



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA
REGULAR MEETING
SEPTEMBER 22, 2017 – 9:00 AM
SANTA CRUZ CITY CHAMBER OFFICES
809 CENTER STREET
SANTA CRUZ, CA 95060**

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 METRO’s Administrative offices at 110 Vernon Street, Santa Cruz, California.

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BOARD ROSTER

Director Ed Bottorff	City of Capitola
Director Cynthia Chase	City of Santa Cruz
Director Jimmy Dutra	City of Watsonville
Director Norm Hagen	County of Santa Cruz
Director John Leopold	County of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Cynthia Mathews	City of Santa Cruz
Director Bruce McPherson	County of Santa Cruz
Director Oscar Rios	City of Watsonville
Director Dan Rothwell	County of Santa Cruz
Director Mike Rotkin	County of Santa Cruz
Vacant Ex-Officio Director	UC Santa Cruz
Ex-Officio Director Liber McKee	Cabrillo College
Alex Clifford	METRO CEO/General Manager
Julie Sherman	METRO General 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 SWEAR IN NEW UCSC EX-OFFICIO DIRECTOR, LARRY PAGELER

3 ROLL CALL

4 ANNOUNCEMENTS

4-1. Spanish language interpretation will be available during "Oral Communications" and for any other agenda item for which these services are needed.

4-2. Today's meeting is being broadcast by Community Television of Santa Cruz County.

5 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

[Julie Sherman, General Counsel](#)

6 RECESS TO CLOSED SESSION

SECTION II: CLOSED SESSION

7 CONFERENCE WITH LABOR NEGOTIATORS (GOVERNMENT CODE SECTION 54957.6)

[Agency Negotiators:](#)

[Alex Clifford, CEO/General Manager](#)
[Julie Sherman, General Counsel](#)

[Employee Organization:](#)

[UTU, Local 23](#)

SECTION III: RECONVENE TO OPEN SESSION

8 REPORT OF CLOSED SESSION ITEMS

[Julie Sherman, General Counsel](#)

9 BOARD OF DIRECTORS COMMENTS

10 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 614-2-1, 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.

- 10.1 APTA Membership Thank You Letter
- 10.2 Mr. Thomas Stumbaugh Letter

- 11 WRITTEN COMMUNICATIONS FROM MAC (if applicable)**
- 12 LABOR ORGANIZATION COMMUNICATIONS**
- 13 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.

- 14-01 RECOMMENDED ACTION ON TORT CLAIMS**
[Alex Clifford, CEO/General Manager](#)
- 14-02 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF AUGUST 2017**
[Angela Aitken, Finance Manager](#)
- 14-03 ACCEPT AND FILE: MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING OF AUGUST 25, 2017**
[Alex Clifford, CEO/General Manager](#)
- 14-04 ACCEPT AND FILE: QUARTERLY PROCUREMENT REPORT FOR 2ND QUARTER OF FY18**
[Erron Alvey, Purchasing Manager](#)
- 14-05 APPROVE: CONSIDERATION OF DECLARING VEHICLES AND/OR EQUIPMENT AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION**
[Angela Aitken, Finance Manager](#)
- 14-06 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO ALEXANDER ELECTRIC DBA STATE ELECTRIC GENERATOR FOR ANNUAL EMERGENCY GENERATOR LOAD BANK TESTING AND MAINTENANCE SERVICES NOT TO EXCEED \$80,000**
[Eddie E. Benson, Maintenance Manager](#)

14-07 APPROVE: CONSIDERATION OF ADOPTING A RESOLUTION AUTHORIZING THE CEO TO SUBMIT GRANT APPLICATIONS AND EXECUTE AGREEMENTS TO RECEIVE FUNDS FROM THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
Tom Hiltner, Grants/Legislative Analyst

