MAC that will be held next Friday regarding METRO's Short Range Transit Plan (SRTP). Wilbur Smith Associates will give a presentation that will focus on process and policy framework issues at this point, rather than specific routes.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR REILLY

Authorize the Joint Board/MAC Workshop Meeting regarding METRO's Short Range Transit plan (SRTP) to be held on Friday, October 19, 2007 @ 9:00 a.m. at METRO's Administration Offices, 370 Encinal Street, Santa Cruz

Motion passed unanimously with Director Tavantzis being absent.

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

Margaret Gallagher reported that the Board would have a conference with its Real Property Negotiators regarding properties located at 1211 and 1217 River Street; the Conference with

5-12.4

Labor Negotiators was deleted; a conference with its Legal Counsel regarding one case of deciding whether to initiate litigation; and a conference with its Legal Counsel regarding the workers' compensation claim of Johnny Chavarria.

13. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None.

SECTION II: CLOSED SESSION

Director Rotkin adjourned to Closed Session at 9:44 a.m. and reconvened to Open Session at 10:22 a.m.

SECTION III: RECONVENE TO OPEN SESSION

14. REPORT OF CLOSED SESSION

Margaret Gallagher reported that the Board took no reportable action in Closed Session.

ADJOURN

There being no further business, Director Rotkin adjourned the meeting at 10:23 a.m.

Respectfully submitted,



CINDI THOMAS
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

SPECIAL JOINT Meeting Minutes- Board of Directors/MAC

October 19, 2007

A SPECIAL JOINT Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District and the METRO Advisory Committee (MAC) met on Friday, October 19, 2007 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Chair Tavantzis called the meeting to order at 9:05 a.m.

SECTION I - OPEN SESSION

I. ROLL CALL:

DIRECTORS PRESENT

Jan Beautz
Donald Hagen
Michelle Hinkle
Kirby Nicol
Mike Rotkin (arrived after roll call)
Pat Spence
Mark Stone
Marcela Tavantzis

DIRECTORS ABSENT

Dene Bustichi
Emily Reilly
Dale Skillicorn
Ex Officio Donna Blitzer

MAC MEMBERS PRESENT

Mara Murphy
Dennis Papadopulo
Dave Williams
Robert Yount, Chair

MAC MEMBERS ABSENT

Heidi Curry
Naomi Gunther
Stuart Rosenstein

STAFF PRESENT

Ciro Aguirre, Operations Manager
Angela Aitken, Finance Manager
Mark Dorfman, Assistant General Manager
Mary Ferrick, Base Superintendent
Debbie Kinslow, Asst. Finance Manager

Robyn Slater, Human Resources Manager
Tom Stickel, Maintenance Manager
April Warnock, Acting Paratransit Superintendent
Les White, General Manager

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

Robert Betts, Wilbur Smith Associates
Teresa Buika, TAPS, UCSC
Marlene Connor, WSA
Ian McFadden, Transit Planner
Jim McLaughlin, WSA
Bonnie Morr, UTU

Terri O'Connor, WSA
Steve Prince, UTU
Tegan Speiser, SCCRTC
James Taylor, UTU
Art Zamudio, UTU

5-12.6

2. **WORK SESSION WITH WILBUR SMITH ASSOCIATES REGARDING METRO'S SHORT RANGE TRANSIT PLAN**

Marlene Connor of Wilbur Smith Associates introduced her partners in this project Robert Betts, Jim McLaughlin, and Terri O'Connor and distributed copies of METRO's Short Range Transit Plan "Project Update and Ideas for Discussion", which is attached to the file copy of these minutes.

DIRECTOR ROTKIN ARRIVED

Summary:

A PowerPoint presentation of the handout began with Ms. Connor explaining that an SRTP is a planning process which provides regular opportunity to do both internal and external evaluation of METRO.

Robert Betts reported on the Baseline Conditions including key demographic trends showing continued future population and development growth in south county and employment percentages remaining constant with Santa Cruz being the dominant city for employment. Other issues looked at included future infrastructure funding, which will continue to be monitored.

Approximately 1700 Comprehensive on-board surveys were conducted identifying trip origins, trip purposes, trip frequency, personal vehicle ownership, fare media used, and gender, age group and household income of riders. The riders surveyed indicated they felt that the maintenance of the service was the highest priority and that service frequency was lowest. Jim McLaughlin explained that the outcomes of the surveys are similar to other transit properties, but slightly skewed because of the high percentage of UCSC ridership METRO has.

Terri O'Connor spoke about the Public Involvement Process which included stakeholder interviews, focus group meetings, and an online survey for Cabrillo College students. Jim McLaughlin reported that the Public Involvement Findings indicated that Highway 17, UCSC and direct route service to Watsonville are well received by the community across the board, however, local connections were a mixed bag and seen as an area needing improvement. Another point made, particularly from local area agencies and stakeholders, was the perception that METRO executive staff was overextended making it difficult to plan and interact with them.

Other findings in the Public Involvement Process included that in general, the public feels that the fact that existing traffic congestion is bad now and will get worse should be an opportunity for METRO to attract new riders. Lower income riders complained of poor service connections within Watsonville and of high fares and not enough options regarding fare media. UCSC service was perceived both positively and negatively and there was a general positive perception that growth of the overall region and activities should be positive opportunities for METRO.

5-12.7

Marlene Connor explained that the general perception of METRO's services is that they operate well within the resources available, but that maybe resources could be used a little differently. Regarding the Moving METRO into the Future topic, Ms. Connor stated that this process would suggest tools and practices by which the Board could prioritize service issues, know how to best utilize available resources, and how to measure performance in a consistent format by developing local goals and objectives, then monitoring performances. Ms. Connor reported that the establishment a Performance Measurement Program is beginning to become more of an industry standard and that it can help METRO guide its services, changes, discussions and decisions around consistent goals and objectives that define METRO's local priorities.

Spreadsheets were distributed containing four initial suggested Performance Measurement Priority goals, their objectives, what is being measured and how to measure it. The suggested goals are:

- 1) METRO shall provide a family of services that connects key activity centers, provides transportation alternatives, and allows for system expansion;
- 2) METRO shall provide safe, reliable and accessible transportation;
- 3) METRO shall work cooperatively with local communities, residents, and other affected agencies and groups to develop the best family of services within resource limitations;
- 4) METRO shall consistently work to improve its operating efficiency and service delivery effectiveness.

Robert Betts, Jim McLaughlin and Marlene Connor reported on how these Goals and Objectives would be considered around a series of measurable Service Standards that include Service Availability, Service Delivery, Community Measures, Travel Time, Safety and Security, Maintenance and Construction, Economics, and Capacity. Each Objective has measurable Current and Suggested Target Performance, Reporting Frequency, and Data Collection and Analysis Method methods. The benefit of consistently measuring quantitative and qualitative performance on an ongoing basis against specific Service Standards appropriate to each type of service was emphasized.

Discussion:

There was a discussion about METRO's current service standards being appropriately different for the different types of services provided. Bonnie Moor, UTU, suggested that one of the goals should be to emphasize public transit as the preferred alternative form of transportation and that it facilitates other forms of transportation.

Summary:

The next part of presentation focused on Organizational Structure and Staffing suggestions to establish a structured internal planning program or process which would coordinate all internal planning related functions, ensure regular coordination with other regional agencies and communication with the community, and make sure METRO's services and programs are in concert with its goals and objectives.

5-12.8

The final segment of the presentation addressed Service Concepts, Service Design Concepts and Service Framework. This part of the study looked at factors as they relate to METRO's current and future services including topography, physical infrastructure, locations of major attractions and destinations, and local feeder routes vs. major trunk routes.

Discussion:

Les White reported that he would be presenting an amended 5-year budget projection to the Board in November, which will show the ability for future service enhancements. However, if all aspects of one service area were improved, such as Highway 17, Watsonville, or UCSC, it would consume all of the resources available. Priorities and ratios need to be identified in order to allocate funding for service improvements for the best use of available resources.

Director Nicol thanked Wilbur Smith Associates and stated that he believes METRO can go a long way in re-evaluating its service and reallocating its resources.

Vice Chair Beautz commented that the car vs. bus convenience and cost issue is the deciding factor for the non-transit dependent.

Director Stone expressed interest in looking into reallocating resources and stated that subtleties need to be looked at regarding local feeder routes vs. trunk routes.

Tegan Speiser, SCCRTC, commented that bikes on buses works and that more Bike & Ride and Park & Ride facilities are needed to safely store bikes and cars.

Director Hagen suggested developing a partnership with San Jose State University similar to the one with UCSC.

Chair Tavantzis suggested a new partnership with the SCCRTC to share the cost of marketing public transit.

Teresa Buika, UCSC TAPS, stated that there is a lot of potential to reach the non-transit dependent by marketing.

Director Rotkin suggested looking at limited stop express service to UCSC and that UCSC staff ridership needs should be considered different than student ridership needs.

Director Spence suggested more local Watsonville service.

Director Nicol stated that the way to get people out of their cars would be with fast, easy, and inexpensive Bus Rapid Transit (BRT).

Tegan Speiser stated that she was impressed recently with the technology in efficiently dispatching appropriate vehicles to meet transit needs in Washington State.

5-12.9

Summary:

The last presentation slide covered Next Steps and Timelines. Today's input will be used to finalize the Goals, Objectives, and Performance Measures over the next few weeks. The Preliminary Service Plan and updating other plan sections will also be completed in the next few weeks with the goal of presenting the Draft SRTP in December.

Discussion:

Les White and Chair Tavantzis suggested adjusting the timeline in order to have an Administrative Draft provided internally sometime after the first of the year, rather than in December, to be reviewed by the Board, Staff, and MAC, which will provide another opportunity for their input before being distributed publicly. Wilbur Smith Associates agreed to this adjustment.

ADJOURN

There being no further business, Chair Tavantzis adjourned the meeting at 11:05 a.m.

Respectfully submitted,



CINDI THOMAS
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

October 26, 2007

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, October 26, 2007 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

Chair Tavantzis called the meeting to order at 9:05 a.m.

SECTION 1: OPEN SESSION

■ ROLL CALL:

DIRECTORS PRESENT

Jan Beautz
Dene Bustichi
Donald Hagen
Michelle Hinkle
Kirby Nicol
Emily Reilly
Mike Rotkin
Dale Skillicorn
Pat Spence
Mark Stone
Marcela Tavantzis

DIRECTORS ABSENT

Ex-Officio Donna Blitzer

STAFF PRESENT

Ciro Aguirre, Operations Manager
Angela Aitken, Finance Manager
Pat Aviles, Asst Human Resources Manager
Wally Brondstatter, Acting Paratransit Administrator
Mark Dorfman, Assistant General Manager
Mary Ferrick, Base Superintendent

Margaret Gallagher, District Counsel
Debbie Kinslow, Asst Finance Manager
Robyn Slater, Human Resources Manager
Tom Stickel, Maintenance Manager
Les White, General Manager

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

Adela Bates, Customer Service Representative
Ceil Cirillo, City of Santa Cruz RDA
Paul Marcelin-Sampson, Transit User
Ian McFadden, Transit Planner

Steve Paulson, Retiree
Amy Weiss, Spanish Interpreter
Bob Yount, MAC

2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS

5-12.11

Written:

- | | | | |
|----|------------------------|-----|----------------------------------|
| a. | Karena Pushnik, SCCRTC | Re: | METRO'S Short Range Transit Plan |
| b. | Kathy Handford | Re: | Bus Service Improvements |
| c. | Bill Donovan | Re: | Bus Service Improvements |

Oral:

Chair Tavantzis reported that a City of Watsonville employee has been commuting to work by bus from Scotts Valley for a little over a month now and has expressed delight in the service.

3. LABOR ORGANIZATION COMMUNICATIONS

None.

4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

A revised Agenda and Attachment " A for today's Special Meeting and revised page #12.a9 for the Regular Meeting were distributed and are attached to the file copy of these minutes.

CONSENT AGENDA

- 5-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF SEPTEMBER 2007
- 5-2. CONSIDERATION OF TORT CLAIMS: None
- 5-3. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR OCTOBER 17, 2007 AND MINUTES OF AUGUST 15, 2007
- 5-4. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF JULY 2007
- 5-5. ACCEPT AND FILE METROBASE STATUS REPORT
- 5-6. CONSIDERATION OF ADOPTING AN ANNUAL DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION RATE FOR FEDERALLY-FUNDED PROCUREMENTS IN 2008
- 5-7. APPROVE REGULAR BOARD MEETING MINUTES OF SEPTEMBER 14 & 28, 2007
- 5-8. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE SEPTEMBER 2007 MEETING(S)
- 5-9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT EXTENSION WITH PAT PIRAS CONSULTING FOR EVALUATION OF DISTRICT'S ADA1504 PROGRAMS & ACTIVITIES AND TO EXTEND THE PROGRAM DEADLINE
- 5-10. ACCEPT AND FILE SEPTEMBER 2007 RIDERSHIP REPORT
- 5-11. CONSIDERATION OF APPROVAL OF REVISED RIDERSHIP REPORT FORMAT
- 5-12. ACCEPT AND FILE INFORMATION REGARDING INCIDENT AT SCOTTS VALLEY CAVALLARO TRANSIT CENTER
- 5-13. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR MONTH OF SEPTEMBER 2007

5-12. 12

ACTION: MOTION: DIRECTOR RIELLY SECOND: DIRECTOR ROTKIN

Approve the Consent Agenda

Motion passed unanimously with all Directors present.

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

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

TWENTY-FIVE YEARS

Adela P. Bates, Customer Service Representative

THIRTY YEARS

Arlette J. Abacherli, Bus Operator

7. CONSIDERATION OF APPROVAL OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF STEVEN A. PAULSON AS THE PARATRANSIT ADMINISTRATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SPENCE

Adopt Resolution of Appreciation for the services of Steven A. Paulson as the Paratransit Administrator for the Santa Cruz Metropolitan Transit District

Chair Tavantzis presented Steve Pautson with a plaque and thanked Mr. Paulson for his years of service. Mr. Paulson accepted the award and thanked SCMTD for his years of employment.

Motion passed unanimously with all Directors present.

ITEM #9 WAS TAKEN OUT OF ORDER

9. CONSIDERATION OF APPROVAL OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF JOHN H. MELLON AS THE LEAD PARTS CLERK FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SPENCE

Adopt Resolution of Appreciation for the services of John H. Mellon as the Lead Parts Clerk for the Santa Cruz Metropolitan Transit District

Motion passed unanimously with all Directors present.

In recognition of the two retirees, Chair Tavantzis invited all attendees to participate in the refreshments and took a brief Recess at 9:20 a.m. and reconvened to Open Session at 9:30 a.m.

5-12.13

8. PUBLIC HEARING: CONSIDERATION OF SERVICE REVISIONS FOR WINTER 2007

Summary:

Ian McFadden reported that staff is proposing eliminating the Paradise Park Loop from Route 4 due to very low ridership and operational needs and also modifying the first southbound Route 35 to restore connection to the Highway 17. Today's Public Hearing provides the public an opportunity to comment on this issue.

Mr. McFadden reported that 3 Public Hearing notices were placed in each bus, Paradise Park management was notified and a notice was posted there, and that the elimination of the Paradise Park Loop would not impact ParaCruz service because fixed route service on Graham Hill Road is within $\frac{3}{4}$ of a mile to the park.

CHAIR TAVANTZIS OPENED THE PUBLIC HEARING AT 9:38 A.M.

There were no public comments.

CHAIR TAVANTZIS CLOSED THE PUBLIC HEARING AT 9:38 A.M.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SKILLICORN

Approve proposed service revisions for Winter 2007

Motion passed unanimously with all Directors present.

10. CONSIDERATION OF APPROVAL OF RESOLUTION AUTHORIZING AN AMENDED CLAIM TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR FY 2008 STATE TRANSIT ASSISTANCE (STA) FUNDS AND TRANSPORTATION DEVELOPMENT ACT (TDA) FUNDS

Summary:

Mark Dorfman reported that METRO had originally submitted a claim for \$5,881,242 in anticipated STA funds. However, through a diversion of funds from the Public Transit Account to the General Fund in the FY 2008 California State Budget, this amount has been significantly reduced to only \$2,270,625. This amendment reflects the decreased amount of anticipated STA funds.

Discussion:

Director Spence noted that the STA dollar amounts listed on page #10.b3 had not been updated with the amended figures and Les White replied that staff would make those corrections.

ACTION: MOTION: DIRECTOR SPENCE SECOND: DIRECTOR REILLY

5-12-14

Adopt Resolution authorizing an amended claim to the Santa Cruz County Regional Transportation Commission for FY **2008** State Transit Assistance (STA) Funds and Transportation Development Act (TDA) Funds

Motion passed unanimously with all Directors present.

11. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH MHN, INC. FOR EMPLOYEE ASSISTANCE PROGRAM SERVICES

Summary:

Tom Stickel reported that the District provides an Employee Assistance Program (EAP) to its employees and their dependents. The current contract expires at the end of next month and staff recommends awarding the new contract to MHN, Inc.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Authorize the General Manager to execute a contract with MHN, Inc. For Employee Assistance Program services

Motion passed unanimously with all Directors present.

12. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF SANTA CRUZ FOR THE PACIFIC STATION PROJECT

Les White reported that a corrected replacement page #12.a9, "Schedule of Rates and Reimbursements" had been distributed today. The page originally distributed with the Staff Report had been the schedule for the previous MOU.

Discussion:

Ceil Cirillo, Executive Director of the City Redevelopment Agency, explained the scope of services the City would provide. There was a discussion regarding the benefit of contracting with the City and Directors Bustichi and Stone questioned the fees to be paid by METRO. Les White clarified that although the City will ultimately benefit from this project, it is not a joint project at this stage.

ACTION: MOTION: DIRECTOR NICOL SECOND: DIRECTOR HAGEN

Authorize the General Manager to execute a Memorandum of Understanding with the City of Santa Cruz for the Pacific Station Project

Motion passed with Directors Bustichi and Stone voting no and all Directors present.

Chair Tavantzis recessed to the annual meeting of the Santa Cruz Civic Improvement Corporation at 10:53 a.m. and reconvened to Open Session at 10:58 a.m.

5-12.15

13. ACCEPT AND FILE REPORT ON 2007 APTA ANNUAL CONFERENCE

Summary:

Les White reported that he and Mark Dorfman attended the 2007 APTA Annual Conference held in Charlotte, NC October 7 – 11, 2007. Mr. White described the various committee meetings and conference sessions he attended and stated that he found the program content and topics to be very relevant and well presented.

14. ORAL ANNOUNCEMENT: NOTIFICATION OF MEETING LOCATION FOR NOVEMBER 16, 2007 – WATSONVILLE CITY COUNCIL CHAMBERS, 250 MAIN STREET, WATSONVILLE

Chair Tavantzis announced that the November 16, 2007 Board meeting would be held in Watsonville and noted that it was scheduled one week earlier than normal due to the Thanksgiving Holiday.

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

Margaret Gallagher reported that the Board would have a conference with its Labor Negotiators regarding UTU, Local 23, Fixed Route, and a conference with its Legal Counsel regarding the workers' compensation claim of Richard Dollente and the potential claim of Aiping Zhang and Po Zhao.

16. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None.

SECTION II: CLOSED SESSION

Chair Tavantzis adjourned to Special Open Session at 11:10 a.m. followed by Closed Session and reconvened to Open Session at 12:01 p.m.

SECTION III: RECONVENE TO OPEN SESSION

14. REPORT OF CLOSED SESSION

Margaret Gallagher reported that the Board took no reportable action in Closed Session.

ADJOURN

There being no further business, Chair Tavantzis adjourned the meeting at 12:01 p.m.

5-12.16

Respectfully submitted,



CINDI THOMAS
Administrative Services Coordinator

DRAFT

5-12.17

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

SPECIAL Open Session Minutes- Board of Directors

October 26, 2007

A SPECIAL Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, October 26, 2007 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

Chair Tavantzis called the meeting to order at 11:10 a.m.

SECTION I: OPEN SESSION

1. ROLLCALL:

DIRECTORS PRESENT

Jan Beautz
Dene Bustichi
Donald Hagen
Michelle Hinkle
Kirby Nicol
Emily Reilly
Mike Rotkin
Dale Skillicorn
Mark Stone
Marcela Tavantzis

DIRECTORS ABSENT

Pat Spence
Ex-Officio Donna Blitzer

STAFF PRESENT

Ciro Aguirre, Operations Manager
Angela Aitken, Finance Manager
Pat Aviles, Asst Human Resources Manager
Wally Brondstatter, Acting Paratransit Administrator
Mark Dorfman, Assistant General Manager
Mary Ferrick, Base Superintendent

Margaret Gallagher, District Counsel
Debbie Kinslow, Asst Finance Manager
Robyn Slater, Human Resources Manager
Tom Stickel, Maintenance Manager
Les White, General Manager

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

Adela Bates, Customer Service Representative
Ceil Cirillo, City of Santa Cruz RDA
Paul Marcelin-Sampson, Transit User
Ian McFadden, Transit Planner

Steve Paulson, Retiree
Bob Yount, MAC

5-12.18

2. CONSIDERATION OF AN AMENDMENT TO THE CONTRACT WITH ARNTZ BUILDERS, INC. EXTENDING THE CONTRACT EXPIRATION DATE FOR THE METROBASE SERVICE BUILDING TO DECEMBER 31,2007, WHILE MAINTAINING THE CONSTRUCTION COMPLETION DATE OF JANUARY 9,2007

Summary:

Les White reported that the current purchase order with Arntz Builders expires on October 31, 2007 and in order to continue to pay invoices, it is recommended that the Board authorize an amendment to the contract extending the expiration date to December 31, 2007, while maintaining the construction completion date of January 9, 2007.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR ROTKIN

Approve an amendment to the contract with Arntz Builders, Inc. that extends the contract expiration date to December 31, 2007, while maintaining the construction completion date of January 9,2007

Motion passed unanimously with Director Spence being absent.

3. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Chair Tavantzis reported that the Board would have a conference with its Legal Counsel regarding one case of anticipated litigation.

4. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None.

SECTION II: CLOSED SESSION

Chair Tavantzis adjourned to Closed Session at 11:15 a.m. and reconvened to Regular Open Session at 12:01 p.m.

SECTION III: RECONVENE TO OPEN SESSION

5. REPORT OF CLOSED SESSION IF ANY

Margaret Gallagher reported that the Board took no reportable action in Closed Session.

ADJOURN

There being no further business, Director Rotkin adjourned the meeting at 9:06 a.m.

5-12.19

Respectfully submitted,



CINDI THOMAS
Administrative Services Coordinator

DRAFT

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

November 9, 2007

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, November 9, 2007 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

In the absence of the Vice Chair, Chair Tavantzis called the meeting to order at 9:03 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Jan Beautz (arrived after roll call)
Donald Hagen
Michelle Hinkle
Kirby Nicol
Emily Reilly
Mike Rotkin (arrived after roll call)
Dale Skillicorn
Pat Spence
Mark Stone
Marcela Tavantzis
Ex-Officio Donna Blitzer

DIRECTORS ABSENT

Dene Bustichi

STAFF PRESENT

Ciro' Aguirre, Operations Manager
Angela Aitken, Finance Manager
Wally Brondstatter, Acting Paratransit Administrator
Mark Dorfman, Assistant General Manager
Mary Ferrick, Base Superintendent
Terry Gale, IT Manager

Margaret Gallagher, District Counsel
Debbie Kinslow, Asst Finance Manager
Robyn Slater, Human Resources Manager
Tom Stickel, Maintenance Manager
Les White, General Manager

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

Sandra Lipperd, UTU
Ian McFadden, Transit Planner
Eduardo Montesino, UTU

Steve Prince, UTU
Bob Yount, MAC

2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS

Written:

None.

5-12.21

Oral:

None.

3. LABOR ORGANIZATION COMMUNICATIONS

None.

4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None.

CONSENT AGENDA

5-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF OCTOBER 2007

No questions or comments.

5-2. CONSIDERATION OF TORT CLAIMS: NONE

No questions or comments.

5-3. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR NOVEMBER 28, 2007 AND MINUTES OF SEPTEMBER 19, 2007

No questions or comments.

5-4. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF AUGUST 2007

No questions or comments.

5-5. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JULY 2007

No questions or comments.

VICE CHAIR BEAUTZ AND DIRECTOR ROTKIN ARRIVED

ITEM #5-7 WAS TAKEN OUT OF ORDER

5-7. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH VALLEY POWER SYSTEMS FOR FACTORY REMANUFACTURED SERIES 50 DETROIT DIESEL ENGINES

Director Hagen asked if this purchase of diesel engines was in lieu of CNG conversion. Les White replied that these engines are for the thirty 1998 buses that will not be converted to CNG. These buses will be retired and liquidated out of the fleet in 2012.

5-12.22

5-8. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH CAROLYN CHANEY & ASSOCIATES FOR FEDERAL LEGISLATIVE SERVICES

No questions or comments.

ITEM #5-6 WAS TAKEN OUT OF ORDER

5-6. CONSIDERATION OF RESPONSE TO REQUEST FOR RIDERSHIP DATA ON ROUTES #54 & #55

Summary:

Ian McFadden gave a PowerPoint presentation and explained that this information was requested by the Board in response to the petition received recently to replace full-size buses with paratransit-type vans for routes serving the Seacliff Drive area.

Staff conducted ridership surveys on Routes 54 & 55 which showed steady ridership in the Aptos area on weekdays, however, ridership is lower on weekends. The only option for a smaller vehicle METRO currently owns is a Goshen which has a seated capacity of 17 and a full standing load of 25. A review of daily ridership indicates trips often exceed that capacity.

Discussion:

There was a discussion about ridership numbers and vehicle size, noting that a vehicle would not serve only one street, but would have to be full-size in order to serve other areas. Les White mentioned a letter that staff had received from Supervisor Pirie's office requesting the installation of three bus shelters in this exact same area.

Director Rotkin thanked staff for the requested information confirming that a cut in public service in this area is not justified.

VICE CHAIR BEAUTZ PRESIDED OF THE REMAINDER OF THE MEETING

5-9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH ALLIANT INSURANCE SERVICES TO EXTEND THE CONTRACT FOR LONG TERM DISABILITY INSURANCE FOR ONE ADDITIONAL YEAR

No questions or comments.

5-10. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH ALLIANT INSURANCE SERVICES TO EXTEND THE CONTRACT FOR EMPLOYEE DENTAL INSURANCE FOR ONE ADDITIONAL YEAR

No questions or comments.

5-12.23

5-11. ACCEPT AND FILE CALL STOP AUDIT REPORT FOR THE PERIOD OF JULY, AUGUST & SEPTEMBER 2007; REVIEW OF AUDIT PERCENTAGE DISTRIBUTION BY AREA AND REVIEW OF BUS OPERATORS' REQUIRED CALL STOP LIST

Discussion:

Sandra Lipperd, UTU, reported that the union had been involved in all previous versions of the Call Stop List, except the recent version which was distributed in March 2007. The union believes that some of the stops should not be on the current list based on orientation when the Talking Bus system is in manual announcing mode. The union wants to meet with management and resolve this issue.

Les White clarified that there are a total of only four stops on the current list that are "block specific". Rather than using two intersecting street names, they now indicate the street name and a block number. An example is Route 66 "Brommer & 1500 Block" which was previously "Brommer & 17th".

Mr. White added that no Board action is necessary as Ciro Aguirre and Mary Ferrick are making ongoing efforts to resolve this issue with the union.

5-12. ACCEPT AND FILE METROBASE STATUS REPORT

No questions or comments.

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

This presentation will take place at the November 16, 2007 Board meeting

7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JUNE 2007; DESIGNATION OF NET EXCESS REVENUE IN THE AMOUNT OF: \$261,411 FOR CARRYOVER INTO THE FY 07-08 BUDGET; \$178,440 FOR CARRYOVER BUS OPERATOR WAGE ADJUSTMENT; (\$197,229) FOR LIABILITY INSURANCE RESERVES; \$66,364 FOR WORKERS' COMPENSATION RESERVES; \$2,625,000 FOR CASH FLOW RESERVES; AND THE REMAINDER, IF ANY, FOR ALLOCATION TO CAPITAL RESERVES; AND ADOPTION OF SCHEDULE OF RESERVE ACCOUNTS

Summary:

Angela Aitken explained the preliminary \$4.3 million in FY07 excess revenue and the proposed Schedule of Reserves and carryover to the FY08 Budget. Ms. Aitken also reported that METRO's current cash flow reserve amount was set over 10 years ago and is inadequate today in the event of a fiscal or catastrophic event. Staff recommends increasing Cash Flow Reserves to cover 2 months of cash flow needs.

5-12.24

Discussion:

Les White explained that the new managers in the Finance department were directed to budget more realistically with a much higher level of precision by using actual anticipated expenditures and not attrition-based variances. Chair Tavantzis, and Directors Nicol, Reilly, and Rotkin all spoke in favor of the staff recommendations and different approach to budgeting.

8. CONSIDERATION OF UPDATED FRAMEWORK PLAN FOR METRO'S CAPITAL AND OPERATING BUDGETS FOR FY 2007 – 2012

Summary:

Les White reported that this is an update to the 5-year budget framework plan that the Board adopted in June 2006. Mr. White referred to Attachment page 8.a7, which reflects the staff recommendations Angela Aitken presented in the previous item and also shows \$400,000 available for consideration of adding new service beginning in the Spring 2008 bid. However, METRO will be short by 40 buses in 2012 unless diverted state funding is restored.

Mr. White explained that this budget framework is based on the assumptions listed on page 8.a2, which staff will update at least annually to determine if any adjustments are needed.

9. CONSIDERATION OF APPROVAL OF RESOLUTION AUTHORIZING AN AMENDED CLAIM TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR FY 2008 TRANSPORTATION DEVELOPMENT ACT (TDA) FUNDS

No questions or comments.

10. CONSIDERATION OF UTILIZATION OF A FACILITATOR FOR PREPARATION FOR FY 2008 UTU, LOCAL 23, FIXED ROUTE LABOR NEGOTIATIONS

Summary:

Les White reported that it is METRO's goal that the collective bargaining process with the United Transportation Union (UTU) Local 23 be conducted in an atmosphere of open communication and mutual respect and in order to assist the negotiation teams, METRO recommends the utilization of a facilitator. Mr. White stated that METRO is recommending Jim Greiner's "Hands-on Drumming", a facilitator suggested by UTU Local 23. Mr. White also noted that the expiration date of the current Labor Agreement is June 30, 2008 and not September 1, which is listed incorrectly in the Staff Report.

Steve Prince, UTU, stated that he is a member of the UTU Negotiations Team and that UTU is in favor of this recommendation and hopes that all managers and Board Members will participate.

11. CONSIDERATION OF APPROVAL OF MODIFICATION TO PLANNING INTERN CLASS SPECIFICATION (JOB DESCRIPTION)

5-12.25

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SKILLICORN

Approve the revised Class Specification (Job Description) for the Planning Intern to be used for the AMBAG Grant

Motion passed unanimously with Director Bustichi being absent.

12. ORAL ANNOUNCEMENT: NOTIFICATION OF MEETING LOCATION FOR NOVEMBER 16, 2007 – WATSONVILLE CITY COUNCIL CHAMBERS, 250 MAIN STREET, WATSONVILLE

Vice Chair Beautz announced that the November 16, 2007 Board meeting will be held at the Watsonville City Council Chambers at 250 Main Street.

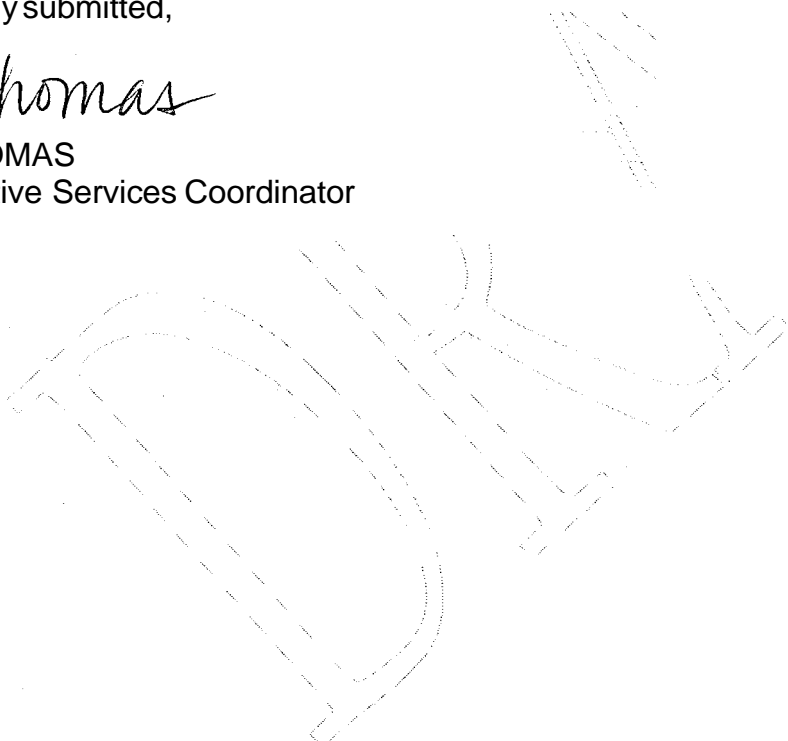
ADJOURN

There being no further business, Vice Chair Beautz adjourned the meeting at 10:23 a.m.

Respectfully submitted,



CINDI THOMAS
Administrative Services Coordinator



5-12.26

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

November 16, 2007

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, November 16, 2007 at the Watsonville City Council Chambers, 250 Main Street, Watsonville, CA.

Chair Tavantzis called the meeting to order at 9:05 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Jan Beautz
Donald Hagen
Michelle Hinkle
Kirby Nicol
Emily Reilly (arrived after roll call)
Mike Rotkin
Dale Skillicorn
Pat Spence
Marcela Tavantzis
Ex-Officio Donna Blitzer

DIRECTORS ABSENT

Dene Bustichi
Mark Stone

STAFF PRESENT

Ciro Aguirre, Operations Manager
Angela Aitken, Finance Manager
Frank Cheng, Metrobase Project Manager
Mark Dorfman, Assistant General Manager
Mary Ferrick, Base Superintendent
Terry Gale, IT Manager

Margaret Gallagher, District Counsel
Debbie Kinslow, Asst Finance Manager
Robyn Slater, Human Resources Manager
Tom Stickel, Maintenance Manager
April Warnock, Acting Paratransit Superintendent
Les White, General Manager

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

Sandra Lipperd, UTU
Eduardo Montesino, UTU
Manny Martinez, PSA
Peter Prince, UTU

Will Regan, VMU
Domingo Tovar, Bus Operator
Amy Weiss, Spanish Interpreter
Bob Yount, MAC

2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS

Written:

a. Dawn Shoquist

Re: Winter Service Revisions

5-12.27

Oral:

MAC Chair Robert Yount reported that the METRO Advisory Committee (MAC) currently has four (4) vacancies in its membership. Director Rotkin requested a MAC membership roster indicating vacancies and appointing Directors. Director Hagen stated that he had an applicant for MAC and would forward the application to METRO. Les White stated that METRO staff would provide the MAC membership roster and reported that promotional materials were going to be displayed on the buses and brochures would be available on the buses and at the METRO stations.

Director Spence thanked the Board Members, METRO Staff, and members of the community that had attended meetings of the Transportation Funding Task Force (TFTF). Les White reported that an acknowledgement of TFTF attendees would be included on a future agenda of the METRO Board of Directors meeting.

3. LABOR ORGANIZATION COMMUNICATIONS

None.

4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None.

CONSENT AGENDA

- 5-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF OCTOBER 2007
- 5-2. CONSIDERATION OF TORT CLAIMS:
 - DENY THE CLAIM OF MARY BELL, CLAIM #07-0036(A);
 - DENY THE CLAIM OF JOSEPH BELL, CLAIM #07-0036(B);
 - DENY THE CLAIM OF MATTHEW SMITH, CLAIM #07-0034;
 - DENY THE CLAIM OF WAWANESA INSURANCE (ESCOBAR), CLAIM #07-0039
- 5-3. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR NOVEMBER 28, 2007 AND MINUTES OF SEPTEMBER 19, 2007
- 5-4. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF AUGUST 2007
- 5-5. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JULY 2007
- 5-6. CONSIDERATION OF RESPONSE TO REQUEST FOR RIDERSHIP DATA ON ROUTES #54 & #55
- 5-7. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH VALLEY POWER SYSTEMS FOR FACTORY REMANUFACTURED SERIES 50 DETROIT DIESEL ENGINES
- 5-8. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH CAROLYN CHANEY & ASSOCIATES FOR FEDERAL LEGISLATIVE SERVICES

5-12.28

- 5-9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH ALLIANT INSURANCE SERVICES TO EXTEND THE CONTRACT FOR LONG TERM DISABILITY INSURANCE FOR ONE ADDITIONAL YEAR
- 5-10. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH ALLIANT INSURANCE SERVICES TO EXTEND THE CONTRACT FOR EMPLOYEE DENTAL INSURANCE FOR ONE ADDITIONAL YEAR
- 5-11. ACCEPT AND FILE CALL STOP AUDIT REPORT FOR THE PERIOD OF JULY, AUGUST & SEPTEMBER 2007; REVIEW OF AUDIT PERCENTAGE DISTRIBUTION BY AREA AND REVIEW OF BUS OPERATORS' REQUIRED CALL STOP LIST
- 5-12. ACCEPT AND FILE METROBASE STATUS REPORT
- 5-13. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE OCTOBER 2007 MEETING(S)
- 5-14. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH SHAW/YODER FOR STATE LEGISLATIVE SERVICES
- 5-15. CONSIDERATION OF CONFIRMING A CONSTRUCTION CHANGE ORDER FOR WEST BAY BUILDERS IN THE AMOUNT OF \$45,000 FOR PRIMARY ELECTRICAL SERVICE AND TELECOM PROVISIONS FOR THE MAINTENANCE BUILDING COMPONENT OF THE METROBASE PROJECT

ACTION: MOTION: DIRECTOR NICOL SECOND: DIRECTOR SKILLICORN

Approve the Consent Agenda

Motion passed unanimously **with** Directors Bustichi, Reilly, and Stone being absent.

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

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

TEN YEARS

Beverly A. Edwards, Bus Operator

TWENTY YEARS

Domingo L. Tovar, Bus Operator

TWENTY-FIVE YEARS

Glenn A. Lynch, Bus Operator

DIRECTOR REILLY ARRIVED

5-12.29

7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JUNE 2007; DESIGNATION OF NET EXCESS REVENUE IN THE AMOUNT OF: \$261,411 FOR CARRYOVER INTO THE FY 07-08 BUDGET; \$178,440 FOR CARRYOVER BUS OPERATOR WAGE ADJUSTMENT: (\$197,229) FOR LIABILITY INSURANCE RESERVES; \$66,364 FOR WORKERS' COMPENSATION RESERVES; \$2,625,000 FOR CASH FLOW RESERVES; AND THE REMAINDER, IF ANY, FOR ALLOCATION TO CAPITAL RESERVES; AND ADOPTION OF SCHEDULE OF RESERVE ACCOUNTS

Summary:

Angela Aitken read from the staff report and the supporting attachments highlighting specific items that created the need for the carryover to the FY08 Budget.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR ROTKIN

Accept and file Monthly Budget Status Report for June 2007; designation of net excess revenue in the amount of: \$261,411 for carryover into the FY 07-08 budget; **\$178,440** for carryover bus operator wage adjustment; (\$197,229) for liability insurance reserves; \$66,364 for workers' compensation reserves; \$2,625,000 for cash flow reserves; and the remainder, **if any**, for allocation to Capital Reserves; and adoption of schedule of Reserve Accounts

Motion passed unanimously with Directors **Bustichi** and Stone being absent.

8. CONSIDERATION OF UPDATED FRAMEWORK PLAN FOR METRO'S CAPITAL AND OPERATING BUDGETS FOR FY 2007 – 2012

Summary:

Les White referred to Attachment page 8.a2, "Five Year Budget Framework Assumptions, FY 07-12," and reported that a 5 year budget projection is only as valid as adherence to the assumptions used in preparing the document. Mr. White stated that some items are under the control of METRO and therefore can be managed by METRO to where other items are not under the control of METRO and cannot be managed by METRO. Mr. White stated that this situation requires that critical evaluation points need to be established to monitor changes in the economy, policy changes from external agencies, and other factors beyond METRO's control and how they may impact the budget. Mr. White suggested to the Board that evaluation points be established on a yearly basis in order to closely monitor any possible changes in the assumptions.

Les White read through the bulleted list on Attachment page 8.a2 and gave more detailed explanations of each item and its affect on METRO's budget.

Les White recommended that the Board of Directors include in today's action the acceptance of the attached document as METRO's 5-year projection plan until the final Short Range Transit Plan (SRTP) is received from Wilbur Smith Associates in order to meet the deadline of December 14, 2007 to apply for Proposition 1-B PTMISEA funding.

5-12.30

Discussion:

Director Reilly asked for clarification on the previously named High Intensity Transit Tier (HITT) committee and the conversion to the Small Transit Intensive Cities (STIP). Director Reilly referred to bullet #6 on the Five Year Budget Framework Assumptions document and inquired as to METRO's confidence on whether the funding will be available. Les White gave brief history of STIC and described the formula the FTA uses to evaluate transit districts for funding. Mr. White stated that he felt the funding would be available.

Director Nicol suggested that METRO staff actively search for alternative funding from government grants especially those that have environmental merit.

Director Spence pointed out that in the third sentence on page 8.5 of the staff report the number of buses should be forty (40) instead of thirty (30).

Director Spence asked why page 8.a2 did not include information for the price of liquefied natural gas (LNG) or compressed natural gas (CNG). Les White stated that the last bullet on the page should read "cost of propulsion" instead of "cost of diesel fuel" because the figures take into consideration the cost of all types of fuels and that METRO staff would change the wording on the document.

Director Rotkin inquired as to what the impact to the METRO budget would be if reassigned state funding could be recovered. Les White reported that based on the original proposed distribution METRO would receive 16 million dollars in funding and that it would have a major impact on the 5-year budget.

