



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA
REGULAR MEETING
MAY 26, 2016 – 5:00PM
WATSONVILLE CITY CHAMBERS
275 MAIN STREET
WATSONVILLE, CA 95076**

MISSION STATEMENT: “To provide a public transportation service that enhances personal mobility and creates a sustainable transportation option in Santa Cruz County through a cost-effective, reliable, accessible, safe, clean and courteous transit service.”

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

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

BOARD ROSTER

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

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

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

AMERICANS WITH DISABILITIES ACT

The Board of Directors meets in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, or to access the agenda and the agenda packet (including a Spanish language copy of the agenda packet), should contact the Executive Assistant, at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting Santa Cruz METRO regarding special requirements to participate in the Board meeting. For information regarding this agenda or interpretation services, please call Santa Cruz METRO at 831-426-6080.

SECTION I: OPEN SESSION

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

1 CALL TO ORDER

2 ROLL CALL

3 ANNOUNCEMENTS

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

4 BOARD OF DIRECTORS COMMENTS

5 COMMUNICATIONS TO THE BOARD OF DIRECTORS

This time is set aside for Directors and members of the general public to address any item not on the Agenda which is within the subject matter jurisdiction of the Board. No action or discussion shall be taken on any item presented except that any Director may respond to statements made or questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. All matters relating to Santa Cruz METRO will be noted in the minutes and may be scheduled for discussion at a future meeting or referred to staff for clarification and report. Any Director may place matters brought up under Communications to the Board of Directors on a future agenda. In accordance with District Resolution 619-2-1, speakers appearing at a Board meeting shall be limited to three minutes in his or her presentation. Any person addressing the Board may submit written statements, petitions or other documents to complement his or her presentation. When addressing the Board, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.

- Written Communication from TrailNow.org

6 WRITTEN COMMUNICATIONS FROM MAC

- May 18, 2016 Comments on COA, Proposed Service Changes

7 LABOR ORGANIZATION COMMUNICATIONS

8 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

9 PUBLIC HEARING: REGARDING PROPOSED SERVICE REDUCTION

TO COMMENCE ON MAY 26, 2016 AT 5:00PM OR AS SOON THEREAFTER AS THE MATTER CAN BE HEARD

**RECESS TO CONTINUED MEETING ON FRIDAY, MAY 27, 2016 AT 8:00AM
AT SANTA CRUZ CITY COUNCIL CHAMBERS, 809 CENTER STREET,
SANTA CRUZ, CA**

**MAY 27, 2016 – 8:00AM
SANTA CRUZ CITY CHAMBERS
809 CENTER STREET
SANTA CRUZ, CA 95060**

SECTION II: CLOSED SESSION

10 PERSONNEL MATTER – CEO/GENERAL MANAGER PERFORMANCE REVIEW

(Government Code Section 54957(b))

SECTION III: RECONVENE OPEN SESSION

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

11 CALL TO ORDER

12 ROLL CALL

13 ANNOUNCEMENTS

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14 BOARD OF DIRECTORS COMMENTS

- Chair Report from Closed Session
- Chair Report Regarding Recent Washington, DC Trip

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- Written Communication from TrailNow.org

16 WRITTEN COMMUNICATIONS FROM MAC

- May 18, 2016 Comments on COA, Proposed Service Changes

17 LABOR ORGANIZATION COMMUNICATIONS

18 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

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

19-01 RECOMMENDED ACTION ON TORT CLAIMS

Liseth Guizar, Safety, Security and Risk Manager

19-02 ACCEPT AND FILE THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF FEBRUARY 29, 2016

Angela Aitken, Finance Manager

19-03 ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING OF MAY 13, 2016

Alex Clifford, CEO/General Manager

19-04 ACCEPT AND FILE: MINUTES OF THE MAC MEETING OF APRIL 20, 2016

Alex Clifford, CEO/General Manager

19-05 ACCEPT AND FILE: METRO SYSTEM RIDERSHIP REPORTS FOR THE THIRD QUARTER OF FY16

Barrow Emerson, Planning & Development Manager

19-06 ACCEPT AND FILE: THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR JANUARY, FEBRUARY AND MARCH 2016

April Warnock, Paratransit Superintendent

19-07 ACCEPT AND FILE: CONSIDERATION OF METROBASE MONTHLY CHANGE ORDER REPORT

Andrew Kreck, Project Manager, Hill International

19-08 ACCEPT AND FILE: SEMI-ANNUAL REPORT ON THE STATUS OF METRO'S DISADVANTAGED BUSINESS ENTERPRISE PROGRAM (OCT – MAR)

Angela Aitken, DBE Liaison Officer, Finance Manager

19-09 APPROVE: CONSIDERATION OF ISSUING A FORMAL INVITATION FOR BIDS FOR HVAC MAINTENANCE SERVICES

Al Pierce, Maintenance Manager

19-10 APPROVE CONSIDERATION OF ISSUING A FORMAL INVITATION FOR BIDS FOR PURCHASE AND INSTALLATION OF CHAIN-LINK FENCING AND GATES

Andrew Kreck, Project Manager, Hill International

19-11 APPROVE: CONSIDER ADOPTING A RESOLUTION AUTHORIZING THE CEO/GENERAL MANAGER TO SUBMIT APPLICATIONS AND EXECUTE AGREEMENTS TO RECEIVE FUNDS FOR THE FY17 MOTOR VEHICLE EMISSION REDUCTION GRANT PROGRAM

Barrow Emerson, Planning and Development Manager

19-12 APPROVE: CONSIDER AUTHORIZING THE CEO/GENERAL MANAGER TO EXECUTE A LETTER OF INTENT TO MAINTAIN BUS STOP FACILITIES AT SAN LORENZO VALLEY HIGH SCHOOL TO BE CONSTRUCTED BY THE COUNTY

Barrow Emerson, Planning and Development Manager

REGULAR AGENDA

20 RESOLUTION OF APPRECIATION MARIA GRANADOS-BOYCE, ANDREA HERSHEY, JUAN SERRATO, RUBEN VALDEZ

Chair Mike Rotkin

21 PUBLIC HEARING: REGARDING PROPOSED SERVICE REDUCTION TO CONTINUE HEARING ON MAY 27, 2016 AT 8:30AM OR AS SOON THEREAFTER AS THE MATTER CAN BE HEARD

22 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Leslyn K. Syren, District Counsel

23 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, JUNE 24, 2016 AT 8:30AM, SANTA CRUZ CITY COUNCIL CHAMBERS, 809 CENTER STREET, SANTA CRUZ

Chair Mike Rotkin

24 RECESS TO CLOSED SESSION

SECTION IV: CLOSED SESSION

25 CONFERENCE WITH LABOR NEGOTIATOR

(Government Code Section 54957.6)

Agency Negotiators: Alex Clifford, CEO/General Manager
Leslyn K. Syren, District Counsel
Robyn Slater, Human Resources Manager

Employee Organization: United Transportation Union (UTU) Local 23, Fixed Route
United Transportation Union (UTU) Local 23, ParaCruz
Service Employees International Union (SEIU), Local 521

26 ADJOURNMENT

Chair Mike Rotkin

agenda packet and materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Santa Cruz METRO Administrative Office (110 Vernon Street, Santa Cruz) during normal business hours. Such documents are also available on the Santa Cruz METRO website at www.scmtd.com subject to staff's ability to post the document before the meeting.

COMMUNICATIONS TO THE BOARD OF DIRECTORS



TRANSPORTATION IMPROVEMENT PLAN

Surface-Streets: 18%

Highway Corridor: 19%

Metro (w/ Bus Rapid Transit on Highway 1): 52%

Rail Corridor: 3%

Trail: 8%

Key Elements of Plan:

- World Class Trail by 2018
 - Separation of Pedestrians & Bicyclist
 - Rail-Trail width ranges from 20' to 30'
 - Designed for "Bike Commuting"
 - Under/Overpasses (Seabright Ave, 7th, 17th, 41st)
 - Gravel trail by 2016
- Train Freight Operations
 - Watsonville Freight operations
 - No passenger rail study (Bus Rapid Transit alternative)
- Research best practices for a **FREEWAY BASED TRANSIT SYSTEM (FBTS)**
 - Bus Rapid Transit (BRTs) along Highway 1 and extending to Highway 17
 - Dedicated BRT / HOV / HOT lane on Highway 1
 - Electric Buses
 - Highway 1 Tier I Improvements to support FBTS
- Santa Cruz Wharf Roundabout Improvements
 - Very dangerous roundabout for cyclist due railroad tracks
 - Reduce Lawsuits and Taxpayer Liability
 - New Roaring Camp Retail Center
- Surface-Street Improvements
 - Seabright / Murray Ave Intersection improvements
 - Added turn lanes on Murray Ave
 - Aptos Village Improvements
 - Improve Soquel / Trout Gulch Intersection
 - Walkable Community

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WRITTEN COMMUNICATIONS FROM MAC

to: SCMTD Board of Directors, Mike Rotkin , Chair

From: Metro Advisory Committee (MAC)

Date: May 18, 2016

re: MAC comments on COA, proposed service changes

During the past 5 months, this committee has received presentations and proposal updates from Barrow Emmerson, planning and development manager regarding service change proposals. He has been very thorough in his explanations and in noting our comments and questions at each meeting. We would like to sincerely thank Metro for some of the alterations that have already been made in response to comments from this committee and members of the public, especially for the possible return of the route 91X, retaining most UCSC service and for the adaptations made in Watsonville which allow people to access vital medical and other services. As we are approaching the final proposals, we would like to call a few important items to your attention with respect to specific routes, general areas of concern and future potential expenses.

Specific route concerns

- 35A: Goes out on Scotts Valley Drive but return is only covered during school hours in the afternoon by route 30. This may impact many riders if UCSC moves into Scotts Valley facility.
- Route 17: By not running from the Soquel park and ride, those wishing to make an early morning trip to the airport may either drive all the way or will need to park near the Metro.
- Routs serving 7th and Capitola: Please make sure to stagger arrival times of routes that serve this intersection so that all busses don't arrive at the same time in order to help make up for decrease in frequency of service.
- UCSC routes: If there is no easy schedule to remember, such as every 30 minutes, please make sure that Westside residents not associated with UCSC have easy access to the exact bus schedule.
- No route leaving Capitola Village in the evening; people may want to visit this area for dinner or other events but can't get home.

General items of concern

- Access to grocery stores: While Metro cannot locate each exact store, please look at areas that have lost or are facing a significant reduction in service to make sure that residents are not losing access to commonly used grocery stores, as food is a basic necessity.
- Transfers and connections: Please try to manage transfers and connections at major Metro stations so that riders are less likely to just miss their bus and have to wait an hour or two.
- Mid-day service reductions: As most of the service reductions occur during off-peak hours, the impact will be felt most by seniors, the unemployed or self-employed and persons with disabilities. It is important to acknowledge the riders

WRITTEN COMMUNICATIONS FROM MAC

who are bearing the brunt of these cuts when doing public outreach and when planning any future cuts or service improvements.

Future potential expenses

- Upgrading bus shelters: Longer wait times necessitate more protection from sun or rain. Stops at "mini hubs" such as Ocean/Water should be given special consideration with the increase in passengers that may be waiting there. Many stops may need benches as not all passengers can stand for longer than 30 minutes.
- Outreach: Offering turn by turn directions and more detailed route information will be necessary in assisting the riders with travel plans.
- Training customer service staff: When calling Metro, information staff will need to be more knowledgeable of the new routes and able to assist riders with detailed travel plans.
- Increase in ParaCruz ridership and extra vans: We realize that Metro will be monitoring requests for van service either from increased ParaCruz ridership or because passengers using mobility devices may not always be able to board more crowded busses and cannot wait longer than 30 minutes for the next bus. Contracting out for extra van service does have the potential to become an added expense.

Thank you for taking the time to consider our comments and concerns with respect to the currently proposed service changes. We look forward to seeing the final proposal and continuing to dialog with you as we strive to maintain the best possible level of service for bus riders in Santa Cruz county.

Sincerely,

Veronica Elsea, Chair



DATE: May 26, 2016
TO: Board of Directors
FROM: Liseth Guizar, Safety, Security and Risk Manager
SUBJECT: RECOMMENDED ACTION ON TORT CLAIMS

I. RECOMMENDED ACTION

That the Board of Directors Reject the Attached Claim for the Month of May 2016

II. SUMMARY

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

III. DISCUSSION/BACKGROUND

METRO's Risk Department received one claim for the month of May 2016 for money or damages. As a public entity, METRO must act "within 45 days after the claim has been presented" (Govt C §912.4(a)). Staff has attached a recommendation with the claim.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None

V. ALTERNATIVES CONSIDERED

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

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

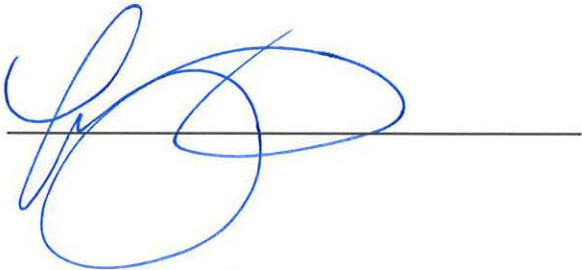
VI. ATTACHMENTS

Attachment A: Claim and Recommended Action for UCSC Risk Service:
16-0004

Prepared by: Thomas Szestowicki, Safety Specialist

VII. APPROVALS:

Liseth Guizar
Safety, Security and Risk Manager



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



Alex Clifford, CEO/General Manager



Attachment A

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: Liseth Guizar, Safety, Security and Risk Manager

RE: Claim of: UCSC Risk Service
Received: 5/17/16 Claim #: 16-0004
Date of Incident: 4/18/16 Occurrence Report No.: SC0416-09

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

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

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

I, Gina Pye, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of May 26, 2016.

By _____ Date: _____
Executive Assistant to CEO

Attachment(s)

Attachment A Claim for Damages Against the Santa Cruz Metropolitan Transit District

Please submit claim and supporting documentation to:

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

Untimely or insufficient (incomplete) claims will be returned.

* = Required ** = Required if known

Please print or type clearly

<p>1. *Claimant's Name and Street Address:</p> <p>Name: <u>UCSC Risk Service (ERIC)</u></p> <p>Address: [REDACTED]</p> <p>City: [REDACTED] State: [REDACTED] Zip: [REDACTED]</p> <p>Telephone Numbers:</p> <p>Home: [REDACTED] Cell: _____</p>	<p>2. *Send Official Notices and Correspondence to:</p> <p>Name: <u>UCSC Risk Service</u></p> <p>Address: [REDACTED]</p> <p>City: [REDACTED] State: <u>CA</u> Zip: [REDACTED]</p> <p>Telephone Numbers:</p> <p>Home: _____ Cell: _____</p>												
<p>3. *Medicare Reporting</p> <p>Are you presently, or have you ever been, enrolled in Medicare Part A or B? Yes <input type="checkbox"/> or No <input type="checkbox"/></p> <p>IF YES please provide the following information- Medicare Claim Number: _____</p> <p>Date of Birth: _____ Social Security Number: _____ Gender: M <input type="checkbox"/> or F <input type="checkbox"/></p>													
<p>4. Incident Information</p> <p>*Date of Incident: <u>April 18, 2016</u> **Time of Incident: _____ (AM/PM) **Location: <u>UCSC</u></p> <p>Weather Conditions: _____ Bus Number: _____ Route: _____</p> <p>**Name or ID of METRO Employee who allegedly caused injury or loss: _____</p>													
<p>5. Witnesses involved:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 40%;">Address</th> <th style="width: 30%;">Telephone:</th> </tr> </thead> <tbody> <tr> <td>1) <u>Please the email</u></td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2) _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3) _____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		Name	Address	Telephone:	1) <u>Please the email</u>	_____	_____	2) _____	_____	_____	3) _____	_____	_____
Name	Address	Telephone:											
1) <u>Please the email</u>	_____	_____											
2) _____	_____	_____											
3) _____	_____	_____											
<p>6. *Amount Claimed- Property damage or loss and method of computation. Attach supporting documentation (see instructions)</p> <p><u>No more than</u> \$ <u>5,000</u></p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p style="text-align: right;">Total Amount Claimed: \$ <u>5000</u></p> <p>IF amount claimed over \$10,000, check the following:</p> <p>Limited (up to \$25,000) <input type="checkbox"/> Unlimited (over \$25,000) <input type="checkbox"/></p>	<p style="text-align: center;">METRO USE ONLY:</p> <p>Claim # <u>16-0004</u></p> <p>Date Received (date stamp):</p> <div style="border: 2px solid black; padding: 5px; text-align: center; margin: 10px auto; width: 80%;"> <p style="font-size: 1.5em; letter-spacing: 0.5em; margin: 0;">R E C E I V E D</p> <p style="font-size: 1.2em; margin: 0;">MAY 17 2016</p> <p style="font-size: 0.8em; margin: 0;">SANTA CRUZ METRO LEGAL DEPT</p> </div> <p style="font-size: 1.2em; margin-top: 10px;"><u>45 days - 7/1/16</u></p>												

Attachment A
Claim for Damages Against the Santa Cruz Metropolitan Transit District

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

Metro Maintenance Vehicle backed into a handrail.
Hand rail was damaged. UCSC police reported case # 16-414.

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

Damaged a handrail at Parking 159 at UCSC.

9. ***SIGNATURE**

Emilio Navarro Emilio Navarro 5/12/16
Claimant or Representative's Signature Print Name Date

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

Additional Information:

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

- Vehicle registration (if applicable)
- Two repair estimates



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Year to Date Monthly Financial Report as of February 29, 2016

Santa Cruz METRO Board of Directors

May 27, 2016

Angela Aitken, Finance Manager

FY16 Operating Revenue and Expenses For the Month Ending February 29, 2016

67% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual
Operating Revenue:	\$2,815	\$2,737	\$78
Operating Expenses:			
Labor - Regular	\$1,363	\$1,472	\$109
Labor - Overtime	\$242	\$202	(\$40)
Fringe Benefits	\$1,501	\$1,716	\$215
Non-Personnel Expenses	\$558	\$715	\$157
Total Operating Expenses:	\$3,664	\$4,105	\$441
Operating Budget Favorable/ (Unfavorable):			\$519

19-02-2



FY16 Operating Revenue and Expenses

Year to Date as of February 29, 2016

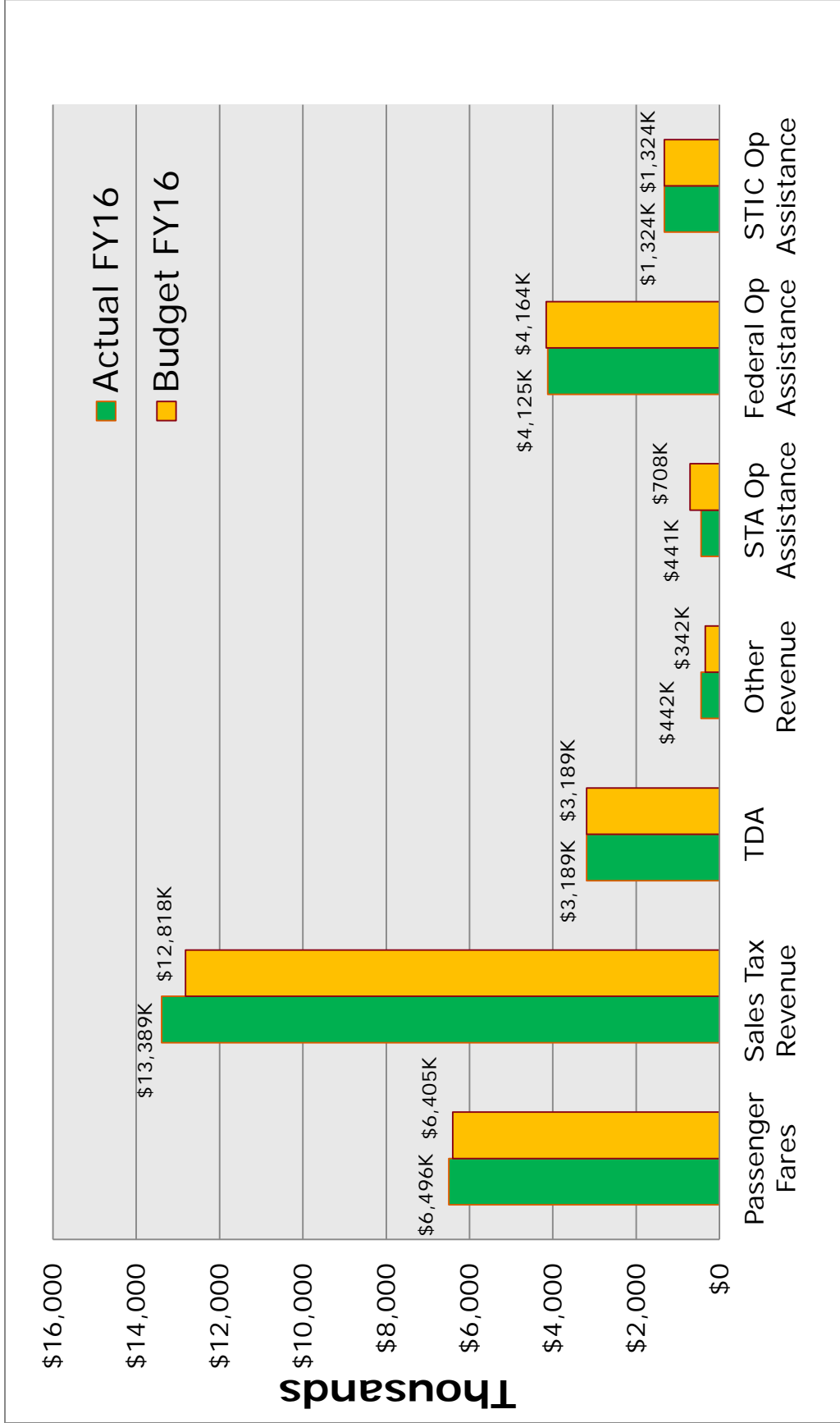
67% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual
Operating Revenue:	\$29,406	\$28,950	\$456
Operating Expenses:			
Labor - Regular	\$10,935	\$11,777	\$842
Labor - Overtime	\$1,832	\$1,612	(\$220)
Fringe Benefits	\$12,594	\$13,731	\$1,137
Non-Personnel Expenses	\$5,332	\$5,885	\$553
Total Operating Expenses:	\$30,693	\$33,005	\$2,312
Operating Budget Favorable/ (Unfavorable):			\$2,768

19-02-3

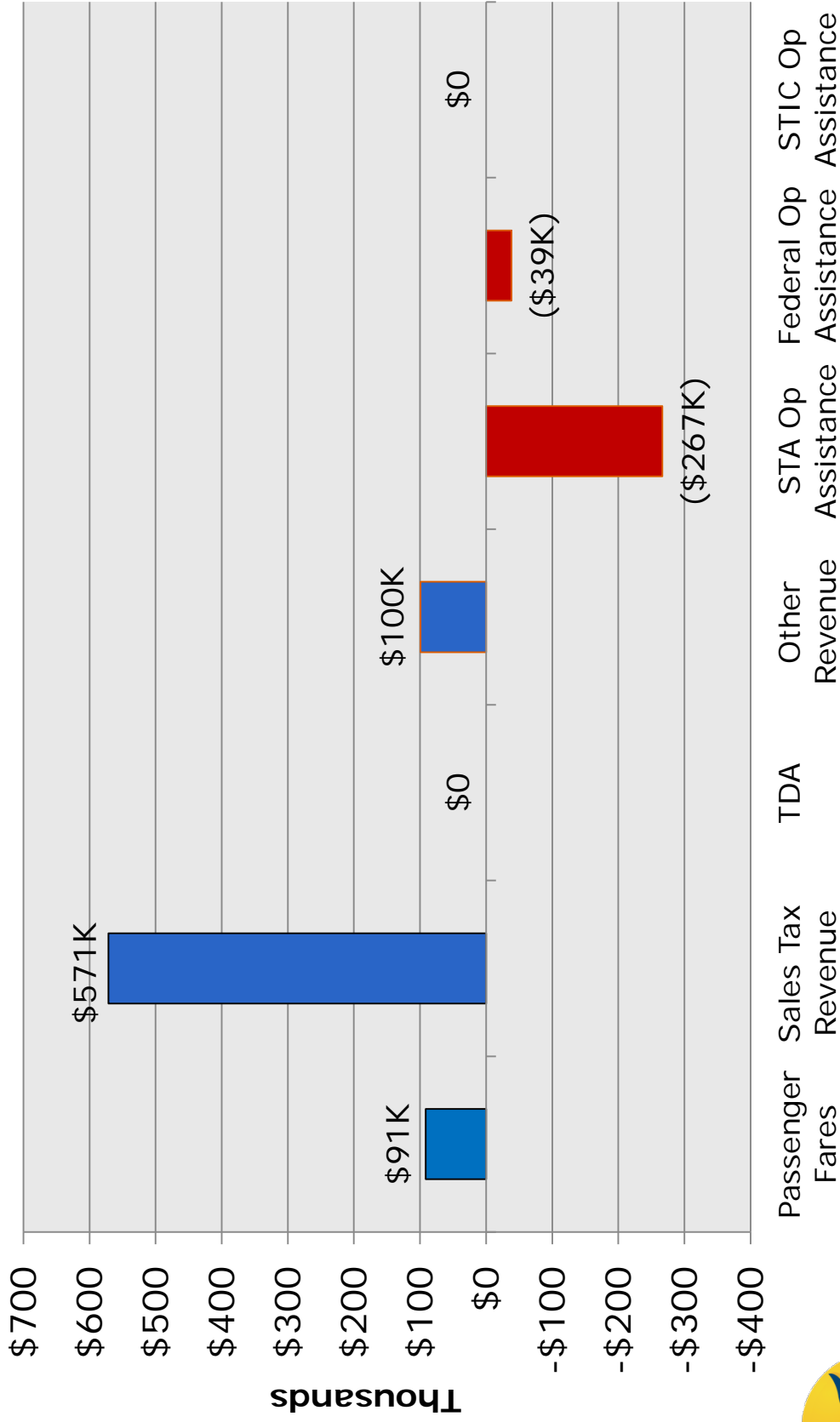


FY16 Operating Revenue by Major Funding Source Year to Date as of February 29, 2016 67% of Fiscal Year Elapsed