14-08 APPROVE: CONSIDERATION OF AUTHORIZING CEO TO EXECUTE A CONTRACT WITH COMPLETE COACH WORKS TO LEASE ARTICULATED BUSES FOR UCSC SERVICES
Barrow Emerson, Planning and Development Manager

14-09 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 2ND CONTRACT AMENDMENT WITH HOWIE AND SMITH LLP TO INCREASE THE CONTRACT TOTAL BY \$25,000
Julie Sherman, General Counsel

14-10 APPROVAL OF WAGE SURVEY RESULTS FOR ELECTRONIC TECHNICIAN
Angela Aitken, Interim HR Manager & Finance Manager

REGULAR AGENDA

15 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS TO LEONARDO PENA AND GREGORY WILLIS
Jimmy Dutra, Board Chair

16 ORAL PRESENTATION: FUTURE OF UCSC EX-OFFICIO BOARD SEAT
Jimmy Dutra, Board Chair / UCSC Student Representative(s)

17 CONSIDERATION OF APPOINTMENT OF CASSITY MEGA TO THE METRO ADVISORY COMMITTEE (MAC) FOR A TERM OF OFFICE ENDING DECEMBER 31, 2019
Alex Clifford, CEO/General Manager

18 ACCEPT AND FILE: THE FISCAL YEAR END MONTHLY BUDGET STATUS REPORTS FOR JUNE 30, 2017; AND, ADOPTION OF THE PRELIMINARY SCHEDULE OF RESERVE ACCOUNT BALANCES
Angela Aitken, Finance Manager

19 ACCEPT AND FILE: ELECTRIC BUS PURCHASE STATUS REPORT
Erron Alvey, Purchasing Manager

20 APPROVE: RATIFICATION OF THE WAIVER OF COMPETITIVE PROCUREMENT PROCESS FOR BUS ENGINE REPLACEMENT AND INSTALLATION
Ciro Aguirre, Chief Operations Officer

21 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 3RD LEASE AMENDMENT WITH WAVE CREST DEVELOPMENT FOR SOIL REMEDIATION, INCREASING THE CONTRACT TOTAL BY \$150,000
Erron Alvey, Purchasing Manager

- 22 ORAL REPORT: STATUS OF STATE TRANSIT ASSISTANCE (STA) PROGRAM FUNDS**
[Alex Clifford, CEO/General Manager](#)
- 23 CEO ORAL REPORT**
[Alex Clifford, CEO/General Manager](#)
- 24 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, OCTOBER 27, 2017 AT 9:00 AM, CAPITOLA CITY COUNCIL CHAMBERS, 420 CAPITOLA AVENUE, CAPITOLA, CA**
[Jimmy Dutra, Board Chair](#)
- 25 ADJOURNMENT**
[Jimmy Dutra, Board Chair](#)

Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day. The 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.

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Thank You

Thank you for your continued membership support and participation in APTA for FY18. APTA is committed to delivering excellent programs and benefits along with the attentive service you expect.

APTA welcomes the opportunity to partner with you as we collectively work toward growing and strengthening the public transportation industry. Together, this partnership will ensure the future of public transportation remains a solid cornerstone in the vibrant transportation future we all envision. Now, more than ever, our industry needs to be united as we solve complex funding, technology and workforce issues.

Again, thank you for your support and membership!



RICHARD A. WHITE
Acting President & CEO

COMMUNICATIONS TO THE BOARD OF DIRECTORS

September 6, 2017
Aptos, California

Board of Directors
Santa Cruz County Metro
110 Vernon Street
Santa Cruz, CA. 95060

Members of the Board,

I would appreciate hearing an explanation of the wisdom of moving the West-bound bus stop in the center of Aptos Village. The site chosen for the new location is absolutely unsuited for a bus stop. It is unsafe. Even a number of the bus operators have expressed that opinion.

I urge each of you to visit the Village and see how well suited the present site is. Whereas the proposed location is located on an incline immediately adjacent to the railroad track (presenting persons with limited mobility significant problems), the present stop is level and centrally located with respect to the various attractions of the Village.