Director Skillicorn inquired as to the feasibility of leasing ~~buses~~ verses purchasing buses. Les White reported that it would actually be more expensive over time but would be a consideration in the event of being faced with service reduction.

Director Hagen inquired as to how METRO calculates the increase of Health Care costs for the budget and if the percentages included in the report are dependable. Les White stated that METRO works closely with the CalPERS Board and that he feels positive that the percentages are realistic.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR NICOL

Approve updated framework plan for METRO's Capital and Operating Budgets for FY 2007 – 2012 and acceptance of the attached document as METRO's 5-year Projection Plan until the final Short Range Transit Plan (SRTP) is received from Wilbur Smith Associates in order to meet the deadline of December 14,2007 to apply for Proposition 1-B PTMISEA funding.

Motion passed unanimously with Directors Bustichi and Stone being absent.

5-12.31

9. CONSIDERATION OF APPROVAL OF RESOLUTION AUTHORIZING AN AMENDED CLAIM TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR FY 2008 TRANSPORTATION DEVELOPMENT ACT (TDA) FUNDS

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Adopt resolution authorizing an amended claim to the Santa Cruz County Regional Transportation Commission for FY 2008 Transportation Development Act (TDA) funds

Motion passed unanimously with Directors Bustichi and Stone being absent.

10. CONSIDERATION OF UTILIZATION OF A FACILITATOR FOR PREPARATION FOR FY 2008 UTU, LOCAL 23, FIXED ROUTE LABOR NEGOTIATIONS

Summary:

Les White reported that it is METRO's goal that the collective bargaining process with the United Transportation Union (UTU) Local 23 be conducted in an atmosphere of open communication and mutual respect and in order to assist the negotiation teams, METRO recommends the utilization of a facilitator. Mr. White stated that METRO is recommending Jim Greiner's "Hands-on Drumming", a facilitator suggested by UTU Local 23.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Authorize the General Manager to utilize Jim Greiner's "Hands-On Drumming" as a facilitator in preparation for FY 2008, UTU Local 23, Fixed Route Labor Negotiations to assist in creating a positive atmosphere.

Motion passed unanimously with Directors Bustichi and Stone being absent.

11. CONSIDERATION OF APPROVAL OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF CYNTHIA A. CUMMINGS AS A BUS OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR ROTKIN

Adopt Resolution of Appreciation for the services of Cynthia A. Cummings as a Bus Operator for the Santa Cruz Metropolitan Transit District.

Motion passed unanimously with Directors Bustichi and Stone being absent.

12. CONSIDERATION OF APPROVAL OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF CAROL MOORE AS A BUS OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR ROTKIN

5-12.32

Adopt Resolution of Appreciation for the services of Carol Moore as a Bus Operator for the Santa Cruz Metropolitan Transit District.

Motion passed unanimously with Directors Bustichi and Stone being absent.

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

Margaret Gallagher reported that the Board would have a conference with its Labor Negotiators regarding UTU, Local 23, Fixed Route.

14. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None.

SECTION II: CLOSED SESSION

Chair Tavantzis adjourned to Closed Session at 10:09 a.m. and reconvened to Open Session at 10:39 a.m.

SECTION III: RECONVENE TO OPEN SESSION

15. REPORT OF CLOSED SESSION

Margaret Gallagher reported that the Board took no reportable action in Closed Session.

ADJOURN

There being no further business, Chair Tavantzis adjourned the meeting at 10:42 p.m.

Respectfully submitted,



DALE HAMILTON
Administrative Assistant

5-12.33

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

December 14, 2007

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, December 14, 2007 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice Chair Beautz called the meeting to order at 9:02 a.m.

SECTION I - OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Jan Beautz
Dene Bustichi
Donald Hagen
Michelle Hinkle
Kirby Nicol
Emily Reilly
Mike Rotkin
Dale Skillicorn
Pat Spence
Mark Stone
Marcela Tavantzis

DIRECTORS ABSENT

Ex-Officio Donna Blitzer

STAFF PRESENT

Ciro Aguirre, Operations Manager
Angela Aitken, Finance Manager
Wally Brondstatter, Acting Paratransit Administrator
Frank Cheng, MetroBase Project Manager
Mark Dorfman, Assistant General Manager

Mary Ferrick, Base Superintendent
Margaret Gallagher, District Counsel
Debbie Kinslow, Asst Finance Manager
Tom Stickel, Maintenance Manager
Les White, General Manager

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

Ceil Cirillo, City of Santa Cruz RDA
Tony Condotti, Attorney
Bonnie Lipscomb, City of Santa Cruz RDA

Dave Moreau, PSA
Bob Yount, MAC

2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS

Written:

- | | | | |
|----|--------------------------|-----|-----------------------------|
| a. | T. S. Anand | Re: | Winter Service Revisions |
| b. | Seacliff Drive Residents | Re: | Routes 54 & 55 Vehicle Size |

5-12.34

Oral:

None.

3. LABOR ORGANIZATION COMMUNICATIONS

None.

4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None.

Due to a time constraint, Vice Chair Beautz agreed to take Closed Session Item #3 at this time.

THE FOLLOWING CLOSED SESSION RELATED ITEMS WERE TAKEN OUT OF ORDER:

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

Margaret Gallagher reported that the Board would have a conference with its Real Property Negotiators regarding property located at 425 Front Street, Santa Cruz.

19. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None.

SECTION II: CLOSED SESSION

Vice Chair Beautz adjourned to Closed Session Item #3, at 9:05 a.m. and reconvened to Open Session at 9:39 a.m.

SECTION III: RECONVENE TO OPEN SESSION

20. REPORT OF CLOSED SESSION

Margaret Gallagher reported that the Board took no reportable action in Closed Session

DIRECTOR REILLY LEFT THE MEETING

CONSENT AGENDA

5-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF NOVEMBER 2007

No questions or comments.

5-2. CONSIDERATION OF TORT CLAIMS: NONE

5-12.35

No questions or comments.

- 5-3. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR DECEMBER 19,2007 AND MINUTES OF OCTOBER 17,2007

No questions or comments.

- 5-4. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF SEPTEMBER 2007

Ciro Aguirre and Wally Brondstatter explained that during the month of September, ParaCruz had experienced an anomaly with several operators being absent, which resulted in the higher percentage of rides performed by supplemental providers. This also decreased the number of shared rides because the rides by supplemental providers are generally not shared.

- 5-5. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR AUGUST 2007

No questions or comments.

- 5-6. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR THE MONTH ~~OF~~ OCTOBER 2007

No questions or comments.

- 5-7. ACCEPT AND FILE NOTIFICATION OF ACTION TAKEN IN CLOSED SESSION REGARDING GEORGE V. BAY AREA RAPID TRANSIT DISTRICT: U.S. DISTRICT COURT, NORTHERN DISTRICT ~~OF~~ CALIFORNIA, CASE NO. C 00-2206CW

No questions or comments.

- 5-8. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDMENT TO THE CURRENT LEASE FOR THE PROPERTY LOCATED AT 111 DUBOIS STREET, SANTA CRUZ TO EXTEND THE TERM FOR AN ADDITIONAL TEN-MONTH PERIOD

No questions or comments.

- 5-9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A NEW LEASE FOR THE PROPERTY LOCATED AT 115 DUBOIS STREET TO BEGIN ON FEBRUARY 1,2008 AND EXPIRE ON DECEMBER 31,2010

No questions or comments.

- 5-10. CONSIDERATION OF OWNED AND LEASED PROPERTY INVENTORIES TO DETERMINE IF THERE IS ANY PROPERTY IN EXCESS OF SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S FORESEEABLE NEEDS

5-12.36

No questions or comments.

5-11. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH CLASSIC GRAPHICS FOR VEHICLE BODY REPAIR AND PAINTING SERVICES

No questions or comments.

5-12. CONSIDERATION OF RECEIPT OF INFORMATION FROM THE GENERAL MANAGER REGARDING HIS ATTENDANCE AT THE FALL CONFERENCE OF THE CALIFORNIA TRANSIT ASSOCIATION NOVEMBER 12-14,2007

No questions or comments.

5-13. ACCEPT AND FILE METROBASE PROJECT STATUS REPORT

No questions or comments.

5-14. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH FRICKE-PARKS PRESS FOR PRINTING OF HEADWAYS

Staff agreed to implement Director Hagen's suggestion to add attention-getting language to the cover of future *Headways* indicating that there is English and Spanish language inside.

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

This presentation will take place at the December 21, 2007 Board meeting

7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JULY, AUGUST, AND SEPTEMBER 2007

Summary:

Angela Aitken explained the new format that clearly shows METRO's budget on a monthly, year to date, and year over year basis. Also, interdepartmental transfer will no longer be included, only transfers between different departments. Ms. Aitken pointed out an error on page #7.c10, which will be corrected and distributed with the December 21, 2007 Board Packet.

Discussion:

Several Directors spoke in favor of the new format.

8. CONSIDERATION OF RESOLUTION REVISING FY 08 OPERATING AND CAPITAL BUDGET

5-12.37

Summary:

Angela Aitken explained that this change is necessary because capital revenue was erroneously classified as operating revenue in FY08.

9. ACCEPTANCE OF FINANCIAL STATEMENTS WITH INDEPENDENT AUDITORS REPORT FOR THE YEAR ENDING JUNE 30,2007

Summary:

Angela Aitken reported that the auditors found the District to be in compliance and there were no new findings. Four findings from prior years were identified and have already been corrected or will be by Spring 2008.

10. CONSIDERATION OF APPROVAL OF 2008 STATE LEGISLATIVE PROGRAM

No questions or comments.

11. CONSIDERATION OF APPROVAL OF 2008 FEDERAL LEGISLATIVE PROGRAM

No questions or comments.

12. CONSIDERATION OF INFORMATION REGARDING THE AMERICAN PUBLIC TRANSPORTATION ASSOCIATION'S LEGISLATIVE COMMITTEE, AUTHORIZATION TASK FORCE, AND 2050 FRAMEWORK FOR THE FUTURE TASK FORCE, AND CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO CONTINUE TO PARTICIPATE IN THE ACTIVITIES OF THESE COMMITTEES

Summary:

Les White reported that he attended various committee meetings during this year's APTA Legislative Meeting, which was held in November. The Legislative Committee, along with the Executive Committee, is appointing an Authorization Task Force, which he has been asked to serve on. The APTA Executive Committee also created a 2050 Framework for the Future Task Force that he has been asked to co-chair, as a former APTA Chair. Mr. White explained the purpose of each committee and how METRO would benefit.

13. CONSIDERATION OF RESOLUTION AUTHORIZING THE GENERAL MANAGER TO SUBMIT APPLICATIONS AND EXECUTE AGREEMENTS FOR PUBLIC TRANSPORTATION MODERNIZATION, IMPROVEMENT, AND SERVICE ENHANCEMENT ACCOUNT (PTMISEA) FUNDS

Summary:

Mark Dorfman reported that the SCCRTC passed a resolution at its December 6,2007 meeting programming their share of the Proposition 1B Funds to METRO, which will be used for the

completion of the MetroBase Project. By taking this action, METRO will be certifying that the project will be fully constructed using other funds if the state funding does not materialize.

Les White added that staff will recommend that the Santa Cruz Civic Improvement Corporation (SCCIC) become active to serve as a debt service vehicle to get the full \$27 million that is programmed for Santa Cruz County over the life of Proposition 1B.

14. CONSIDERATION OF AUTHORIZING THE BOARD CHAIR TO TRANSMIT LETTERS OF APPRECIATION FOR METRO REPRESENTATIVES AND AFFILIATES FOR THEIR PARTICIPATION ON THE TRANSPORTATION FUNDING TASK FORCE

The Board asked that METRO bus magnets be included with the letters.

15. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT FOR THE PURCHASE OF ONE ELECTRIC HYBRID UTILITY VEHICLE, ONE HYBRID SEDAN, TWO PICK UP TRUCKS, AND TWO UTILITY BODY TRUCKS

Summary:

Tom Stickel reported that these are replacing nearly all of the remaining vehicles purchased in the mid 1980s and the order is due tomorrow, which is the reason action is being requested today.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SPENCE

Authorize the General Manager to use the State of California, Department of General Services contracts for the purchase of one each hybrid-electric utility vehicle from Hoblit Motors, Inc., one each hybrid-electric sedan from Cardinale Way Toyota, two each half ton pickup trucks from Downtown Ford Sales, and two each utility body trucks from Folsom Lake Ford

Discussion:

There was a discussion about the difficulties of purchasing vehicles from local dealerships. The Board requested that this possibility be revisited and staff agreed to do this on the next purchase and report their findings back to the Board.

Motion passed unanimously with Director Reilly being absent.

16. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH GRANITE CONSTRUCTION COMPANY FOR CONSTRUCTION OF BUS TURNAROUND AT CHINA GRADE

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SPENCE

Authorize the General Manager to execute a contract amendment for construction of a bus turnaround at China Grade and Highway 236 with Granite Construction Company to allow

5-12.39

for Contractor compensation of Caltrans double permit requirement and for compensation to provide Caltrans with a Water Pollution Control Plan (WPCP) for this project

Motion passed unanimously with Director Reilly being absent.

17. ORAL ANNOUNCEMENT: CONSIDERATION OF WISHING THE GENERAL MANAGER A HAPPY 60th BIRTHDAY

The Board wished Les White a Happy 60th Birthday, although Mr. White was in total denial.

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

Margaret Gallagher reported that the Board would have a conference with its Legal Counsel regarding the workers compensation case of Richard Orozco and one case of anticipated litigation. Item #3 was taken out of order at the beginning of today's meeting due to time constraints.

19. ORAL AND WRITTEN COMMUNICATIONS,REGARDINGCLOSED SESSION

None.

SECTION II: CLOSED SESSION

Vice Chair Beautz adjourned to Closed Session at 10:30 a.m. and reconvened to Open Session at 11:10 a.m.

SECTION III: RECONVENE TO OPEN SESSION

20. REPORT OF CLOSED SESSION

Margaret Gallagher reported that the Board took no reportable action in Closed Session.

ADJOURN

There being no further business, Vice Chair Beautz adjourned the meeting at 11:10 a.m.

Respectfully submitted,



CINDI THOMAS
Administrative Services Coordinator

5-12.40

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

December 21, 2007

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, December 21, 2007 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

Chair Tavantzis called the meeting to order at 9:02 a.m.

SECTION 1: OPEN SESSION

I - ROLL CALL:

DIRECTORS PRESENT

Jan Beautz (arrived after roll call)
Dene Bustichi
Donald Hagen
Michelle Hinkle
Kirby Nicol
Mike Rotkin
Dale Skillicorn
Pat Spence
Mark Stone
Marcela Tavantzis

DIRECTORS ABSENT

Emily Reilly
Ex-Officio Donna Btitzer

STAFF PRESENT

Ciro Aguirre, Operations Manager	Mary Ferrick, Base Superintendent
Angela Aitken, Finance Manager	Margaret Gallagher, District Counsel
Wally Brondstatter, Acting Paratransit Administrator	Debbie Kinslow, Asst Finance Manager
Frank Cheng, MetroBase Project Manager	Robyn Slater, Human Resources Manager
Mark Dorfman, Assistant General Manager	Les White, General Manager

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

Bonnie Morr, UTU

Bob Yount, MAC

2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS

Written:

- | | |
|-----------------------------|---------------------------------|
| a. T. S. Anand | Re: Winter Service Revisions |
| b. Seacliff Drive Residents | Re: Routes 54 & 55 Vehicle Size |

None.

5-12.41

3. LABOR ORGANIZATION COMMUNICATIONS

Bonnie Morr, UTU, wished the Board happy holidays and stated that the union is looking forward to the New Year and is hopeful that relations and communication between the union and management will improve and the upcoming labor negotiations will be productive. Ms. Morr clarified that the union has no connection to the Transit Tribune newsletter, which contains the personal opinions of a few specific people and does not reflect the view of the majority.

Ms. Morr said that neither the union nor management wants to relive the 2005 strike and that in order to move forward, the issue should not continue to appear in Board Packets. Ms. Morr spoke about managers recently working represented paratransit dispatch positions due to understaffing.

VICE CHAIR BEAUTZ ARRIVED

Ms. Morr stated that she enjoyed the Holiday Party and that the continued support of the Board and management is needed to rebuild the comfort zone for UTU.

4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Page #7.c12, which was inadvertently left out of the packets, was distributed today and is attached to the file copy of these minutes.

CONSENT AGENDA

- 5-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF NOVEMBER 2007
- 5-2. CONSIDERATION OF TORT CLAIMS: NONE
- 5-3. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR DECEMBER 19, 2007 AND MINUTES OF OCTOBER 17, 2007
- 5-4. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF SEPTEMBER 2007
- 5-5. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR AUGUST 2007
- 5-6. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR THE MONTH OF OCTOBER 2007
- 5-7. ACCEPT AND FILE NOTIFICATION OF ACTION TAKEN IN CLOSED SESSION REGARDING GEORGE V. BAY AREA RAPID TRANSIT DISTRICT; U.S. DISTRICT COURT, NORTHERN DISTRICT OF CALIFORNIA, CASE NO. C 00-2206CW
- 5-8. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDMENT TO THE CURRENT LEASE FOR THE PROPERTY LOCATED AT 115 DUBOIS STREET, SANTA CRUZ TO EXTEND THE TERM FOR AN ADDITIONAL TEN-MONTH PERIOD
- 5-9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A NEW LEASE FOR THE PROPERTY LOCATED AT 115 DUBOIS STREET TO BEGIN ON FEBRUARY 1, 2008 AND EXPIRE ON DECEMBER 31, 2010

5-12.42

- 5-10. CONSIDERATION OF OWNED AND LEASED PROPERTY INVENTORIES TO DETERMINE IF THERE IS ANY PROPERTY IN EXCESS OF SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S FORESEEABLE NEEDS
- 5-11. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH CLASSIC GRAPHICS FOR VEHICLE BODY REPAIR AND PAINTING SERVICES
- 5-12. CONSIDERATION OF RECEIPT OF INFORMATION FROM THE GENERAL MANAGER REGARDING HIS ATTENDANCE AT THE FALL CONFERENCE OF THE CALIFORNIA TRANSIT ASSOCIATION NOVEMBER 12-14, 2007
- 5-13. ACCEPT AND FILE METROBASE PROJECT STATUS REPORT
- 5-14. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH FRICKE-PARKS PRESS FOR PRINTING OF HEADWAYS
- 5-15. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE NOVEMBER 2007 MEETING(S)
- 5-16. ACCEPT AND FILE OCTOBER 2007 RIDERSHIP REPORT
- 5-17. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT TO EXTEND THE CONTRACT WITH EVERGREEN OIL, INC. FOR HAZARDOUS WASTE REMOVAL SERVICES
- 5-18. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT TO EXTEND THE CONTRACT WITH VALLEY POWER SYSTEMS FOR RE-POWER OF FORTY BUSES

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SKILLICORN

Approve the Consent Agenda

Motion passed unanimously with Director Reilly being absent.

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE, LONGEVITY AWARDS

The following employee was awarded a longevity certificate for their years of service:

TEN YEARS

Leslie R. White, General Manager

7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JULY, AUGUST, AND SEPTEMBER 2007

Summary:

Angela Aitken explained the new format that clearly shows METRO's budget on a monthly, year to date, and year over year basis. Also, interdepartmental transfer will no longer be included, only transfers between different departments.

5-12.43

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR NICOL

Approve the Budget Status Reports for July, August and September **2007**

Motion passed unanimously with Director Reilly being absent.

8. CONSIDERATION OF RESOLUTION REVISING FY 08 OPERATING AND CAPITAL BUDGET

Summary:

Angela Aitken explained that this change is necessary because capital revenue was erroneously classified as operating revenue in FY08.

ACTION: MOTION: DIRECTOR NICOL SECOND: DIRECTOR ROTKIN

Adopt Resolution revising the FY08 Operating and Capital Budget in accordance with Attachment A

Motion passed unanimously with Director Reilly being absent.

9. ACCEPTANCE OF FINANCIAL STATEMENTS WITH INDEPENDENT AUDITORS REPORT FOR THE YEAR ENDING JUNE 30, 2007,

Summary:

Angela Aitken reported that the auditors found the District to be in compliance and there were no new findings. Four findings from prior years were identified and have already been corrected or will be by Spring 2008.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEAUTZ

Formally accept the audited financial statements and reports prepared by Brown Armstrong, Certified Public Accountants, for the year ending June **30, 2007**

Motion passed unanimously with Director Reilly being absent.

10. CONSIDERATION OF APPROVAL OF 2008 STATE LEGISLATIVE PROGRAM

Summary:

Les White reported that METRO develops a list of legislative priorities each year for the Board's approval to be submitted to METRO's State legislative advocate. Mr. White explained each of the 2008 legislative goals that staff is recommending that the Board approve.

Mr. White reported that the main goal is to protect existing funding sources and levels for transit operating and capital assistance.

5-12.44

Discussion:

There was a discussion about the state budget crisis and its affect on anticipated funding. Director Rotkin stated that he feels METRO should take a more pro-active role in educating the public regarding transit funding and suggested that this should be a statewide effort involving other transit agencies.

ACTION: MOTION: DIRECTOR NICOL SECOND: DIRECTOR HAGEN

Adopt the proposed METRO **2008** State Legislative Program with the word “Aggressively” added to the beginning of Goals #5 and #7

Motion passed unanimously with Director Reilly being absent.