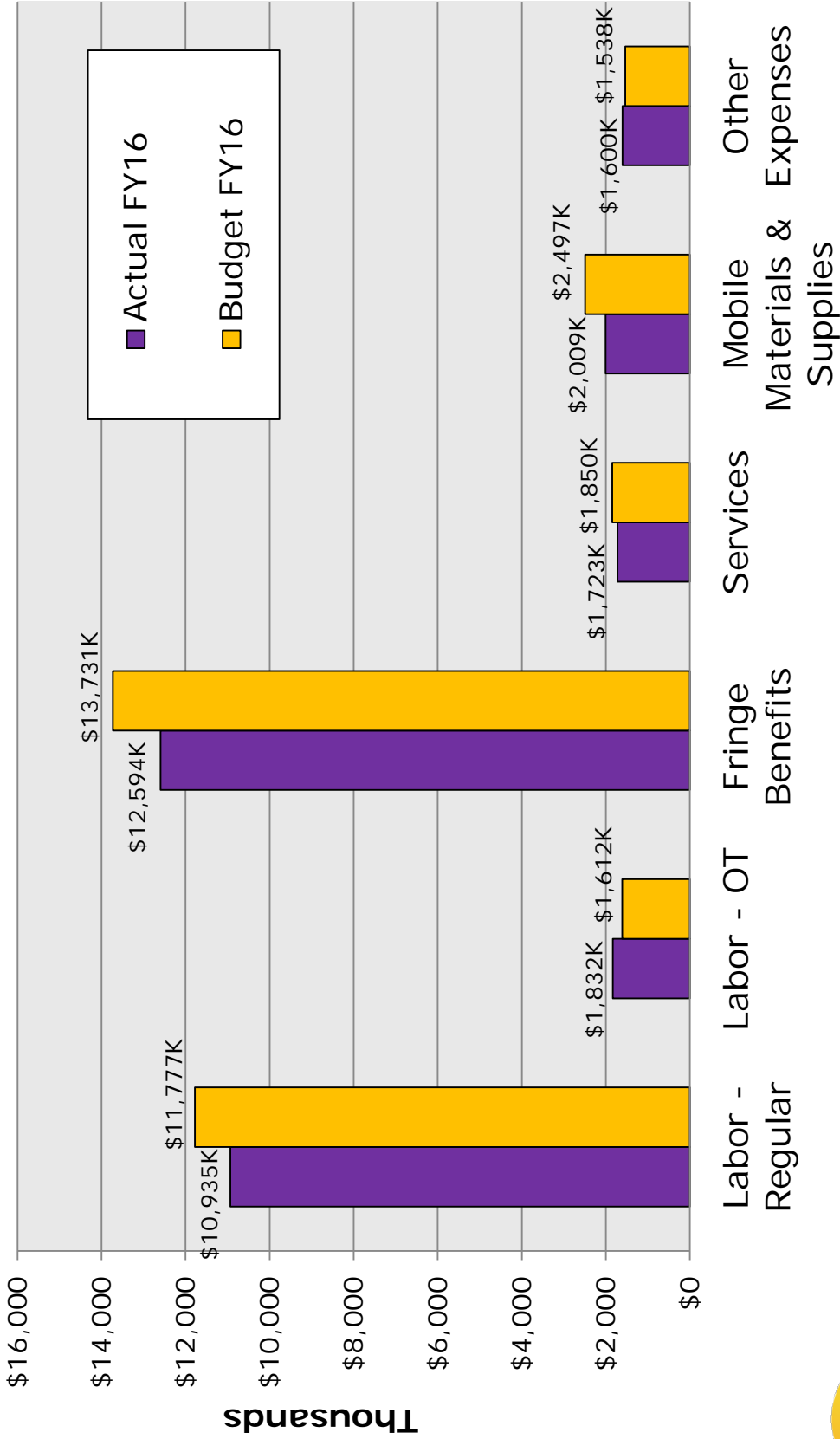
Favorable/(Unfavorable) Revenue Variance to Budget Year to Date as of February 29, 2016

67% of Fiscal Year Elapsed



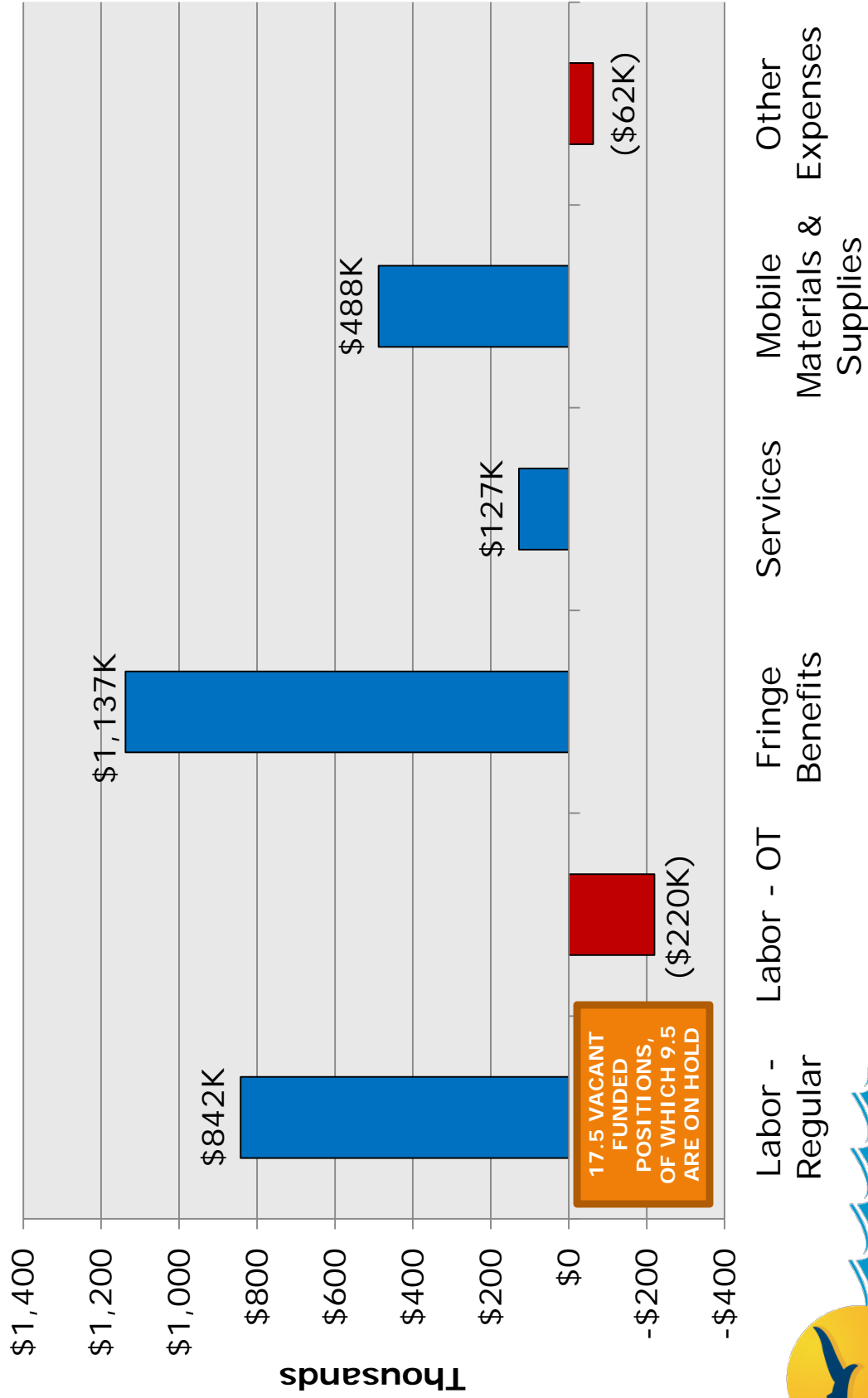
FY16 Operating Expenses by Major Expense Category Year to Date as of February 29, 2016

67% of Fiscal Year Elapsed



Favorable/(Unfavorable) Expense Variance to Budget Year to Date as of February 29, 2016

67% of Fiscal Year Elapsed



19-02.7

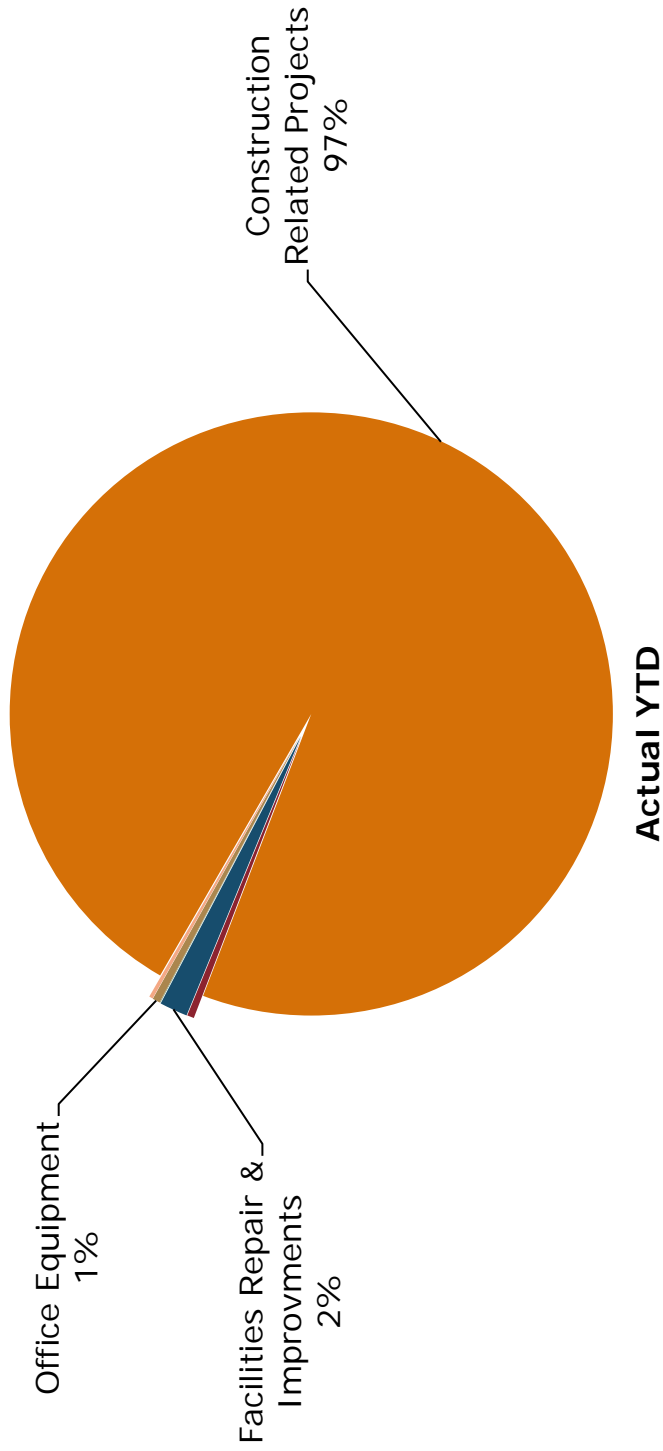


FY16 Capital Budget

Spending Year to Date as of February 29, 2016

67% of Fiscal Year Elapsed

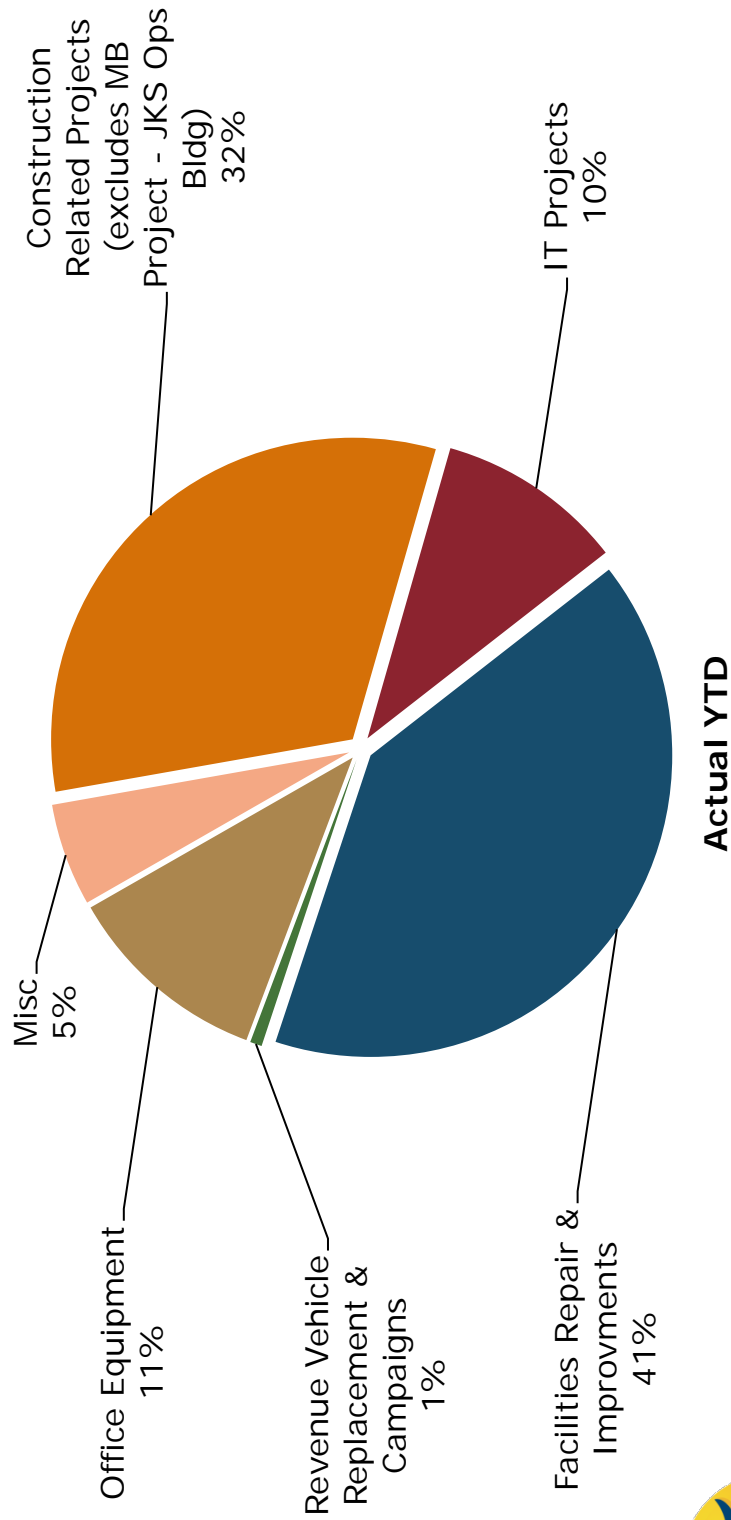
	Actual YTD	Total FY16 Budget	% Spent YTD
Total Capital Projects:	\$6,548,862	\$12,301,528	53%



FY16 Capital Budget - Excludes MetroBase Project - JKS Ops Bldg. Spending Year to Date as of February 29, 2016

67% of Fiscal Year Elapsed

	Actual YTD	Total FY16 Budget	% Spent YTD
Total Capital Projects:	\$242,686	\$2,520,495	10%



19-02.9



MetroBase Phase II Operations Building

Life of Project

Budget Adopted January 22, 2016

Spending as of April 30, 2016

19-02.10



MetroBase Phase II - Life of Project

Spending as of April 30, 2016

\$ In Thousands	Budget	Actual	Remaining	% Spent
LCN – Prime Construction Contract	\$13,572	\$13,364	\$208	98%
Construction Contract Contingency	\$2,325	\$2,149	\$175	92%
In-House Project Management	\$653	\$640	\$13	98%
Consultant Costs (Hill Int'l., TRC and RNL)	\$6,269	\$5,766	\$502	92%
Non-Construction Contingencies	\$150	\$0	\$150	0%
Contracted Professional Services – prior to 9/26/14	\$150	\$150	\$0	100%
Additional Cost and Services (VSWs, Security, Dubois, etc.)	\$3,293	\$2,352	\$941	71%
Total:	\$26,412	\$24,422	\$1,989	92%

19-02-11



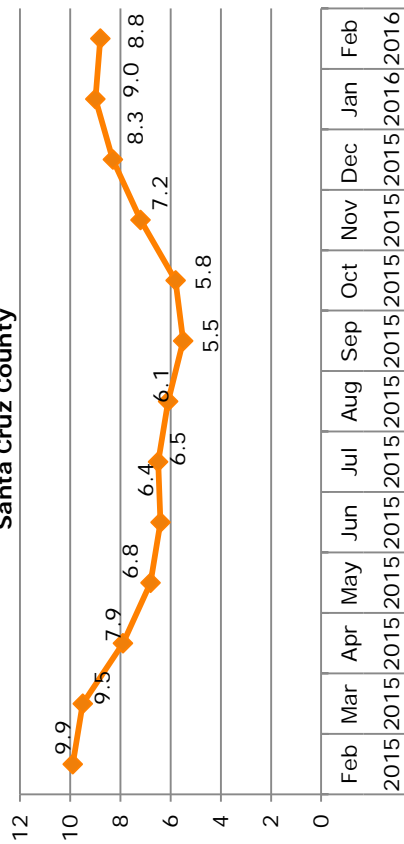
Additional Information

19-02.12

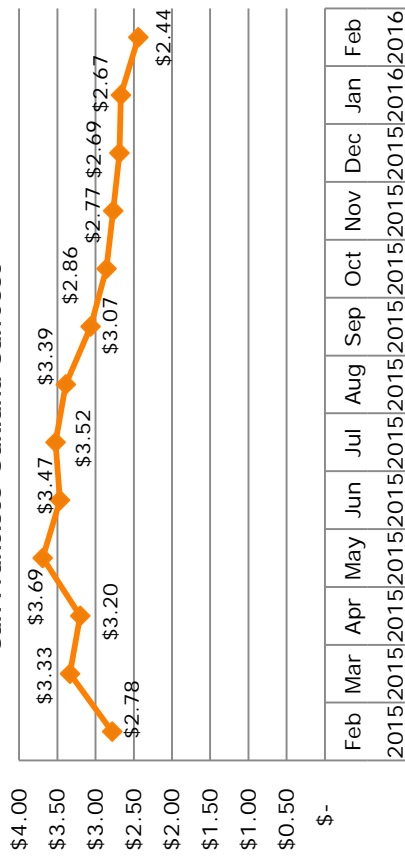


Additional Information

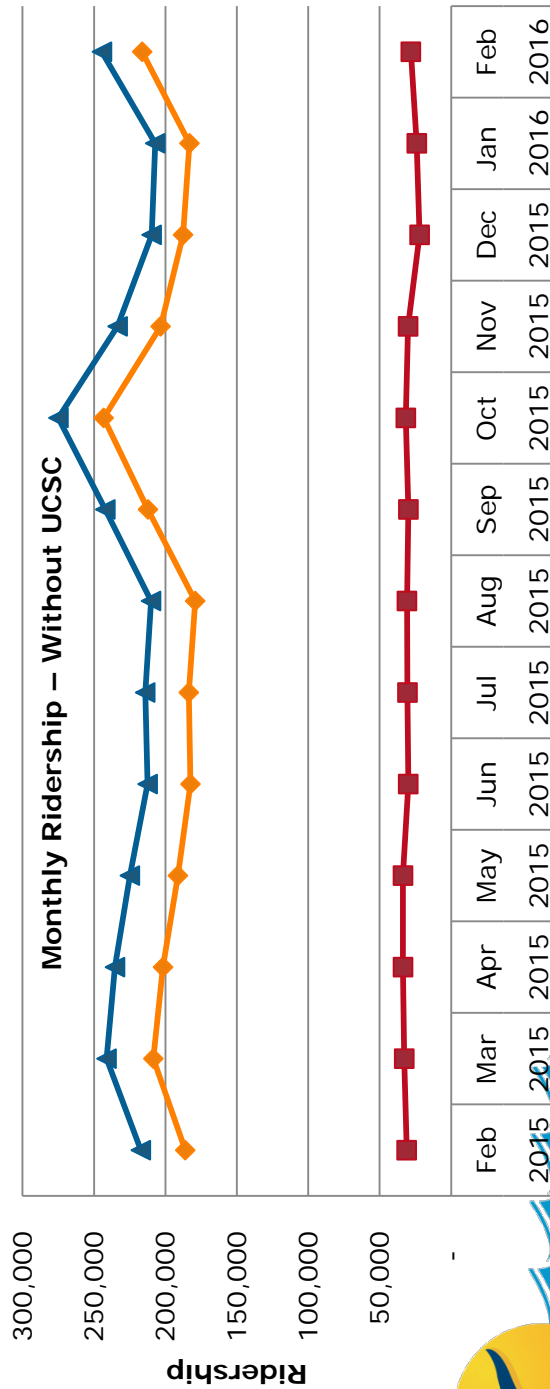
Unemployment Rate %
Santa Cruz County



\$ Gasoline per Gallon
San Francisco-Oakland-San Jose



Monthly Ridership – Without UCSC



19-02-13



Questions

19-02.14





DATE: May 26, 2016
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
SUBJECT: ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING OF MAY 13, 2016

I. RECOMMENDED ACTION

That the Board of Directors Accept and File the Minutes for the Santa Cruz Metropolitan Transit District (METRO) Board of Directors Meeting of May 13, 2016

II. SUMMARY

- Staff is providing minutes from the Santa Cruz Metropolitan Transit District (METRO) Board of Directors Meeting of May 13, 2016.
- Each meeting, staff will provide minutes from the previous METRO Board of Directors meeting.