It is difficult for me to understand the reasoning behind the proposal to make the move when the present site is so perfectly situated. Please do not relocate this bus stop. Let's consider the general welfare of the community, not the selfish interests of the few.

Thomas Stumbaugh
Aptos





DATE: September 22, 2017
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
SUBJECT: RECOMMENDED ACTION ON TORT CLAIMS

I. RECOMMENDED ACTION

That the Board of Directors Approve Staff Recommendations for Claims for the Month of September 2017

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 two claims for the month of September 2017 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)). See staff recommendations in paragraph VI.

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)).

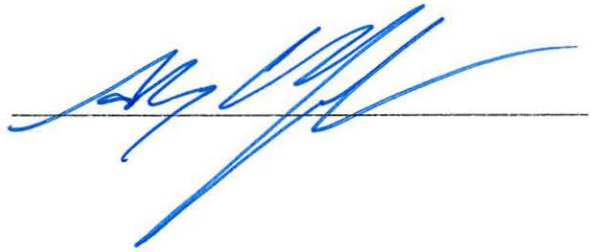
VI. DESCRIPTION OF CLAIMS

Claimant	Claim #	Description	Recommended Action
Sutherland, Cindy	17-0010	METRO bus swipes minivan's side view mirror.	Reject
Lavelle, Joe	17-0011	Alleges outdated bus schedule ended him in wrong city.	Reject

Prepared by: Tom Szestowicki, Safety Specialist

VII. APPROVAL:

Alex Clifford, CEO/General Manager



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DATE: September 22, 2017
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
**SUBJECT: ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL
DETAIL FOR THE MONTH OF AUGUST 2017**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the preliminary approved Check Journal Detail for the month of August 2017

II. SUMMARY

- This staff report provides the Board with a preliminary approved Check Journal Detail for the month of August 2017.
- The Finance Department is submitting the check journal for Board acceptance and filing.

III. DISCUSSION/BACKGROUND

This preliminary approved Check Journal Detail provides the Board with a listing of the vendors and amounts paid out on a monthly cash flow basis (Operating and Capital expenses).

All invoices submitted for the month of August 2017 have been processed, checks issued and signed by the Finance Manager.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None. The check journal is a presentation of invoices paid in August 2017 for purposes of Board review, agency disclosure, accountability and transparency.

V. ALTERNATIVES CONSIDERED

N/A

VI. ATTACHMENTS

Attachment A: Check Journal Detail for the Month of August 2017

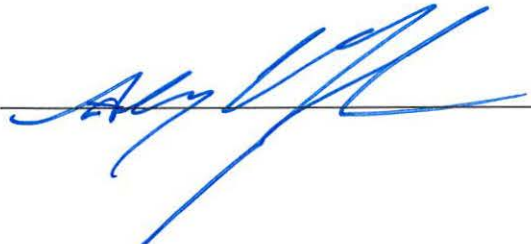
Prepared By: Holly Riley, Senior Accounting Technician

VII. APPROVALS:

Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

DATE 09/01/17 10:15

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
CHECK JOURNAL DETAIL BY CHECK NUMBER
ALL CHECKS FOR ACCOUNTS PAYABLE