11. CONSIDERATION OF APPROVAL OF 2008 FEDERAL LEGISLATIVE PROGRAM

Summary:

Les White reported that METRO develops a list of legislative priorities each year for the Board’s approval to be submitted to METRO’s Federal legislative advocate. Mr. White explained each of the 2008 legislative goals that staff is recommending that the Board approve.

Mr. White reported that the main goal is to support appropriation of federal transit funds at the full authorized amount.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SKILLICORN

Adopt the proposed METRO **2008** Federal Legislative Program and direct staff to present information and letters to local jurisdictions advocating for their support of this program

Motion passed unanimously with Director Reilly being absent.

12. CONSIDERATION OF INFORMATION REGARDING THE AMERICAN PUBLIC TRANSPORTATION ASSOCIATION’S LEGISLATIVE COMMITTEE, AUTHORIZATION TASK FORCE, AND 2050 FRAMEWORK FOR THE FUTURE TASK FORCE, AND CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO CONTINUE TO PARTICIPATE IN THE ACTIVITIES OF THESE COMMITTEES

Summary:

Les White reported that he attended various committee meetings during this year’s APTA Legislative Meeting, which was held in November. The Legislative Committee, along with the Executive Committee, is appointing an Authorization Task Force, which he has been asked to serve on. The APTA Executive Committee also created a 2050 Framework for the Future Task Force that he has been asked to co-chair, as a former APTA Chair. Mr. White explained the purpose of each committee and how METRO would benefit.

5-12.45

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR HAGEN

Accept information regarding the recent actions of the American Public Transportation Association's Legislative Committee, Authorization Task Force, and 2050 Framework for the Future Task Force and authorize the continued participation of the General Manager in these committees

Motion passed unanimously with Director Reilly being absent.

13. CONSIDERATION OF RESOLUTION AUTHORIZING THE GENERAL MANAGER TO SUBMIT APPLICATIONS AND EXECUTE AGREEMENTS FOR PUBLIC TRANSPORTATION MODERNIZATION, IMPROVEMENT, AND SERVICE ENHANCEMENT ACCOUNT (PTMISEA) FUNDS

Summary:

Mark Dorfman reported that the SCCRTC passed a resolution at its December 6, 2007 meeting programming their share of the Proposition 1B Funds to METRO, which will be used for the completion of the MetroBase Project. By taking this action, METRO will be certifying that the project will be fully constructed using other funds if the state funding does not materialize.

Mr. Dorfman added that staff will recommend that the Santa Cruz Civic Improvement Corporation (SCCIC) become active to serve as a debt service vehicle to get the full \$27 million that is programmed for Santa Cruz County over the life of Proposition 1B.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR NICOL

Adopt Resolution authorizing the General Manager to submit applications to Caltrans and to execute agreements to obligate Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA) funds for MetroBase

Motion passed unanimously with Director Reilly being absent.

14. CONSIDERATION OF AUTHORIZING THE BOARD CHAIR TO TRANSMIT LETTERS OF APPRECIATION FOR METRO REPRESENTATIVES AND AFFILIATES FOR THEIR PARTICIPATION ON THE TRANSPORTATION FUNDING TASK FORCE

The Board asked that Donna Blitzer be included for her participation as a UCSC representative.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SKILLICORN

Authorize the Board Chair to transmit letters of appreciation to METRO representatives and affiliates who served on the SCCRTC TFTF

Motion passed unanimously with Director Reilly being absent.

5-12.46

15. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT FOR RESTORATION OF THE ROOF ON THE OPERATIONS BUILDING

Summary:

Mark Dorfman reported that the transfer of \$5,025 would cover a 15% contingency.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SKILLICORN

Authorize the General Manager to execute a contract for roof restoration on METRO's Operations Building located at 1200 River Street, Santa Cruz, with Western Roofing Service for an amount not to exceed \$26,625; authorize the transfer of \$5,025 from Non-Revenue Vehicle Replacement to support the additional cost required for this project

Motion passed unanimously with Director Reilly being absent.

16. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT FOR OPERATIONS PARKING LOT GRADING, PAVING/BLENDING PROJECT

Summary:

Frank Cheng reported that there is a 5-foot ground level difference between the Operations and Service Building parking lots. This action will give buses direct access between the facilities without having to drive out onto the street.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BUSTICHI

Authorize the General Manager to execute a contract for Parking Lot Paving/Grade-blending Construction Project at 1200 River Street, Santa Cruz, with Earthworks Paving Contractors, Inc. for a total amount not to exceed \$24,000

Motion passed unanimously with Director Reilly being absent.

ADJOURN

There being no further business, Chair Tavantzis adjourned the meeting at 10:35 a.m.

Respectfully submitted,



CINDI THOMAS
Administrative Services Coordinator

5-12.47

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 25, 2008
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
SUBJECT: CONSIDERATION OF CONTRACT RENEWAL WITH DIXON & SON, INC. FOR PURCHASE OF REVENUE AND NON-REVENUE TIRES

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to execute an amendment to the contract with Dixon and Son, Inc. to extend the term of the contract for one (1) additional year and allow a price increase equal to the annual percentage change to the Consumer Price Index for the San Francisco-Oakland-San Jose area (3.3%).

II. SUMMARY OF ISSUES

- The District has a contract with Dixon & Son, Inc. for revenue and non-revenue tires.
- At the option of the District, this contract may be renewed for four (4) additional one-year terms.
- Dixon & Son, Inc. has indicated that they are interested in extending the contract an additional year to February 28, 2009 with a price increase by 3.3 % which is equal to the annual percentage change in the Consumer Price Index for the San Francisco – Oakland – San Jose area.
- District staff is recommending that the Board of Directors authorize the General Manager to execute an amendment to the contract with Dixon and Son, Inc. to extend the term of the contract for one (1) additional year and allow a price increase of 3.3% which is equal to the annual percentage change to the Consumer Price Index for the San Francisco-Oakland-San Jose area.

III. DISCUSSION

The District's current contract with Dixon & Son, Inc. for revenue and non-revenue tires is due to expire on February 28, 2008. Dixon & Son, Inc. has provided good service under this contract. An extension of the contract would be favorable to the District. Section 3.02 of the contract allows the District the option to renew the contract for four (4) additional one-year terms. Dixon & Son, Inc. has also reviewed the contract and has indicated their desire to extend the contract for one additional year with a 3.3% price increase which is the annual percentage change in the Consumer Price Index for the San Francisco – Oakland – San Jose area as provided in the original contract.

5-13.1

It is recommended that the Board of Directors authorize the General Manager to execute an amendment to the contract with Dixon & Son, Inc. to extend the contract one (1) additional year and allow a 3.3% price increase equal to the annual percentage change to the Consumer Price Index for the San Francisco-Oakland-San Jose area.

IV. FINANCIAL CONSIDERATIONS

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

V. ATTACHMENTS

Attachment A: Email from Dixon & Son, Inc.

Attachment B: Amendment to Contract with Dixon and Son, Inc.

5-13.2

From: <dixonandsontires@sbcglobal.net>
To: <davedixon32@comcast.net>
Subject: metro contract renew 2008 1y.doc
Date: Mon, 7 Jan 2008 21:44:28 +0000



Jan 7 2008

125 Walker Street, Watsonville, Ca. 95075 831 722-4197
Santa Cruz Metro Transit District 1 10 Vernon Street Suite B Santa Cruz, Ca 95060

Renewal of Contract for Revenue and Non Revenue Vehicle Tires (05-13) Att: Lloyd Longnecker, Dixon & Son Tire would like to extended the current Tire contract with Santa Cruz Metro **for an** additional year. With the option of a price increase of 3 **3%** equal to the Consumer Price **Index** for the San Francisco Bay Area *Thank* you for the opportunity to take care of all your tire needs we **look** forward to continuing business with you, and if you have any questions or comments, please call me at **831-750-7435** or **831-722-4197**
Sincerely, Dave Dixon President Dixon and Son Tire

5-13.a1

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
SECOND AMENDMENT TO CONTRACT FOR REVENUE AND NON-REVENUE
TIRES**

This Second Amendment to the Contract for revenue and non-revenue tires is made effective March 1, 2008 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California ("District") and Dixon and Son, Inc. ("Contractor").

I. RECITALS

- 1.1 District and Contractor entered into a Contract for revenue and non-revenue tires ("Contract") on March 1, 2006.
- 1.2 The Contract allows for the extension upon mutual written consent.
- 1.3 Contractor has requested a 3.3% price increase.

Therefore, District and Contractor amend the Contract as follows:

II. TERM

- 2.1 Article 3.02 is amended to include the following language:

This Contract shall continue through February 28, 2009. This Contract may be mutually extended by agreement of both parties.

III. COMPENSATION

- 3.1 Article 5.01 is amended to include the following language:

Effective March 1, 2007, prices shall be increased 3.3 % which is equal to the annual percentage change in the Consumer Price Index for the San Francisco – Oakland -- San Jose Area.

IV. REMAINING TERMS AND CONDITIONS

- 4.1 All other provisions of the Contract that are not affected by this amendment shall remain unchanged and in full force and effect.

V. AUTHORITY

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

SIGNATURES ON NEXT PAGE

5-13.61

Signed on _____

DISTRICT
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
DIXON AND SON, INC.

By _____
Dave H. Dixon
Owner

Approved as to Form:

Margaret R. Gallagher
District Counsel

5-13.62

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 25, 2008
TO: Board of Directors
FROM: Tom Stickel, Manager of Maintenance
SUBJECT: **CONSIDERATION OF CONTRACT RENEWAL FOR WORKERS
COMPENSATION CLAIMS ADMINISTRATION SERVICES WITH
SEDGWICK CLAIMS MANAGEMENT SERVICES, INC.**

I. RECOMMENDED ACTION

District Staff recommends that the Board of Directors authorize the General Manager to renew the contract for workers compensation claims administration with Sedgwick Claims Management Services, Inc. for one (1) additional year and allow a price increase equal to the annual percentage change to the Consumer Price Index for the San Francisco-Oakland-San Jose area.

II. SUMMARY OF ISSUES

- The District's contract for the administration of its worker's compensation program will expire on February 28, 2008.
- The District awarded a contract in March of 2005 for a two-year contract with three optional one-year extensions.
- Sedgwick Claims Management Services, Inc. (formerly Octagon Risk Services) is offering to extend their contract services for one additional year with a increase in the fixed service fee for the new contract period equal to the annual percentage change to the Consumers Price Index for the San Francisco-Oakland-San Jose area.
- District Staff recommends that the Board of Directors authorize the General Manager to renew the contract for workers compensation claims administration with Sedgwick Claims Management Services, Inc. for one (1) additional year and allow a price increase equal to the annual percentage change to the Consumer Price Index for the San Francisco-Oakland-San Jose area.

III. DISCUSSION

The District contracts with a third party administrator for its self-insured worker's compensation program. Over the past two years the District has contracted with Sedgwick Claims Management Services, Inc. to provide these services. An extension of the contract would be beneficial to the District. Article 4 of the contract allows the District the option to renew the contract. Contractor

5-14.1

has also reviewed the contract and has indicated their desire to extend the contract for an additional year with a

District Staff recommends that the Board of Directors authorize the General Manager to renew the contract for workers compensation claims administration with Sedgwick Claims Management Services, Inc. for one (1) additional year and allow a price increase equal to the annual percentage change to the Consumer Price Index for the San Francisco-Oakland-San Jose area.

IV. FINANCIAL CONSIDERATIONS

Funds are available in the Human Resources operating budget for this amendment.

V. ATTACHMENTS

Attachment A: Letter from Sedgwick Claims Management Services, Inc.

Attachment B: Contract amendment with Octagon Risk Services, Inc.



Sedgwick CMS

Sedgwick Claims Management Services, Inc.
2101 Webster Street, Suite 645, Oakland, CA 94612
Telephone 510 302 3000 Facsimile 510 302 3264

Attachment **A**

January 7, 2008

Mr. Lloyd Longnecker
Purchasing Agent
110 Vernon St., Suite B.
Santa Cruz, CA 95060

Re: Proposed Second Amendment to Contract No. 04-08 for W.C. Claims Adm. Svs.

Dear Mr. Longnecker:

Thank you for the opportunity to extend the contract for another year as allowed under article 4.01 of the contract. Sedgwick CMS is proud to be an integral part of your Workers' Compensation program and to continue the administrative services we have provided over the years and welcome the extension of our partnership from March 1, 2008 through February 28, 2009.

If you could please provide me with a draft of the renewal agreement, including any proposed changes, amendments, and compensation. We understand the pricing increase for the subsequent year(s) shall not exceed the consumer price index for the San Francisco – Oakland area and Sedgwick CMS accepts this pricing increase agreement as noted in the "Specifications for Workers' Compensation Claims Administration" under the "Intent of Request for Proposal" for the Santa Cruz Metro "Transit District workers' compensation administration fees.

Once our legal department has reviewed the proposed second amendment to the contract I will advise of any proposed changes, at the moment I do not foresee any; however, I do need to obtain their approval of the language in the proposal prior to signature.

If you have any questions or comments you can contact me by telephone at (510)302-3157. or email address: mark.behrman@sedgwickcms.com

Sincerely,

Mark B. Behrman
Program Manager

Cc: Robyn Slater, Manager of Human Resources.
Margaret Gallagher, District Counsel

5-14.a1

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
SECOND AMENDMENT TO CONTRACT NO. 04-08
WORKERS COMPENSATION CLAIMS ADMINISTRATION SERVICES**

This Second Amendment to Contract No. 04-08 for workers compensation claims administration services is made effective March 1, 2008 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California ("District") and Sedgwick CMS Company, formerly Octagon Risk Services, Inc. ("Contractor").

I. RECITALS

1.1 District and Contractor entered into a Contract for workers compensation claims administration services ("Contract") on March 1, 2005.

1.2 The Contract allows for the extension upon mutual written consent.

1.3 Contractor requests a rate increase in the fixed service fee for the new contract period equal to the annual percentage change in the Consumers Price Index for the San Francisco, Oakland, San Jose area in effect as of March 1, 2008.

Therefore, District and Contractor amend the Contract as follows:

II. TERM

2.1 Article 3.02 is amended to include the following language:

This contract shall continue through February 28, 2009. This Contract may be mutually extended by agreement of both parties.

III. COMPENSATION

3.1 Add the following to Article 5. COMPENSATION, Item 5.01:

Effective March 1, 2008, the annual fixed fee for services will be increased by a percentage rate equal to the annual percentage change in the Consumers Price Index for the San Francisco, Oakland, San Jose area in effect on March 1, 2008.

IV. REMAINING TERMS AND CONDITIONS

4.1 All other provisions of the Contract that are not affected by this amendment shall remain unchanged and in full force and effect.

V. AUTHORITY

5.1 Each party has full power to enter into and perform this Second Amendment to the Contract and the person signing this Second Amendment on behalf of each has been

properly authorized and empowered to enter into it. Each party further acknowledges that it has read this Second Amendment to the Contract, understands it, and agrees to be bound by it.

Signed on _____

DISTRICT--SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR-- SEDGWICK CMS COMPANY

By _____
Kim Brown
Sedgwick Corporate Counsel

APPROVED AS TO FORM:

Margaret R. Gallagher
District Counsel

5-14.62

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: January 25, 2008
TO: Board of Directors
FROM: Margaret Gallagher, District Counsel
SUBJECT: ACCEPT AND FILE CALL STOP AUDIT REPORT FOR THE PERIOD OF OCTOBER THROUGH DECEMBER 2007

I. RECOMMENDED ACTION

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

11. SUMMARY OF ISSUES

- At the November 2001 Board of Directors meeting, staff was authorized to conduct quarterly call stop compliance audits of the internal call stop announcements.
- Staff contracted with Robert S. Bortnick & Associates, a private investigative firm, to conduct the audit.
- METRO has 41 active routes serving 998 active bus stops. On July 25, 2003, the Talking Bus was activated on all local routes excluding the Highway 17 service.
- On February 23, 2004 all buses and routes, including the Highway 17 service were equipped with the Talking Bus Technology and the system was fully operational.

III. DISCUSSION

At the November 2001, Board of Directors' meeting, staff was authorized to conduct quarterly call stop compliance audits to insure that call stop announcements were being made. Staff contracted with Robert S. Bortnick & Associates, a private investigative firm, to conduct the audits. Robert S. Bortnick & Associates was authorized to conduct 100 hours to survey the internal announcements at a cost of \$5,000.00 each quarter. METRO has 41 active routes serving 998 active bus stops. METRO purchased Talking Bus equipment and programming capabilities in order to assure compliance with the call stop requirements. On July 25, 2003 the Talking Bus was activated on all local routes. On February 23, 2004, all buses in Metro's fixed route service, including the Highway 17 service, were equipped with the Talking Bus Technology.

Attachment A details the results of the current audit for the period October through December 2007. The results of the audit indicate a compliance rate of 99%. Therefore, of the 2,146 possible stop announcements, the announcements were properly announced 2,122 times (99%) and failed 24 times (1%) during the period. Attachment B provides a summary the results of the call stop audits for the last three years, since the Talking Bus Technology has been in operation.

All compliance issues are referred to the Operations Department for review and appropriate action. Equipment malfunctions are referred to the Maintenance Department and programming errors are referred to the IT Department.

Additionally, METRO's contract security guards complete random external route announcement checks on 25 buses per day at Pacific Station, verifying that each bus announces the route four times within a 2-minute period prior to the bus' departure from Pacific Station. During this period, October through December 2007, the security guards documented 100 possible daily announcements for the 25 buses (4 X each). For this three month period, of the 92 days audited and a total of 100 possible daily announcements, all of the external announcements were announced, a success rate of 100%.

METRO has recently contracted with Susan Clarke, an Independent contractor, to audit the external announcements at the Cavallaro Transit Center and the Watsonville Transit Center. A summary of Ms Clarke's audits from October 1st through December 31st is described in the following table:

Total external announcements audited at both transit centers during period:	3668
Successful external announcements during period:	3641
Failures of external announcements during period:	27
Percentage of external announcements properly made during period:	99.26%
Percentage of external announcements failed during period:	.74%

Ms. Clarke audited 917 buses, which are each required to make four (4) external announcements before departing the transit centers. Therefore of the 3668 required announcements, 3641 announcements were successful, a 99.26% success rate. Only 27 failures occurred during the period, less than 1% failure rate.

IV. FINANCIAL CONSIDERATIONS

Randomly conducted call stop compliance audits cost approximately \$20,000.00 per year. An additional \$1,000.00 per month is being expended for the Independent Contractor, Susan Clarke.