III. DISCUSSION/BACKGROUND

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

IV. FINANCIAL CONSIDERATIONS/IMPACT

None

V. ALTERNATIVES CONSIDERED

None

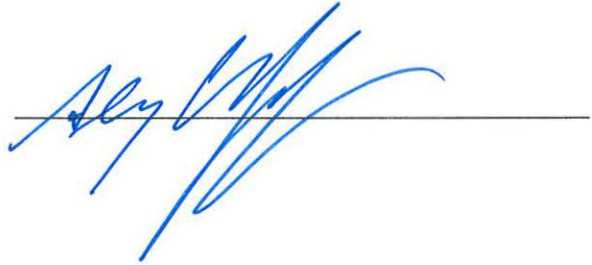
VI. ATTACHMENTS

Attachment A: Draft minutes for the Board of Directors Meeting of May 13, 2016

Prepared by: Gina Pye, Executive Assistant

VII. APPROVALS:

Alex Clifford, CEO/General Manager



Attachment A



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO) BOARD OF DIRECTORS AGENDA MEETING MINUTES MAY 13, 2016 – 8:30 AM SANTA CRUZ CITY CHAMBERS 809 CENTER STREET SANTA CRUZ, CA 95060

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, May 13, 2016 at the Santa Cruz City Chambers, 809 Center Street, Santa Cruz, CA

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

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

- 1 **CALL TO ORDER at 8:34 AM by Chair Rotkin.**

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

Director Ed Bottorff	City of Capitola
Director Dene Bustichi	City of Scotts Valley
Director Cynthia Chase	City of Santa Cruz
Director Jimmy Dutra, Vice Chair	City of Watsonville
Director Zach Friend	County of Santa Cruz
Director Norm Hagen	County of Santa Cruz
Director Don Lane	City of Santa Cruz
Director John Leopold	County of Santa Cruz
Director Bruce McPherson	County of Santa Cruz
Director Mike Rotkin, Chair	County of Santa Cruz
Ex-Officio Director Donna Blitzer	UC Santa Cruz

The following Director was absent:
 Director Karina Cervantez City of Watsonville

STAFF PRESENT:
 Alex Clifford METRO CEO/General Manager
 Leslyn K. Syren METRO District Counsel

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

Attachment A

Board of Directors Meeting Minutes
May 13, 2016
Page 2 of 8

Heather Adamson, AMBAG
Erron Alvey, SCMTD
Liseth Guizar, METRO
Debbie Kinslow, SCMTD
Kristina Mihaylova, METRO

Eduardo Montesino, SMART/UTU
Local 23
M.W. Regan, VMU/SEIU
Robyn Slater, SCMTD
April Warnock, METRO ParaCruz
Daniel Zaragoza, SCMTD

SECTION I: OPEN SESSION

3 ANNOUNCEMENTS

Chair Rotkin introduced Carlos Landaverry and his Spanish Language Interpretation services. He announced this meeting is being televised by Community Television of Santa Cruz County on Channel 26. Community Television's technician today is Mike Oliphant.

He then reminded the assembly that there would be two additional meetings in May:

- May 26, 5:00PM Watsonville City Chambers, 275 Main Street, Watsonville
CONTINUING TO
- May 27, 8:30AM Santa Cruz Chambers, 809 Center Street, Santa Cruz

4 BOARD OF DIRECTORS COMMENTS

None.

5 COMMUNICATIONS TO THE BOARD OF DIRECTORS

In response to requests for public comment:

None.

6 WRITTEN COMMUNICATIONS FROM MAC (if applicable)

Having none, the meeting proceeded to the next agenda item.

7 LABOR ORGANIZATION COMMUNICATIONS

Eduardo Montesino, UTU representative, begged to differ with the perception that there are no alternative funding sources to solve the structural deficit. He said even after Congress stripped the earmarks in 2007, and eliminated them totally in 2008, METRO has been successful in locating new funding opportunities; e.g., Prop 1B financed capital projects, PMITSEA and the SLPP programs. He anticipates future cuts and questioned the projections provided. He said the community and the employees want to know METRO's future plans.

Manny Martinez, representing the transit supervisors, has a disabled son who attends Cabrillo. He shared comments he's overheard from Cabrillo students and asked that METRO address their concerns noting this service affects riders throughout the county, not just Cabrillo.

8 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Chair Rotkin announced the following items were distributed to Board Members:

- 5 Year Plan

Chair Rotkin then announced the following items were distributed to Board Members and are available at the back of the room for public viewing:

DRAFT

19-03A.2

Attachment A

- Item 10A, Glossary of Terms, page 10A.26 has been added.
- News Clips: Media articles of interest

CONSENT AGENDA

- 9-01 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF APRIL 2016
- 9-02 ACCEPT AND FILE: MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING OF APRIL 22, 2016
- 9-03 ACCEPT AND FILE: MINUTES OF THE MAC MEETING OF MARCH 16, 2016
- 9-04 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A FOURTH CONTRACT AMENDMENT WITH HILL INTERNATIONAL, INC. TO INCREASE THE CONTRACT TOTAL BY \$285,000 FOR PROJECT MANAGEMENT CONSULTANT SERVICES
- 9-05 APPROVE: CONSIDER ADOPTING A RESOLUTION AUTHORIZING APPLICATIONS TO THE FEDERAL TRANSIT ADMINISTRATION BUS AND BUS FACILITIES PROGRAM AND TO COMMIT FUNDS TO PROVIDE THE LOCAL MATCH FOR THESE GRANTS

Public comment:

Mr. Montesino, commenting on Consent Agenda item 9-05, asked why METRO waited until the deadline to apply.

Director Leopold, referring to Consent Agenda item 9-04, asked if this would be the last contract amendment from Hill International. CEO Clifford responded unfortunately, there are no guarantees. He added that he and the Board will discuss this item further in today's closed session.

ACTION: MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED

MOTION: DIRECTOR LANE

SECOND: DIRECTOR HAGEN

MOTION PASSED WITH 10 AYES (Directors Bottorff, Bustichi, Chase, Dutra, Friend, Hagen, Lane, Leopold, McPherson and Rotkin.) Director Cervantez was absent.

REGULAR AGENDA

- 10 **APPROVE: CONSIDERATION OF SANTA CRUZ METRO'S REVISED FY17 AND FY18 OPERATING BUDGET, FY17 CAPITAL BUDGET AND A RESOLUTION SETTING A PUBLIC HEARING ON JUNE 24, 2016**

Chair Rotkin thanked Angela Aitken, Finance Manager, for the helpful glossary of terms which had been distributed to the assembly (page 10A.26).

Ms. Aitken said no decisions concerning the budget would be made today; she would review:

1. Journey of Fixing the Structural Deficit
2. FY17 and FY18 Operating Budget Changes
3. Projected Reserve Balances
4. FY17 and FY18 Non-Controllable Operating Budget Risks

Attachment A

Today METRO is requesting approval to open the public hearing process. Further budget detail will be presented at the May 26 and 27 Board Meeting.

Director Leopold inquired as to the changing nature of fuel costs. Ms. Aitken responded that METRO has contractual obligations which set the price; CNG pricing has increased but diesel fuel pricing has remained consistent.

Given the audience familiarity with the budget, and subsequent consent, the Board opted to bypass the “journey” portion of the package/presentation.

Chair Rotkin suggested a change in nomenclature from “reserves” to a term that more accurately defines the fund “purpose/use”; e.g., funds used for grant matches may be referred to as match funds.

Chair Rotkin thanked METRO employees for their assistance in reducing the rate of injuries and resultant workers’ compensation claims. Costs have been reduced through a concerted effort of education, safety improvements, etc.

Chair Rotkin asked if METRO could project the anticipated timing of additional revenue. Ms. Aitken responded METRO’s budget will include the following known possible revenue(s):

- Cabrillo: 6 months’ revenue may be incorporated into the FY17 budget, dependent upon the Student Senate process
- UCSC: anticipating 50% in FY17
- VTA: anticipating October 2016 (note: this is a one-time influx of funds)
- SCCRTC Sales Tax Initiative: minimal impact to FY17

CEO Clifford added that the budget presented in June 2016 will contain assumptions about these revenue possibilities once agreements are finalized.

Ms. Aitken noted METRO is on track but will continue to be diligent about the costs we incur and conservative with the anticipated revenues; even with the additional revenue and escalation factors included, METRO will use reserves to balance the budget.

Director Lane requested Ms. Aitken explain the definition and use of the “operations sustainability reserve”. Ms. Aitken explained that this reserve “bucket” is used to cover those expenses which will be replenished by grant funds when METRO is reimbursed at a later date; e.g., buses or equipment purchased with grant monies.

Director Dutra asked if there were opportunities the Board is not yet aware of. Ms. Aitken responded that METRO is re-examining the leases to make the best use of that revenue. Advertising opportunities are being explored. METRO could consider pursuing our own tax initiative if the RTC measure is unsuccessful in November.

CEO Clifford added that METRO is working on additional capital funding. The FASTAct is locked in for 5 years at 2% year-over-year. Senator Beall is pushing for an increase in diesel gas tax which could result in additional STA funding. We continue to work with the Governor and State Assembly to reinstate a new Prop 1B program and try to stimulate a new capital bond program. Locally, we can’t count the sales tax monies until the measure passes; the Cabrillo, VTA and UCSC revenue will be included once the

Attachment A

numbers/agreements are finalized. Advertising may provide some smaller amount of funding. Fare restructuring will most likely occur in year 3.

Chair Rotkin added that any initiative which results in additional cost to the automobile owner alienates the public and has been stagnant since 1993. Although this is a rational idea, everyone he has spoken with in Sacramento is reluctant to bring this to their constituents.

Director McPherson noted that the wording of the November tax initiative ballot will be determined at SCCRTC's meeting next month. We need to be our own supporters as this measure will require a 2/3 vote to pass. It is highly unlikely we will get any additional state or federal assistance.

Director Bustichi suggested that the board work with each local municipality to create a mitigation fee which could be used for capital improvements. It would be based on the impact to METRO's transportation system and tied to future developments. Other municipalities have such a traffic impact fee established.

CEO Clifford will investigate and advise.

Public comment:

Mr. Montesino stated he would reserve his comments for now as the budget is a working document at this time. He asked that the staff be prepared with all documents when they next meet with the Unions.

Jane Gallagher made several suggestions: non-fabric/plastic bus seats would result in lower maintenance costs, increase tenancy at the transit centers and tax the local hospitality industry for revenue.

Director Bustichi agreed that it would be great to have tenants in the Scotts Valley Transit Center; however, even at no cost, we haven't been able to entice tenants. Some of the problem is the traffic is all morning or all evening, very little throughout the day.

Director Bustichi advised the assembly that METRO is still running on earmark funds received prior to the ending of them. We need to come up with good solutions; critical comments without suggestions aren't necessarily helpful. He takes responsibility for some of the decisions that were made historically which, on reflection, may not have been the best choices.

Director Hagen seconded Director Bustichi's comments and said as a transportation district we cannot control everything. He cited the City of Watsonville's inability to fill some of their vacant retail space.

Director Leopold thanked METRO board and staff for their contribution to the success of the Cabrillo measure and stressed remaining involved to ensure the additional success of the sales tax measure. In the face of federal and state funding, we need to get a better return rate on grant submissions. Much work remains to be done; the May and June meetings will be critical to the future of the organization.

Director Lane encouraged a creative mindset; things which were not viable years ago may be so now.

Attachment A

Board of Directors Meeting Minutes
May 13, 2016
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ACTION: MOTION TO APPROVE SANTA CRUZ METRO'S REVISED FY17 AND FY18 OPERATING BUDGET, FY17 CAPITAL BUDGET AND A RESOLUTION SETTING A PUBLIC HEARING ON JUNE 24, 2016 AS PRESENTED

MOTION: DIRECTOR LEOPOLD

SECOND: DIRECTOR LANE

MOTION PASSED WITH 10 AYES (Directors Bottorff, Bustichi, Chase, Dutra, Friend, Hagen, Lane, Leopold, McPherson and Rotkin.) Director Cervantez was absent.

11 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO/GENERAL MANAGER TO EXECUTE REDUCTION IN FORCE NOTICES TO SEIU LOCAL 521 (SEA, VMU AND PSA), UTU LOCAL 23 – PARACRUZ OPERATION, AND UTU LOCAL 23 – FIXED ROUTE OPERATION

CEO Clifford prefaced the discussion by noting how METRO has tried over the past two years to be sensitive to the impacts of changes to the public and our employees. A young bus operator recently expressed his optimism in METRO's ability to impact as few employees as possible and the opportunity presented by the passing of the sales tax measure to allow callbacks.

METRO is taking a school district type of approach as we anticipate changes in service and revenue streams. METRO is asking the board to approve this agenda item such that we can begin the process.

CEO Clifford assured the Board the final decision will be less than the outer limit requested today. We have to determine Cabrillo revenue and sustained service. Whatever amount they provide will save jobs. The Cabrillo, UCSC and VTA discussions will save a number of jobs as will the savings achieved through the retirement/separation incentive. 14 retirees have self-identified to date (not all bus operators); this opens up the opportunity to younger operators to stay with METRO.

In parallel with this, VTA, UCSC and MST have indicated they have or will have operator positions open in the near future.

Chair Rotkin reported that, although there is no firm commitment, UCSC's Chancellor and Vice Chair have indicated they are onboard.

Director Dutra asked how many of the proposed positions are vacant at the current time. Human Resources Manager, Robyn Slater, answered that there are 7 open budgeted fixed route operators, not including those who have expressed their plans to retire. She added that the May 18th Money Management Fair may further entice others to retire.

Director Dutra requested that the staff report be adjusted to indicate the total number of layoffs. Finance Manager Aitken and HR Manager Slater reiterated that METRO is requesting to unfund 43 positions; it isn't currently feasible to specify a layoff number. METRO will meet with the Unions to determine the number of layoff notices.

Various questions and clarifications were exchanged among the board and staff regarding positions and staff nomenclature. CEO Clifford noted that the current budget sustains current service to September 2016. METRO does not want to cut and reinstate employees or service.

Director Leopold asked METRO to elaborate on any efforts underway to assist operators in locating other employment. In addition to the UCSC, VTA and MST possibilities mentioned above, HR Manager Slater has been in contact with the City of Portland and

DRAFT

19-03A.6

Attachment A

APTA. As the cuts approach, METRO will work with the local EDD and employees to create a resume, fill out applications, etc.

Public comment:

In response to Ms. Jane Gallagher's math calculations concerning possible layoffs, Chair Rotkin volunteered to meet with her offline to clarify. He reiterated that today's decision is not intended to determine the number of layoff notices to be issued.

Mr. Montesino cautioned against squabbles if we are not accurate.

Mr. Martinez advised being specific in discussions with Cabrillo such that METRO can maintain a level of credibility.

CEO Clifford added that a conservative approach indicates potential savings of up to \$550K from UCSC and up to \$1M from Cabrillo. Cabrillo's Student Senate is meeting with METRO's planning department in the near future to discuss the use of the funds received from the self-imposed fee. Chair Rotkin added that we don't yet know Cabrillo's fiscal commitment; it is based on a commitment of \$40 per student. We want the students to celebrate the passing of the initiative and what it means to them.

Directors Leopold and Lane suggested advertising the positive impact in the "Cabrillo Voice" and stressing METRO's appreciation for their support/vote.

Barrow Emerson, Planning and Development Manager, informed the assembly that a small survey will be issued to all Cabrillo students next week soliciting their feedback to various service options.

ACTION: MOTION TO APPROVE THE BUDGET ACTION OF AUTHORIZING THE CEO/GENERAL MANAGER TO BEGIN THE PROCESS OF EXECUTING REDUCTION IN FORCE NOTICES TO SEIU LOCAL 521 (SEA, VMU AND PSA), UTU LOCAL 23 – PARACRUZ OPERATION, AND UTU LOCAL 23 – FIXED ROUTE OPERATION AS PRESENTED and present a definitive answer regarding cuts by the budget decision in June.

MOTION: DIRECTOR LANE

SECOND: DIRECTOR BOTTORFF

MOTION PASSED WITH 10 AYES (Directors Bottorff, Bustichi, Chase, Dutra, Friend, Hagen, Lane, Leopold, McPherson and Rotkin.) Director Cervantez was absent.

12 CEO TO GIVE ORAL REPORT

CEO Clifford had nothing further to report.

13 ORAL REPORT FROM DISTRICT COUNSEL ON PEPRA AND 13c ISSUES

Leslyn K. Syren, District Counsel, provided verbal updates to the 13c and PEPRA issues. The litigation between the State of California and the Department of Labor is now before the court; oral arguments will be heard in May, with a decision anticipated in July.

METRO submitted an agreement to the Department of Labor to adhere to 13c as well as comply with all California state laws. District Counsel Syren will keep the Board informed of any communications and how this may affect METRO's ability to obtain grant funding.

Attachment A

Assemblyman Stone's proposed legislation to permanently exempt the gap employees from PEPRA has passed the California assembly and is enroute to the Senate. Once a hearing date has been set, the Unions and CEO may elect to lobby in support of this particular legislation. Chair Rotkin suggested engaging the local cities and county in lobbying support.

14 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Leslyn K. Syren, District Counsel, announced the following items to be discussed in closed session:

- Conference with Legal Counsel – potential litigation (Government Code Section 54956.9(d)) – one case
- Personnel matter - CEO/General Manager Performance Review (Government Code Section 54957(b))
- Conference with Labor Negotiators (SEIU and UTU) (Government Code Section 54957.6)

District Counsel Syren did not anticipate an announcement after the closed session.

Public comment:

Mr. Montesino said the SEIU expressed a vote of no confidence through their non-attendance at the recent All Hands Meetings. METRO is a small organization. He accepts partial blame for the lack of communication and would like to work collaboratively. When he hears talk of laying off bus operators, it becomes personal. He cautioned CEO Clifford to widen his outreach beyond the "inner circle".

Mauricio _____, Cabrillo student, said the students do not feel it is their responsibility to support METRO.

Ms. Jane Gallagher is encouraged by the changes to the service proposals since March.

Roberto Atilano would like to see some information promoting advertising on the buses or at the transit centers. It may save some positions.

Ernestina Saldana expressed concern for herself, her son and others and is going from stop to stop informing the public. Service cuts will affect her access to various locations.

15 ANNOUNCEMENT OF NEXT MEETING: THURSDAY, MAY 26, 2016 AT 5:00PM, WATSONVILLE CITY COUNCIL CHAMBERS, 275 MAIN STREET, WATSONVILLE CONTINUING TO FRIDAY, MAY 27, 2016 AT 8:30AM, SANTA CRUZ CITY COUNCIL, 809 CENTER STREET, SANTA CRUZ

Chair Mike Rotkin announced the next meeting as above.

Chair Rotkin adjourned to the closed session at 10:26AM.

Respectfully submitted,

Gina Pye
Executive Assistant



DATE: May 26, 2016
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
**SUBJECT: ACCEPT AND FILE MINUTES FOR THE METRO ADVISORY
COMMITTEE (MAC) MEETING OF APRIL 20, 2016**

I. RECOMMENDED ACTION

**That the Board of Directors accept and file the minutes for the METRO
Advisory Committee (MAC) meeting of April 20, 2016.**

II. SUMMARY

- Staff is providing minutes from the MAC meeting on April 20, 2016.
- Each month staff will provide the minutes from the previous MAC meeting.

III. DISCUSSION/BACKGROUND

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


IV. ATTACHMENTS

Attachment A: Approved Minutes for the MAC meeting of
April 20, 2016

Prepared By: Dawn Martin, Administrative Assistant

V. APPROVALS:

Alex Clifford, CEO/General Manager



MINUTES

MAC MEETING OF APRIL 20, 2016



The METRO Advisory Committee (MAC) met on Wednesday, April 20, 2016 in the Pacific Station Conference Room located at 920 Pacific Avenue in Santa Cruz, California.

1 CALL TO ORDER

Meeting was called to order at 6:03 p.m.

ROLL CALL

MEMBERS PRESENT

Veronica Elsea, Chair

Naomi Gunther, Vice Chair

Nicona Keesaw

Joseph Martinez

Donald Peattie

Michael Pisano

Ernestina Saldana

Becky Taylor – **Arrived at 6:12 p.m.**

MEMBERS ABSENT

None

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

Barrow Emerson, METRO

Anna Marie Gouveia, METRO

April Warnock, METRO

Elise Casby, Member of the Public

6:12 pm – Ms. Taylor arrived

2 ORAL/WRITTEN COMMUNICATION

Ms. Elise Casby, member of the public, attended the MAC meeting to express her concerns regarding the proposed service cuts. Chair Elsea stated tonight's main topic of discussion will be the proposed service cuts.

Mr. Donald Peattie inquired if we had received Mr. Dale Flowers' latest email and does METRO retain all emails and letters. Ms. Martin confirmed METRO is in receipt of Mr. Flowers' communication, has forwarded to Mr. Barrow Emerson and items are kept on file.

Mr. Michael Pisano observed some confusion with route 71. He indicated the two 71 buses, 71 Clifford and 71 Crestview, are usually stopped at METRO station together. Some riders have been confused as to which bus they are looking for and Mr. Pisano didn't know if this was a new change. Ms. Anna Marie Gouveia, Fixed Route Superintendent, will investigate and make alterations to improve the situation.

Chair Elsea commented that the buses in Lane 4 at the METRO station were not consistently turning on their audible announcements while waiting for riders to board. Ms. Gouveia stated she will look into this concern again.

Attachment A

Minutes – METRO Advisory Committee

April 20, 2016

Page 2 of 5

3 ACCEPT & FILE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING:

MOTION: ACCEPT & FILE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING OF MARCH 16, 2016

MOTION: PISANO

SECONDED: GUNTHER

MOTION: CARRIED – UNANIMOUS

4 COMMUNICATIONS FROM METRO ADVISORY COMMITTEE

None

5 DISCUSS COMMENTS REGARDING COMPREHENSIVE OPERATIONAL ANALYSIS (COA)

Mr. Barrow Emerson, Planning and Development Manager, provided handouts (see attached) to the Committee that include the Public Comment meeting dates and Summary of Proposed Changes as of April 14, 2016.

Mr. Emerson stated METRO has received hundreds of communications in two and a half weeks: phone messages, hand written letters and emails.

He shared that another generation of maps and spreadsheets will be at the Board meeting on Friday, but with very small differences.

Below are some areas that we've been working on:

- Bonny Doon/Davenport – They had very little service before and part of the initial proposal left Bonny Doon without any and Davenport with very little. We are looking into a solution for some basic service to get children to/from school.
- Rio Del Mar/La Selva – These areas have really low ridership. The choice is to take service from another area or we're looking into another idea where the general public would arrange a ride in advance. This service would be similar to paratransit; i.e., Uber or taxi where METRO would help pay. These two ideas are on the table for debate.
- Watsonville to Santa Cruz – We've realized, there needs to be service early enough for employees to get to work and students to get to school.

Mr. Emerson explained the buses slated to run on Water and Soquel in Santa Cruz were switched back to the current route; route 71 will continue to run on Water Street.

Ms. Gunther inquired about the possibility of moving some bus stops to take advantage of service overlap; for instance, multiple buses going in one direction with different routes. Mr. Emerson stated when this process is finished; there are a number of things he and his team have lined up for next year: stop rationalization, organizing, reducing stops. Also, we are going to start grading the access paths at stops. Chair Elsea shared a few years ago, METRO had an intern who worked with the pedestrian safety work group. In 2010 and 2011, they created maps and overlays. They discovered what bad shape the sidewalks were in and were sidetracked into doing a maintenance report. Chair Elsea shared that the maps showed the locations of senior centers, medical facilities, etc.

19-04A.2

Attachment A

Minutes – METRO Advisory Committee

April 20, 2016

Page 3 of 5

Chair Elsea posed a question, relative to the Board agenda item regarding the resolution related to California Environment Quality Act (CEQA); i.e., would it require an environmental impact study and, if so, why is this happening so late in the process. Ms. April Warnock stated that METRO declared last year and this is a renewal.

Mr. Joey Martinez asked about route 72 to Watsonville Hospital. Mr. Emerson will get back with the Committee when he has updated information.

Ms. Nicona Keesaw asked about the article in the Santa Cruz Mountain Bulletin regarding 'Santa Cruz METRO Cuts Service to the Mountains', April-May 2016 issue. She stated that the article scared a lot of people because it mentioned cutting Bear Creek, Sylvan and Big Basin. Also, it didn't appear to clarify how far the bus was going to continue in those directions.

Mr. Emerson clarified the current proposal is no service beyond the Mountain Store or Country Club. Service is still available to heart of the valley, but due to low ridership the three legs at the end of valley are proposed for elimination. He also stated he would check the article for accuracy and, if needed, have the editor note a revision.

Ms. Keesaw stated minimally the article got everyone interested in the bus service in that area.

Mr. Emerson recapped the upcoming Board meeting dates, along with the formal public meetings that are scheduled during the weeks of May 2nd, Monday-Thursday and May 9th, Monday-Friday.

Chair Elsea brought up the subject of route 19 serving UCSC and surrounding neighborhoods. She has concerns if 19 is stopped during the summer session; there will be no service. The other issue Chair Elsea encounters is not being able to figure out when the bus comes; i.e., are they following a Wednesday or Thursday schedule at UCSC. She stated it is very difficult on the current website if you don't know the schedule.

Ms. Gunter raised the issue of the UCSC routes. With the reduction of several routes, will METRO be looking at realigning departure times so they are more evenly distributed? To date, there are clusters very close together, two or five minutes apart, then a 15 minute block, causing overcrowding. Routes 15 and 16 share common routes, but because they are only two minutes apart, each bus stops at each bus stop causing the buses to stack up.

Mr. Pisano shared that UCSC is raising the bus passes for staff and faculty. Mr. Emerson stated they're hoping to have a student vote next year. Ms. Gunther stated the challenge for the students is if they don't understand why things are being cut, they're probably less likely to approve an increase in fees, so it's critical to continue explaining the reasons for cutting service.