PAGE 1

DATE: 08/01/17 THRU 08/31/17

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
59795	08/07/17	3,796.88 003151	ABC BUS INC	79590		INVENTORY ORDER	3,734.87		
59796	08/07/17	5,000.00 1114	ALLIANT INSURANCE SERVICES INC	79591		INVENTORY ORDER	62.01		
59797	08/07/17	1,225.89 192	ALWAYS UNDER PRESSURE	79655		FY18 W/C BROKER FEE	5,000.00		
59798	08/07/17	15.29 002861	AMERICAN MESSAGING SVCS, LLC	79662		THERMO RELIEF VALVE	32.16		
59799	08/07/17	26.25 002689	B & B SMALL ENGINE CORP	79666		VALVES	50.86		
59800	08/07/17	24,035.00 003333	CAL INC	79656		INVENTORY ORDER	1,142.87		
59801	08/07/17	265.96 914	CALTRONICS BUSINESS SYSTEMS	79570		AUG 17 PAGER RENTAL	15.29		
59802	08/07/17	32,522.91 001124	CLEAN ENERGY	79571		RPR GOAT SMC	4.33		
59803	08/07/17	1,631.25 002872	COOPERATIVE PERSONNEL SERVICES	79640		RPR STEAM CLEANER	21.92		
59804	08/07/17	133.57 003305	CRIMP SUPPLY CORP	79626		METROBASE STAIR RPR	24,035.00		
59805	08/07/17	7,185.49 003116	CUMMINS PACIFIC LLP	79627		OFFICE SUPPLIES	16.35		
59806	08/07/17	2,184.52 003274	EAST BAY TIRE CO.	79628		OFFICE SUPPLIES	125.35		
59807	08/07/17	769.51 432	EXPRESS SERVICES INC.	79568		JUL 17 MAINTENANCE	14,842.00		
59808	08/07/17	8,987.56 002952	FLYERS ENERGY LLC	79631		LNG 7/6/17	7,854.35		
59809	08/07/17	277.70 001302	GARDA CL WEST, INC.	79670		LNG 6/5/17	9,826.56		
59810	08/07/17	3.99 117	GILLIG LLC	79567		MGMT CLASS AND COMP	1,631.25		
59811	08/07/17	452.75 282	GRAINGER	79625		INVENTORY ORDER	133.57		
59812	08/07/17	24.17 003164	GREEN RUBBER-KENNEDY AG LP	79615		INVENTORY ORDER	4,843.19		
59813	08/07/17	79,908.00 003109	HANSON BRIDGETT LLP	79616		RPR VEH #1201	1,825.30		
59814	08/07/17	168.62 166	HOSE SHOP, THE INC	79617		RPR VEH #1201	517.00		
59815	08/07/17	1,041.11 1117	KELLEY'S SERVICE INC.	79612		TIRES	1,021.42		
				79658		TIRES	273.14		
				79659		FLAT REPAIR PC	18.00		
				79660		TIRES	871.96		
				79629		TEMP W/E 7/23/17	369.56		
				79635		TEMP W/E 7/16/17	399.95		
				79588		7/1-7/15 FUEL PC	7,012.48		
				79645		7/1-7/15 FUEL	1,975.08		
				79585		AUG 17 SERVICES	277.70		
				79632		RPR VEH #1107 PC	3.99		
				79633		CREDIT FROM FY18	-3,413.88		
				79634		TABLE SAW FY CORRECT	3,413.88		
				79667		RPR STEAM RACK	83.39		
				79668		INVENTORY ORDER	321.64		
				79671		INVENTORY ORDER	21.63		
				79672		INVENTORY ORDER	26.09		
				79569		INVENTORY ORDER	24.17		
				79664		M# 032117.000003	55,908.00		
				79665		JUNE 17 RETAINER	24,000.00		
				79669		INVENTORY ORDER	12.59		
				79679		HOSES & FITTINGS	156.03		
				79574		RPR BUS WASHER	28.01		
				79642		INVENTORY ORDER	178.49		
				79643		INVENTORY ORDER	80.00		
				79644		INVENTORY ORDER	226.61		

Attachment A

DATE 09/01/17 10:15

PAGE 2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
CHECK JOURNAL DETAIL BY CHECK NUMBER
ALL CHECKS FOR ACCOUNTS PAYABLE