V. ATTACHMENTS

- Attachment A:** Stop Announcement Audit Results (October - December 2007)
- Attachment B:** Summary of Audit Results

5-15.2

ROBERT S. BORTNICK & ASSOCIATES
PRIVATE INVESTIGATION

CRIMINAL/CIVIL
CA LIC NO P111733

136 VERNON STREET
SANTA CRUZ, CALIFORNIA 95060
TELEPHONE (831) 423-5122
FAX (831) 459-0430
E-MAIL BortnickPI@yahoo.com

**STOP ANNOUNCEMENT AUDIT RESULTS
(OCT 2007 – DEC 2007)**

Statistical Summary

Total number of trips surveyed _____ 97

Total number of trips with talking buses _____ 97 (100%)

Total number of stop announcements surveyed _____ 2,146

Total number of stop announcements made _____ 2,122 (99%)

Total number of stop announcements missed _____ 24

Operator Badge Not

Trips – Percentage by Area

Area 1	Santa Cruz/UCSC	50 trips (of 95)	53%
Area 2	Scotts Valley/SLV	19 trips (of 95)	20%
Area 3	Capitola/Live Oak	18 trips (of 95)	19%
Area 4	Watsonville	8 trips (of 95)	8%

(Note: Route 17 trips not applicable to any area, so not included in above percentages)

5-15.91

Table of Results

<u>ROUTE</u>	<u>OP #</u>	<u>BUS #</u>	<u>DATE</u>	<u>CALLS</u>		<u>AREA</u>
				<u>MADE</u>	<u>MISSED</u>	
13–Mission & Natural Bridges		9822	12/17/07	41	0	1
13–Mission & Natural Bridges		9822	12/18/07	33	0	1
13–Mission & Natural Bridges		2215	12/19/07	16	1	1
14–Harv Wst/Para/Emeline		9802	11/14/07	24	2	1
14–Haw Wst/Para/Emeline		9802	11/27/07	24	1	1
14–Haw Wst/Para/Emeline		9802	12/10/07	28	0	1
17–Beach/Lighthouse		2236	10/31/07	18	0	1
17–Beach/Lighthouse		2221	11/30/07	17	1	1
17–Beach/Lighthouse		2235	12/11/07	9	0	1
17–Beach/Lighthouse		9823	12/19/07	20	0	1
39–Prospect Hts/Emeline		2232	12/11/07	11	0	
10–UC High St		9825	10/24/07	8	0	
10–UC High St		2235	10/26/07	21	0	
10–UC High St		2233	12/13/07	8	0	1
13–UC Walnut		2225	10/30/07	19	0	1
13–UC Walnut		9820	11/14/07	19	0	1
13–UC Walnut		9820	12/10/07	18	1	
13–UC Walnut		9820	12/12/07	17	0	1
13–UC Walnut		9826	12/13/07	20	0	1
15–Laurel West		2225	10/26/07	19	0	1
15–Laurel West		9829	10/30/07	13	0	1
15–Laurel West		9820	11/14/07	12	0	1
		9835	12/12/07	15	1	1
		9820	10/31/07	14	0	1
		2229	11/14/07	17	0	1
		2210	12/12/07	15	0	1
16–Laurel East		2232			0	1
16–Laurel East		2232			0	1
17–San Jose via SVTC		2304	12/20/07	13	0	n/a
		2304	12/20/07	12	0	n/a
		9826	10/31/07	16	0	1
19–Lower Bay		981	12/11/07	6	0	1
19–Lower Bay		9813	12/12/07	21	0	1
19–Lower Bay		8095	12/18/07	20	0	1
19–Lower Bay		9824	12/19/07	11	0	1
19–Lower Bay Weekend		9803	11/25/07	25	1	1
		2226	12/08/07	19	0	1
		2236	11/14/07	29	0	1
		9815	11/25/07	20	0	1
		9807	11/30/07	16	0	1
		9804	12/08/07	28	0	1
		8095	12/10/07	22	1	1

5-15.a2

Table of Results

<u>ROUTE</u>	<u>OP #</u>	<u>BUS #</u>	<u>DATE</u>	<u>CALLS MADE</u>	<u>CALLS MISSED</u>	<u>CALLS AREA</u>
20 – UC Westside		8077	12/13/07	20	0	1
20 – UC Westside		2230	12/19/07	19	0	1
27X – UC Express		9836	10/24/07	6	0	1
27X – UC Express		9840	12/13/07	1	1	1
31 – SV Dr/Graham Hill		8095	11/27/07	21	0	2
31 – SV Dr/Santa Cruz		2208	12/31/07	15	0	2
32 – Graham Hill		9812	11/14/07	42	0	2
32 – Graham Hill		2231	12/31/07	15	0	2
35 – Santa Cruz		2211	11/27/07	5	0	2
35 – Santa Cruz		9809	12/09/07	23	0	2
35 – Santa Cruz		2215	12/15/07	23	0	2
35 – Santa Cruz		9816	12/31/07	13	0	2
35 – Santa Cruz via Glen Arbor		9813	10/14/07	27	0	2
35 – Santa Cruz via Glen Arbor		2212	11/13/07	36	0	2
35 – Santa Cruz via Glen Arbor		2214	11/26/07	36	0	2
35 – Santa Cruz via Glen Arbor		9816	12/31/07	4	0	2
35 – Glen Arbor/Mt Str		9818	12/31/07	6	0	2
35A – Glen Arbor/Mt Str		2215	10/14/07	39	0	2
35A – Glen Arbor/Mt Str		2215	11/13/07	47	0	2
35A – Glen Arbor/Mt Str		9809	12/09/07	39	0	2
35A – Glen Arbor/Mt Str/Sylvan		2217	12/15/07	39	0	2
35A – Hwy 9 / Bear Creek		9815	11/26/07	40	0	2
35A – Hwy 9 / Bear Creek		9818	12/31/07	23	0	2
40 – Santa Cruz		9829	12/07/07	15	0	1
40 – Waddell Creek/Davenport		9829	12/07/07	14	1	1
41 – Bonny Doon		9809	12/26/07	23	0	1
41 – Santa Cruz		9809	12/26/07	26	0	1
42 – Davenport/Bonny Doon		2236	10/31/07	46	0	1
42 – Davenport/Bonny Doon		2236	12/11/07	35	0	1
53 – Dominican		9811	12/27/07	19	0	3
55 – Rio Del Mar		8081	11/07/07	32	1	3
56 – Cabrillo/La Selva		9801	11/28/07	21	0	3
56 – Capitola Mali		9801	11/28/07	10	1	3
66 – 17 th Ave/Capitola Mall		2218	12/27/07	11	0	3
66 – 17 th Ave/Santa Cruz		9815	10/22/07	31	0	3
68 – Capitola Mall		9810	11/14/07	30	0	3
68 – Capitola Mall		9805	12/27/07	12	0	3
68 – Santa Cruz		2216	11/14/07	29	0	3
69 – Capitola Mall		2219	12/27/07	11	0	3
69A – Capitola Rd/SC		2225	12/29/07	27	1	3-4
69W – Cabrillo/Santa Cruz		2206	11/28/07	15	0	3-4
69W – Cabrillo/Watsonville	---	2235	10/22/07	19	0	3

5-15.a3

Table of Results

<u>ROUTE</u>	<u>OP #</u>	<u>BUS #</u>	<u>DATE</u>	CALLS		
				<u>MADE</u>	<u>MISSED</u>	<u>AREA</u>
69W – Cabrillo/Watsonville		2237	11/28/07	15	2	3-4
69W – Cabrillo/Watsonville		2232	12/27/07	12	0	3
70 – Cabrillo		9805	11/07/07	28	1	3
71 – Clifford/Santa Cruz		2208	11/27/07	17	0	3
71 – Clifford/Watsonville		2207	10/23/07	72	1	3-4
71 – Crestview/Santa Cruz		2601	10/23/07	70	0	3-4
71 – Crestview/Santa Cruz		9826	12/27/07	11	1	3
71 – Crestview/Watsonville		2228	12/29/07	48	0	3-4
72 – Corralitos		2223	12/04/07	37	0	4
75 – Green Valley		2204	12/04/07	15	0	4
76 – Buena Vista		2225	12/29/07	40	1	4
91 – Cab/SC Express		9823	12/31/07	8	2	4
91 – Cab/Wats Express		9803	12/31/07	11	2	4

5-15.a4

SUMMARY OF THE CALL STOP QUARTERLY AUDIT RESULTS

	Jan-Mar 2005	Apr-Jun 2005	Jul-Sep 2005	Dec 2005- Feb 2006	Apr-Jun 2006	Jul-Sept 2006	Oct-Dec 2006	Jan-Mar 2007	Apr- Jun 2007	July-Sep 2007	Oct-Dec 2007
Call Stops Surveyed	3,521	3,061	2,420	3,297	2,747	2,535	2,777	2461	2413	2606	2146
Call Stops Announced	3,490	3,003	2,367	3,258	2,693	2,491	2,755	2430	2386	2563	2122
Call Stops Not Announced	31	58	53	39	54	44	22	31	27	43	24
Percent of Call Stops Completed	99.1%	98.1%	97.8%	98.8%	98%	98.3%	99.2%	98.7%	98.9%	98.4%	98.9%
% of Call Stops Not Completed	.9%	1.9%	2.2%	1.2%	2%	1.7%	.8%	1.3%	1.1%	1.6%	1.1%

5-15.61

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 25,2008
TO: Board of Directors
FROM: Mark J. Dorfinan, Assistant General Manager
SUBJECT: ACCEPT AND FILE VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR PREVIOUS MEETINGS

I. RECOMMENDED ACTION

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

11. SUMMARY OF ISSUES

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

111. DISCUSSION

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

IV. FINANCIAL CONSIDERATIONS

There is no cost impact from this action.

V. ATTACHMENTS

- Attachment A:** Minutes of the December 6,2007 Regular SCCRTC Meeting
Attachment B: Minutes of the December 20,2007 Transportation Policy Workshop

5-16.1

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
AND
SERVICE AUTHORITY FOR FREEWAY EMERGENCIES

DRAFT MINUTES

Thursday
December 6, 2007
9:00 a.m.

Board of Supervisors Chambers
701 Ocean street
Santa Cruz, CA 95060

1. Roll Call

Members Present:	Jan Beautz	Ellen Pirie
	Dene Bustichi	Emily Reilly
	Tony Campos	Antonio Rivas
	Neal Coonerty	Pat Spence
	Randy Johnson	Mark Stone
	Kirby Nicol	Marcela Tavantzis
	Dave Murray (ex-officio Alt.)	

Staff Present:	George Dondero	Yesenia Parra
	Luis Mendez	Kim Shultz
	Gini Pineda	Cory Caletti
	Grace Blakeslee	Karena Pushnik
	Jeff Banks	Rachel Moriconi
	Tegan Speiser	David Garti

2. Oral Communications

Jack Nelson said that the automobile is not a sustainable mode of transportation.

Chuck Huddleston made suggestions regarding practices and procedures for the Commissioner appointments to commission committees.

Bill La Bon said that bicycling on Highway 9 needs to be made safer and suggested adding a shoulder to the highway. He was advised to submit his concern and request in writing to the RTC.

3. Additions or Deletions to Consent and Regular Agendas

Executive Director George Dondero said that there were add-on pages for Items 18, 20 and 21 and a replacement page for

Item 22. He added that the Commissioners have bios of the Commission staff, as requested.

CONSENT AGENDA - Pirie/Beautz

Commissioner Pirie said that there was no author indicated for the article listed as Item 15. Ms. Pirie asked that all future articles have the name of the author listed. She asked that if the article was a response to a previous article, that the original article be included in the packet.

4. Approved Minutes of the November 1, 2007 Regular SCCRTC Meeting
5. Approved Minutes of the November 15, 2007 Transportation Policy Workshop Meeting

POLICY

6. Authorized Letter of Support to Re-appoint R. Kirk Lindsey to the California Transportation Commission.

PROJECTS and PLANNING

7. Accepted the Central Coast Intelligent Transportation System (CCITS) Implementation Plan

COMMISSION BUDGET AND EXPENDITURES

8. Accepted Quarterly Status Report on Transportation Development Act (TDA) Revenues
9. Approved Staff Recommendation on Proposition 1B Public Transportation Modernization, Improvement and service Enhancement Account Funds for Santa Cruz Metropolitan Transit District (Resolution 09-08)

ADMINISTRATION

NONE

COMMITTEE MINUTES

10. Accepted Draft Minutes of the November 15, 2007 Interagency Advisory Committee Meeting

4-2

5-16.02

INFORMATION/OTHER

11. Accepted Monthly Meeting Schedule!
12. Accepted Correspondence Log
13. Accepted Letters from SCCRTC Committees and Staff to Other Agencies - None
14. Accepted Miscellaneous Written Comments from the Public on SCCRTC Projects and Transportation Issues
15. Accepted Information Items
 - a. Article August 28, 2007: "TriMet Review of "Debunking Portland: The Public Transit Myth"

SERVING AS THE SERVICE AUTHORITY FOR FREEWAY EMERGENCIES (SAFE)

No Consent Items

REGULAR AGENDA

16, Commissioner Reports

Commissioner Stone reported that he attended the CalCOG Delegates Meeting and the Blueprint Learning Network on November 14th. He noted that transportation funding is becoming increasingly tied to blueprint planning and that this approach does not work equally well for individual local planning agencies throughout the state. He said that he asked that any statement from CalCOG reflect that every region is not in favor of blueprinting and said that communication to CalCOG from elected officials is important, as the majority of attendees were from Caltrans. He said that Caltrans is using blueprint planning as part of their climate change program. He added that Attorney General Brown declared that any Environmental Impact Report in the state needs to have a climate change component. Commissioner Stone said that the SCCRTC is not currently in danger of losing state funding because AMBAG is involved in the blueprint process.

17, Director's Report

Executive Director George Dondero announced that these would be no closed Session today and that there will be a Transportation Policy Workshop on December 20th. He also said that Capitola Road at Soquel Avenue is expected to be closed next week for paving.

4-3

5-16.23

18. Caltrans Report

David Murray, Caltrans District 5, said that the project list is current. He noted a handout that answered questions posed at the November Commission meeting and the report on the Highway 1/17 Merge Lanes Project. He said that the Branciforte overcrossing will be closed for nine months.

Commissioner Tavantzis asked if alternate route cards were being distributed. Senior Planner Karena Pushnik said that the City of Santa Cruz Redevelopment Agency is the lead agency for the project and is delivering route cards to neighbors, libraries and to people on the mailing list..

Commissioner Rivas asked that Caltrans check to ensure that: all work on Highway 129 is being done at night, as planned.

19. Election of 2008 SCCRTC Chair and Vice-Chair

Commissioner Beutz moved to nominate Commissioner Campos as Chair for another year and Commissioner Johnson to continue as vice-Chair. Commissioner Pirie seconded and the motion passed unanimously.

20. Highway 3 HOV & Auxiliary Lanes Projects Quarterly Progress Report - Oral Presentation by Chris Metzger, Nolte & Associates

Senior Planner Kim Shultz noted that there is an action item before the Commission regarding a revision to the scope of work at the Morrissey Interchange.

Micah Posner said that this interchange configuration will not solve problems for cyclists and for people living on the north side of the highway.

Chris Metzger, Nolte & Associates, began a PowerPoint presentation saying that the Draft Environmental Document for the project was submitted to Caltrans in August 2007, that comments were received in October and that currently they are working on the response to comments and document revision. He introduced Pat Gelb, Parsons Transportation Group, to report on the environmental issues.

Ms. Gelb addressed the issues of greenhouse gases and global warming. She said that Caltrans, the lead agency for the HOV Lanes project, has developed a Climate Action Program to reduce greenhouse gases, which includes polices

for cleaner fuels, congestion relief and smart growth. She said that the current methodologies used by the consulting firms are state of the art and that contributing factors leading to greenhouse gas conditions are addressed in the current EIR. Ms. Gelb said that according to the Center for Clean Air Policy, the most effective strategy to reduce greenhouse gas emissions is to increase tailpipe emissions standards, followed by comprehensive smart growth policies. She said that reducing tailpipe emissions is part of Caltrans' policies. She added that the California Coastal Commission will require a permit for the **southern** part of the project.

Commissioner Johnson **asked** the Caltrans representative if the Climate Action Plan would allow for roads to **be built** in the future. Mr. Murray said that the plan would not affect mobility.

Commissioners discussed emissions from school buses and how it would **be necessary** to combine techniques in order to **reduce** greenhouse gas emissions to 1990 levels by 2020.

Chris Metzger continued the presentation reviewing the key unresolved engineering issues, **which include** a stalemate with Caltrans regarding the configuration of the Soquel Avenue interchange, resolution of storm water runoff treatment and the proposed 41st Avenue & Bay/Porter configuration. He also reported on revised cost estimates, a mobility summary, public outreach and the project **schedule**.

Commissioners discussed ramp metering and Mr. Metzger **clarified** that ramp metering is designed to keep traffic on the **freeway moving**, not to relieve **congestion** on surface **streets**. He **said** that ramp metering without the **auxiliary** lanes would only serve to clog the feeder streets with even more cars **waiting** to get on the freeway.

Peter Scott handed out a bar graph that is posted on the RTC website and **illustrates** traffic volume shifts on arterials vs. Highway 1. He **asked** for the data that were **used** to construct the chart and for **information** on the model that **was** used in **producing** the data. He **asked** that **the data** and the model used to be made public.

Commissioner Reilly formally asked for the data and the model used to be provided.

Celia Scott said that over the long term the increase in the number of vehicles will reduce the effect of lowered emissions. She said that she is interested in the range of alternatives for the corridor in the EIR and that she doesn't see a corridor mobility analysis, which would include a rail alternative. She said that she only saw a highway mobility analysis. She said that the EIR may not be adequate.

Chuck Huddleston asked about the possibility of putting an HOV bus lane on top of the rail Line.

Micah Posner questioned whether the project will reduce vehicle emissions by adding capacity. He said that widening the highway worked against smart growth.

Bill LeBon said that the rail corridor would be good for buses by putting the bus on the rail tracks like a trolley and using feeder buses to access the trolley.

Chris Metzger introduced Parag Mehta, Nolte & Associates, to report on the Soquel/Morrissey Auxiliary Lanes project. Mr. Mehta clarified that improvements to the Morrissey interchange are not part of this project due to a limited budget and a defined schedule for CMIA funding. He said that the Environmental Document is being prepared and that technical studies are being completed.

Executive Director George Dondero said that these had been many design alternatives developed for the Morrissey interchange, but that ultimately the City of Santa Cruz decided to wait for full improvements to be made during the HOV lane construction, in order to stay on track with the CMIA timeline and minimize disruption to the community.

Commissioner Beautz moved and **Commissioner Pirie** seconded to approve the staff recommendations that the Regional Transportation Commission:

1. Accept the Quarterly Progress Report from the consultant for the Soquel/Morrissey Auxiliary Lanes Project and the Highway 1 HOV Lanes Project; and,
2. Approve a revision to the scope of Improvements for the Highway 1 Soquel/Morrissey Auxiliary Lanes Project to provide pedestrian improvements on the north side of the Morrissey Interchange without changing the current design of the northbound ramps.

The motion also included providing the information that was requested by Peter Scott and Commissioner Reilly.

The motion passed unanimously.

21. Transportation Funding Task Force Conclusion and Next Steps

Executive Director George Dondero said that there is an urgency to move forward with the next steps for the Task Force, but that the staff recommendation was not to approve a specific plan at this time.

Senior Planner Karena Pushnik gave an overview of why the Task Force came about and how the composition of the Task Force was determined. She said that at the last Task Force meeting in November, 72% of the members or their alternates, present and voting, approved a Mobility Plan which would be funded by a 35-year ½ cent sales tax projected to raise \$600 million in 2009 dollars. She thanked Task Force members for the 26 months of work put into developing a transportation funding plan. Ms. Pushnik addressed other considerations that were not specifically included in the plan. She said that an Environmental Impact Report would have to be prepared on a plan level if the Commission decides to go forward with a ballot initiative.

Task Force Convener Fred Keeley thanked all involved including the public who gave input either through workbooks or on the Task Force website. He clarified that the Task Force was not charged with developing a ballot initiative that would pass in an election, but to find out what people wanted regarding transportation and to submit a plan approved by a super majority of the Task Force for the Commission to consider.

He said the plan reflects the polling conducted over the summer which concluded that the public, realizing that California is an auto-oriented culture, wants to improve what we have today but that it is also necessary to go forward and develop viable alternative transportation.

Mr. Keeley said that Highway 1 is controversial and that people want a greater mode split. He said that an HOV lane could be the spine for a bus rapid transit system which would provide multiple uses of the highway.

Mr. Keeley said that the funding designated for the rail component would be starter funding for passenger rail and

that bicycle and pedestrian trails along the rail corridor would allow multiple uses of that corridor. He suggested increasing the rail component from \$35 million to \$50 million in order to increase the odds of success on the ballot and to validate the rail proponents' issues and maintain a sustained coalition

Mr. Keeley's recommendations were to:

1. Review the issue of the Highway 1 corridor and then braid together that part of the plan that provided money for Metro with HOV money and plan for Bus Rapid Transit;
2. Restore funding from \$35m to \$50m for rail; and,
3. Review AB32 requirements, determine what the state is looking for in proposals and put some substantial language in the plan regarding greenhouse gas emissions.

Commissioner Campos adjourned for a ten minute break. The meeting reconvened at 12:03 pm.

Public Comment was heard.

Bonnie Morr, UTU, said that the union will support a tax measure as long as there is a strong component for alternative transportation which currently is the bus.

Jeff Kaplan said he supports development of a train system. He also stated that the \$500,000 allocation is not enough that is should be at least \$1 million.

Chuck Huddleston said that the rail line would promote smart growth and suggested eliminating the HOV lane in favor of developing a train system.

Christy Kirven said that oil is a limited resource and a condition we have no control over. She said that people will take a train with bus connections.

Cliff Walters, Sierra Railroad, said that his research shows that the freight operation will pay for itself, but it is important, that my short: line operator selected will fully fund the switching charges needed and be able to maintain the rail corridor.

Jack Nelson questioned whether a project that spends over half its funding on widening Highway 1 is balanced and said that more money should be spent on alternatives in order to provide a balanced transportation approach.

Batya Kagan said an HOV lane will not **reduce** greenhouse gases and that developing a train system would be more effective in reducing greenhouse gases.

Micah Posner is suspicious about BUS Rapid Transit (BRT) because it would still rely on the highway and doesn't change growth patterns.

Peter Pethoe would like the train system to be spine of the transportation system.

Dave Wright said that **the proposed plan does not** provide sufficient funding for train service and does not mention a trail along the rail corridor.

Tarry Winston said that she would support a tax measure if \$300 million **for the highway** stays in the plan and that **creating** the HOV Lane would provide a quicker solution to reducing **greenhouse** gases than waiting **for a rail line** to be developed.

Paul Elerick said that Bus Rapid Transit did not get much attention from the Task Force and **that** some study should go into BRT.

Bill LeBon said that $\frac{1}{4}$ of the funding is still going for auto oriented transportation. He said that the train should be the spine of a transportation corridor rather than an HOV Lane which will become clogged.

Bill Malone said that he will vote for a **ballot** measure that includes \$100 million for train service and against any **measure** that includes funding for highway widening.

Reed Searle said to remember Personal Rapid Transit (PRT) and pod cars **when** considering a plan.

Lynn Robinson voted against the **plan** but **supports** the recommendations made by Mr. Keeley.

Gine Johnson said that we need a ballot measure that is more reflective of the poll.

Molly Ording said that: she hopes that a train is viable soon.