Ms. Ernestina Saldana asked if there is a policy if after X amount of time with no bus available; i.e.; too crowded or late, will a rider be able to call for another bus. Mr. Emerson will look into this topic and report back to the Committee.

Mr. Martinez asked if we are any closer to fixing the two front seats that folded up. Ms. Gouveia shared we are looking at this industry-wide and still need a solution. To date, the entire industry is facing the same problem.

19-04A.3

Attachment A

Minutes – METRO Advisory Committee

April 20, 2016

Page 4 of 5

Mr. Peattie inquired about discontinuing service to San Jose State. He didn't think Highway 17 was involved in the service cuts, but bus operators were putting signs on all the seats that said the service would stop at Diridon. Discussions are ongoing with our partners.

Mr. Pisano asked if there will there be bus route changes, with the announcement of Kaiser coming to Santa Cruz County. He suggested Kaiser could contribute financially.

Chair Elsea inquired about the reduction of three ParaCruz van operators and how ParaCruz would maintain service with three fewer operators. Ms. Warnock explained they currently have a backup plan, but the overflow would be covered by taxi.

Chair Elsea, while reviewing Mr. Emerson's spreadsheet, shared concern over route 4's first run being cut. Mr. Emerson clarified the 7:45 a.m. is still on the schedule. The Planning department is continuing to gather data and schedules from junior high schools to colleges.

Chair Elsea invited Mr. Emerson to the next MAC meeting. Mr. Emerson shared he may bring staff familiar with the terms route by route along with an updated proposal.

Mr. Emerson responded to the inquiry of the free day passes. Mr. Emerson shared RTC won a grant to market neighborhoods that would have a good opportunity to use modes of transportation other than cars. They do intense marketing: calling, mailings, sending bike maps, etc. We've agreed to help by offering a day pass to a non-rider and asking them to complete a survey.

Committee would like to have available turn-by-turn information. Ms. Gunther commented making information more accessible would go a long way in providing information to riders with reduced service.

6 RECEIVE AND FILE PARACRUZ ROUTE RIDERSHIP REPORT

None

7 RECEIVE AND FILE FIXED ROUTE RIDERSHIP REPORT

None

8 COMMUNICATIONS TO THE SANTA CRUZ METRO CEO

None

9 COMMUNICATIONS TO THE SANTA CRUZ METRO BOARD OF DIRECTORS

Chair Elsea stated she will attend the April 22, 2016 Board meeting and share items that were discussed at April 20, 2016 MAC meeting.

10 ITEMS FOR NEXT MEETING

1. Thorough discussion of service changes

19-04A.4

Attachment A

Minutes – METRO Advisory Committee
April 20, 2016
Page 5 of 5

11 DISTRIBUTION OF VOUCHER

Ms. Martin

8:00 pm – Ms. Gunther departed

12 ADJOURNMENT

Meeting adjourned at 8:04 p.m.

Respectfully submitted,
Dawn Martin
Administrative Assistant

METRO Public Meetings

Formal Public Comments

Aptos	May 2nd, 2016 3:00-8:00 pm	Community Foundation of Santa Cruz County 7807 Soquel Dr, Aptos CA 95003
Downtown Santa Cruz	May 3rd, 2016 3:00-8:00 pm	Louden Nelson Community Center 301 Center St, Santa Cruz CA 95060
Felton	May 4th, 2016 3:00-8:00 pm	Felton Community Hall 6191 Hwy 9, Felton CA 95018
Watsonville	May 5th, 2016 3:00-7:45 pm	Diabetes Health Center Pajaro Valley Health Trust 85 Neilson St, Watsonville CA 95076
Watsonville	May 9th, 2016 3:00-8:00 pm	Watsonville Public Library 275 Main St #100, Watsonville CA 95076
Boulder Creek	May 10th, 2016 3:00-8:00 pm	Boulder Creek Library 13390 W Park Ave, Boulder Creek, CA 95006
Davenport	May 11th, 2016 3:00-8:00 pm	Davenport Volunteer Fire & Rescue, Co. 37 75 Marine View Ave, Davenport CA 95017
Live Oak	May 12th, 2016 3:00-8:00 pm	Simpkins Family Swim Center 979 17th Ave, Santa Cruz CA 95062
Bonny Doon	May 13th, 2016 4:00-8:00 pm	Bonny Doon Elementary 1492 Pine Flat Road, Santa Cruz CA 95060

If you are unable to attend please mail comments to:

METRO Administrative Offices

110 Vernon Street

Santa Cruz, CA 95060

Las reuniones públicas de METRO

Comentarios Públicos Formales

Aptos	2 de mayo, 2016 3:00-8:00 pm	Fundación de la Comunidad del Condado de Santa Cruz 7807 Soquel Dr, Aptos, CA 95003
Centro de Santa Cruz	3 de mayo, 2016 3:00-8:00 pm	Centro de la Comunidad Loudon Nelson 301 Center St, Santa Cruz, CA 95060
Felton	4 de mayo, 2016 3:00-8:00 pm	Salón de la Comunidad de Felton 6191 Hwy 9, Felton, CA 95018
Watsonville	5 de mayo, 2016 3:00-7:45 pm	Centro de Salud de Diabetes Confianza de Salud de Pajaro 85 Nielson St, Watsonville, CA 95076
Watsonville	9 de mayo, 2016 3:00-8:00 pm	Biblioteca Pública de Watsonville 275 Main St #100, Watsonville, CA 95076
Boulder Creek	10 de mayo, 2016 3:00-8:00 pm	Biblioteca Pública de Boulder Creek 13390 W Park Ave, Boulder Creek, CA 95006
Davenport	11 de mayo, 2016 3:00-8:00 pm	Bomberos y Rescate Voluntarios de Davenport, Co. 37 75 Marine View Ave, Davenport, CA 95017
Live Oak	12 de mayo, 2016 3:00-8:00 pm	Centro de Natación Familiar Simpkins 979 17th Ave, Santa Cruz, CA 95062
Bonny Doon	13 de mayo, 2016 4:00-8:00 pm	Escuela Primaria de Bonny Doon 1492 Pine Flat Road, Santa Cruz, CA 95060

Si no puede ir a estas juntas, por favor envíe sus comentarios a:

METRO Administrative Offices

110 Vernon Street

Santa Cruz, CA 95060



Summary of Proposed Changes

As of April 14, 2016

Santa Cruz Metro Service Concept

San Lorenzo Valley

Route	Existing Wkdy		Proposed Wkdy		Change	Reason	Annual Change Hours	Potential Ridership Loss
	Span	Freq.	Span	Freq.				
30	6:45A - 2:15P	2 trips			Service discontinued	Low ridership on route	-970	7,400
33	6:53A - 2:50P	2 trips	6:53A - 2:50P	2 trips	No change		0	-
34	7:25A - 3:30P	2 trips	7:25A - 3:30P	2 trips	No change		0	-
35	5:40A - 11:00P	30	6:30A - 10:00P	30 peak, 60 offpeak	Service past Mountain Store/ Country Club discontinued	Low ridership on outer segments, trip level ridership lower on weekends and midday compared to other parts of the network	-5,889	16,300
					Weekend/midday service reduced to be every 60 minutes On weekdays between 7:30A and 4:30P, service rerouted between Pasatiempo and Ocean St to cover Emeline Complex			
Total							-6,859	23,700

Davenport/Bonny Doon

Route	Existing Wkdy		Proposed Wkdy		Change	Reason	Annual Change Hours	Potential Ridership Loss
	Span	Freq.	Span	Freq.				
40	6:40A - 3:25P	4 trips	6:40A - 5:25P	5 trips	Route restructured to serve Davenport with 5 weekday trips, 2 weekend trips; service west of Davenport discontinued (Cement Plant, Waddell Creek)	Weekday Route 40 service has decent ridership with passengers going to SCHS and Pacific School, low ridership west of Davenport; midday trip kept for Wednesday early release at Pacific School	108	-
41	5:50A - 5:30P	4 trips			Service discontinued	Low ridership, half of ridership occurs between Pacific Station and UCSC	-1,816	11,500
42	8:30P	1 trip			Service discontinued	Low ridership as combination of 40/41	-532	4,000
Total							-2,240	15,500

Attachment A

Santa Cruz Local / UCSC

Route	Existing Wkdy		Proposed Wkdy		Change	Reason	Annual Change Hours	Potential Ridership Loss
	Span	Freq.	Span	Freq.				
3	6:50A - 5:50P	60	6:50A - 5:50P	60	No change		0	-
4	6:45A - 4:45P	60	7:45A - 4:45P	60	Service to Emeline discontinued; covered by Route 35 on weekdays before 5pm	Simplify operation of the service First trip carries 7 passengers, remaining trips average 17 passengers per trip	-716	10,710
					First trip discontinued			
8	7:35A	1 trip			Service discontinued	Low ridership (fewer than 5 passengers)	-166	1,400
10	6:50A - 7:20P	60 (30)	7:20A - 7:20P	60 (30)	First trip discontinued	Low ridership on first trip	-180	4,900
12	7:10A	(1 trip)			Service discontinued	Duplicates existing service along Routes 16, 68. Majority of boardings occur along Route 16 portion west of Pacific Station	-185	11,400
15	6:40A - 8:50P	(7-30)	6:37A - 8:37P	(15-30)	School year service reduced to be consistently every 30 minutes during day, 15 minutes peak	Many trips run on top of each other, supplemental service should be timed to new campus bell times	-2,541	-
16	6:25A - 11:15P	30 (15)	6:52A - 11:07P	30 (15)	First trip discontinued, consistent service over the school year	Less likelihood of bunching and overcrowding on specific vehicles	-539	6,100
					Headways reduced to be consistent 30 minutes during weekends	Weekend evening service has low ridership, UCSC runs campus shuttles between 6-11pm on weekends to provide connections to campus		
					Weekend service after 7pm to terminate at the base of campus using Meder/Western/High	Allows for one vehicle to be used instead of two during evenings		
19	7:30A - 11:30P	30	7:30A - 11:30P	30	Service changed to run school-year only	Low ridership during the summer, overlay of service on Routes 3, 15, 16	-1,938	64,500
20	7:20A - 10:20P	60 (extra)	7:20A - 10:20P	60	20D service shifted onto new Route 22	Route 22 proposed new alignment to serve Safeway	-1,783	-
22			7:20A - 5:20P	60	New number for 20D, connects UCSC to Delaware via Western, Mission, Fair/Almar	Provide new connection between UCSC and Safeway; reduces congestion around Pacific Collegiate School	1,639	-
Total							-6,409	100,810

Attachment A

Intercity

Route	Existing Wkdy		Proposed Wkdy		Change	Reason	Annual Change Hours	Potential Ridership Loss
	Span	Freq.	Span	Freq.				
69A	6:45A - 6:00P	60			Service discontinued	69W is stronger route out of the semi-express services	-11,252	260,900
69W	6:20A - 8:50P	60	6:20A - 8:37P	30 peak, 60 offpeak	Peak service increased to every 30 minutes	Reduces overcrowding on peak trips with loss of 69A	3,115	-
					Evening service currently every 30 minutes reduced to every 60 minutes	Route 69W runs every hour during the day except after 6pm, when trips are run every 30 minutes.		
71	6:10A - 11:45P	15-30	6:10A - 11:10P	30	Frequency all days reduced to 30 minutes all day (currently 15 minutes peak, 30 midday)	Ridership per trip on peak vehicles between 20-25 passengers per trip, which can be absorbed into service every 30 minutes	-6,750	-
91X	5:55A - 5:45P	15-30			Service discontinued	Current service is duplicative of Route 69W between Cabrillo College and Watsonville, ridership is primarily college students (low summer ridership), can be shifted over to Route 69 service.	-10,223	215,800
Total							-25,110	476,700

Attachment A

Live Oak/Capitola/Rio del Mar/Aptos

Route	Existing Wkdy		Proposed Wkdy		Change	Reason	Annual Change Hours	Potential Ridership Loss
	Span	Freq.	Span	Freq.				
54	5:35P	1 trip			Service discontinued	Low ridership (3-5 passengers per trip)	-676	2,800
55	7:30A – 4:30P	60			Service discontinued on Rio del Mar Blvd	Low ridership on segments east of Rio del Mar Beach	-426	8,700
56	8:00A – 1:55P	2 trips			Service discontinued	Low ridership (3-5 passengers per trip)	-508	1,100
66	6:45A - 10:00P	60	6:45A - 10:00P	60	No change		0	-
68	6:15A - 6:30P	60	6:15A - 9:15A, 2:15P - 5:15P	60 peak	Service reduced to run peak only	Provide additional service on Portola during peak periods, retain residential to UCSC connection (covers loss of Route 12)	-3,743	72,600
Total							-5,353	85,200

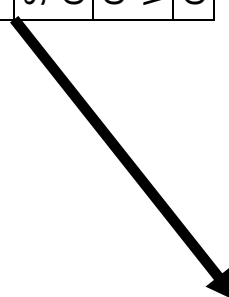
Attachment A

Watsonville Local

Route	Existing Wkdy		Proposed Wkdy		Change	Reason	Hours	Potential Ridership Loss
	Span	Freq	Span	Freq				
72	5:45A - 6:45P	60	6:45A - 5:45P	60	Alignment change south of Freedom Centre, serves Airport Blvd and Ohlone Parkway Service to Corralitos discontinued	Route to cover segments lost with Route 74 discontinuation: Ohlone Parkway, Airport Blvd, Social Security Office, Watsonville Community Hospital Less than 10 daily boardings on this segment	-116	2,800
74	6:10A - 6:10P	60			Service discontinued	Poor route design, low ridership on all segments, Ohlone Parkway segment covered by Route 72, Shady Oaks service within walking distance of Airport Blvd Service (69A, new 79) and Green Valley Road service (Route 75)	-4,053	12,300
75	5:15A - 7:15P	60	6:15A - 6:15P	60	Span reduced, first and last trips discontinued Weekday Span now 6:15A-6:15P Weekend Span now 8:15A-5:15P	Green Valley corridor has strong ridership compared to other Watsonville local routes, but early morning/late evening trips have low ridership	-1,359	8,700
77	6:30A - 6:30P	60			Service discontinued	Low ridership, service covered by MST in Pajaro Valley (free transfers to SCMetro), and Route 71 on Freedom Blvd.	-1,939	10,200
79	6:25A - 5:45P	60	7:25A - 5:45P	60	Weekend service discontinued First trip starts at 7:25AM	Low ridership on weekends	-966	-
Total							-8,433	34,000

Summary of Changes by Area

Category	Annual Change		Potential Ridership Loss
	Hours	Percent	
Scotts Valley / San Lorenzo Valley	-6,859	12.6%	23,700
Davenport/Bonny Doon	-2,240	4.1%	15,500
UCSC / Santa Cruz Local	-6,409	11.8%	100,810
Intercity	-25,110	46.2%	476,700
Live Oak/Capitola/Rio del Mar/Aptos	-5,353	9.8%	85,200
Watsonville Local	-8,433	15.5%	34,000
Total	-54,404	100.0%	735,910



Category	Annual Change	
	Hours	Percent
Santa Cruz to Cabrillo College	-10,882	20.0%
Cabrillo College to Watsonville	-9,526	17.5%
City of Watsonville	-4,702	8.6%



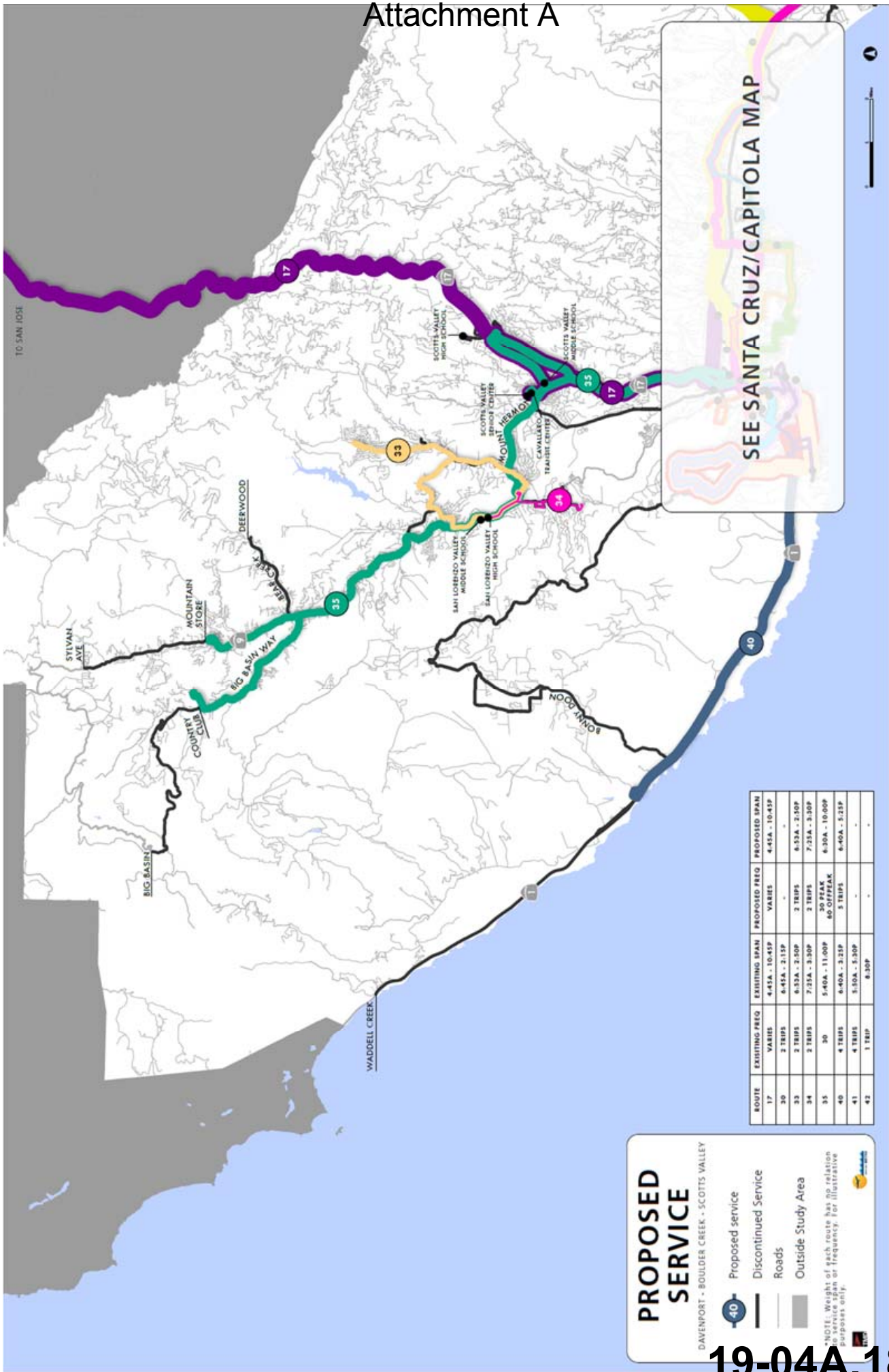
Attachment A

Santa Cruz Metropolitan Transit District

SANTA CRUZ METRO PROPOSED NETWORK								
Route Number	Existing				Proposed			
	Weekday		Weekend		Weekday		Weekend	
	Frequency	Span	Frequency	Span	Frequency	Span	Frequency	Span
3	60	6:50A – 5:50P	120	9:50A – 5:50P	60	6:50A – 5:50P	120	9:50A – 5:50P
4	60	6:45A – 4:45P	120	8:45A – 4:45P	60	7:45A – 4:45P	120	8:45A – 4:45P
8	1 trip	7:35A						
10	30 school year 60 summer	6:50A – 7:20P	60	8:50A – 5:50P	30 school year 60 summer	7:20A – 7:20P	60	8:50A – 5:50P
12	1 trip	7:10A						
15	15–30 school year	6:37A – 8:37P			15–30 school year	6:37A – 8:37P		
16	15 school year 30 summer	6:52A – 11:07P	30	7:00A – 11:00P	15 school year 30 summer	6:52A – 11:07P	30	7:00A – 11:00P
19	30	7:30A – 11:30P	30	10:00A – 7:00P	30 school year	7:30A – 11:30P	30 school year	10:00A – 7:00P
20	60	7:20A – 10:20P	60	8:20A – 8:20P	60	7:20A – 10:20P	60	8:20A – 8:20P
22					60	6:50A – 5:50P		
30	2 trips	6:45A – 3:05P						
33	2 trips	6:53A – 2:50P			2 trips	6:53A – 2:50P		
34	2 trips	7:25A – 3:30P			2 trips	7:25A – 3:30P		
35	30	6:30A – 11:00P	30	8:00A – 8:00P	30 peak 60 off peak	6:30A – 10:00P	60	8:00A – 8:00P
40	4 trips	6:40A – 5:25P	2 trips	8:25A – 4:30P	5 trips	6:40A – 5:25P	2 trips	8:25A – 5:25P
41	4 trips	5:50A – 5:30P	1 trip	9:30A				
42	1 trip	8:30P	1 trip	6:00P				
54	1 trip	5:35P	3 trips	8:00A – 6:40P				
55	60	7:30A – 4:30P			60	7:30A – 4:30P		
56	2 trips	8:00A – 1:55P						
66	60	6:45A – 10:40P	60	6:45A – 10:40P	60	6:45A – 10:00P	60	6:45A – 10:00P
68	60	6:15A – 6:40P	60	8:15A – 6:30P	60	6:15A – 9:15A		

Attachment A

SANTA CRUZ METRO PROPOSED NETWORK								
Route Number	Existing				Proposed			
	Weekday		Weekend		Weekday		Weekend	
	Frequency	Span	Frequency	Span	Frequency	Span	Frequency	Span
						2:15P – 5:15P		
69A	60	6:45A – 6:50P	60	8:07A – 6:50P				
69W	60	6:20A – 8:37P	60	8:37A – 8:37P	30 peak 60 off peak	6:20A – 8:37P	60	6:20A – 8:37P
71	15 peak 30 off peak	6:10A – 11:10P	30	6:10A – 11:10P	30	6:10A – 11:10P	30	6:10A – 11:10P
72	60	6:45A – 5:45P			60	6:45A – 5:45P		
74	60	6:10A – 6:10P	60	6:45A – 6:45P				
75	60	5:15A – 7:15P	60	5:15A – 7:15P	60	6:15A – 6:15P	60	8:15A – 6:15P
77	60	6:30A – 6:30P						
79	60	7:00A – 6:00P	60	7:30A – 6:30P	60	7:25A – 5:45P		
91X	15–30	6:25A – 5:45P						
17	varies	4:45A – 10:45P	varies	4:45A – 10:45P	varies	4:45A – 10:45P	varies	4:45A – 10:45P



PROPOSED SERVICE
 DAVENPORT - BOULDER CREEK - SCOTTIS VALLEY

- Proposed service
- Discontinued Service
- Roads
- Outside Study Area

*NOTE: Weight of each route has no relation to service span or frequency. For illustrative purposes only.