DATE: 08/01/17 THRU 08/31/17

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
59816	08/07/17	003059	157.36	MAILFINANCE INC		79690	INVENTORY ORDER	215.34	
59817	08/07/17	002721	109.98	NEXTEL COMMUNICATIONS/SPRINT		79691	INVENTORY ORDER	118.72	
59818	08/07/17	004	224.01	NORTH BAY FORD LINC-MERCURY		79692	INVENTORY ORDER	40.00	
59819	08/07/17	009	15,036.02	PACIFIC GAS & ELECTRIC		79693	INVENTORY ORDER	153.94	
59820	08/07/17	023	2,608.92	PACIFIC TRUCK PARTS, INC.		79584	7/28-8/27 LEASE ADM	157.36	
59820	08/10/17	023	-2,608.92	PACIFIC TRUCK PARTS, INC.		79657	6/26-7/25 TVM WIRELE	109.98	
59821	08/07/17	002947	1,515.00	PEDALERS EXPRESS		79678	RPR VEH #1111 PC	76.21	
59822	08/07/17	187	200.00	POLAR RADIATOR SERVICE INC	7	79680	INVENTORY ORDER	93.39	
59823	08/07/17	107A	1,083.99	PROBUILD COMPANY LLC		79681	INVENTORY ORDER	54.41	
59824	08/07/17	T310	248.00	REIMER-PEARSON, KATHLEEN ANN		79651	6/24-7/25 1200B RIVE	18.10	
59825	08/07/17	135	234.59	SANTA CRUZ AUTO PARTS, INC.		79652	6/23-7/24 1200B RIVE	2,010.89	
59826	08/07/17	079	9,107.07	SANTA CRUZ MUNICIPAL UTILITIES		79653	6/23-7/24 GOLF CLUB	6,369.71	
						79654	6/23-7/24 VERNON	6,637.32	
						79575	CREDIT	-607.50	VOIDED
						79576	INVENTORY ORDER	1,566.93	
						79674	INVENTORY ORDER	1,649.49	
						79575	CREDIT	607.50	**VOID
						79576	INVENTORY ORDER	-1,566.93	
						79674	INVENTORY ORDER	-1,649.49	
						79663	JUL 17 COURIER SVC	1,515.00	
						79687	RPR VEH #9821	200.00	
						79566	C/S REMODEL WTC	449.69	
						79573	VARNISH FOR BENCHES	72.11	
						79594	RPR BENCHES WTC	84.82	
						79595	REPLACE SINK	24.36	
						79596	REPLACE SINK	37.39	
						79597	RPR BUS WASHER	7.10	
						79598	REPLACE SINK	190.74	
						79599	REPLACE SINK	43.07	
						79684	RPR BENCH WTC	87.66	
						79685	MOULDING C/S WTC	31.37	
						79686	RPR PLUMBING SMC	55.68	
						79586	43@ \$4/EA 38@ \$2/EA	248.00	
						79636	INVENTORY ORDER	29.32	
						79637	INVENTORY ORDER	96.16	
						79638	INVENTORY ORDER	32.20	
						79641	INVENTORY ORDER	58.41	
						79602	6/8-7/6 VERNON	10.87	
						79603	6/8-7/6 WATER VERNON	450.58	
						79604	6/8-7/6 WATER GOLF	1,269.89	
						79605	6/8-7/6 WATER 1200B	2,716.39	
						79606	6/8-7/6 WATER PACIFI	3,491.25	
						79607	6/8-7/6 WATER PACIFI	51.22	
						79608	6/8-7/6 1200A RIVER	101.90	
						79609	6/8-7/6 WATER RIVER	42.35	

Attachment A

DATE 09/01/17 10:15

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
CHECK JOURNAL DETAIL BY CHECK NUMBER
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PAGE 3