Commissioner Campos thanked **the** Task Force and Convener

Keeley far their work. He said that the important issue is to look at everything that is on the table and that: the Commission needs to take leadership and make transportation issues and the tax measure clear to the public. He said it is important to reach out to moderate environmental groups to see if a plan could be modified so that some of the marginal "no" votes could become "yes" votes. He said that he agrees on the importance of rail service and that he will support the staff recommendations

Commissioners discussed aspects of the plan, noting that bus service, maintenance and BRT were highly supported by the Task Force, that this plan was "greener" than Measure J and that it represents a strong coalition of diverse factions. It was recognized that this is a transitional package and that the Commission should continue to work with the actual dollar amounts allocated to specific parts of the plan.

Commissioner Rivas moved to approve the staff recommendations that the Regional Transportation Commission:

1. Receive the Transportation Funding Task Force Mobility Plan approved by a 7% majority vote;
2. Direct staff to proceed with the next steps toward placing a transportation funding measure on the ballot in November 2008; and
3. Volunteer to work with Task Force members and staff in leadership roles to finalize the expenditure plan for a winnable ballot measure.

After further discussion regarding the commitment expected from the Commission and clarification that the proposed plan was not the final plan, Commissioner Nicol seconded the motion,

The motion passed unanimously.

22. Transportation Demand Management Assessment

Commissioner Beautz moved and Commissioner Nicol seconded to continue Item 22 until the next meeting.

4-10

5-16.210

23. Draft 2008 State Highway Operation and Protection Program (SHOPP)

Senior Planner Rachel Moriconi referred the Commissioners to the list of draft State Highway Operation and Protection Program (SHOPP) projects. She said that SHOPP funding is **only** for very **specific** types of projects, such as safety improvements, **pavement** and facility rehabilitation and operational projects. She asked Commissioners to review the draft list and suggested that local **jurisdictions consider coordinating** other projects with this list of projects.

Commissioner **Tavantzis** moved and Commissioner Pirie **seconded** to **approve** the **staff recommendations** that the Regional Transportation Commission:

1. Review and **support** the list of major state highway **safety**, maintenance, and mobility projects proposed in Caltrans' Draft 2008 state Highway Operation and Protection Program).
2. Review the **list of candidate projects analyzed by** Caltrans District 5 and Headquarters; and
3. Inform Caltrans staff if there **are concerns** or questions about **specific** projects, including opportunities to **coordinate** local projects such as transit stop, **pedestrian**, and **intersection improvements**, with these Caltrans SHOPP projects.

The motion **passed** unanimously.

24. Review of Items to be Discussed in **Closed** Session - N/A
23. Oral and Written Communications Regarding Closed Session - N/A

CLOSED SESSION - Removed from Agenda

24. Conference with Labor Negotiators Pursuant to Government Code 54957.6

Commission Negotiators: Ellen Aldridge and George Dondero

Bargaining Units: Mid-Management Unit and General Representation Unit:

25. Conference with Real Property Negotiator for Acquisition of the Santa Cruz Branch Rail Line Property: Santa Cruz Branch Rail Line from Watsonville Junction to Davenport

4-11

5-16.211

Agency Negotiator: Kirk Trost, Miller, Owen & Trost

Negotiation Parties: SCCRTC, Union Pacific

Under Negotiation: Price and Terms

- 26. Report on Closed Session - N/A

OPEN SESSION

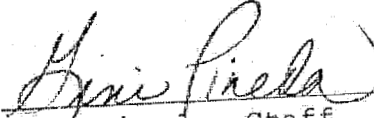
- 27. Next Meetings/Adjournment

The meeting adjourned at 1:15 pm

The next Transportation Policy Workshop is scheduled for Thursday, December 20, 2007 at 9:00 a.m. at the SCCRTC Offices, 1523 Pacific Avenue, Santa Cruz, CA.

The next SCCRTC meeting is scheduled for Thursday, January 10, 2008 at 9:00 a.m. at Santa Cruz City Council Chambers, 809 Center St., Room 10, Santa Cruz, CA

Respectfully submitted,


Gini Pineda, Staff

4-12

5-16.912

ATTENDEES

Chuck Huddleston

Parag Mehta

Pat Gelb

Molly Ording

Les White

Paul Elerick

Chris Metzger

Jack Nelson

Reed Searle

Mark Dettle

John Presleigh

Peter Scott

Bill Comfort

Bonnie Morr

Teresa Buika

Genevieve Bookwalter

Sandra Coley

Theresia Rogerson

Peter Pethoe

Celia Scott

Piet Canin

Al Smith

Terry Winston

Dobie Jenkins

Bill Malone

Christy Kirven

Batya Kagan

Gine Johnson

Cliff Walters

Nolte Associates

Parsons

SCMTD

CFST

Nolte

City of Santa Cruz Public Works

SC County Public Works

CFST

UTU

UCSC

Santa Cruz Sentinel

PVTMA

CTSC

CFST

Ecology Action

Seacliff Improvement Association

Ecology Action

Sierra Railroad

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4-13

5-16.a.13

Santa Cruz County Regional Transportation Commission (SCCRTC)

REGIONAL TRANSPORTATION COMMISSION
Transportation Policy Workshop

DRAFT MINUTES

Thursday, December 20, 2007

9:00 am

SCCRTC Conference Room

Santa Cruz, CA 95060

Members Present:	Jan Beautz	Kirby Nicol
	Dene Bustichi	Ellen Pirie
	Neal Coonerty	Emily Reilly
	Gustavo Gonzalez (Alt.)	Antonio Rivas
	Donald Hagen (Alt.)	Dale Skillicorn (Alt.)
	Randy Johnson	Mark Stone

1. Introductions

Self introductions were made.

2, Oral Communications

Jack Nelson thanked Commissioners and staff for their work but asked that Commissioners be leaders regarding the affects of global warming when planning for transportation projects.

Chuck Huddleston cautioned that Commissioners be aware that many people think that taxes are increased to provide raises for elected officials.

Don Dibble asked that a soundwall be added near the on ramp at Rooney St.

Commissioner Bustichi arrived.

Commissioner Johnson, addressing global warming concerns, said that Caltrans has a Climate Action Plan that would require all transportation projects to address global warming.

Executive Director George Dondero said that staff is working on a report on greenhouse gases and will be bringing more information to the Commission.

3. Additions/Deletions to the Agenda

Director Dondero noted two additions to Item 10.

4. Oral and Written Communications Regarding Closed Session

This Item was delayed since the Closed Session was moved to the end of the agenda.

Closed Session – Moved to End of Agenda

5. Conference with Labor **Negotiators** Pursuant to Government Code **54957.6**

- a. Commission Negotiators: Ellen Aldridge and George Dondero
- b. Bargaining Units: Mid-Management Unit and Community of RTC Employees (formerly the General Representation Unit)

Reconvene to Open Session –N/A

6. Report on Closed Session – N/A

Consent Agenda (Pirie/Nicol)

Commissioner Stone asked that staff coordinate any action regarding Item 8 with him since he is the representative to CalCOG. He said that it is by **working** with CalCOG that he is trying to safeguard against too much top down directive from the state regarding issues tied to transportation, **such** as housing requirements.

Commissioner Pirie moved and Commissioner Nicol seconded to include Commissioner Stone's request to the original motion to approve the Consent Agenda

7. **Approved Letter** to Governor **Regarding** the Fiscal Year 2008-09 **Budget**

8. **Approved Staff Recommendations Regarding SB 375 (Steinberg) – Global Climate Change (with Commissioners Reilly and Coonerty voting “no”)**

Regular Agenda

9. Transportation Demand Management Assessment

Director Dondero said that a Transportation Demand Management **Assessment** **was initiated** a year ago and that the report before the Commission is a draft for their **input** and feedback.

Senior Planner Tegan Speiser gave an overview of the report and the methodologies used to collect the data. She explained that Transportation Demand activities are low cost programs that expand and enhance people's travel options; make more efficient use of existing transportation facilities; influence travel behavior by cost, route, mode and time; and reduce congestion and carbon emissions. Ms. Speiser gave examples of strategies that could be used to influence traffic behavior, including walking, biking, telecommuting, flex time and carpooling. **She** noted that the timing for a Transportation Demand Management

assessment is good because of so much public awareness about global warming, gas prices, congestion and concerns about obesity and health. She added that part of the conclusions made by the Transportation Funding Task Force showed support for less dependency on cars. Senior Planner Speiser identified providers of TDM programs and their sources of funding and mentioned the effect of the loss of CMAQ funds. Ms. Speiser said it is difficult to measure the performance of particular programs because of the absence of standard measures, but that measuring outcomes was important.

Commissioners asked about follow up methods for specific events, such as Bike to Work/School days, which would indicate lifestyle changes. Ms. Speiser said that a key finding is to conduct follow up surveys and to standardize the way questions are asked.

Commissioner Rivas arrived.

Commissioner Nicol asked that congestion pricing be explained. Ms. Speiser responded that it meant charging tolls and fees based on congestion, which typically occurs at certain times of day. Mr. Nicol suggested that the acronym HOV (High Occupancy Vehicle) Lane be changed to "diamond lanes" which is more universally understood.

Commissioners discussed the implications of social engineering in transportation demand management, cost/benefit analysis, duplication of services, and forming alliances with providers for more efficient delivery of services.

Commissioners also agreed that performance standards and consistent criteria for measuring performance were important. Other issues discussed were accountability from providers, hard numbers regarding costs of and participation in programs and whether all areas of the county were being served.

Executive Director George Dondero said that an origin-destination study, while expensive, has been requested frequently by the public and would provide baseline data for future comparison. He also said that the 511 system, which is not in place in Santa Cruz, would be a good tool for county residents when planning travel.

Commissioners requested a matrix that shows which programs are provided by which organizations and the communities served, and information regarding what a current program is doing and what is needed to make it redly useful.

Peter Scott said that Ridespring would be a good resource for feedback.

Chuck Huddleston said that the Commission needs to look to mass transportation in planning for the future.

Piet Canin said that the electric bike program had baseline surveys and follow-up data collection at six months and one year after initial participation in the program. He added that the amount of leveraged money would be a good measurement of success.

Commissioners agreed by consensus to continue the item.

10. Transportation Funding **Task Force** -- Development of the Expenditure Plan

Executive Director George Dondero presented the first two staff recommendations regarding consultant services to prepare an environmental document for the tax measure expenditure plan, should the Commission decide to go forward with a ballot initiative. It was clarified that the environmental document would not duplicate the draft Environmental Impact Report for the Highway 1 Auxiliary Lanes Project.

Eileen Goodwin, Apex Strategies, fielded questions **regarding** Monterey County's **support** for purchasing its portion of the rail line and who would provide funding for a campaign. Ms. Goodwin said that Monterey was still committed to the rail purchase and that funding for the Santa Cruz ballot measure campaign would probably come from the hospitality and hi-tech industries. She stated that the business community was waiting for leadership from the Commission in the form of united support for the project and that support from **all** four cities would be necessary before businesses would be willing to fund a campaign.

Mr. Dondero added that this support was critical and **that it** was important to conduct another poll closer to the election.

Ms. Goodwin explained the contingency reserve, saying that typically **project** sponsors are responsible for their own contingencies. Commissioners discussed various ways to approach responsibility for establishing contingency reserves, including having lead agencies provide funding plans for their projects with contingency reserves built into the plans. It was agreed to bring this part of the recommendations back to the Commission.

Ms. Goodwin asked for input from the Commission regarding oversight. Commissioners discussed the composition, size and methods of selecting participants for an oversight committee.

The discussion moved to the **best** method for collecting the tax revenues. Issues included the process of collection and overhead costs, **the** best way to distribute the funds over the **35 year period** and the management of debt service.

Commissioner Reilly departed the meeting at 11:00 am.

Commissioners **decided to defer** on staff recommendations **3** and **4** until further information is **provided** to the Commission.

Commissioner Stone moved and Commissioner Rivas seconded **tu** approve staff recommendations **1, 2, 5** and **6** **that** the **Regional** Transportation Commission:

1. Direct **staff** to develop and release a Request for Qualifications (RFQ) for consultant services to prepare the required environmental review document for a tax measure expenditure plan;
2. Approve a resolution amending the Fiscal Year (FY) 07-08 budget to **identify** \$50,000 for preparation of the environmental document for a tax measure **expenditure** plan;

5. Approve designating percentages and firewalls for the projects and/or project categories in a transportation sales tax measure once the projects/categories are finalized; and
6. Approve including a "maintenance of effort" provision in the transportation sales tax measure requiring entities receiving tax revenues from the transportation funding sales tax to use those funds to supplement transportation spending.

The motion was approved unanimously.

Mr. Dondero explained the handout regarding the mobility plan, which compared what the Task Force proposed, Convener Keeley's modifications and the staff recommendations. He said that the recommendations indicate a shift in some funding percentages to reflect comments received on the plan, including additional funding for rail. He added that the scenic trail needed to be identified in the measure and was shown in the neighborhood package as an eligible project. He said that it is important to strengthen language regarding greenhouse gases in a meaningful way.

Gine Johnson, Ecology Action, said that her board will hold a special session at which she will present the importance of a ballot measure that is good for the environment and the public. Her hope is that a measure can be crafted that Ecology Action can support.

Commissioners cautioned that the mobility plan was approved by the Task Force and that changes should be presented to the Task Force for their input, saying that it is more likely that the measure will pass if the Task Force is in agreement with the plan, should there be changes to the originally approved plan.

The handout was for information and discussion only and no action was taken regarding the handout.

11. Oral and Written Communications Regarding Closed Session - None

The Commission adjourned into Closed Session regarding Items 5 and 12 at 11:30 am.

Closed Session

12. Conference with Real Property Negotiator for Acquisition of the Santa Cruz Branch Rail Line Property: Santa Cruz Branch Rail Line from Watsonville Junction to Davenport

- | | |
|-------------------------|----------------------------------|
| a. Agency Negotiator: | Kirk Trust, Miller, Owen & Trost |
| b. Negotiation Parties: | SCCRTC, Union Pacific |
| c. Under Negotiation: | Price and Terms |

S-5

5-16.65

Reconvene to Open Session

13. Report on Closed Session - None


14. **Next Meetings / Adjournment**

The meeting adjourned at 12:13 pm.

The next SCCRTC meeting is scheduled for Thursday, January 10, 2008 at 9:00 a.m. at the Santa Cruz City Council Chambers, 809 Center St, Santa Cruz, CA

The next Transportation Policy Workshop is scheduled for Thursday, January 24, 2008 at 9:00 a.m. at the SCCRTC Offices, 1523 Pacific Avenue, Santa Cruz, CA

Respectfully submitted,


Gini Pineda, Staff

ATTENDEES

Paul. Elerick	CFST
Don Dibble	
Les White	SCMTD
Bill Comfort	
Bonnie Morr	UTU
S Marcus	UTU
Peter Scott	CFST
Sack Nelson	
Piet Canin	Ecology Action
Virginia Johnson	Ecology Action
Sandra Coley	PVTMA
Cliff Walters	Sierra RR
Maggie Ivy	CVC
Lynn Robinson	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 25, 2008

TO: Board of Directors

FROM: Tom Stickel, Manager of Maintenance

SUBJECT: REQUEST AUTHORIZATION TO USE THE STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES CONTRACT FOR THE PURCHASE OF ONE EACH HYBRID-ELECTRIC SEDAN AND ONE EACH BI-FUEL 8-PASSENGER VAN.

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to use the State of California, Department of General Services contracts for the purchase of one each one each hybrid-electric sedan from Unicars Honda and one each bi-fuel 8-Passenger Van from Coalinga Motors, Inc.

II. SUMMARY OF ISSUES

- The District has funding for the purchase of one ParaCruz Staff Car and one shuttle van.
- The State of California, Department of General Services has issued cooperative vehicle procurement contracts for the purchase of these vehicles.
- The Federal Circular that governs procurement for federally funded purchases encourages joint purchasing agreements.
- The District requests the use State of California vehicle contracts for these procurements as a means of streamlining the procurement process.
- District staff recommends that the Board of Directors authorize the General Manager to use the State of California, Department of General Services contract for the purchase of one each hybrid-electric sedan from Unicars Honda and one each bi-fuel 8-passenger van from Coalinga Motors, Inc.

III. DISCUSSION

The District has funding for the purchase of one each ParaCruz Staff Vehicle and one each shuttle van. Each year the State of California prepares bids for vehicles, trucks, vans and utility vehicles. The resulting cooperative purchasing contracts allow smaller public agencies to purchase vehicles based on statewide government agency requirements. This process allows for better pricing than the District would normally obtain due to the greater quantities requested in the state bid. The State of California has also issued a cooperative purchase contract for Hybrid Vehicles.

5-17.1

The FTA encourages grant recipients to utilize cooperative purchasing agreements whenever it is practical as a means of saving money. The State of California charges a contract usage fee of 1.98 % based on the purchase order total before tax or any offered cash discounts with a maximum charge of \$7,500.

It is recommended that the Board authorize the General Manager to use the State Procurement Process for the purchase of one each Honda Civic hybrid-electric sedan from Unicars Honda for a total amount not to exceed \$26,740 and one each bi-fuel 8-passenger van from Coalinga Motors Inc. for a total amount not to exceed \$ 22,947.

IV. FINANCIAL CONSIDERATIONS

Funding for these purchases are contained in the Capital Improvement Program under District Funded Projects. Additional funds necessary for the purchase of the hybrid electric car will be achieved through savings from other vehicle purchases.

V. ATTACHMENTS

Attachment A: State contract cost summaries for one each Hybrid Electric Sedan with options required and one each Bi-fuel 8-Passenger Van with options required.

5-17.2

Attachment A

Unit Price	\$ 22,566.00
Sales Tax @ 8.5%	\$ 1,918.11
Tire Fee \$1.75 x 5	\$ 8.75
Approximate Delivery Charge	\$ -
Total	\$ 24,492.86
State Contract Fee 1.98%/vehicle	\$ 446.81
Total	\$ 24,939.67
Warranty, zero deductible	\$ 1,800.00
Total Procurement Cost from State Contract	\$ 26,739.67
State Contract Pricing for one each Chevrolet Express	
Unit Price	\$ 18,734.00
Sales Tax @ 8.5%	\$ 1,592.39
Tire Fee \$1.75 x 5	\$ 8.75
Approximate Delivery Charge	\$ 250.00
Total	\$ 20,585.14
State Contract Fee 1.98%/vehicle	\$ 370.93
Total	\$ 20,956.07
5 year/ 100,000 miles extended warranty, zero deductible	\$ 1,990.00
Total Procurement Cost from State Contract	\$ 22,946.07

5-17.01

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 25, 2008
TO: Board of Directors
FROM: Robyn D. Slater, Human Resources Manager
SUBJECT: CONSIDERATION OF APPROVAL OF TITLE CHANGES TO THE CLASS SPECIFICATIONS OF THE BASE SUPERINTENDENT, PARATRANSIT ADMINISTRATOR AND PARATRANSIT SUPERINTENDENT

I. RECOMMENDED ACTION

It is recommended that the Board of Directors approve title changes to the following class specifications: Base Superintendent to Fixed Route Superintendent, Paratransit Administrator to Paratransit Superintendent and Paratransit Superintendent to Assistant Paratransit Superintendent

II. SUMMARY OF ISSUES

- The class specification for the Paratransit Administrator was written before the division was brought in-house. Once the Paratransit division was brought in-house the Paratransit Superintendent class specification was created.
- The Base Superintendent reports directly to the Operations Manager but the Paratransit Superintendent reports to the Paratransit Administrator.
- The current titles of the class specifications identified above create confusion and do not adequately identify the role of the positions within the organizational framework of the Operations department.

III. DISCUSSION

The Paratransit Administrator and the Base Superintendent both report directly to the Operations Manager. The Paratransit Superintendent reports to the Paratransit Administrator. The class specification titles do not clearly identify the reporting structure of the Operations department.