ROUTE	EXISTING FREQ	EXISTING SPAN	PROPOSED FREQ	PROPOSED SPAN
17	VARIES	4:45A - 10:45P	VARIES	4:45A - 10:45P
30	2 TRIPS	6:45A - 2:15P	-	-
33	2 TRIPS	6:30A - 2:30P	2 TRIPS	6:30A - 2:30P
34	2 TRIPS	7:25A - 3:30P	2 TRIPS	7:25A - 3:30P
35	30	5:40A - 11:00P	60 OFFPEAK	6:30A - 10:00P
40	4 TRIPS	6:00A - 3:30P	5 TRIPS	6:00A - 5:30P
41	4 TRIPS	3:50A - 5:30P	-	-
42	1 TRIP	8:30P	-	-

SEE SANTA CRUZ/CAPITOLA MAP

Figure 1: Proposed Service in North County (Davenport, Bonny Doon, San Lorenzo Valley)

Attachment A

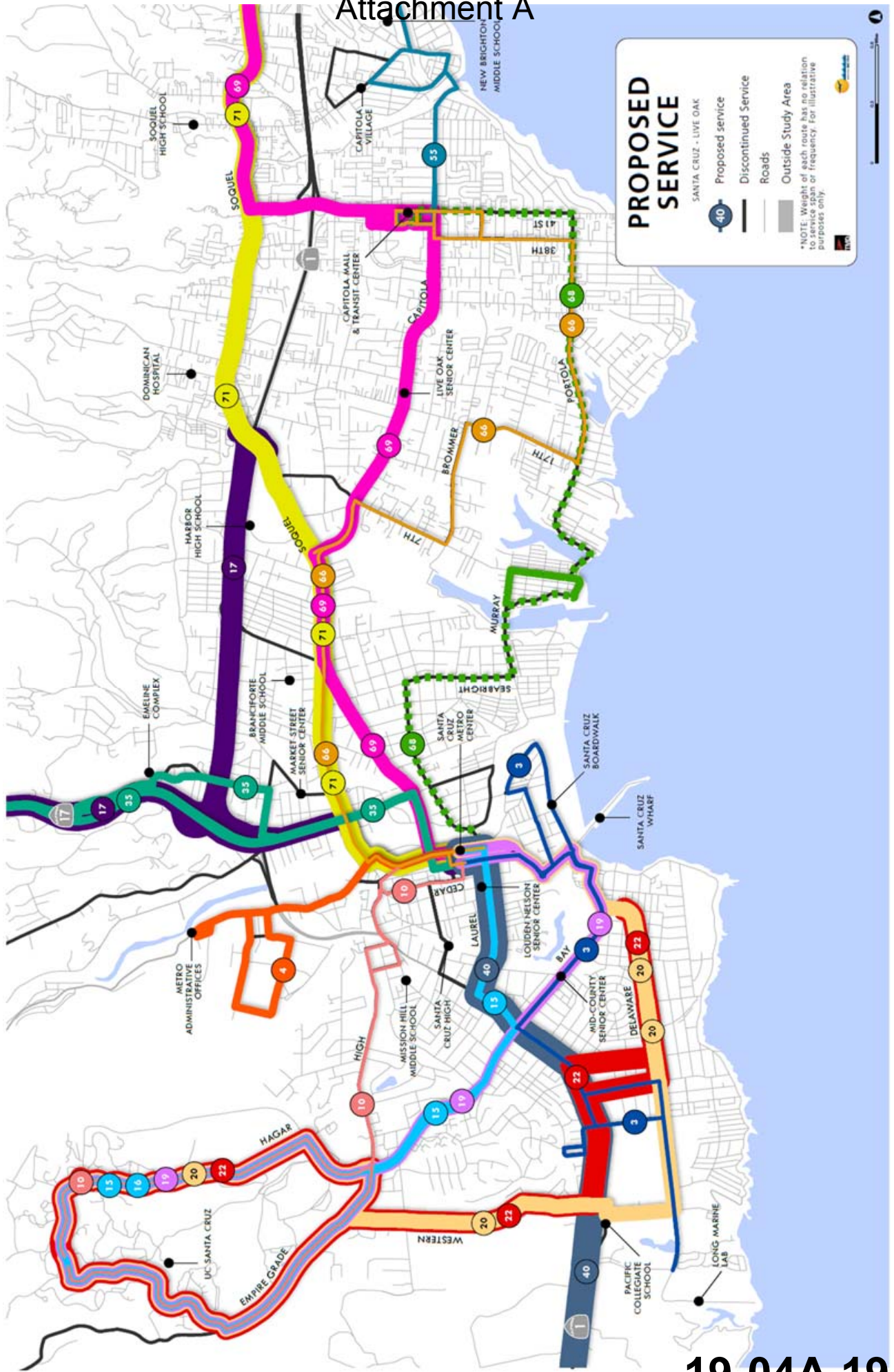
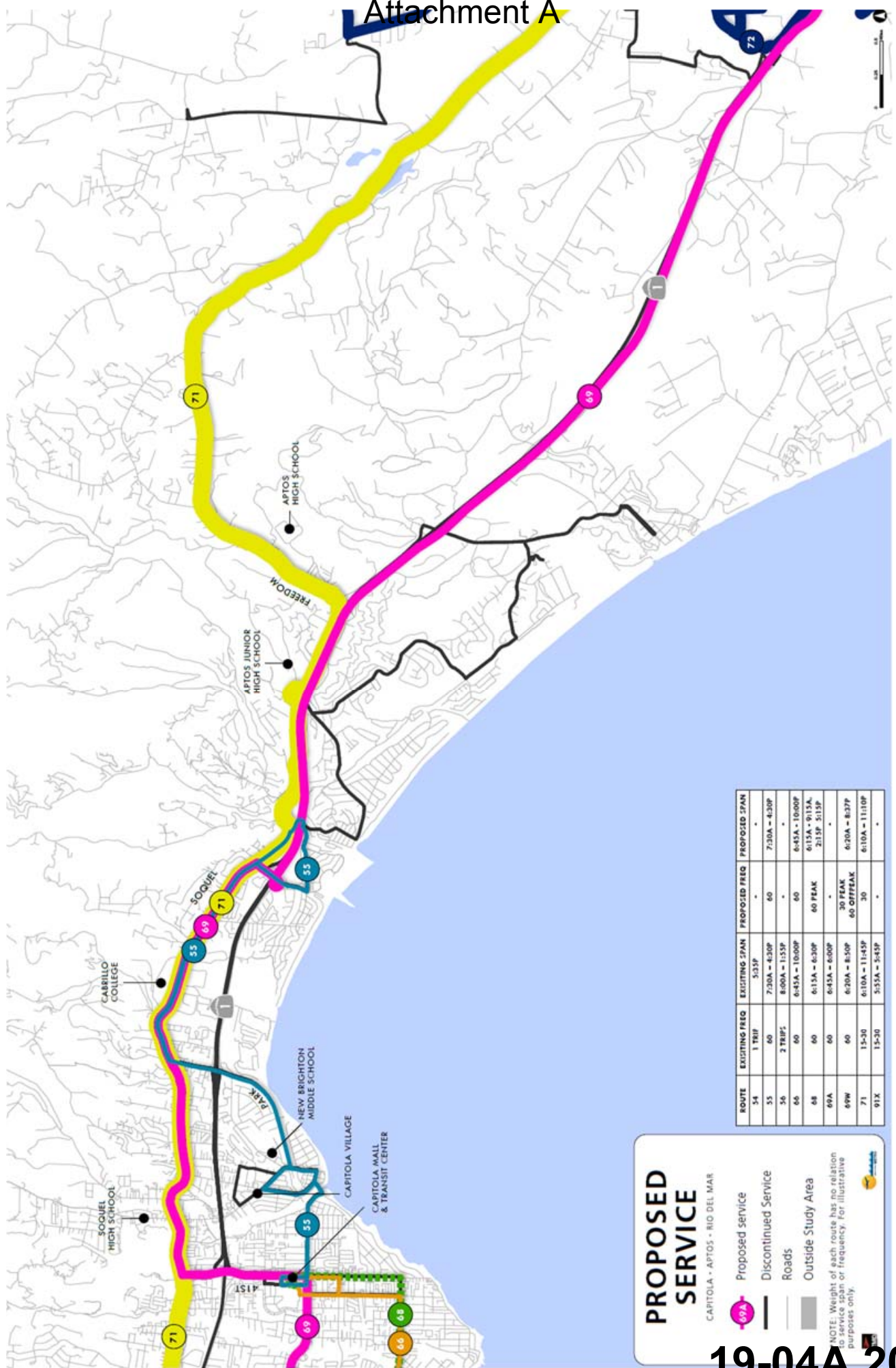


Figure 2: Proposed Service in Santa Cruz and Live Oak



PROPOSED SERVICE
CAPITOLA - APTOS - RIO DEL MAR

- Proposed service
- Discontinued Service
- Roads
- Outside Study Area

NOTE: Weight of each route has no relation to service span or frequency. For illustrative purposes only.

ROUTE	EXISTING FREQ	EXISTING SPAN	PROPOSED FREQ	PROPOSED SPAN
54	1 TRIP	5:35P	-	-
55	60	7:30A - 8:30P	60	7:30A - 8:30P
56	2 TRIPS	8:00A - 1:55P	-	-
68	60	6:45A - 10:00P	60	6:45A - 10:00P
69A	60	6:15A - 6:30P	60 PEAK	6:15A - 9:15A, 2:15P - 5:15P
69W	60	6:45A - 6:00P	30 PEAK	6:20A - 8:37P
91X	15-30	6:10A - 11:45P	60 OFFPEAK	6:10A - 11:10P
	15-30	5:55A - 5:45P	-	-

Figure 3: Proposed Service in Capitola and Mid-County (Aptos, Rio del Mar, La Selva)

Attachment A

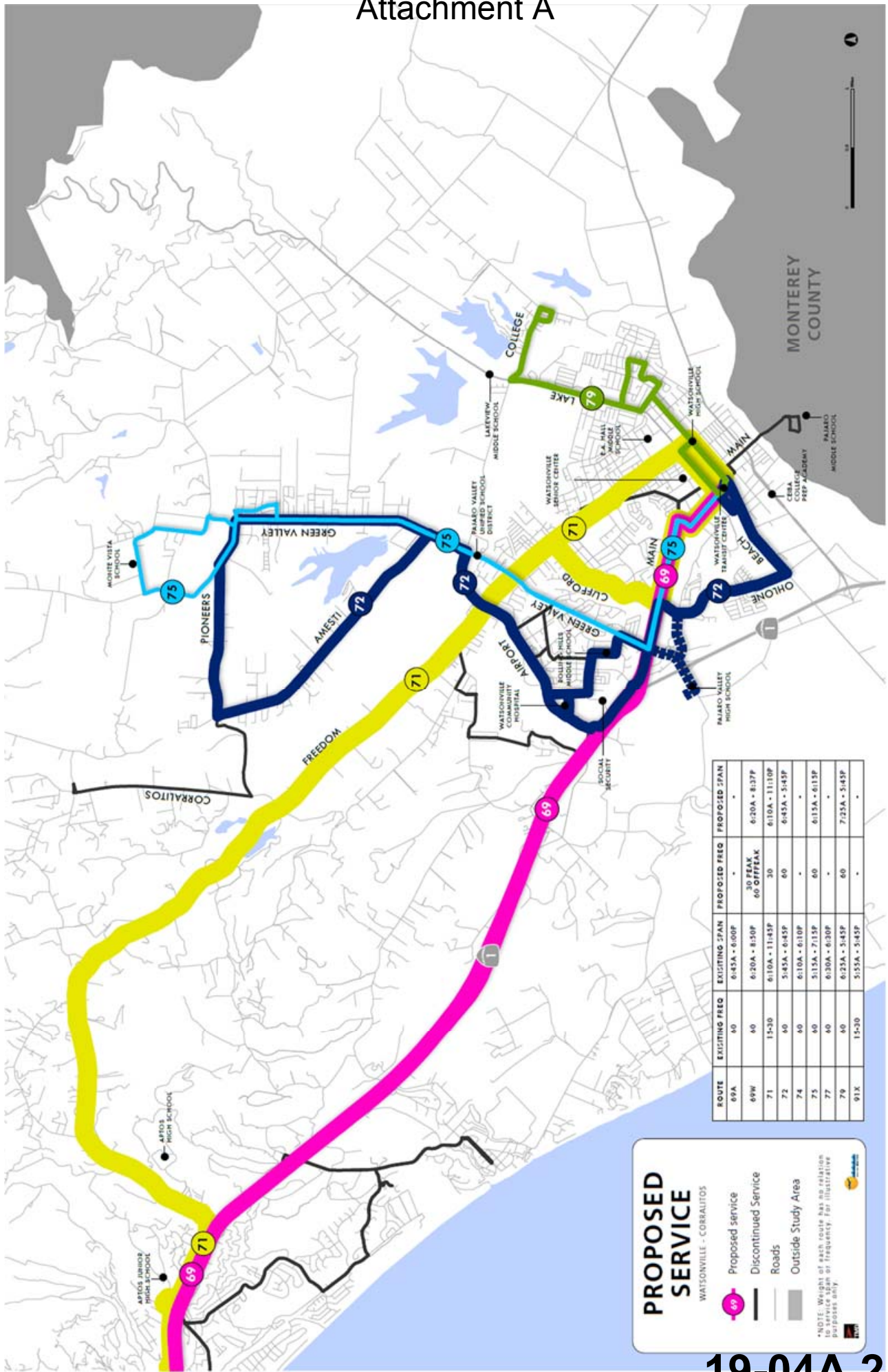


Figure 4: Proposed Service in Watsonville

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DATE: May 26, 2016
TO: Board of Directors
FROM: Barrow Emerson, Planning & Development Manager
**SUBJECT: ACCEPT AND FILE METRO SYSTEM RIDERSHIP REPORTS FOR THE
THIRD QUARTER OF FY16**

I. RECOMMENDED ACTION

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

II. SUMMARY

- This report contains ridership summaries and ridership by route for Santa Cruz Metropolitan Transit District (METRO) fixed route bus service for the third quarter (Q3) of FY16 (January 1 – March 31, 2016).
- Quarterly ridership reports are provided to keep the Board of Directors apprised of METRO's ridership statistics and ridership trends.

III. DISCUSSION/BACKGROUND

Attachment A shows system-wide ridership statistics for Q3 of FY16. The report makes comparisons with FY16 Q3 and FY15 Q3 data while contrasting Year-to-Date (YTD) totals for FY16 and FY15. This report also displays the use of Discounted Fares and Pass Usage by older adults and people with disabilities.

- In Q3 system-wide ridership decreased 3.3% while (YTD) ridership decreased 2.6%.

Reasons that Fixed-Route quarterly ridership decreased include:

- Loss of one weekday this quarter; only 65 weekdays in FY16 Q3 compared to 66 weekdays in FY15 Q3
- Reduced on-time performance

- In Q3 Hwy 17 ridership decreased 13.5% while YTD ridership decreased 9.2%.

Reasons that Hwy 17 quarterly and YTD ridership decreased include:

- Increased fares
- Reduced on-time-performance

- Quarterly Discounted Fare and Pass totals decreased 2.6% and YTD usage decreased 1.0%.

The decrease in discounted fare and pass usage is tied to the decrease in system-wide ridership.

Attachment B shows UCSC ridership statistics for Q3 of FY16. The report makes comparisons between FY16 Q3 and FY15 Q3 data while contrasting YTD UCSC ridership for FY16 and FY15.

- UCSC ridership decreased 4.7% in Q3 of FY16 and YTD UCSC ridership decreased 2.0%.

Reasons that quarterly and YTD UCSC ridership decreased include:

- Increased usage of UCSC shuttle service for transportation on campus

Attachment C shows ridership by route for Q3 of FY16 and compares that data to Q3 of FY15.

IV. FINANCIAL CONSIDERATIONS/IMPACT

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

V. ALTERNATIVES CONSIDERED

There are no alternatives to consider.

VI. ATTACHMENTS

Attachment A: Quarterly Ridership Summary for FY16 Q2 (January 1 – March 31, 2016)

Attachment B: Quarterly UCSC Ridership and Discounted Fare Summary for FY16 Q2 (January 1 – March 31, 2016)

Attachment C: Quarterly Ridership by Route Report for FY16 (January 1 – March 31, 2016)

Prepared By: Cayla Hill, Administrative Specialist

VII. APPROVALS:

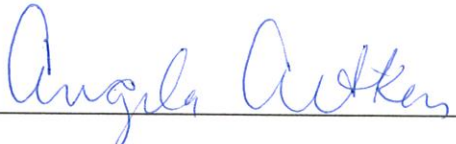
Barrow Emerson,
Planning and Development Manager



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



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Quarterly Ridership Summary

FY16 Q3 (January 1, 2016 - December 31, 2016)

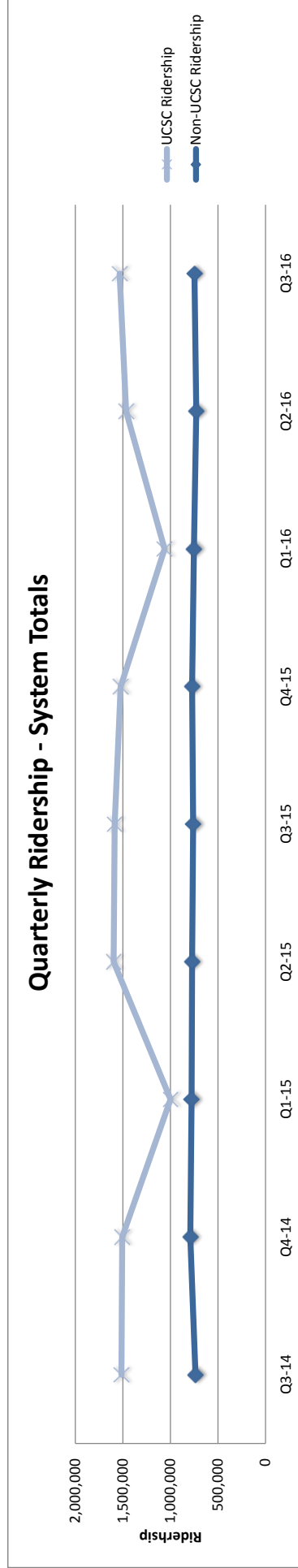
Calendar Operating Days

	This Year	Last Year
Weekdays	65	66
Saturdays	13	13
Sundays	13	13

Quarterly System Totals

	Quarterly Totals (Q3)			Year to Date Totals (Q1, Q2, Q3)				
	This Year	Last Year	Difference	% Change	This Year	Last Year	Difference	% Change
Local Fixed Route	1,452,723	1,492,311	-39,588	-2.7%	3,804,832	3,888,218	-83,386	-2.1%
Highway 17 Express	80,623	93,173	-12,550	-13.5%	255,765	281,584	-25,819	-9.2%
System Total	1,533,346	1,585,484	-52,138	-3.3%	4,060,597	4,169,802	-109,205	-2.6%

Quarterly Ridership - System Totals



Quarterly Discounted Fare and Pass Usage

	Quarterly Totals (Q3)			Year To Date Totals (Q1, Q2, Q3)				
	This Year	Last Year	Difference	% Change	This Year	Last Year	Difference	% Change
Dis. Local Single Cash Fare	60,113	58,043	2,070	3.6%	191,806	179,044	12,762	7.1%
Dis. Hwy 17 Single Cash Fare	4,117	6,313	-2,196	-34.8%	16,125	21,278	-5,153	-24.2%
Dis. Local Pass Usage	124,373	129,239	-4,866	-3.8%	371,926	385,674	-13,748	-3.6%
Total Dis. Fare & Pass Usage	188,603	193,595	-4,992	-2.6%	579,857	585,996	-6,139	-1.0%

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

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UCSC Ridership Summary

FY16 Q3 (January 1, 2016 - March 31, 2016)

Calendar Operating Days

	This Year	Last Year
School Term Days	52	50
Weekdays	65	66
Weekend Days	26	26

UCSC Quarterly Revenue

	This Year	Last Year	\$ Difference	% Change
Student Billing	\$1,043,506.05	\$1,069,116.40	-\$25,610.35	-2.4%
Staff Billing	\$51,472.74	\$52,101.60	-\$628.86	-1.2%
Route 16ST	\$5,557.79	\$0.00	\$5,557.79	N/A
Route 20D	\$23,723.12	\$15,885.10	\$7,838.02	49.3%
Total	\$1,124,259.70	\$1,137,103.10	-\$12,843.40	-1.1%

UCSC Quarterly

	Quarterly Totals (Q3)			Year to Date Totals (Q1, Q2, Q3)				
	This Year	Last Year*	Difference	% Change	This Year	Last Year*	Difference	% Change
Students	749,107	786,115	-37,008	-4.7%	1,730,347	1,760,772	-30,425	-1.7%
Staff & Faculty	36,951	38,310	-1,359	-3.5%	105,962	113,805	-7,843	-6.9%
Total	786,058	824,425	-38,367	-4.7%	1,836,309	1,874,577	-38,268	-2.0%

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

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Quarterly Ridership by Route

Attachment C

JANUARY 1, 2016 - MARCH 31, 2016		Q3 FY16	Q3 FY15	
Route	Corridor	Quarterly Ridership	Previous Year *	% Change
3	Mission/Beach	11,465	11,003	4.2%
4/4W	Harvey West/Emeline	11,895	11,219	6.0%
6	Broadway/Frederick	N/A	1,169	N/A
8	Emeline	467	305	53.1%
10	UCSC via High St.	107,401	99,693	7.7%
12	UCSC East Side District	2,730	3,323	-17.8%
15	UCSC via Laurel West	137,098	138,640	-1.1%
16	UCSC via Laurel East	312,903	317,084	-1.3%
16ST	UCSC via Laurel East Supp.	5,036	N/A	N/A
19	UCSC via Lower Bay	132,574	134,967	-1.8%
20	UCSC via West Side	72,594	77,275	-6.1%
20D	UCSC via West Side Supp.	48,696	44,607	9.2%
30	Graham Hill/Scotts Valley	1,920	1,989	-3.5%
33	Lompico SLV/Felton Faire	1,261	988	27.6%
34	South Felton	66	210	-68.6%
35/35A	Santa Cruz/Scotts Valley/SLV	99,625	108,223	-7.9%
40	Davenport/North Coast	5,328	5,755	-7.4%
41	Bonny Doon	4,016	4,584	-12.4%
42	Davenport/Bonny Doon	985	1,005	-2.0%
54	Capitola/Aptos/La Selva Beach	904	855	5.7%
55	Rio Del Mar	9,603	9,543	0.6%
56	La Selva Beach	1,123	1,423	-21.1%
66/66N	Live Oak via 17th	43,895	45,185	-2.9%
68	Like Oak via Broadway/Portola	31,252	31,187	0.2%
69A	Capitola Road/Watsonville	59,437	65,584	-9.4%
69W	Cap. Road/Cabrillo/Watsonville	75,913	82,041	-7.5%
71	Santa Cruz to Watsonville	181,977	192,665	-5.5%
72	Corralitos	8,284	8,801	-5.9%
74	Ohlone Parkway/Rolling Hills	6,401	6,764	-5.4%
75	Green Valley Road	18,653	20,234	-7.8%
77	Civic Plaza / Pajaro	2,794	2,683	4.1%
79	East Lake	6,274	7,147	-12.2%
91X	Santa Cruz/Watsonville Express	50,153	56,160	-10.7%
Hwy 17	Hwy 17 Express/AMTRAK	80,623	93,173	-13.5%
Quarterly Total		1,533,346	1,585,484	-3.3%

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

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: May 26, 2016

TO: Board of Directors

FROM: April Warnock, Paratransit Superintendent

SUBJECT: ACCEPT AND FILE THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR JANUARY, FEBRUARY, AND MARCH 2016

I. RECOMMENDED ACTION

That METRO's Board of Directors accept and file the Metro ParaCruz Operations Status Report for January, February, and March 2016.

II. SUMMARY OF ISSUES

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

III. DISCUSSION/BACKGROUND

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

Comparing January 2016 statistics to December 2015, ParaCruz rides decreased by 366 rides. Comparing February 2016 statistics to January 2016, ParaCruz rides increased by 637 rides. Comparing March 2016 statistics to February 2016, rides increased by 264.

Comparing the monthly statistics of FY14-15 to the monthly statistics of FY15-16:

- In January, the number of ParaCruz rides decreased by 1,021.
- In February, the number of ParaCruz rides decreased by 711.
- In March, the number of ParaCruz decreased by 1,737.

On-time performance (OTP) was impacted at ParaCruz in January due to a bus collision (non-METRO related) on Highway 1 and a police incident which caused the roads to be closed from Capitola Road to the West Side for over four hours.

In February, ParaCruz OTP was impacted due to a suspected bomb at Capitola DMV which shut down the entire area. A couple of weeks later, a severe rainstorms downed trees and telephone wires which contributed to multiple auto collisions, causing multiple road closures.

In March, heavy rains again wreaked havoc, bringing a tree down across northbound Highway 1 and, on a different day, an SUV roll-over southbound during the afternoon commute on Highway 1. Traffic in the County's main arteries was very congested the Thursday and Friday before the Easter weekend.

IV. ALTERNATIVES

- Not applicable.

V. COORDINATION

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

VI. FINANCIAL CONSIDERATIONS

There are no financial considerations for this report.

VII. ATTACHMENTS

Attachment A: ParaCruz On-time Performance Charts for January, February, and March 2016

Attachment B: Comparative Operating Statistics Tables for January, February, and March 2016

Attachment C: Number of Rides Comparison Chart and Data Table

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

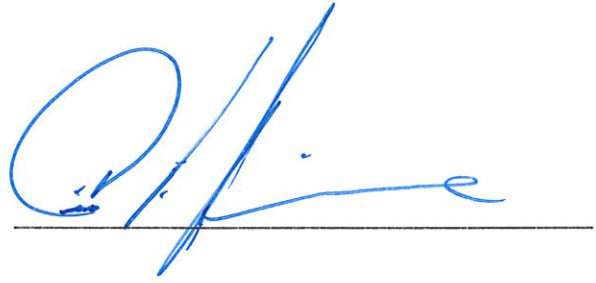
Attachment E: Mileage Comparison Chart and Mileage Data Tables

Attachment F: Monthly Assessment


Prepared by: April Warnock, Paratransit Superintendent

VIII. APPROVALS:

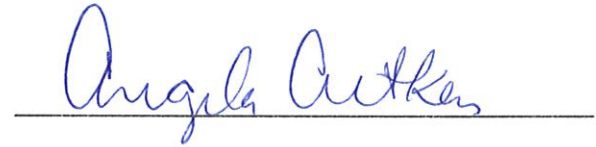
Ciro Aguirre, COO



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



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Attachment A

Board Meeting May 26, 2016

ParaCruz On-time Performance Report

	January 2015	January 2016
Total pick ups	7592	6471
Percent in "ready window"	91.43%	90.48%
1 to 5 minutes late	3.25%	4.02%
6 to 10 minutes late	2.18%	2.24%
11 to 15 minutes late	1.14%	1.31%
16 to 20 minutes late	.79%	.85%
21 to 25 minutes late	.36%	.54%
26 to 30 minutes late	.17%	.34%
31 to 35 minutes late	.13%	.12%
36 to 40 minutes late	.15%	.06%
41 or more minutes late (excessively late/missed trips)	.03%	.03%
Total beyond "ready window"	8.57%	9.52%

During the month of January 2016, ParaCruz received seven (7) Customer Service Reports. Two (2) of the reports were valid; five (5) of the reports were compliments.

	February 2015	February 2016
Total pick ups	7819	7108
Percent in "ready window"	91.18%	89.15%
1 to 5 minutes late	3.96%	4.47%
6 to 10 minutes late	2.96%	2.87%
11 to 15 minutes late	1.59%	1.67%
16 to 20 minutes late	1.04%	.66%
21 to 25 minutes late	.44%	.51%
26 to 30 minutes late	.39%	.27%
31 to 35 minutes late	.28%	.21%
36 to 40 minutes late	.11%	.14%
41 or more minutes late (excessively late/missed trips)	.02%	.04%
Total beyond "ready window"	8.82%	10.85%

During the month of February 2016, ParaCruz received five (5) Customer Service Reports. Two (2) of the reports were valid. Three (3) of the reports were compliments.

Attachment A

Board Meeting May 26, 2016

	March 2015	March 2016
Total pick ups	9109	7372
Percent in “ready window”	89.50%	87.09%
1 to 5 minutes late	5.2%	4.95%
6 to 10 minutes late	3.09%	3.00%
11 to 15 minutes late	1.85%	1.83%
16 to 20 minutes late	1.16%	1.29%
21 to 25 minutes late	.64%	.68%
26 to 30 minutes late	.35%	.47%
31 to 35 minutes late	.16%	.39%
36 to 40 minutes late	.15%	.23%
41 or more minutes late (excessively late/missed trips)	.13%	.07%
Total beyond “ready window”	10.5%	12.91%

During the month of March 2016, ParaCruz received six (6) Customer Service Reports. Five (5) of the reports were not verifiable. One (1) of the reports was a valid complaint.

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

This more accurate data is providing staff the opportunity to focus on the late pick-ups and to work incrementally towards achieving a target of 95% in “ready window” with an initial goal of achieving 92% by the end of FY16.

Attachment B

Board Meeting May 26, 2016

Comparative Operating Statistics through January 2016.

	January 2015	January 2016	Fiscal 14-15	Fiscal 15-16	Performance Averages	Performance Goals
Requested	8085	7363	61,137	57,416	8525	
Performed	7492	6471	56,902	51,271	7706	
Cancel	20.64%	22.68%	21.00%	21.18%	20.56%	
No Shows	2.97%	3.08%	3.04%	3.19%	3.14%	Less than 3%
Total miles	55,495	53,246	419,053	410,154	59,506	
Av trip miles	5.42	5.85	5.36	5.79	5.42	
Within ready window	91.43%	90.48%	91.17%	89.27%	89.65%	92.00% or better
Excessively late/missed trips	2	2	26	25	3.83	Zero (0)
Call center volume	6097	4973	N/A	39,099	5835	
Hold times less than 2 minutes	95.6%	89.2%	N/A	91.7%	93.18%	Greater than 90%
Distinct riders	821	765	1580	1536	799	
Most frequent rider	55 rides	56 rides	347 rides	266 rides	55 rides	
Shared rides	62.9%	59.1%	64.3%	62.7%	64.05%	Greater than 60%
Passengers per rev hour	1.98	1.83	1.98	1.90	1.96	Greater than 1.6 passengers/hour
Rides by supplemental providers	4.08%	1.30%	5.68%	4.44%	6.58%	No more than 25%
Vendor cost per ride	\$24.57	\$25.22	\$24.61	\$24.16	\$24.44	
ParaCruz driver cost per ride (estimated)	\$30.77	\$25.77	\$30.98	\$25.46	N/A	
Rides < 10 miles	64.20%	66.09%	63.26%	65.74%	65.09%	
Rides > 10 miles	35.80%	33.91%	36.74%	34.26%	34.91%	
Denied Rides	0	0	0	0	0	Zero

Attachment B

Board Meeting May 26, 2016

Comparative Operating Statistics through February 2016.

	February 2015	February 2016	Fiscal 14-15	Fiscal 15-16	Performance Averages	Performance Goals
Requested	8418	8013	69,555	65,429	8491	
Performed	7819	7108	64,721	58,379	7647	
Cancels	19.47%	21.12%	20.81%	21.17%	20.70%	
No Shows	2.77%	2.73%	3.01%	3.14%	3.13%	Less than 3%
Total miles	56,434	55,930	475,529	466,083	59,464	
Av trip miles	5.36	5.67	5.36	5.78	5.44	
Within ready window	91.18%	89.15%	91.17%	89.26%	89.48%	92.00% or better
Excessively late/missed trips	1	3	27	28	4	Zero (0)
Call center volume	6244	5140	N/A	44,239	5743	
Hold times less than 2 minutes	94.7%	94.0%	N/A	92.0%	93.12%	Greater than 90%
Distinct riders	805	766	1661	1611	796	
Most frequent rider	61 rides	56 rides	384 rides	298 rides	55 rides	
Shared rides	66.0%	62.4%	64.5%	62.6%	63.75%	Greater than 60%
Passengers per rev hour	2.05	1.93	1.96	1.90	1.95	Greater than 1.6 passengers/hour
Rides by supplemental providers	9.91%	.80%	6.22%	3.98%	5.82%	No more than 25%
Vendor cost per ride	\$24.97	\$21.00	\$24.68	\$24.09	\$24.11	
ParaCruz driver cost per ride (estimated)	\$26.23	\$24.68	\$30.16	\$25.33	N/A	
Rides < 10 miles	64.62%	66.24%	63.43%	65.80%	65.23%	
Rides > 10	35.38%	33.76%	36.57%	34.20%	34.77%	
Denied Rides	0	0	0	0	0	Zero

Attachment B

Board Meeting May 26, 2016

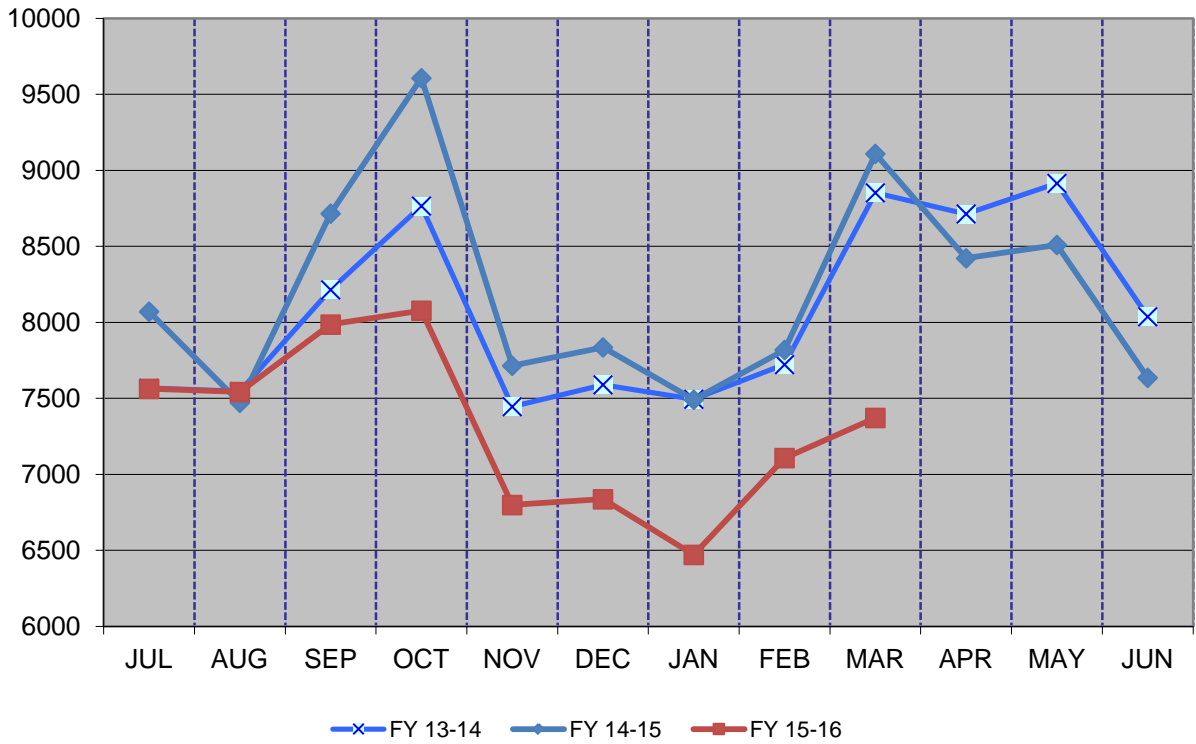
Comparative Operating Statistics through March 2016.

	March 2015	March 2016	Fiscal 14-15	Fiscal 15-16	Performance Averages	Performance Goals
Requested	9820	8511	79,375	73,940	8382	
Performed	9109	7372	73,830	65,751	7502	
Cancels	20.06%	23.09%	20.72%	21.39%	20.95%	
No Shows	2.68%	2.95%	2.97%	3.12%	3.16%	Less than 3%
Total miles	63,651	57,836	539,180	3523,919	58,980	
Av trip miles	5.24	5.73	5.35	5.77	5.49	
Within ready window	89.50%	87.09%	90.96%	89.02%	89.28%	92.00% or better
Excessively late/missed trips	10	5	37	33	3.58	Zero (0)
Call center volume	6836	5271	N/A	49,510	5613	
Hold times less than 2 minutes	95.6%	96.3%	N/A	92.5%	93.18%	Greater than 90%
Distinct riders	861	787	1746	1684	790	
Most frequent rider	68 rides	65 rides	422 rides	343 rides	55 rides	
Shared rides	68.2%	64.6%	64.2%	62.9%	63.45%	Greater than 60%
Passengers per rev hour	2.16	1.97	2.00	1.91	1.93	Greater than 1.6 passengers/hour
Rides by supplemental providers	12.82%	1.37%	7.08%	3.62%	4.86%	No more than 25%
Vendor cost per ride	\$23.42	\$26.17	\$24.39	\$24.17	\$24.34	
ParaCruz driver cost per ride (estimated)	\$25.67	N/A	\$28.78	N/A	N/A	
Rides < 10 miles	64.04%	64.92%	63.43%	65.70%	66.13%	
Rides > 10	35.96%	35.08%	36.57%	34.30%	33.87%	
Denied Rides	0	0	0	0	0	Zero

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ATTACHMENT C

NUMBER OF RIDES COMPARISON CHART



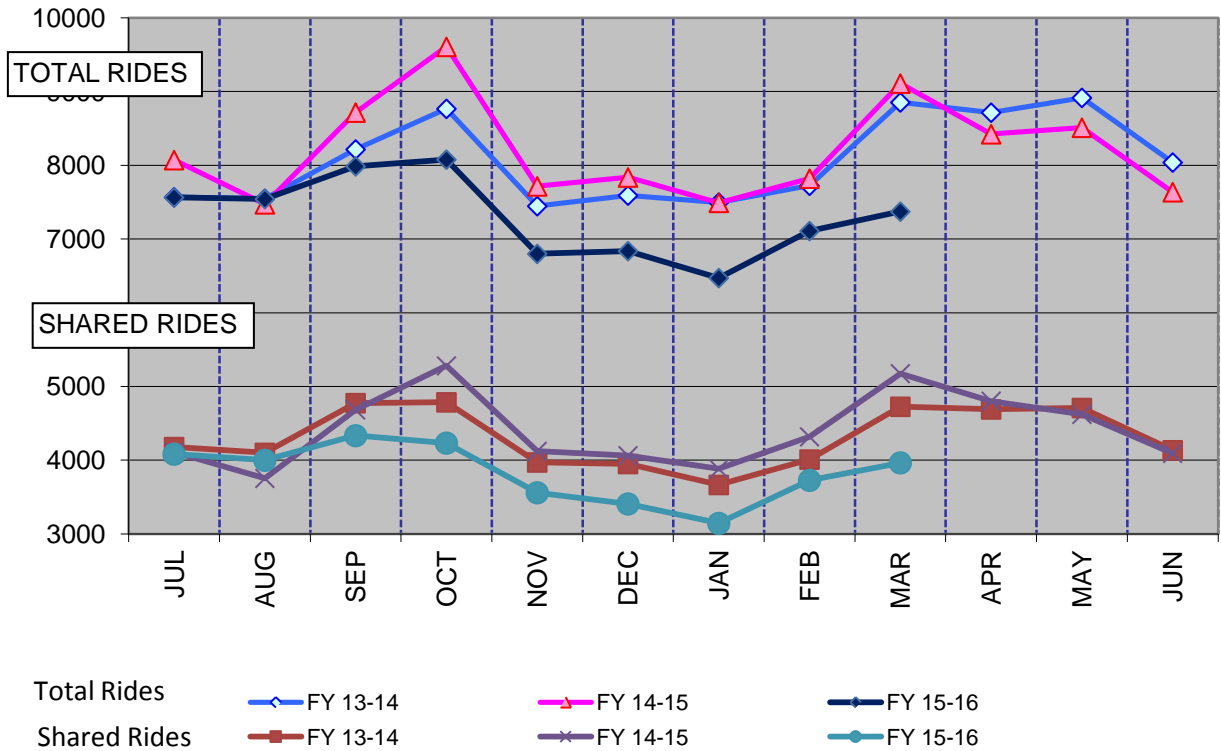
Data Table for Number of Rides performed monthly.

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 13-14	7567	7546	8215	8766	7446	7590	7495	7723	8853	8714	8915	8038
FY 14-15	8071	7472	8716	9607	7715	7836	7492	7819	9109	8422	8510	7636
FY 15-16	7563	7542	7986	8077	6799	6837	6471	7108	7372			

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ATTACHMENT D

TOTAL RIDES vs. SHARED RIDES



Data table for total number of rides provided.

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 13-14	7567	7546	8215	8766	7446	7590	7495	7723	8853	8714	8915	8038
FY 14-15	8071	7472	8716	9607	7715	7836	7492	7819	9109	8422	8510	7636
FY 15-16	7563	7542	7986	8077	6799	6837	6471	7108	7372			

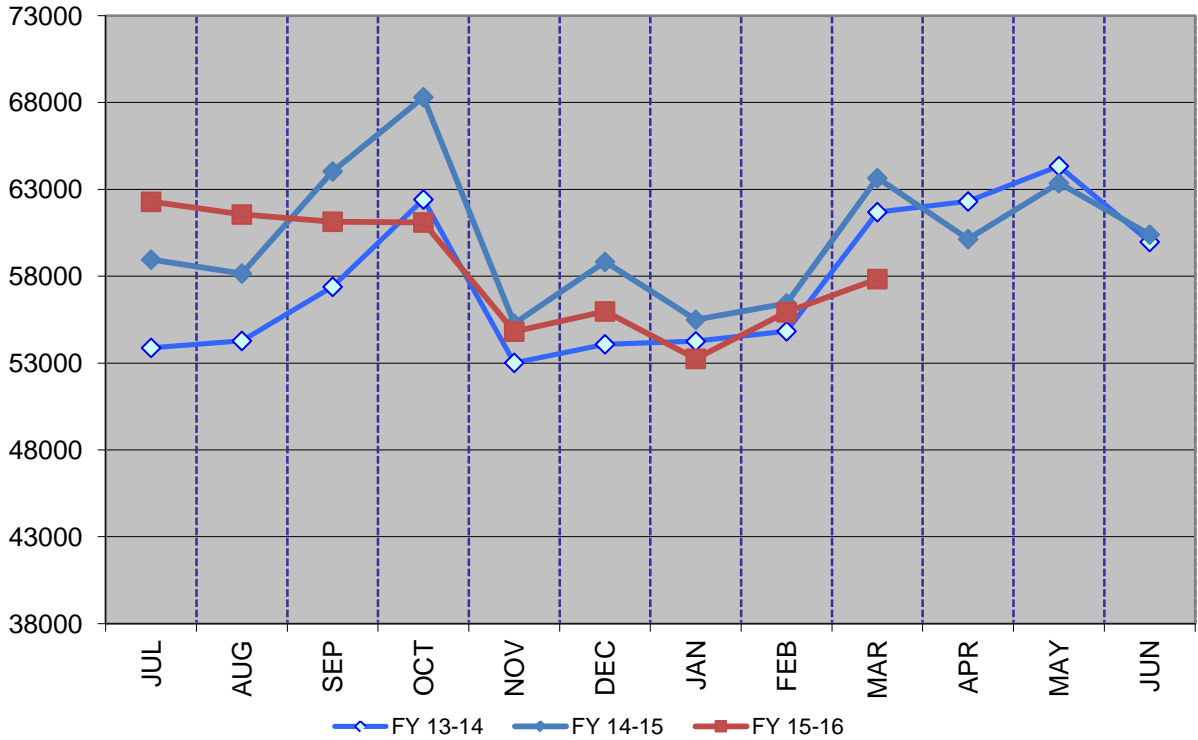
Data table for total number of shared rides provided.

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 13-14	4179	4101	4775	4786	3971	3950	3666	4010	4726	4690	4709	4136
FY 14-15	4110	3755	4683	5280	4123	4063	3883	4318	5175	4801	4623	4094
FY 15-16	4083	4000	4334	4233	3560	3408	3145	3728	3965			

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ATTACHMENT E

MILEAGE COMPARISON



Data table for monthly mileage

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 13-14	53878	54278	57391	62420	53017	54083	54255	54833	61690	62304	64339	59974
FY 14-15	58954	58154	64034	68305	55269	58823	55495	56434	63651	60135	63353	60397
FY 15-16	62287	61555	61139	61097	54813	55974	53246	55930	57836			

Data table for year-to-date mileage

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 13-14	53878	108156	165547	227877	280894	334976	391682	446515	508205	570509	634848	694822
FY 14-15	58954	117108	181142	249415	304685	363487	419053	475529	539180	599315	665306	725703
FY 15-16	62287	123842	185008	246079	300892	356866	410154	466083	523919			

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Attachment F

Board Meeting May 26, 2016

Monthly Assessments

	UNRESTRICTED	RESTRICTED CONDITIONAL	RESTRICTED TRIP BY TRIP	TEMPORARY	DENIED	TOTAL
APRIL 2015	52	1	0	0	0	53
MAY 2015	39	0	0	2	0	41
JUNE 2015	36	0	4	4	0	44
JULY 2015	40	0	0	5	0	45
AUGUST 2015	21	0	2	4	0	27
SEPTEMBER 2015	24	0	2	3	0	29
OCTOBER 2015	51	4	0	4	0	59
NOVEMBER 2015	23	0	1	4	0	28
DECEMBER 2015	43	0	1	5	1	50
JANUARY 2016	45	0	1	1	1	48
FEBRUARY 2016	41	0	1	1	0	43
MARCH 2016	51	2	0	5	1	59

Number of Eligible Riders for the month of January 2016 = 3601

Number of Eligible Riders for the month of February 2016 = 3617

Number of Eligible Riders for the month of March 2016 = 3675

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DATE: May 26, 2016
TO: Board of Directors
FROM: Andrew Kreck, Project Manager, Hill International
SUBJECT: CONSIDERATION OF METROBASE MONTHLY CHANGE ORDER REPORT

I. RECOMMENDED ACTION

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

II. DISCUSSION/BACKGROUND

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

Per the Board's request, the Project Manager is to provide a monthly summary of change orders. Since the last Monthly Change Order Report to the Board on April 22, 2016, METRO has issued four new unilateral change orders to Lewis C. Nelson and Sons, Inc.

III. FINANCIAL CONSIDERATIONS/IMPACT

Since the Board Meeting on April 22, 2016, four unilateral change orders have been issued to Lewis C. Nelson and Sons, Inc., for a total of negative \$70,426.73. Two of the four change orders are a negative cost adjustment, resulting in a credit to the Project contingency fund.

CCO #	Description	Amount
039.S4	FRC Panel Modifications [Final Costs]	\$ 7,343.00
046.S1	Descope CCO 46 Monitors, Rack and UPS	(\$ 9,181.00)
145	Descope Access Control and Interconnect	(\$70,955.73)
170	Revised Temporary ADA Striping	\$ 2,367.00
	Total	(\$70,426.73)

Total CEO CCO Authority NTE (Cap)	\$1,641,562
History:	
CEO CCOs Approved through 4/22/2016 Board Report	\$1,430,841
Additional COOs Approved through 5/27/2016 Board Report	(\$ 70,427)
New CEO CCO Cumulative Amount Approved	\$1,360,414
CEO CCO Authority Remaining	\$ 281,148

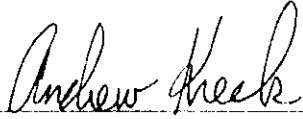
IV. ATTACHMENTS

Attachment A: Executed Change Orders Table

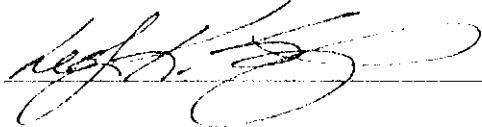
Prepared by: Joan Jeffries, Administrative Assistant

V. APPROVALS:


Andrew Kreck, Project Manager
Hill International



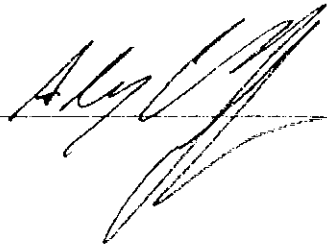
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Attachment A

Executed Change Orders

Contract No. 12-23

Original Contract Amount:	\$13,572,000.00	Revised Contract Amount:	\$15,657,341.44
Original Contract Time (Days):	668	Revised Contract Time (Days):	1096
Total Construction Contingency:	\$2,324,773.20	Contingency Remaining:	\$239,431.76

No.	Effective Date	Description	Increase in Contract Amount	Increase in Contract Time (in Days)	Approved By
001	5/16/13	Site improvements at 135 Dubois	\$ 200,586.00	-0-	Board/Les White
002	6/4/13	Extend completion date by 49 days	\$ -	49	Board/Les White
003	6/4/13	Additional site improvements at 135 Dubois	\$ 36,369.00	-0-	Les White
004	6/4/13	Demolish concrete sound wall; Provide Pile Driving Notification	\$ 17,297.00	-0-	Les White
005	6/4/13	Demolish CPU planter wall, trees, shrubs, and chain link fencing	\$ 8,905.00	-0-	Les White
006	7/25/13	Expose tops of overdriven piles	\$ 2,324.00	-0-	Les White
007	8/7/13	Cut off prestressed concrete piles 54 ft. long or less	\$ 50,000.00	-0-	Les White
007 S1	4/21/15	Cut off prestressed concrete piles 54 ft. long or less	\$ -	16	Board/Alex Clifford
007.S2	11/16/15	Pile Cutoff (Time Related Overhead)	\$ 24,208.00	-0-	Board/Alex Clifford
008	9/26/13	Cut off prestressed concrete piles longer than 54 ft. to achieve correct elevation	\$ 26,000.00	-0-	Les White
009	9/26/13	Provide labor, equipment, and materials to modify pile caps	\$ 18,994.00	-0-	Les White
010	9/15/14	Fire Service Backflow Preventor (FD #17)	\$ 10,621.00	-0-	Alex Clifford
011	2/25/14	Weather & Misc. Delay	\$ -	13	Board/Alex Clifford
012	11/20/14	Differing site condition encountered during parking lot demolition.	\$ 49,777.00	-0-	Alex Clifford
013	11/20/14	Modification of parking deck storm drain piping at grid lines E/1 on ground floor	\$ 1,920.00	-0-	Alex Clifford
014	3/17/15	Add battery backups/delete over head coils	\$ -	-0-	Alex Clifford
015	12/8/14	Partnering sessions (METRO's one half share of cost)	\$ 10,000.00	-0-	Alex Clifford
016	1/6/15	Furnishing and installing of epoxy-coated rebar dowels	\$ 3,798.68	-0-	Alex Clifford
017	1/14/15	Additional vehicular PCC pavement	\$ 15,182.00	-0-	Alex Clifford
018	6/16/15	Aluminum Brake Metal	\$ 28,280.50	deferred	Alex Clifford
018.S1	11/16/15	Aluminum Brake Metal	\$ -	-0-	Ad Hoc/Alex Clifford