To create clarity within the organizational structure of the Operations department and more clearly identify the reporting structure it is recommended that changes be made to the titles of the class specifications as listed below:

5-18.1

CURRENT TITLE	SUGGESTED TITLE
Base Superintendent	Fixed Route Superintendent
Paratransit Administrator	Paratransit Superintendent
Paratransit Superintendent	Assistant Paratransit Superintendent

IV. FINANCIAL CONSIDERATIONS

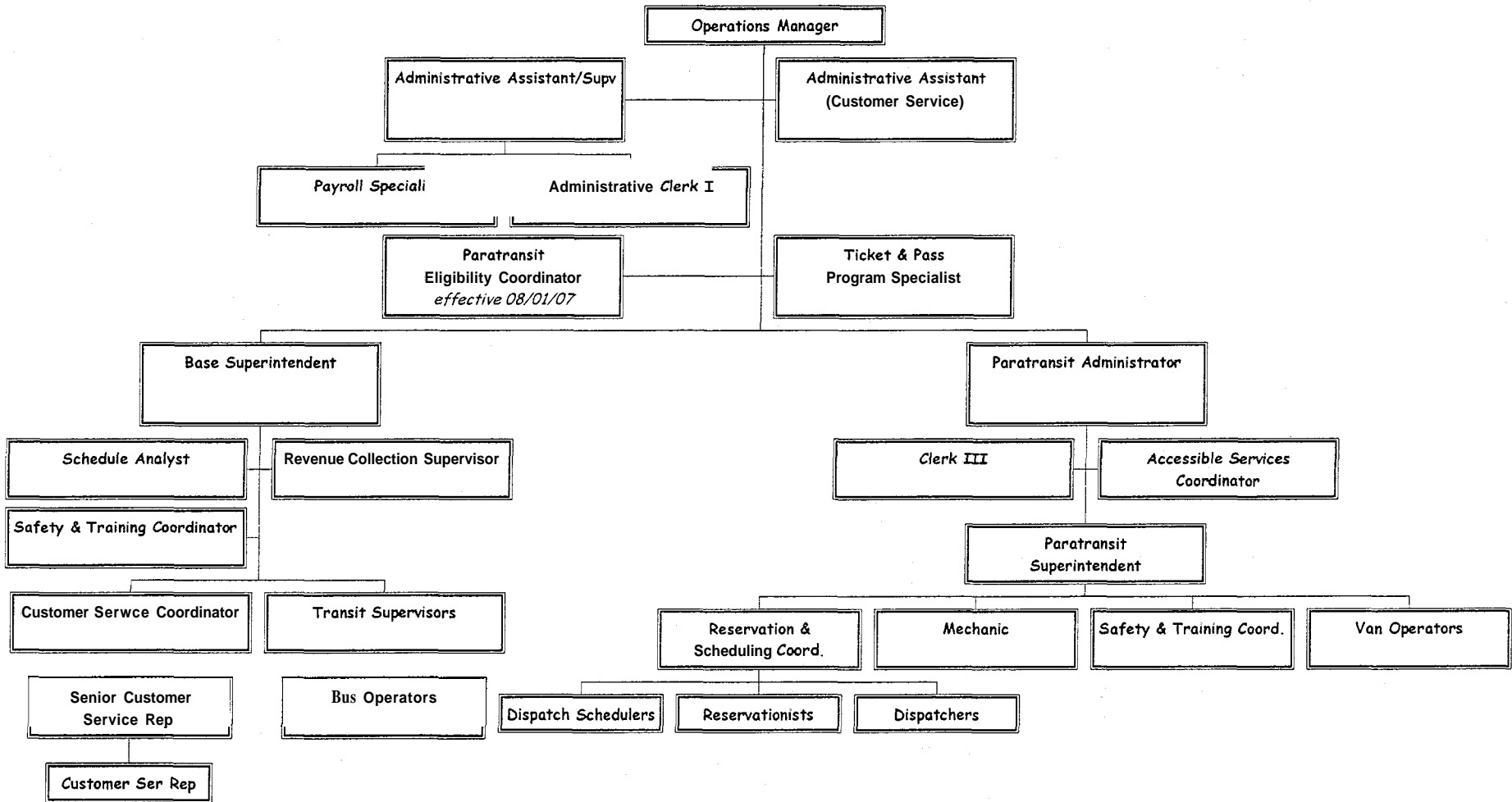
There is no fiscal impact as a result of this change

V. ATTACHMENTS

Attachment A: Operations department organizational chart

OPERATIONS DEPARTMENT

1300/3100/3200/3300



5-18.a.1

1/17/2008

Attachment A

**Santa Cruz METRO
November 2007 Ridership Report**

ROUTE	Miles	Hours	Passes/ Free Rides	UC Student	UC Staff Faculty	Full Fare	Day Pass	Cash S/D Riders	S/D Day Pass	Cabrillo	Total Ridership	Passengers Per Mile	Passengers Per Hour	W/C	Bike
10	4,942.47	413.75	1,159	29,612	1,791	932	16	90	3	158	33,798	6.84	81.69	38	888
13	2,088.48	178.60	348	12,142	704	226	1	6	2	80	13,530	6.48	75.76	4	378
15	7,324.99	626.40	1,164	41,381	2,049	973	9	46	6	285	45,959	6.27	73.37	16	1,274
16	15,127.16	1,257.61	2,647	86,117	3,318	3,533	27	107	15	522	96,402	6.37	76.65	27	2,590
19	5,747.36	424.87	1,080	23,785	1,270	934	7	92	19	153	27,386	4.76	64.46	7	783
3	2,272.40	164.66	1,463	409	164	605	30	139	25	189	3,203	1.41	19.45	-	1
4	1,682.30	146.66	3,077	205	63	352	11	230	24	124	4,329	2.57	29.52	42	115
7	1,042.00	93.34	567	42	43	43	3	38	13	55	844	0.81	9.04	5	1
9	433.64	23.00	165	38	27	71	1	20	-	15	341	0.79	14.83	-	8
12A	261.52	18.05	17	768	123	21	-	4	1	9	947	3.62	52.47	-	37
20	5,920.14	394.53	1,345	20,989	959	1,137	22	109	6	335	25,137	4.25	63.71	13	609
27	1,325.61	113.33	46	4,498	220	71	-	5	-	16	4,862	3.67	42.90	1	164
31	2,131.64	109.66	1,069	241	83	673	21	28	2	120	2,283	1.07	20.82	14	89
32	714.84	42.34	251	9	6	249	-	13	-	23	579	0.81	13.68	1	15
33	423.81	19.55	154	1	-	99	-	2	-	6	274	0.65	14.02	-	1
34	237.32	15.01	234	-	-	112	-	-	-	-	349	1.47	23.25	-	4
35	37,102.87	1,858.42	20,398	1,250	518	14,119	258	1,169	148	2,097	40,584	1.09	21.84	54	1,636
40	2,615.70	96.16	885	68	9	734	46	43	19	34	1,858	0.71	19.32	-	54
41	2,938.28	122.00	550	193	71	747	4	26	2	158	1,797	0.61	14.73	-	173
42	3,363.05	121.59	410	148	41	364	-	45	5	83	1,121	0.33	9.22	-	133
53	1,113.60	78.66	431	4	7	245	9	87	11	34	850	0.76	10.81	53	6
54	2,029.23	117.66	419	34	10	200	4	57	2	112	844	0.42	7.17	2	19
55	2,697.20	183.34	1,520	25	54	565	20	165	23	1,337	3,747	1.39	20.44	66	88
56	2,105.80	93.00	482	2	7	217	11	19	-	404	1,160	0.55	12.47	13	30
66	6,336.96	543.66	6,988	1,549	354	5,509	155	620	66	734	16,349	2.58	30.07	177	441
68	4,755.77	396.73	4,753	1,530	292	2,984	84	303	34	398	10,534	2.21	26.55	84	280
68N	1,882.10	128.56	802	435	56	794	-	46	-	116	2,269	1.21	17.65	10	79
69	3,333.51	301.19	4,101	1,562	398	2,899	40	240	32	466	9,919	2.98	32.93	54	312
69A	14,074.32	756.51	9,351	1,228	534	10,076	155	1,172	134	798	24,130	1.71	31.90	227	733
69N	1,659.90	133.32	901	386	112	627	-	30	-	321	2,394	1.44	17.96	14	105
69W	13,681.80	762.40	9,863	1,508	572	9,756	137	1,017	91	3,689	27,186	1.99	35.66	164	897
70	2,734.20	224.83	2,325	301	133	1,417	35	178	16	2,891	7,422	2.71	33.01	38	253
71	47,255.71	2,702.67	24,759	2,621	1,223	27,558	301	3,241	256	10,246	72,274	1.53	26.74	415	2,725
72	5,262.88	254.34	1,350	3	25	1,746	43	256	25	164	3,702	0.70	14.56	28	36
74	3,240.08	188.34	750	7	32	1,606	12	174	17	71	2,759	0.85	14.65	15	11
75	6,366.66	384.25	2,572	21	48	3,709	61	536	83	433	7,667	1.20	19.95	59	74
76	1,893.31	99.75	363	4	10	410	8	75	8	5	902	0.48	9.04	6	17
79	1,569.26	91.66	1,000	4	35	539	30	154	54	230	2,100	1.34	22.91	80	24
88	399.24	40.01	10	2	-	4	-	4	-	3	1,346	3.37	33.64	1	-
91	5,379.86	222.90	1,814	185	118	1,754	33	75	21	982	5,219	0.97	23.41	19	246
UC Supplemental	1,521.45	95.27	47	6,060	245	83	1	6	-	12	6,457	4.24	67.78	-	90
Unknown			225	141	7	-	-	13	55	28	648			13	21
TOTAL	226,988.40	14,038.58	111,855	239,508	15,731	98,693	1,595	10,680	1,218	27,936	515,461			1,760	15,440

5-19.1

ROUTE	Monthly Pass	VTA/SC Day Pass	CalTrain	Full Fare	17 Day Pass	S/D Riders	ECO Pass	RIDERSHIP	Passengers Per Mile	Passengers Per Hour	W/C	Bike			
17	43,792.71	1,415.18	10,439	65	73	10,415	98	1,520	7,640	176	24,115	0.55	17.04	43	1,256

Night Owl	5,941.00
TOTAL	5,941.00

November Ridership	545,517
November Revenue	232,079.11

**Santa Cruz METRO
November 2006 Ridership Report**

FAREBOX REVENUE AND RIDERSHIP SUMMARY BY ROUTE

ROUTE	REVENUE	RIDERSHIP	UC Student	UC Staff Faculty	Day Pass	S/D Riders	W/C	S/D Day Pass	Cabrillo	Bike	Passes/Free Rides
10	\$ 1,143.10	29,319	25,685	1,776	3	53	23	2	169	558	936
13	\$ 444.28	13,316	11,966	648	1	28	5	3	48	219	352
15	\$ 1,705.82	45,879	40,978	2,294	10	71	26	14	240	976	1,306
16	\$ 5,446.62	93,422	83,022	3,800	29	170	28	28	518	1,844	2,680
19	\$ 1,721.71	30,627	26,771	1,362	9	81	8	16	239	605	1,163
3B	\$ 1,187.48	2,865	613	187	21	50	11	20	204	85	1,077
4	\$ 1,178.57	4,454	438	44	12	206	48	40	152	73	2,803
7	\$ 441.16	1,170	104	16	5	59	3	11	132	21	621
9	\$ 230.47	295	18	19	8	3	-	1	2	3	131
12A	\$ 31.00	1,342	1,150	143	-	3	-	1	3	33	21
20	\$ 1,998.22	26,958	23,092	994	16	62	4	4	269	493	1,256
31	\$ 1,387.57	1,831	63	53	11	33	3	6	58	63	758
32	\$ 363.40	566	23	15	-	7	1	-	27	29	273
33	\$ 290.86	612	3	-	-	7	-	-	1	-	394
34	\$ 176.71	218	-	-	-	4	-	-	1	-	106
35	\$ 24,762.53	39,041	1,335	487	283	1,071	26	141	1,334	1,400	20,032
40	\$ 1,623.97	1,960	55	13	43	77	-	17	4	45	918
41	\$ 962.19	1,593	182	102	12	44	1	4	105	98	601
42	\$ 865.74	1,181	137	15	4	80	2	5	59	116	407
53	\$ 468.15	748	5	7	6	63	25	8	27	2	407
54	\$ 436.18	764	4	9	3	46	7	6	79	28	385
55	\$ 1,416.23	3,718	20	20	17	137	70	19	1,565	66	1,200
56	\$ 456.31	1,186	9	7	4	45	22	11	416	33	458
66	\$ 9,816.92	15,556	1,409	418	126	561	91	67	767	357	6,550
68	\$ 5,675.63	10,341	1,636	300	62	244	58	32	416	253	4,375
68N	\$ 961.83	1,870	395	75	-	26	12	-	131	76	635
69	\$ 5,486.60	10,648	1,578	568	63	308	72	45	471	329	4,456
69A	\$ 17,185.26	23,723	1,566	667	141	1,027	243	172	842	682	9,092
69N	\$ 1,333.38	2,641	444	152	-	39	18	1	336	120	842
69W	\$ 17,167.98	26,327	1,680	715	168	897	220	94	3,228	759	9,391
70	\$ 2,644.82	6,371	237	79	20	168	53	23	2,158	245	2,074
71	\$ 46,710.64	66,796	2,600	1,255	337	2,804	438	254	8,723	2,279	23,075
72	\$ 3,452.87	3,860	19	37	31	218	8	29	217	53	1,360
74	\$ 2,701.27	2,850	22	25	15	135	20	12	140	28	831
75	\$ 7,371.23	7,596	28	59	75	461	50	50	234	97	2,441
76	\$ 769.33	904	8	9	7	90	8	5	6	14	367
79	\$ 1,543.79	1,923	10	29	30	171	82	64	120	25	806
88	\$ 17.45	1,822	215	11	-	1	-	1	-	3	132
91	\$ 3,390.82	5,297	118	143	62	88	9	18	1,068	256	1,739
UC Supplemental	\$ 29.06	1,434	1,365	38	-	-	-	-	1	17	13
Unknown	\$ 142.80	185	14	3	-	4	-	-	6	7	66
TOTAL	\$ 175,139.95	493,209	229,017	16,594	1,634	9,642	1,695	1,224	24,516	12,390	106,530

ROUTE	REVENUE	RIDERSHIP	VTA/SC Day Pass	CalTrain	17 Day Pass	S/D Riders	W/C	METRO	ECO Pass	Bike	Monthly Pass
17	\$ 45,570.31	22,998	19	83	106	1,315	38	6,010	89	1,045	11,519

RIDERSHIP	
Night Owl	3,662
MONTE	2,572
TOTAL	6,234

November Ridership	522,441
November Revenue	\$ 221,000.45

5-19.2

BUS OPERATOR LIFT TEST *PULL-OUT*

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/HIGHWAY 17 - 40'	7	0	7	1	6	1	100%
FLYER/LOW FLOOR - 40'	12	1	11	7	4	7	100%
FLYER/LOW FLOOR - 35'	18	4	14	13	1	13	100%
FLYER/HIGH FLOOR - 35'	13	1	12	3	9	3	100%
GILLIG/SAM TRANS - 40'	10	2	8	4	4	4	100%
DIESEL CONVERSION - 35'	15	4	11	10	1	10	100%
DIESEL CONVERSION - 40'	14	3	11	10	1	10	100%
ORION/HIGHWAY 17 - 40'	11	2	9	7	2	7	100%
GOSHEN	2	0	2	1	1	1	100%
TROLLEY	1	0	1	0	1	0	100%
CNG NEW FLYER - 40'	10	3	7	4	3	4	100%

5-19.3

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PASSENGER LIFT PROBLEMS

MONTH OF NOVEMBER 2007

Bus #	DATE	DAY	REASON
9802LF	9-Nov	Friday	Motor doesn't sound correct. Wouldn't lift open. Had to do by hand. Piano hinge bent or loose when stepped on. Drop's down hinge.
9802LF	12-Nov	Monday	amp needs help by hand to deploy
9815LF	13-Nov	Tuesday	Bus will not rise up from kneel position
9815LF	16-Nov	Friday	each will not come out of kneel unless main power switch is flipped.

- F New Flyer
- G Gillig
- C Champion
- LF Low Floor Flyer
- GM GMC
- CG CNG
- CN SR855 & SR854
- OR Orion/Hwy 17

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

5-19.4

Dropped Service for November 2007

Date	Block	Route	Time	Dir	Reason	HR:MN	Mile	HR:MN	Mile
10/4/2007	6904	20	12:20 PM	1	Other	0.25	3.37		
Totals For October 4, 2007						0.25	3.37	0.25	3.37
10/9/2007	7102	71	4:45 PM	1	Other	0.50	5.63		
Totals For October 9, 2007						0.50	5.63	0.50	5.63
10/20/2007	7135	19	9:50 AM	1	Other	0.33	1.99		
	6831	19	10:50 AM	1	Other	0.33	1.99		
	7136	19	11:50 AM	1	Other	0.33	1.99		
	7133	19	12:50 PM	1	Other	0.33	1.99		
	6834	19	1:50 PM	1	Other	0.33	1.99		
	3534	20	8:20 AM	1	Other	0.13	1.87		
	3535	20	9:20 AM	1	Other	0.13	1.87		
	6931	20	10:20 AM	1	Other	0.13	1.87		
	3531	20	11:20 AM	1	Other	0.13	1.87		
	6833	20	12:20 PM	1	Other	0.13	1.87		
3534	20	1:20 PM	1	Other	0.13	1.87			
Totals For October 20, 2007						2.47	21.17	2.47	21.17
10/31/2007	6602	68	6:30 AM	1	No Operator	0.42	7.09		
	1571	27	7:30 AM	1	No Operator	0.75	10.19		
	1573	27	2:20 PM	1	No Operator	0.75	10.19		
	1573	27	3:50 PM	1	No Operator	0.75	10.19		
	1573	27	4:55 PM	1	No Operator	0.75	10.19		
	7108	71	4:10 PM	1	No Operator	1.25	20.76		
	7107	75	4:09 PM	1	No Operator	0.88	14.72		
	6907	10	3:55 PM	1	No Operator	0.75	8.74		
Totals For October 31, 2007						6.30	92.07	6.30	92.07

5-19.5

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 25, 2008

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF HOLDING A PUBLIC HEARING REGARDING THE YIELD TO BUS PROGRAM, AND OF ADOPTION OF A RESOLUTION AUTHORIZING THE REINSTATEMENT OF THE YIELD TO BUS PROGRAM EFFECTIVE FEBRUARY 1, 2008.

I. RECOMMENDED ACTION

That the Board of Directors hold a Public Hearing regarding the reinstatement of the Yield to Bus Program and approve a Resolution reinstating the Yield to Bus Program pursuant to AB 1492 enacted by the California State Legislature and signed into law by the Governor.

II. SUMMARY OF ISSUES

- METRO and the Santa Clara Valley Transportation Authority operated a Yield to Bus Program from 2000 through 2003.
- On December 31, 2003 the authority for the Yield to Bus Program expired and the program was discontinued.
- In 2007 Assembly Member John Laird introduced AB 1492 which provided the authority for METRO and VTA to reinstate the Yield to Bus Program on a permanent basis.
- Through the legislative process the authority for the Yield to Bus Program was modified to allow for a voluntary compliance program rather than the infraction based compliance in the prior program. This modification was mad to address the concerns that were expressed by the California Highway Patrol and Caltrans.
- AB 1492 was passed, with modifications, by both houses of the Legislature and signed into law by the Governor.
- In order to implement the Yield to Bus Program provided for in AB 1492, as enacted, it is necessary for the Board of Directors to hold a Public Hearing and adopt an implementing Resolution.
- Staff recommends that the Board of Directors hold a Public Hearing on the reinstatement of the Yield to Bus Program on January 25, 2008.

- Staff recommends that the Board of Directors, after considering public comments, adopt a Resolution reinstating the Yield to bus Program on a voluntary compliance basis as provided for in AB 1492.

III. DISCUSSION

In 1999 the California State Legislature passed AB1812 (Keeley) which established a demonstration program whereby buses re-entering traffic from bus stops were given the “right of way” and motorists were required to yield. The demonstration program was scheduled to expire on December 31, 2002. However, in 2002, the Legislature passed AB 629 (Oropeza) that extended the program for an additional year. In 2003 AB557 (Lowenthal) would have made the yield law permanent and extended the local option authority to all the transit systems in the state. While AB 557 passed the Assembly with some amendments it encountered the fierce opposition of the Chair of the Transportation Committee (Senator Kevin Murray D-Culver City) in the Senate. Senator Murray successfully convinced the Senate Transportation Committee to defeat AB557. As a result of Senator Murray’s actions the authority for the use of the yield signs on buses expired on midnight December 31, 2003. At METRO’s request Assembly Member John Laird requested an opinion from the Legislative Counsel as to whether current state statutes require that the yield sign be either removed or obscured. The Legislative Counsel indicated that the yield signs must be either removed from the buses or obscured from view effective January 01, 2004, which they were.

In order to reactivate the Yield to Bus signs, it was necessary to have the Legislature pass a new Bill authorizing the use of the signs. On 2007 Assembly Member John Laird introduced AB 1492 which authorized reinstatement of the original Yield to Bus on a permanent basis for METRO and VTA. During the legislative process both the California Highway Patrol and Caltrans formally opposed the Bill as written. In order to address the concerns that were expressed and to obtain support from the Governors Office the Bill was modified to only require voluntary compliance by motorists.

AB 1492 was passed, with modifications, by both houses of the Legislature and signed into law by the Governor. In order to implement the Yield to Bus Program provided for in AB 1492, as enacted, it is necessary for the Board of Directors to hold a Public Hearing and adopt an implementing Resolution.

Staff recommends that the Board of Directors hold a Public Hearing on the reinstatement of the Yield to Bus Program on January 25, 2008. Staff recommends that the Board of Directors, after considering public comments, adopt a Resolution reinstating the Yield to bus Program on a voluntary compliance basis as provided for in AB 1492.

IV. FINANCIAL CONSIDERATIONS

As the original signs for the Yield to Bus Program are still installed on the METRO fleet the cost to reactivate them should the program be approved will be minimal.

V. ATTACHMENTS

Attachment A: AB 1492

Attachment B: Resolution Reinstating the Yield to Bus Program

BILL NUMBER: AB 1492 CHAPTERED
BILL TEXT

CHAPTER 451
FILED WITH SECRETARY OF STATE OCTOBER 10, 2007
APPROVED BY GOVERNOR OCTOBER 10, 2007
PASSED THE SENATE SEPTEMBER 11, 2007
PASSED THE ASSEMBLY SEPTEMBER 12, 2007
AMENDED IN SENATE AUGUST 31, 2007
AMENDED IN ASSEMBLY APRIL 18, 2007

INTRODUCED BY Assembly Member Laird
(Coauthor: Assembly Member Beall)

FEBRUARY 23, 2007

An act to add Section 24617 to the Vehicle Code, relating to vehicles.