Attachment A

No.	Effective Date	Description	Increase in Contract Amount	Increase in Contract Time (in Days)	Approved By
019	6/26/15	CalTrans Encroachment Permit	\$ 23,523.00	deferred	Alex Clifford
019.S1	11/16/15	CalTrans Encroachment Permit	\$ -	-0-	Ad Hoc/Alex Clifford
020	6/16/15	Relocate Firewall - Door Louvers and FSDs	\$ (803.00)	deferred	Alex Clifford
020.S1	11/16/15	Relocate Firewall - Door Louvers and FSDs	\$ -	-0-	Ad Hoc/Alex Clifford
021	11/16/15	Room A303 and Room A404 Changes	\$ (858.00)	-0-	Ad Hoc/Alex Clifford
022	6/16/15	Elevator Penthouse	\$ 23,870.00	deferred	Alex Clifford
022.S1	11/16/15	Elevator Penthouse	\$ -	-0-	Ad Hoc/Alex Clifford
023	5/4/15	Stair Gate	\$ 4,446.00	-0-	Alex Clifford
024	11/16/15	Transformer Enclosure	\$ 17,034.00	-0-	Ad Hoc/Alex Clifford
025	6/16/15	Illuminated Handrail	\$ 21,668.00	deferred	Alex Clifford
025.S1	11/16/15	Illuminated Handrail	\$ -	-0-	Ad Hoc/Alex Clifford
026	6/16/15	Plumbing Changes	\$ 6,740.00	deferred	Alex Clifford
026.S1	11/16/15	Plumbing Changes	\$ -	-0-	Ad Hoc/Alex Clifford
027	6/8/15	Security Camera Conduits	\$ 55,616.00	deferred	Board/Alex Clifford
027.S1	11/16/15	Added Security Camera Infrastructure (Conduits)	\$ -	-0-	Ad Hoc/Alex Clifford
028	6/8/15	Future Car Charging Conduits	\$ 21,399.00	deferred	Alex Clifford
028.S1	11/16/15	Future Car Charging Conduits	\$ -	-0-	Ad Hoc/Alex Clifford
029	6/16/15	Contaminated Soil Abatement	\$ 32,011.00	deferred	Alex Clifford
029.S1	11/16/15	Contaminated Soil Abatement	\$ -	-0-	Ad Hoc/Alex Clifford
030	6/16/15	HVAC Revisions - Split System	\$ 14,385.00	deferred	Alex Clifford
030.S1	11/16/15	HVAC Revisions - Split System	\$ -	-0-	Ad Hoc/Alex Clifford
031	3/17/15	Pile Redesign	\$ 62,942.00	12	Board/Alex Clifford
031.S1	11/16/15	Pile Redesign (Time Related Overhead)	\$ 18,156.00	-0-	Board/Alex Clifford
032	3/17/15	Pile Cap Redesign	\$ 31,717.00	21	Board/Alex Clifford
032.S1	11/16/15	Pile Redesign (Time Related Overhead)	\$ 31,773.00	-0-	Board/Alex Clifford
033	3/17/15	Additional Sitework	\$ 12,799.00	-0-	Alex Clifford
035	6/16/15	Provide Cut Metal Letters	\$ 19,467.00	deferred	Alex Clifford
035.S1	11/16/15	Provide Cut Metal Letters	\$ -	-0-	Ad Hoc/Alex Clifford
036	4/8/15	Dwarf Wall & 6 Inch Sill Curb	\$ 6,712.00	-0-	Alex Clifford
037	11/16/15	Added Site Lighting	\$ 30,573.00	-0-	Ad Hoc/Alex Clifford

Attachment A

No.	Effective Date	Description	Increase in Contract Amount	Increase in Contract Time (in Days)	Approved By
038	11/16/15	Spec 02823 Powder Coating Delta 005 & Orsogril	\$ 16,045.00	-0-	Ad Hoc/Alex Clifford
039.S1	7/10/15	Buy America FRC Panels	\$ -	deferred	Alex Clifford
039.S2	11/16/15	Buy America FRC Panels (Cost Over Run)	\$ 299,929.00	179	Board/Alex Clifford
039.S3	3/24/16	FRC Panel Modifications [Final Costs]	\$ 36,143.00	-0-	Alex Clifford
039.S4	5/10/16	FRC Panel Modifications [Final Costs]	\$ 7,343.00	-0-	Alex Clifford
040	6/16/15	Added Motor Operated Solar Shades	\$ 20,199.00	deferred	Alex Clifford
040.S1	11/16/15	Added Motor Operated Solar Shades	\$ -	-0-	Ad Hoc/Alex Clifford
041	11/16/15	Shift Parking Lot and Add Steel Handrail	\$ 8,246.00	-0-	Ad Hoc/Alex Clifford
042	11/16/15	Add Beams on Top of Wall	\$ 10,724.00	-0-	Ad Hoc/Alex Clifford
043	6/16/15	PG&E Gas and Electric Substructures	\$ 2,499.00	deferred	Alex Clifford
043.S1	11/16/15	PG&E Gas and Electric Substructures	\$ -	-0-	Ad Hoc/Alex Clifford
044	11/16/15	P-3 Sump Pump	\$ 21,091.00	-0-	Ad Hoc/Alex Clifford
045	11/16/15	Type E Wall at First Floor Column E/6	\$ 4,041.00	-0-	Ad Hoc/Alex Clifford
046	11/16/15	Monitor, Rack and UPS Changes	\$ 9,181.00	-0-	Ad Hoc/Alex Clifford
046.S1	5/10/16	Descope CCO 46 Monitors, Rack and UPS	\$ (9,181.00)	-0-	Alex Clifford
047	7/7/15	Concrete Backfill at Waterline in River Street	\$ 28,444.00	deferred	Alex Clifford
047.S1	11/16/15	Concrete Backfill at Waterline in River Street	\$ -	-0-	Ad Hoc/Alex Clifford
048	6/25/15	Boulder Removal	\$ 632.00	deferred	Alex Clifford
048.S1	11/16/15	Boulder Removal	\$ -	-0-	Ad Hoc/Alex Clifford
049	11/16/15	Relocate Gas and Water Vaults	\$ 16,350.00	-0-	Ad Hoc/Alex Clifford
051	6/16/15	Delete Fixture Type DD at Transformer Enc.	\$ (905.00)	deferred	Alex Clifford
051.S1	11/16/15	Delete Fixture Type DD at Transformer Enc.	\$ -	-0-	Ad Hoc/Alex Clifford
052	6/16/15	Relocate Fixture Type WE	\$ 352.00	deferred	Alex Clifford
052.S1	11/16/15	Relocate Fixture Type WE	\$ -	-0-	Ad Hoc/Alex Clifford
053	7/6/15	Delete Grout Bed	\$ (2,382.00)	deferred	Alex Clifford
053.S1	11/16/15	Delete Grout Bed	\$ -	-0-	Ad Hoc/Alex Clifford
053.S2	3/3/16	Correct Shower Slope to 2%	\$ 7,113.00	deferred	Alex Clifford

Attachment A

No.	Effective Date	Description	Increase in Contract Amount	Increase in Contract Time (in Days)	Approved By
054	7/10/15	Edge of Slab Revision	\$ 1,297.00	deferred	Alex Clifford
054.S1	11/16/15	Edge of Slab Revision	\$ -	-0-	Ad Hoc/Alex Clifford
055	11/16/15	Underground Conduit	\$ (2,969.01)	-0-	Ad Hoc/Alex Clifford
056	11/16/15	Pre-Action Dry Pipe Fire Suppression System	\$ 24,460.00	-0-	Ad Hoc/Alex Clifford
057	11/16/15	Delta 5 Door and Borrowed Light Changes	\$ 5,470.00	-0-	Ad Hoc/Alex Clifford
058	11/16/15	Demolish Fencing and CMU Wall	\$ 3,035.00	-0-	Ad Hoc/Alex Clifford
059	11/16/15	Revise Wall from 8in to 12in on South Side of Building Entrance	\$ 5,000.00	-0-	Ad Hoc/Alex Clifford
060	11/16/15	Revised Striping Plan	\$ 5,774.00	-0-	Ad Hoc/Alex Clifford
061	1/12/16	Remove Logs and Debris	\$ 4,535.00	-0-	Alex Clifford
061.S1	4/1/16	Remove Rocks 50% Settlement	\$ 6,447.00	-0-	Alex Clifford
062	7/30/15	Chain Link Fence on Retaining Wall	\$ 2,234.00	deferred	Alex Clifford
062.S1	11/16/15	Chain Link Fence on Retaining Wall	\$ -	-0-	Ad Hoc/Alex Clifford
063	11/16/15	PG&E Gas Houseline	\$ 3,568.00	-0-	Ad Hoc/Alex Clifford
064	11/16/15	Roof Screen Detail and End Treatments	\$ 1,444.00	-0-	Ad Hoc/Alex Clifford
065	11/16/15	LED Substitution and Two 30 Foot Poles	\$ 30,585.00	-0-	Ad Hoc/Alex Clifford
066	11/16/15	Electrical Conduit across the Driveway Entrance	\$ 7,706.00	-0-	Ad Hoc/Alex Clifford
067	11/16/15	Install 6in Storm Drain to Connection	\$ 1,163.00	-0-	Ad Hoc/Alex Clifford
068	11/16/15	Install Parapet Gap Closure	\$ 2,195.00	-0-	Ad Hoc/Alex Clifford
069	11/16/15	Add Impervious Material Beneath Line 7 Sub-Drain	\$ 3,646.00	-0-	Ad Hoc/Alex Clifford
070	11/16/15	Revisions to architectural louvers	\$ 8,792.00	-0-	Ad Hoc/Alex Clifford
071	11/16/15	Caulk 2" gap at CMU wall in electrical room A104	\$ 4,389.00	-0-	Ad Hoc/Alex Clifford
072	11/16/15	Revise Installed CMU Clips in the Elevator Shaft	\$ 2,824.00	-0-	Ad Hoc/Alex Clifford
073	11/16/15	Parapet Detail Revisions	\$ 12,993.00	-0-	Ad Hoc/Alex Clifford
074	11/16/15	Added Security Fence	\$ 20,881.00	-0-	Ad Hoc/Alex Clifford
075	11/16/15	Added Ledger	\$ 5,252.00	-0-	Ad Hoc/Alex Clifford
076	11/16/15	Balcony Railing	\$ 9,699.00	-0-	Ad Hoc/Alex Clifford
077	11/16/15	Expansion anchors	\$ 4,015.00	-0-	Ad Hoc/Alex Clifford
078	11/16/15	Generator Room Scupper	\$ 1,678.00	-0-	Ad Hoc/Alex Clifford

Attachment A

No.	Effective Date	Description	Increase in Contract Amount	Increase in Contract Time (in Days)	Approved By
079	11/16/15	Door and Hardware Revisions	\$ 5,517.00	-0-	Ad Hoc/Alex Clifford
080	11/16/15	¼" x 4" Galvanized Flat-bar to Curtain Wall Support Brackets	\$ 2,186.00	-0-	Ad Hoc/Alex Clifford
081	11/16/15	Barbed Wire	\$ 8,555.00	-0-	Ad Hoc/Alex Clifford
082	11/16/15	Provide 2" gap at crash wall and moment frame intersection	\$ 10,184.00	-0-	Ad Hoc/Alex Clifford
083	11/16/15	Provide Specified Dowels at Housekeeping Pads	\$ 1,134.00	-0-	Ad Hoc/Alex Clifford
084	11/16/15	Weather days January - May 2015	\$ -	6	Ad Hoc/Alex Clifford
085	11/16/15	Additional steel - submittal review comments 05511	\$ 10,399.00	-0-	Ad Hoc/Alex Clifford
086	11/16/15	Dewatering	\$ 5,126.00	-0-	Ad Hoc/Alex Clifford
087	11/16/15	ADA Path Modification	\$ 19,552.00	-0-	Ad Hoc/Alex Clifford
088	11/16/15	Stair Tread Nosing	\$ 815.00	-0-	Ad Hoc/Alex Clifford
089	11/16/15	Demolish Existing Concrete Foundation/Slab per FD-47	\$ 1,368.00	-0-	Ad Hoc/Alex Clifford
090	11/30/15	Slope in Bathroom - Ardex Material	\$ 13,087.00	-0-	Alex Clifford
091	11/16/15	Excavate PG&E box per FD-64	\$ 672.00	-0-	Ad Hoc/Alex Clifford
092	11/16/15	Revisions to Room Names, Widen Ramp, Add Door and Sidelight per FD-50 & RFQ-27	\$ 4,388.00	-0-	Ad Hoc/Alex Clifford
096	11/16/15	Antenna Infrastructure	\$ 19,751.00	deferred	Ad Hoc/Alex Clifford
097	11/16/15	Provide Electrical Conduit at Bike Canopy	\$ 1,680.00	-0-	Ad Hoc/Alex Clifford
098	1/8/16	Outfall Construction	\$ 24,002.00	-0-	Alex Clifford
099	11/16/15	RFQ 36 Framing	\$ 28,535.00	deferred	Ad Hoc/Alex Clifford
100	11/16/15	RFQ 36 - Framing, Glazing, Fire Protection, Mechanical, Plumbing, Insulation, Floor Revisions	\$ 42,442.00	deferred	Ad Hoc/Alex Clifford
101	11/16/15	Relocation of HP-20 per RFI #349	\$ 1,473.00	-0-	Ad Hoc/Alex Clifford
102	11/16/15	Mechanical Platform Steel Posts per RFIs #256 and #356.R1	\$ 1,299.00	-0-	Ad Hoc/Alex Clifford
103	11/16/15	Provide and Install Conduit at Card Reader Pedestal per FD-16	\$ 540.00	deferred	Ad Hoc/Alex Clifford
104	11/16/15	Traffic Coating Above Electrical Room A104	\$ 6,347.00	-0-	Ad Hoc/Alex Clifford
106	11/16/15	Relocate Piping for Fixture "FF" at B-4	\$ 1,987.00	-0-	Ad Hoc/Alex Clifford
107	11/16/15	Revise Walls & Add Telecom Outlets at 1st & 2nd Floors	\$ 11,450.00	-0-	Ad Hoc/Alex Clifford

Attachment A

No.	Effective Date	Description	Increase in Contract Amount	Increase in Contract Time (in Days)	Approved By
108	11/16/15	Quiet Rock at Restrooms per FD-73 & ASI-60	\$ 8,056.00	-0-	Ad Hoc/Alex Clifford
109	11/16/15	Add Temporary Enclosure at W-6 Window	\$ 500.00	-0-	Ad Hoc/Alex Clifford
110	11/16/15	Add Water Heater Condensate Plenum Drains	\$ 1,919.00	-0-	Ad Hoc/Alex Clifford
111	11/16/15	Provide and Install Shaftliner at Elevator Fronts	\$ 2,013.00	-0-	Ad Hoc/Alex Clifford
112	11/16/15	Add Horizontal Window Mullions at Curtain Walls W5, W17, and W18	\$ 6,737.00	-0-	Ad Hoc/Alex Clifford
113	11/16/15	Repaint Bus Parking Blue and Yellow	\$ 8,545.00	-0-	Ad Hoc/Alex Clifford
114	11/16/15	Geo H. Wilson's Added Engineering, Labor, and Material Costs for Delta 5 Revisions	\$ 3,607.00	-0-	Ad Hoc/Alex Clifford
115	11/16/15	Add 6" Bed Gravel for Outfall	\$ 1,635.00	-0-	Ad Hoc/Alex Clifford
116	11/16/15	Bus Parking Lot - Revised Striping and Added Lighting	\$ 2,577.00	-0-	Ad Hoc/Alex Clifford
117	11/16/15	Revise Canopy Roof Parapet Plywood to Densdeck Prime	\$ 1,714.00	-0-	Ad Hoc/Alex Clifford
118	11/16/15	Extend Guardrail @ Bike Canopy	\$ 4,599.00	-0-	Ad Hoc/Alex Clifford
119	1/12/16	Delay Pricing Increase (Cookson)	\$ 8,443.00	-0-	Alex Clifford
120	11/16/15	Added 2 Each Polycarbonate Panels Work due to revision at Stairway #1 Column Spacing	\$ 5,000.00	-0-	Ad Hoc/Alex Clifford
121	11/16/15	Provide and install 25 LF of Curb per RFI 93.R1	\$ 3,969.00	-0-	Ad Hoc/Alex Clifford
122	11/16/15	Lower ACT to Avoid Condensate Pump	\$ 6,562.00	-0-	Ad Hoc/Alex Clifford
123	11/16/15	X-Ray Concrete Roof Beams at Antenna Tower	\$ 1,930.00	-0-	Ad Hoc/Alex Clifford
124	11/16/15	Additional Work at Pile Caps	\$ 5,657.00	-0-	Alex Clifford
125	11/16/15	Relocation of Stormwater Riser at Stair #1	\$ 1,472.00	-0-	Ad Hoc/Alex Clifford
125.S1	2/9/16	Relocation of Fire Riser at Stair #1	\$ 2,898.00	deferred	Alex Clifford
126	11/17/15	Neutral Wires for Six Heat Pumps	\$ 2,069.00	-0-	Alex Clifford
128	11/16/15	Window waterproofing & flashing revision	\$ 49,455.00	-0-	Alex Clifford
129	11/16/15	Parking Deck Level Hose Vault Locations	\$ 2,402.00	-0-	Ad Hoc/Alex Clifford
130	11/16/15	Sinks in Breakrooms A416 and A308	\$ 270.00	-0-	Ad Hoc/Alex Clifford
131	11/16/15	Weather Days Dec 2014	\$ -	38	Ad Hoc/Alex Clifford
132	2/16/16	Revisions to North Sidewalk	\$ 11,462.00	-0-	Alex Clifford

Attachment A

No.	Effective Date	Description	Increase in Contract Amount	Increase in Contract Time (in Days)	Approved By
133	12/4/15	Add Pony Wall in Dispatch Room A303	\$ 2,418.00	deferred	Alex Clifford
134	12/4/15	Shroud Above CRAC	\$ 2,608.00	deferred	Alex Clifford
135	12/4/15	Modify Deck Drainage	\$ 6,731.00	deferred	Alex Clifford
135.S1	2/9/16	Modify Deck Drainage	\$ (3,886.00)	deferred	Alex Clifford
136	12/4/15	Mechanical Platform Chemical Treatment Modifications	\$ 12,718.00	-0-	Alex Clifford
137	12/24/15	ADA Ramp, Door Infill, Cut Wall	\$ 42,216.00	deferred	Alex Clifford
137.S1	1/26/16	Additional ADA Curb Ramp	\$ 11,003.00	deferred	Alex Clifford
138	1/8/16	Cut Metal Letters	\$ 10,413.00	deferred	Alex Clifford
139	12/16/15	Light Switch Exchange in Elevator Machine Room	\$ 498.00	deferred	Alex Clifford
140	12/29/15	Contract Extension	\$ -	94	Board/Alex Clifford
141	12/24/15	Stair 1 Drains	\$ 12,582.00	deferred	Alex Clifford
142	1/8/16	Caulking at Bike Canopy / Crash Wall	\$ 973.00	deferred	Alex Clifford
143	12/18/15	Handicap Toilet Grab Bar Changes	\$ 835.00	deferred	Alex Clifford
144	2/3/16	Wheel Stop ADA Striping Relocate EV Conduits	\$ 9,869.00	deferred	Alex Clifford
145	5/13/16	Descope Access Control and Interconnect	\$ (70,955.73)	deferred	Alex Clifford
146	1/6/16	Waterproof First Floor Balcony Break Out Area	\$ 7,659.00	deferred	Alex Clifford
147	3/24/16	Descope Sheet Linoleum Flooring	\$ (7,749.00)	deferred	Alex Clifford
148	1/6/16	Water Intrusion Consultant Review	\$ 5,239.00	-0-	Alex Clifford
149	1/8/16	Interior Signage	\$ 2,486.00	deferred	Alex Clifford
150	1/8/16	Cover Exposed Conduit in A321	\$ 2,503.00	deferred	Alex Clifford
151	1/12/16	Delete Fire Shutters and Ceiling Changes	\$ (10,774.00)	deferred	Alex Clifford
152	1/8/16	Stair #1 Roof Drain/Scupper	\$ 6,454.00	deferred	Alex Clifford
153	1/8/16	Revise Heat Pump Wiring	\$ 9,077.00	deferred	Alex Clifford
154	1/19/16	Panic Hardware	\$ 14,133.00	deferred	Alex Clifford
155	1/19/16	Remove Red Concrete	\$ 1,092.00	-0-	Alex Clifford
156	1/19/16	Roof Curb Extensions	\$ 2,785.00	-0-	Alex Clifford
157	1/19/16	Wind Load Clips	\$ 3,580.00	-0-	Alex Clifford
158	1/22/16	Concrete Pavement Joint Layout	\$ 1,110.00	-0-	Alex Clifford
159	1/26/16	Generator Steps	\$ 566.00	-0-	Alex Clifford

Attachment A

No.	Effective Date	Description	Increase in Contract Amount	Increase in Contract Time (in Days)	Approved By
160	1/22/16	Elevator Company Remobilization	\$ 2,500.00	deferred	Alex Clifford
161	2/2/16	Door A501 Modifications	\$ 7,418.00	deferred	Alex Clifford
162	1/26/16	Revisions to Counter Tops	\$ 896.00	-0-	Alex Clifford
163	1/26/16	Revisions to Ardex at Breakout Room	\$ 3,737.00	deferred	Alex Clifford
164	2/16/16	Relocate Fire Extinguisher Cabinets	\$ 1,827.00	deferred	Alex Clifford
165	2/25/16	Exterior Mock Up 50% Share	\$ 5,491.00	-0-	Alex Clifford
167	2/25/16	3 Rows of Bathroom Tile	\$ 3,225.00	deferred	Alex Clifford
168	2/25/16	Handrail Modifications and Cane Detection (Steel)	\$ 4,047.00	deferred	Alex Clifford
168.S1	3/3/16	Handrail Modifications and Cane Detection (Aluminum)	\$ 9,097.00	deferred	Alex Clifford
169	2/25/16	Cane 2 Head Clearance and Cane Detection	\$ 13,164.00	deferred	Alex Clifford
170	5/10/16	Revised Temporary ADA Striping	\$ 2,367.00	-0-	Alex Clifford

Totals: \$ 2,085,341.44 428

BOLD entries indicate those added since the last report.



DATE: May 26, 2016
TO: Board of Directors
FROM: Angela Aitken, DBE Liaison Officer, Finance Manager
SUBJECT: ACCEPT AND FILE SEMI-ANNUAL REPORT ON THE STATUS OF METRO'S DISADVANTAGED BUSINESS ENTERPRISE PROGRAM (OCT – MAR)

I. RECOMMENDED ACTION

That the Board of Directors receive a Semi-Annual Report on the status of METRO's Disadvantaged Business Enterprise Program

II. SUMMARY

- As a recipient of federal funds, Santa Cruz Metropolitan Transit District (METRO) participates in the federal Disadvantaged Business Enterprise (DBE) Program as specified in Title 49, Code of Federal Regulations, Part 26.
- The FTA requires METRO to recalculate its DBE goal triennially and to report goal attainment semi-annually as a requirement to receive federal funds.
- METRO's current goal for DBE participation is 1.73% of all federally funded procurements with competitive contract bidding opportunities.
- A Semi-Annual report will be provided to the Board in concurrence with the FTA reporting schedule and per METRO's DBE policy.
- Staff recommends that the Board receive this status report on the DBE Program for the first six months of Federal Fiscal Year 2016, October 1, 2015 – March 31, 2016.

III. DISCUSSION/BACKGROUND

The Department of Transportation established a Disadvantaged Business Enterprise (DBE) Program in 1980 to ensure that firms competing for federally funded contracts are not subject to unlawful discrimination. DBEs, as defined by the US Department of Transportation, are for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations. African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged. Other individuals can also qualify as socially and economically disadvantaged on a case-by-case basis.

The Federal Transit Administration requires qualified recipients of more than \$250,000 annually in federal funds to implement a DBE program, recalculate a DBE goal triennially, and report its goal attainment semi-annually, as specified by Title 49 of the Code of Federal Regulations, Part 26 (49 CFR 26). METRO received approximately \$5.5 million from the Federal Transit Administration in FY15 and, therefore, must maintain a DBE Program.

It is important to acknowledge the restrictions placed on DBE goal setting, attainment, and reporting:

- Only competitively biddable contracts with federal funding are counted in the procurement opportunities in which DBEs can participate.
- Several large expenses have no contract opportunities such as utilities, leases, and rent payments.
- Only certified DBEs can be included for setting goals and measuring attainment.

METRO's DBE goal is 1.73% as seen in METRO's DBE semi-annual report for the period covering October 1, 2015 – March 31, 2016 provided as **Attachment A**. METRO's DBE attainment for contracts awarded during this period was 0.00%. However, it should be noted that during this reporting period METRO reached 100.00% DBE attainment for payments on ongoing contracts and 2.20% DBE attainment for total payments on closed contracts.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The DBE Program has direct expenses of less than \$850 for publishing ads and public hearing notices. Failure to update the goal and submit semi-annual reports would jeopardize METRO's receipt of over \$5.7 million in federal financial assistance in FY16.

V. ALTERNATIVES CONSIDERED

Do not receive a semi-annual DBE Program status report. Staff does not recommend this alternative as it would jeopardize METRO receiving federal financial assistance. Staff is required to provide this information semi-annually to inform the Board of this important program per METRO's DBE policy, Art. III § 3.304(G).

VI. ATTACHMENTS

Attachment A: June 2, 2016 DBE Semi-Annual Report (October 1, 2015 – March 31, 2016)

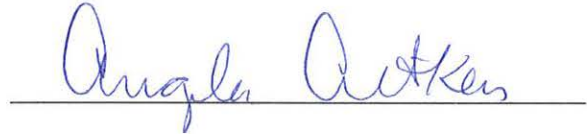
Prepared by: Cayla Hill, Administrative Specialist

VII. APPROVALS:

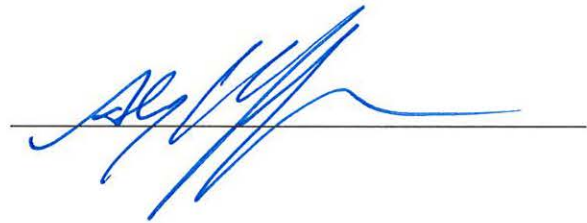
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS

Please refer to the instruction sheet for directions on filling out this form

1 Submitted to (check only one)	<input type="checkbox"/> FHWA	<input type="checkbox"/> FAA	<input checked="" type="checkbox"/> FTA - Recipient ID Number: 1675
2 AIP Numbers (FAA Recipients); Grant Number (FTA Recipients):	CA-04-0021-00	CA-04-0102-00	CA-90-Z267-00
3 Federal Fiscal year in which reporting period falls	FY 2016		4. Date This Report Submitted: 5/6/2016
5 Reporting Period	<input checked="" type="checkbox"/> Report due June 2 (for period Oct 1-Mar 31)		<input type="checkbox"/> Report due Dec 1 (for period April 1-Sep 30) <input type="checkbox"/> FAA annual report due Dec 1
6 Name and address of Recipient:			
7 Annual DBE Goal(s):	Race Conscious Projection: 0.00%	Race Neutral Projection: 1.73%	OVERALL Goal: 1.73%

Awards/Commitments this Reporting Period: **October 1, 2015 through March 31, 2016**

A	AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (Total contracts and subcontracts committed during this reporting period)	Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs/Race Conscious (dollars)	Total to DBEs/Race Conscious (number)	Total to DBEs/Race Neutral (dollars)	Total to DBEs/Race Neutral (number)	Percentage of total dollars to DBEs
		8	Prime contracts awarded this period	\$ 3,621,629.99	15	\$ -	0			\$ -
9	Subcontracts awarded/committed this period	\$ -	0	\$ -	0	\$ -	0	\$ -	0	#DIV/0!
10	TOTAL			\$ -	0	\$ -	0	\$ -	0	0.00%

B	BREAKDOWN BY ETHNICITY & GENDER	Total to DBE (dollar amount)			Total to DBE (number)		
		A	B	C	D	E	F
		Women	Men	Total	Women	Men	Total
11	Black American	\$ -	\$ -	\$ -	0	0	0
12	Hispanic American	\$ -	\$ -	\$ -	0	0	0
13	Native American	\$ -	\$ -	\$ -	0	0	0
14	Asian-Pacific American	\$ -	\$ -	\$ -	0	0	0
15	Subcontinent Asian Americans	\$ -	\$ -	\$ -	0	0	0
16	Non-Minority	\$ -	\$ -	\$ -	0	0	0
17	TOTAL	\$ -	\$ -	\$ -	0	0	0

Payments Made this Period: **October 1, 2015 through March 31, 2016**

C	PAYMENTS ON ONGOING CONTRACTS	Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments to DBE firms	Total Number of DBE firms Paid	Percent to DBEs
		18	Prime and subcontracts currently in pro	10	\$ 29,028.09	7	\$ 29,028.09

D	TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	Number of Contracts Completed	Total Dollar Value of Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	Percent to DBEs
		19	Race Conscious	0	\$ -	\$ -
20	Race Neutral	8	\$ 254,493.10		\$ 5,580.16	2.2%
21	Totals	8	\$ 254,493.10		\$ 5,580.16	2.2%

22 Submitted by: Cayla Hill	23. Signature: Not Required	24. Phone Number: 831-420-6080
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DATE: May 26, 2016
TO: Board of Directors
FROM: Al Pierce, Maintenance Manager
**SUBJECT: CONSIDERATION OF ISSUING A FORMAL INVITATION FOR BIDS
FOR HVAC MAINTENANCE SERVICES**

I. RECOMMENDED ACTION

That the Board of Directors authorize the Purchasing Manager to issue a formal Invitation for Bids for HVAC Maintenance Services.

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) has a need for heating, ventilation, and air conditioning (HVAC) maintenance services.
- The contract currently in place for these services will expire on October 13, 2016, and by the terms of the contract can no longer be renewed.

III. DISCUSSION/BACKGROUND

METRO utilizes an outside vendor for both repairs and scheduled maintenance of METRO's HVAC systems. The contract currently in place for these services is with Airtec Service, and is due to expire on October 13, 2016. This contract has been in effect since October 14, 2011, and all options to extend have been exercised.

Staff is recommending the issuance of a formal Invitation for Bids for HVAC Maintenance Services.

IV. FINANCIAL CONSIDERATIONS/IMPACT

This action will authorize the initiation of a procurement estimated to result in a contract with a value of \$150,000 over its anticipated 5-year life. METRO has budgeted \$56,000 through the end of FY18.

V. ALTERNATIVES CONSIDERED

- None. METRO does not have in-house staff trained or certified to perform these mechanical maintenance services.

VI. ATTACHMENTS

Attachment A: Authorizing Resolution

Prepared By: Joan Jeffries, Administrative Assistant

VII. APPROVALS:

Al Pierce, Maintenance Manager



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



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Attachment A



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

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

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING THE PURCHASING MANAGER TO SOLICIT BIDS FOR HVAC MAINTENANCE SERVICES

WHEREAS, the Santa Cruz Metropolitan Transit District has a need for HVAC Maintenance Services;

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AS FOLLOWS:

THAT, the Purchasing Manager is authorized to issue an Invitation for Bids for the services and/or supplies described above; and

THAT, the IFB is approved for release pursuant to the provisions of the Santa Cruz Metropolitan Transit District's Procurement Policy.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District this 26th day of May, 2016 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:
Mike Rotkin, Board Chair

Attachment A

Resolution No. _____
Page 2

Attest:

Alex Clifford, CEO/General Manager

Approved as to form:

Leslyn K. Syren, District Counsel



DATE: May 26, 2016
TO: Board of Directors
FROM: Andrew Kreck, Project Manager, Hill International
SUBJECT: CONSIDERATION OF ISSUING A FORMAL INVITATION FOR BIDS FOR PURCHASE AND INSTALLATION OF CHAIN-LINK FENCING AND GATES

I. RECOMMENDED ACTION

That the Board of Directors authorize the Purchasing Manager to issue a formal Invitation for Bids for Purchase and Installation of chain-link fencing and gates.

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) requires the services of a licensed contractor to install fencing at gates at 115 & 125 Dubois Street.
- As part of restoring the properties leased for the temporary Operations Facility on Dubois Street, METRO agreed to remediate soils and install permanent fencing.

III. DISCUSSION/BACKGROUND

METRO has leased four properties in the Harvey West area on Dubois Street for the past three years. As part of the remediation requirements and agreements with the owners, METRO has agreed to remove the temporary fencing that was improperly placed and install new chain-link fencing and gates on the actual property lines.

Staff is recommending the issuance of a formal Invitation for Bids for Purchase and Installation of Chain-Link Fencing and Gates.

IV. FINANCIAL CONSIDERATIONS/IMPACT

This action will authorize the initiation of a procurement estimated to result in a contract with a value of approximately \$25,000. Funds to support the contract are contained within the MetroBase Life of Project Budget.

V. ALTERNATIVES CONSIDERED

Do nothing. This is not recommended as METRO agreed to remediate the properties as part of the lease agreement and is thereby obligated to complete

this item. In addition, the related property owners have been accommodating with ongoing access and have repeatedly extended our usage of their properties far beyond the original expected term.

VI. ATTACHMENTS

Attachment A: Authorizing Resolution

Prepared By: Erron Alvey, Purchasing Manager

VII. APPROVALS:

Andrew Kreck, Project Manager
Hill International



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



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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

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

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ
METROPOLITAN TRANSIT DISTRICT AUTHORIZING THE PURCHASING
MANAGER TO SOLICIT BIDS FOR PURCHASE AND INSTALLATION OF
CHAIN-LINK FENCING AND GATES**

WHEREAS, the Santa Cruz Metropolitan Transit District has a need for purchase and installation of chain-link fencing and gates at 115 and 125 Dubois Street, Santa Cruz, California;

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ
METROPOLITAN TRANSIT DISTRICT AS FOLLOWS:**

THAT, the Purchasing Manager is authorized to issue an Invitation for Bids for the services and/or supplies described above; and

THAT, the IFB is approved for release pursuant to the provisions of the Santa Cruz Metropolitan Transit District’s Procurement Policy.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District this 27th day of May, 2016 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:
Mike Rotkin, Board Chair _____

Attest:
Alex Clifford, CEO/General Manager _____

Resolution No. _____
Page 2

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



DATE: May 26, 2016
TO: Board of Directors
FROM: Barrow Emerson, Planning and Development Manager
**SUBJECT: CONSIDER ADOPTING A RESOLUTION AUTHORIZING THE
CEO/GENERAL MANAGER TO SUBMIT APPLICATIONS AND
EXECUTE AGREEMENTS TO RECEIVE FUNDS FOR THE FY17 MOTOR
VEHICLE EMISSION REDUCTION GRANT PROGRAM.**

I. RECOMMENDED ACTION

That the Board of Directors adopt a resolution authorizing the CEO/General Manager to apply for grants and execute agreements for the FY17 Motor Vehicle Emission Reduction Grant Program for electric bus and car charging infrastructure.

II. SUMMARY

- The California Clean Air Act of 1988 established the Motor Vehicle Emission Reduction Grant Program to fund projects in California which reduce air pollution.
- The Monterey Bay Area Resources District (Air District) administers the AB2766 program for this region and has solicited grant applications for the FY17 cycle.
- AB2766 grants are competitively awarded based primarily upon cost effectiveness and total quantity of criteria pollutants reduced.
- Santa Cruz Metropolitan Transit District (METRO) desires to introduce electric buses and non-revenue vehicles into its fleet and staff proposes to submit one application for this program requesting \$300,000 to install electric utility service across the operations yard for recharging electric buses and \$100,000 for another application to install chargers for battery-electric cars.
- Adopting the attached Resolution will authorize the CEO/General Manager to apply for grants and execute agreements with the Air District for FY17 AB2766 funds.

III. BACKGROUND/DISCUSSION

The California Clean Air Act of 1988 enacted a \$4 vehicle registration surcharge to be collected by the California Department of Motor Vehicles and appropriated to Air Districts across the state for a program which reduces air pollution (AB2766). The Monterey Bay Air Resources Board (Air District) establishes program guidelines and administers the program for AB2766 funds collected in this region.

Each year, the Air District solicits applications and competitively awards grants to cost-effective projects which reduce particulate and ozone-forming emissions. METRO has applied for and received AB2766 grant funds in the past, typically for alternative fuel non-revenue vehicles and for CNG fueling infrastructure. In April, the Air District announced the FY17 solicitation for grant applications due 6/24/16.

The Air District's FY17 AB2766 competitive program will award grants of up to \$400,000 for those proposed projects with the highest cost-effectiveness and the greatest annual air pollution reduction. Staff proposes to submit one application to request \$300,000 to purchase and install electric utility equipment to deliver 100 amp, 480 volt, 3-phase electric service across the operations yard to recharge electric buses and another application for approximately \$100,000 to install battery chargers for electric cars.

Staff recommends that the Board of Directors adopt the attached resolution (Attachment A) which authorizes the CEO/General Manager to submit applications and execute agreements for the Air District's FY17 AB2766 grant program.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The Air District's FY17 AB2766 Motor Vehicle Emissions Reduction Grants Program would provide \$300,000 in funding for electric bus charging infrastructure and approximately \$100,000 for automobile charging stations. No local match is required.

V. ALTERNATIVES CONSIDERED

Alternative 1: Do not submit applications for the FY17 AB2766 grant program. The METRO Board adopted an *Electric Bus Implementation Strategy* in September 2015, and not submitting an application would result in a missed opportunity for Federal financial assistance to support new battery-electric replacement buses. This option is not recommended.

Alternative 2: Chose different projects for the FY17 AB2766 program. Staff does not recommend this option because the proposed infrastructure projects would yield a low cost/benefit ratio (low cost/large benefit) and a high total annual emission reduction for infrastructure to charge electric vehicles.

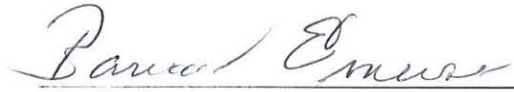
VI. ATTACHMENTS

Attachment A: Resolution authorizing the CEO to submit a grant applications to the Air District for funds from the FY17 AB2766 competitive grant program

Prepared by: Thomas Hiltner, Grants/Legislative Analyst

VII. APPROVALS:


Barrow Emerson, Planning
and Development Manager




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



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Attachment A



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

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

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING APPLICATIONS AND THE EXECUTION OF CONTRACTS FOR FY17 MONTEREY BAY UNIFIED AIR POLLUTION CONTROL DISTRICT AB2766 MOTOR VEHICLE EMISSIONS REDUCTION GRANTS PROGRAM FUNDS

WHEREAS, Assembly Bill 2766 authorizes air pollution control districts to impose a motor vehicle registration surcharge fee to be used to reduce air pollution from motor vehicles to implement the California Clean Air Act of 1988; and

WHEREAS, the Monterey Bay Air Resources District (Air District) is responsible for the administration of the surcharge fee collected on vehicles registered in Monterey, Santa Cruz and San Benito Counties; and

WHEREAS, the Monterey Bay Unified Air Pollution Control District administers the FY17 Motor Vehicle Emissions Reduction Program (AB2766) and is authorized to make grants between \$200,000 - \$400,000 for projects which reduce greenhouse gas emissions and criteria pollutants; and

WHEREAS, it is in the interest of the Santa Cruz Metropolitan Transit District to submit an application for \$300,000 to the Air District to fund the purchase and installation of high-power, high-voltage electric utility service from River Street through the bus operating yard for charging electric buses and another application for approximately \$100,000 to install chargers for electric cars;

NOW, THEREFORE, BE IT RESOLVED, that the CEO/General Manager is authorized to submit grant applications execute contracts with the Air District on behalf

Attachment A

Resolution No. _____
Page 2

of the Santa Cruz Metropolitan Transit District for FY17 AB2766 Motor Vehicle Emissions Reduction Grants Program funds.

PASSED AND ADOPTED this 27th day of May 2016, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____
MIKE ROTKIN
Board Chair

ATTEST _____
ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN SYREN
District Counsel



DATE: May 26, 2016
TO: Board of Directors
FROM: Barrow Emerson, Planning & Dev. Manager
SUBJECT: CONSIDER AUTHORIZING THE CEO/GENERAL MANAGER TO EXECUTE A LETTER OF INTENT TO MAINTAIN BUS STOP FACILITIES AT SAN LORENZO VALLEY HIGH SCHOOL TO BE CONSTRUCTED BY THE COUNTY

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO/General Manager to execute a letter of intent to main bus stops constructed by the County of Santa Cruz.

II. SUMMARY

- The State of California created the Active Transportation Program (ATP) in 2013 to fund non-motorized transportation and improve pedestrian safety.
- Caltrans has solicited project applications for a third cycle of ATP grants in 2016.
- The County of Santa Cruz Public Works Department is submitting an application to Caltrans for a Safe Routes to School project which will build sidewalks linking Fall Creek Road and Santa Cruz Metropolitan Transit District (METRO) bus stops to San Lorenzo Valley High School.
- METRO will sign the application as a partnering agency to maintain bus stop improvements constructed by the County.
- If selected for grant award, METRO will execute a Memorandum of Understanding with the County which states the roles and responsibilities of the parties for maintaining any new facilities.
- Staff recommends that the Board of Directors adopt a resolution authorizing the CEO/General Manager to submit a Letter of Intent to partner with the County in the Safe Routes to School project and to execute any agreements with the County needed if a grant is awarded.

III. DISCUSSION/BACKGROUND

In 2013 the California legislature created the Active Transportation Program to stimulate greater non-motorized transportation to help achieve greenhouse gas reduction goals, enhance public health and benefit disadvantaged communities. Funding for the program comes from the Federal Transportation Alternatives Program, Federal Highway Administration funds in the Highway Safety

Improvement Program and from State Highway Account funds. Statewide, 10% of the project funds must benefit disadvantaged communities. The California Transportation Commission (CTC) administers the program.

Caltrans distributed the ATP program guidelines and solicited applications for the program in late March for round three of the program. In the previous two cycles, METRO submitted applications to improve access between bus stops along the Highway 9 corridor and at San Lorenzo Valley High School (SLVHS), but Caltrans did not recommend the project for funding. For the 2016 cycle, staff proposes to partner with the County of Santa Cruz Public Works Department on Safe Routes to School project which will build sidewalks between Fall Creek Road and the SLVHS campus with improved access to two METRO bus stops. The County will submit the application and implement the project; METRO's role will be to maintain the bus stops improved by the infrastructure improvements. The application requires that METRO submit a letter of Intent stating it will maintain bus stop facilities constructed by project.

The CTC guidelines state that Caltrans will evaluate the applications and recommend projects to receive funding to the CTC for consideration at their October 2016 meeting. If the CTC approves the County's application, Caltrans will contract with the County to receive ATP funds and implement the project. The contract process with Caltrans usually takes about 60 days, which means that County's project would begin in early 2017.

Staff recommends that the Board of Directors adopt a resolution (Attachment A) authorizing the CEO/General Manager to execute a letter of intent to partner with the County to maintain any bus stop facilities constructed to implement this project.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The County's ATP grant application does not require local matching funds from METRO. METRO's Maintenance Department currently maintains all of METRO's bus stops, including the two existing bus stops at SLVHS. This project would not add any new maintenance obligation and would have no financial impact on METRO.

V. ALTERNATIVES CONSIDERED

- Do not partner with the County in the FY16 ATP grant application. This option is not recommended as METRO has unsuccessfully sought grant funding for two years to improve access between SLVHS and bus stops on Highway 9. If awarded, the County's application for a 2016 ATP grant would provide 100% funding for these bus stop access improvements.

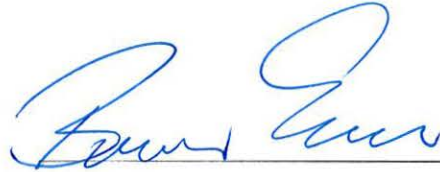
VI. ATTACHMENTS

Attachment A: Resolution authorizing the CEO to submit a Letter of Intent with the County's application for ATP funds.

Prepared by: Thomas Hiltner, Grants/Legislative Analyst

VII. APPROVALS:


Barrow Emerson, Planning
and Development Manager




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



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A



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

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

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AUTHORIZING THE CEO/GENERAL MANAGER TO SUBMIT A LETTER OF
INTENT TO PARTNER WITH THE COUNTY OF SANTA CRUZ IN A 2016
SAFE ROUTES TO SCHOOL PROJECT TO IMPROVE BUS STOP ACCESS
AT SAN LORENZO VALLEY HIGH SCHOOL**

WHEREAS, California Governor Brown enacted the Alternative Transportation Program (SB 99 & AB 101) in 2013 to fund projects which encourage the use of non-motorized transportation to reduce greenhouse gas emissions, improve health and benefit disadvantaged communities; and

WHEREAS, SB 99 annually appropriates \$7,000,000 to the California Transportation Commission to allocate grants to eligible recipients subject to the commission's Guidelines of March 2014; and

WHEREAS, the County of Santa Cruz Public Works Department will submit an application for Alternative Transportation Program funding to build sidewalks which will improve access between Santa Cruz Metropolitan Transit District (METRO) bus stops and the San Lorenzo Valley High School; and,

WHEREAS, it is METRO's intention to maintain any bus stop infrastructure improvements constructed by the County for this project if a grant is awarded.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby authorizes METRO's CEO/General Manager to execute a Letter of Intent to partner with the County

Attachment A

Resolution No. _____

Page 2

Public Works Department in an Alternative Transportation Program project which will improve access and safety at METRO bus stops and to execute a Memorandum of Understanding for ongoing bus stop maintenance with the County if a grant is awarded.

PASSED AND ADOPTED this 27th Day of May 2016 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____
MIKE ROTKIN
Board Chair

ATTEST _____
ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN SYREN
District Counsel



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

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

RESOLUTION OF APPRECIATION FOR THE SERVICES OF MARIA GRANADOS-BOYCE AS TRANSIT SUPERVISOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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

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

WHEREAS, the METRO, requiring an employee with expertise and dedication appointed Maria Granados-Boyce to serve in the position of Transit Supervisor, and

WHEREAS, Maria Granados-Boyce served as a member of the Operations Department of the METRO for the time period of September 2, 1980 to April 29, 2016, and

WHEREAS, Maria Granados-Boyce provided the METRO with dedicated service and commitment during the time of employment, and

WHEREAS, Maria Granados-Boyce served the METRO with distinction, and

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

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

WHEREAS, the quality of life in Santa Cruz County was improved dramatically as a result of the exemplary service provided by Maria Granados-Boyce.

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

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

PASSED AND ADOPTED this 27th Day of May 2016 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:
Mike Rotkin, Chair

Attest:
Alex Clifford, CEO/General Manager

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



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

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

RESOLUTION OF APPRECIATION FOR THE SERVICES OF ANDREA HERSHEY AS BUS OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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

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

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

WHEREAS, Andrea Hershey served as a member of the Operations Department of the METRO for the time period of March 10, 2008 to May 06, 2016, and

WHEREAS, Andrea Hershey provided the METRO with dedicated service and commitment during the time of employment, and

WHEREAS, Andrea Hershey served the METRO with distinction, and

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

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

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

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

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

PASSED AND ADOPTED this 23rd Day of May 2016 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:

Mike Rotkin, Chair

Attest:

Alex Clifford, CEO/General Manager

Approved as to form:

Leslyn K. Syren, District Counsel



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

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

RESOLUTION OF APPRECIATION FOR THE SERVICES OF JUAN SERRATO AS BUS OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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

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

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

WHEREAS, Juan Serrato served as a member of the Operations Department of the METRO for the time period of June 22, 1999 to May 5, 2016, and

WHEREAS, Juan Serrato provided the METRO with dedicated service and commitment during the time of employment, and

WHEREAS, Juan Serrato served the METRO with distinction, and

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

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

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

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

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

PASSED AND ADOPTED this 23rd Day of May 2016 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:

Mike Rotkin, Chair

Attest:

Alex Clifford, CEO/General Manager

Approved as to form:

Leslyn K. Syren, District Counsel



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

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

RESOLUTION OF APPRECIATION FOR THE SERVICES OF RUBEN VALDEZ AS BUS OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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

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

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

WHEREAS, Ruben Valdez served as a member of the Operations Department of the METRO for the time period of November 03, 2005 to April 30, 2016, and

WHEREAS, Ruben Valdez provided the METRO with dedicated service and commitment during the time of employment, and

WHEREAS, Ruben Valdez served the METRO with distinction, and

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

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

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

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

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

PASSED AND ADOPTED this 27th Day of May 2016 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:

Mike Rotkin, Chair

Attest:

Alex Clifford, CEO/General Manager

Approved as to form:

Leslyn K. Syren, District Counsel