LEGISLATIVE COUNSEL'S DIGEST

AB 1492, Laird. Vehicles: transit buses: right-of-way.

Existing law requires a driver to yield the right-of-way to an approaching authorized emergency vehicle that is sounding a siren and has at least one lighted lamp exhibiting a red light.

This bill would, in the Santa Cruz Metropolitan Transit District and the Santa Clara Valley Transportation Authority, if the applicable entity approves a resolution, authorize a transit bus to be equipped with a specified yield right-of-way sign on the left rear of the bus. The bill would require a participating transit agency to undertake a public education program to encourage motorists to yield to a transit bus when the sign is activated.

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 24617 is added to the Vehicle Code, to read:

24617. (a) A transit bus may be authorized to be equipped with a yield right-of-way sign on the left rear of the bus. The yield right-of-way sign may flash simultaneously with the rear turn signal lamps, but is not required to do so. The sign shall be both of the following:

(1) Designed to warn a person operating a motor vehicle approaching the rear of the bus that the bus is entering traffic.

(2) Illuminated by a red flashing light when the bus is signaling in preparation for entering a traffic lane after having stopped to receive or discharge passengers.

(b) Nothing in this section requires a transit agency to install the yield right-of-way sign described in subdivision (a).

(c) This section does not relieve the driver of a transit bus from the duty to drive the bus with due regard for the safety of all persons and property. This section does not exempt the driver of a transit bus from the requirements of Section 21804.

(d) This section applies only to the Santa Cruz Metropolitan Transit District and the Santa Clara Valley Transportation Authority, if the governing board of the applicable district approves a resolution, after a public hearing on the issue, requesting that this

7.a1

section be made applicable to it.

(e) Each participating transit agency shall undertake a public education program to encourage motorists to yield to a transit bus when the sign specified in subdivision (a) is activated.

SEC. 2. The Legislature finds and declares that a special law is necessary and that a general law cannot be made applicable within the meaning of Section 16 of Article IV of the California Constitution because of unique circumstances of community familiarity with the program in Section 1, applicable only to the Santa Cruz Metropolitan Transit District and the Santa Clara County Transit District.

7.a2

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

Attachment B

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

**RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AUTHORIZING THE IMPLEMENTATION, EFFECTIVE FEBRUARY 1, 2008, OF THE
YIELD TO BUS PROGRAM AS PROVIDED FOR IN AB 1492 ENACTED INTO LAW
IN 2007 BY THE LEGISLATURE AND GOVERNOR OF THE STATE OF
CALIFORNIA**

WHEREAS, the Santa Cruz Metropolitan Transit District was formed to provide public transportation to all of the citizens of Santa Cruz County; and

WHEREAS, the Santa Cruz Metropolitan Transit District operated a Yield to Bus Program from 2000 to 2003; and

WHEREAS, the authority for the Yield to Bus Program expired December 31, 2003; and

WHEREAS, Assembly Member John Laird introduced and obtained enactment of AB 1492 which authorizes the implementation of the Yield to Bus Program in Santa Cruz and Santa Clara Counties; and

WHEREAS, AB 1492 requires the adoption of a Resolution authorizing the implementation of the Yield to Bus Program to initiate the program; and

WHEREAS, the implementation of the Yield to Bus program will improve bus operations, increase safety, and increase service reliability.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby authorize the implementation of a Yield to Bus Program effective February 1, 2008 pursuant to the provisions of AB 1492 as enacted into law by the Legislature and Governor of the State of California.

BE IT FURTHER RESOLVED, that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 25th day of January 2008 by the following vote:

AYES:

7.61

Resolution No. _____

Page 2

NOES:

ABSTAIN:

ABSENT:

APPROVED _____

MARCELA TAVANTZIS
Board Chair

ATTEST _____

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

7.62

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 25, 2008
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
SUBJECT: RESOLUTION REVISING FY08 OPERATING BUDGET

I. KFCOMMENDED ACTION

Staff recommends that the Board of Directors adopt the attached resolution revising the FY08 Operating Budget in accordance with Attachment A.

II. SUMMARY OF ISSUES

- An **Operating Budget** change is necessary, as training dollars from FY07 were erroneously not brought forward to FY08 as an Operating Expense in FY08 for the HASTUS 2006 Schedule Optimization and related training. This will require:
 - Increasing the Employee Training account (509 121) in the IT Department (1500) by \$70,000 to reflect the amount needed for FY08.
 - Transferring \$70,000 from the Capital Reserve account to balance the budget
- The overall budget will increase by \$70,000 to \$38,848,000.

III. DISCUSSION

A. Operating Budget

An **Operating Budget** change is necessary, as training dollars from FY07 were erroneously not brought forward to FY08 as an Operating Expense in FY08 for the HASTUS 2006 Schedule Optimization and related training. A staff report was approved at the March 23, 2007 Board Meeting for the Contract with Transportation Management & Design, Inc. The money to fund this project was in the FY07 budget. At the end of FY07, this money was not carried over into FY08 for expenses against the Transportation Management & Design, Inc. contract.

IV. FINANCIAL CONSIDERATIONS

- Adoption of the resolution will increase the IT Dept Operating Budget by \$70,000 in the Employee Training account; decrease the Capital Reserve Account by \$70,000 and increase the total revised Operating Budget to \$38,848,000.

V. ATTACHMENTS

Attachment A: Resolution Authorizing a Revision to the FY08 Operating Budget

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

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

**A RESOLUTION OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AUTHORIZING A REVISION TO THE FY08 BUDGET**

WHEREAS, it is necessary to revise the adopted FY08 Budget of the Santa Cruz Metropolitan Transit District to provide for revisions in the Operating Budget.

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

PASSED AND ADOPTED this 25th day of January, 2008, by the following vote:

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

Approved _____
MARCELA TAVANTZIS
Board Chair

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

8. a1

RECOMMENDED OPERATING BUDGET REVISIONS
FY08
JANUARY 2008
Exhibit A

	AMOUNT	TOTALS
<u>OPERATING BUDGET</u>		
Increase Employee Training - 509121 in IT Dept (1500)	\$ 70,000	
Transfer from FY08 Capital Reserves	\$ (70,000)	
TOTAL		\$

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 25,2008

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF APPROVAL OF A RESOLUTION AUTHORIZING THE PURCHASE OF PROPERTY LOCATED AT 1211 RIVER STREET, SANTA CRUZ, CALIFORNIA FOR THE AMOUNT OF \$775,000 PLUS FEES AND AUTHORIZING THE GENERAL MANAGER TO EXECUTE DOCUMENTS NECESSARY TO CONCLUDE THE ACQUISITION.

I. RECOMMENDED ACTION

That the Board of Directors approve the Resolution authorizing the purchase of the property located at 1211 River Street for the amount of \$775,000 plus fees and authorize the General Manager to execute documents necessary to conclude the acquisition.

II. SUMMARY OF ISSUES

- METRO is currently constructing the first phase of the Maintenance Building located at 138 Golf Club Drive in Santa Cruz as a part of the MetroBase Project.
- METRO has identified the property located at 1211 River Street Street in Santa Cruz as being in a location that makes it highly desirable as property that can be used for the expansion of the Maintenance Building that may be necessary in the future. This property was identified as an expansion site in the Environmental Impact Report prepared for the MetroBase Project.
- The owners of the property located at 1211 River Street have indicated that they are desirous of having METRO purchase their property as METRO's interest in the property limits their development options.
- On June 8, 2007 the Board of Directors authorized the General Manager to present an offer to Jan van Boeschoten to purchase the property located at 1211 River Street for an amount not to exceed \$775,000.
- The offer that was authorized by the Board of Directors was based upon an appraisal and review conducted in accordance with guidelines issued by the Federal Transit Administration and the State of California. On March 16,2007 the Federal Transit Administration approved METRO's request to acquire the referenced property as a hardship acquisition.

- The offer presented to Jan van Boeschoten was contingent upon the determination that there were no environmental issues as evidenced by a Phase I Environmental Review.
- Upon receipt of the environmental evaluations January 2,2008 METRO is satisfied that the contingencies placed on the offer to purchase the property at 1211 River Street can be removed and that, upon approval by the Board of Directors, the acquisition could be concluded.
- The agreed upon price for the acquisition of the property at 110 Vernon is \$775,000 plus fees which is within the authority granted to the General Manager by the Board of Directors.
- Staff recommends that the Board of Director approved the attached Resolution authorizing the purchase of the property located at 1211 River Street and granting the General Manager the authority to sign the necessary documents to conclude the purchase transaction.

III. DISCIJSSION

On June 8,2007 the Board of Directors authorized the General Manager to present an offer to acquire the property located at 1211 River Street, Santa Cruz, California. The subject property has been identified to be necessary for the future expansion of the MetroBase Maintenance Facility under construction at 138 Golf Club Drive, Santa Cruz. Currently the funding received from the Federal Transit Administration is sufficient to purchase the referenced property. This funding source is sufficient to provide the approximately \$775,000 necessary for acquisition.

The property at 1211 River Street is located adjacent to the property where the current MetroBase Maintenance Facility is being constructed. The location of the property makes it ideal for the future expansion of the maintenance building when that becomes necessary and when funding is available. The owners of the property located at 1211 River Street have indicated that they are desirous of having METRO purchase their property as METRO's interest in the property limits their development options.

The appraisal and review of the property were conducted in accordance with the policies and procedures outlined by both the Federal Transit Administration and the State of California. On March 16,2007 the Federal Transit Administration approved of METRO's request to acquire the property located 1211 River Street as a hardship acquisition.

As a result of the appraisal and review, on June 8,2007, the Board of Directors granted authority to the General Manager to engage in acquisition negotiations with the owners of the 1211 River St. property and their representatives. The Board authorized the General Manager to use the appraised value as the basis for an offer to the owners with an amount of 10% of the appraised value available to respond to counter offers from the owners. METRO Board Directors Beautz, Hagen, Hinkle, Nicol, Reilly, Rotkin, Skillicorn, Spence, Stone, and Tavantzis were present and

voted in favor of the property purchase price, related terms, and costs as outlined by the General Manager, Director Bustichi was absent.

The property owner, Jan van Boeschoten, has agreed to sell the referenced property to METRO for the amount of \$775,000 plus fees. This amount is within the authority that was granted to the General Manager by the Board of Directors for this acquisition.

Staff recommends that the Board of Directors approve the attached Resolution authorizing the purchase of the property located at 1211 River Street and granting the General Manager the authority to sign the necessary documents to conclude the purchase transaction.

IV. FINANCIAL CONSIDERATIONS

Approval of the Resolution authorizing the purchase of the property located at 1211 River Street, Santa Cruz, California will utilize \$775,000 plus fees for the property purchase which are available from capital grants from the Federal Transit Administration and local funds contained in the METRO capital reserve fund.

V. ATTACHMENTS

Attachment A: Resolution Authorizing the Purchase of the Property Located at 1211 River Street, Santa Cruz, California.

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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is adopted:

**RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AUTHORIZING THE PURCHASE OF THE PROPERTY LOCATED AT 1211
RIVER STREET, SANTA CRUZ, CALIFORNIA FROM JAN VAN
BOESCHOTEN, SANTA CRUZ, CALIFORNIA FOR THE SUM OF \$775,000
PLUS FEES, AND AUTHORIZING THE GENERAL MANAGER OR DESIGNEE
TO SIGN THE DOCUMENTS NECESSARY TO COMPLETE THE SALE AND
TRANSFER OF OWNERSHIP.**

WHEREAS, the Santa Cruz Metropolitan Transit District ("District") desires to purchase certain property located at 1211 River Street, Santa Cruz, California; and,

WHEREAS, the Board, on June 8, 2007 authorized the General Manager to present an offer on behalf of the Santa Cruz Metropolitan Transit District; and

WHEREAS, the Board, on June 8, 2007 found that the property located at 1211 River Street was necessary to maintain the efficient operation of transit services in Santa Cruz County and that the property located at 1211 River Street, Santa Cruz, California was of a size and location that it best met the needs of the Santa Cruz Metropolitan Transit District and that the Board would initiate Eminent Domain Procedures should a voluntary sale not occur; and

WHEREAS, in lieu of Eminent Domain, Jan van Boeschoten has accepted the offer of the Santa Cruz Metropolitan Transit District to purchase the property located at 1211 River Street, Santa Cruz, California for the price of \$775,000 plus fees, and under terms and conditions acceptable to the Santa Cruz Metropolitan Transit District; and

WHEREAS, the contingencies established in the offer to purchase the property located at 1211 River Street, Santa Cruz, California, by the Santa Cruz Metropolitan Transit District as the buyer have been satisfied; and

WHEREAS, the Santa Cruz Metropolitan Transit District has removed all buyer contingencies on sale of the property located at 1211 River Street, Santa Cruz, California; and

WHEREAS, the District and the Seller are desirous of concluding the sale of the property located at 1211 River Street, Santa Cruz, California on or before January 31, 2008.

NOW, THEREFORE, BE IT RESOLVED that the Santa Cruz Metropolitan Transit District, County of Santa Cruz, State of California, does hereby authorize the purchase of the

9.01

property located at 1211 River Street, Santa Cruz, California from Jan van Boeschoten, Santa Cruz, California for the sum of \$775,000 plus fees, and does hereby further authorize the General Manager or Designee of the Santa Cruz Metropolitan Transit District to sign necessary documents to complete the sale and transfer of ownership.

PASSED AND ADOPTED this 25th day of January 2008 by the following vote:

AYES: Directors:

NOES: Directors:

ABSTAIN: Directors:

ABSENT: Directors:

APPROVED _____
MARCELA TAVANTZIS
Board Chair

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

9.a2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 25,2008

TO: Board of Directors

FROM: Wally Brondstatter, Acting Paratransit Administrator

SUBJECT: CONSIDERATION OF REPORT REGARDING INCIDENT ON JANUARY 7,2008 ON PARACRUZ AND RECOMMENDATIONS TO REVISE THE POLICY FOR SAME DAY SERVICE CHANGES

I. RECOMMENDED ACTION

It is recommended that the Board of Directors receive the enclosed report and direct staff to schedule a Public Hearing for March 28, 2008 to consider revisions to the Paratransit Customer Guide as they relate to Same Day Service Changes.

II. SUMMARY OF ISSUES

- o On January 7th, a ParaCruz rider, experienced a problem with the Same Day Service Changes Policy in effect at ParaCruz.
- o The rider booked a trip to the Dentist and upon arriving at the destination there was a sign at the location stating that the office had relocated about .3 of a mile.
- o The existing policy at ParaCruz does not allow for same day changes.
- The rider was told that she had to get off the vehicle at that location, and she refused.
- o The Scotts Valley Police were called and they transported the rider to the new location and then back home.
- o Based upon this incident a review of the policy was conducted with the goal of making it more user-friendly, while at the same time retaining some of the original goals of the program.
- Staff contacted other Paratransit Programs to determine how their policies address this issue.
- o Staff is recommending changes to the policy to avoid this situation in the future, and is requesting that the Board authorize the scheduling of a Public Hearing for March 28, 2008 to obtain public comment of these suggested changes.
- o Staff is also recommending that input be received from the Elderly and Disabled TAC group as well as MAC.

10.1

III. DISCUSSION

At the last Board Meeting, Director Bustichi presented information regarding an incident that occurred on January 7, 2008 with a ParaCruz rider. In this incident, the rider scheduled a trip to her dentist's office. When the ride was provided, there was a sign on the door of the dentist's office that they had moved their office approximately .3 of a mile. Because the existing policy in effect at ParaCruz categorizes this type of occurrence as a Same Day Service Change, the operator asked the rider to get off the vehicle at this location.

The rider did not have a cell phone, and there was no one available at the location to assist her, so she was reluctant to exit the vehicle. The driver said that ParaCruz was unable to take her to the new location. The rider refused to disembark the vehicle and the Scotts Valley Police Department was called. They ultimately drove the rider to her appointment and took her home.

The difficulty with this was that it became characterized as a "Same Day Service Change". In the ParaCruz Customer Guide, it states

"METRO ParaCruz cannot change pickup times or pick-up/drop off locations or your seating type on the day of your ride."

The reason for this policy when it was established was that the service is intended to be operated on a basis of reservations the day before, and there was concern that some riders might be disoriented and attempt to instruct the driver to take them to a different location than the existing trip. In fact, years earlier on a LiftLine ride that was subcontracted to Yellow Cab, an incident such as this occurred, and a rider wandered off and was never located.

There have been instances where there have been emergencies such as a fire at the dialysis center, or the recent storms where changes were made to bring people home. It does appear from our investigation that the policy has been too strictly interpreted and staff is proposing a series of changes to address this issue. The first change is that in cases such as this, ParaCruz will first offer the option of returning the rider back to their home. This option was not provided to the rider and in the complaint letter (Attachment A), the complainant would have been satisfied with this outcome.

Currently the Operator contacts the Dispatcher and they interpret the policy as stated in the Customer Guide. We have already instituted a change to this procedure whereby there will always be a Manager-on-duty that can be contacted by the Dispatcher who will make the decision on whether to modify the trip request. We experienced a similar

10.2

incident this week, and the new process worked as a Manager was available to determine that the rider would be returned to their home.

Further, staff is proposing that similar to what is done at the Valley Transportation Authority (VTA) in Santa Clara, where Same-Day Paratransit rides are available as an option (space available basis) for an additional cost. Normal ParaCruz rides are \$3.00, and Same-Day rides would be available for double the regular ParaCruz Fare. These rides would be offered on a space available basis, and they could be reserved between the hours of 8:00 am to 4:00 pm, and riders would have to allow up to 3 hours for pick-ups. If this option was available, the rider would have had the option to go home, or complete the trip at the higher fare. In these cases, before the rider was taken to a new location, the Emergency Contact on record would be contacted to verify that the change is acceptable.

Staff is recommending that the above changes be incorporated into the ParaCruz Customer Guide. To accomplish this it will be necessary to hold a public hearing. In addition staff is proposing that these changes be conveyed to both the METRO Advisory Coininittee and the Elderly and Disabled TAC for their comments. It is proposed that a public hearing be scheduled for the March 28,2008 Board Meeting to accept public comment on these revisions.

IV. FINANCIAL CONSIDERATIONS

Since these events happen infrequently, there is no significant financial impact to the ParaCruz Budget. The additional fare revenue will be utilized to offset some of these costs.

V. ATTACHMENTS

Attachment A: Complaint Letter dated January 8,2008

10.3

January 8th 2008

Santa Cruz Metro Para Cruz
2880 Research Park Drive
Soquel, CA 95073

CC: Mayor Ryan Coonerty
City of Santa Cruz

RE: [REDACTED]
Incident on January 7th 2008

To Whom It May Concern,

I am writing this letter to express my concern about the manner of which a ride to the dentist office was handled with Para Cruz.

My mother, [REDACTED] had a dentist appointment in Scotts Valley with Dr. [REDACTED] on January 7th. The address which was noted for Para Cruz to take my mother was [REDACTED]. Unfortunately when Para Cruz arrived at that address, they discovered the dentist office had moved 3/10ths of a mile up the road to [REDACTED].

At that time Para Cruz driver informed my mother that they could not take her the additional 3/10ths of a mile up the road to the new address, nor would they be able to take her back to [REDACTED] in Scotts Valley (where she lives). The only option would be to leave her at [REDACTED] (the original address given for the dentist office). At this address there are only empty business buildings.

At that point my mother refused to get off the bus because there was no one there at the [REDACTED] address to help her. As I mentioned before there are only empty office buildings at this location. My mother does not have a cell phone and there would not have been any way for her to contact anyone to help her.

I should also mention my mother is 87 years old. She has a pacemaker, glaucoma and has had a series of strokes.

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In the end, because my mother refused to get off the bus, Para Cruz contacted Scotts Valley Police department and an officer came i o the bus and took my mother to the dentist office and then brought her home. Thank You Scotts Valley police department! It is a shame that the employees of Pura Cruz do not have the same compassion for our senior citizens as our law enforcement officers do.

I understand Para Cruz has rules and regulations. However in a situation as I have described above, there was no reason for my mother to be treated the way she was.

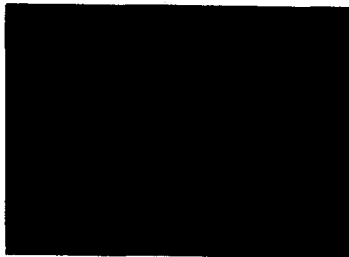
In a perfect world, the correct address would have been given. However in this case, that did not happen. It is inconceivable to me that a driver would abandon an 87 year old woman, in front of an unoccupied office building in the middle of winter with no means of contacting help.

Our family expects no less than a formal public apology from the Para Cruz administration and a written apology from the driver concerned. This incident is bordering on, if not constituting abuse of a senior citizen

I am sure that Para Cruz will take all steps required to ensure that incidents like this will not occur in the future.

Thank You for taking the time to investigate this matter

Thank you



10. a2