DATE: 08/01/17 THRU 08/31/17

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
59827	08/07/17	131.50 122	SCMTD PETTY CASH - OPS	79611	79610	6/8-7/6	IRRIG GOLF	9.87	
59828	08/07/17	1,503.81 003292	SLINGSHOT CONNECTIONS LLP	79650	79611	6/8-7/6	CEDAR-WALNUT REPLENISHMENT	962.75	
59829	08/07/17	190.61 115	SNAP-ON INDUSTRIAL	79613	79650	TEMP W/E	7/30/17 TOOL REPLACEMENT	1,503.81	
59830	08/07/17	289.97 001976	SPORTWORKS NORTHWEST, INC.	79614	79593	SHOP TOOLS	SHOP TOOLS	58.10	
59831	08/07/17	4,935.53 003285	TRANSIT HOLDINGS INC	79592	79613	INVENTORY ORDER	INVENTORY ORDER	10.62	
59832	08/07/17	966.38 057	U. S. BANK	79589	79592	INVENTORY ORDER	INVENTORY ORDER	289.97	
59833	08/07/17	656.30 003152	UNIFIRST CORPORATION	79619	79589	INVENTORY ORDER	INVENTORY ORDER	312.71	
59834	08/07/17	39.69 007	UNITED PARCEL SERVICE	79620	79619	INVENTORY ORDER	INVENTORY ORDER	245.81	
59835	08/07/17	320.00 003200	UPS STORE #1128	79675	79620	INVENTORY ORDER	INVENTORY ORDER	854.28	
59836	08/07/17	16,592.86 002829	VALLEY POWER SYSTEMS, INC.	79677	79675	INVENTORY ORDER	INVENTORY ORDER	250.16	
59837	08/07/17	138.36 002291	WINCHESTER AUTO	79618	79677	INVENTORY ORDER	INVENTORY ORDER	3,225.67	
59838	08/07/17	28,851.02 003341	DYNAMIC SECURITY TECH INC	79601	79618	*****-****-4793	CUSTODIAL SUPPLIES	46.90	
59839	08/14/17	319.86 003072	3M OCONOMOWOC	79646	79601	MATS OPS	MATS OPS	966.38	
59840	08/14/17	198.00 382	AIRTEC SERVICE INC.	79647	79601	CUSTODIAL SUPPLIES	CUSTODIAL SUPPLIES	40.07	
59841	08/14/17	46.19 002828	ALLIED ELECTRONICS	79683	79646	LAUNDRY SERVICE	LAUNDRY SERVICE	6.48	
59842	08/14/17	8,090.81 001D	AT&T	79688	79683	LAUNDRY SERVICE	LAUNDRY SERVICE	6.99	
59837	08/07/17	138.36 002291	WINCHESTER AUTO	79673	79688	CUSTODIAL SUPPLIES	CUSTODIAL SUPPLIES	229.66	
59838	08/07/17	28,851.02 003341	DYNAMIC SECURITY TECH INC	79630	79688	LAUNDRY SERVICE	LAUNDRY SERVICE	69.77	
59839	08/14/17	319.86 003072	3M OCONOMOWOC	79694	79688	LAUNDRY SERVICE	LAUNDRY SERVICE	233.56	
59840	08/14/17	198.00 382	AIRTEC SERVICE INC.	79702	79694	LAUNDRY SERVICE	LAUNDRY SERVICE	6.99	
59841	08/14/17	46.19 002828	ALLIED ELECTRONICS	79719	79694	LAUNDRY SERVICE	LAUNDRY SERVICE	229.66	
59842	08/14/17	8,090.81 001D	AT&T	79819	79694	LAUNDRY SERVICE	LAUNDRY SERVICE	69.77	
59837	08/07/17	138.36 002291	WINCHESTER AUTO	79673	79819	LAUNDRY SERVICE	LAUNDRY SERVICE	229.66	
59838	08/07/17	28,851.02 003341	DYNAMIC SECURITY TECH INC	79630	79673	LAUNDRY SERVICE	LAUNDRY SERVICE	69.77	
59839	08/14/17	319.86 003072	3M OCONOMOWOC	79694	79673	LAUNDRY SERVICE	LAUNDRY SERVICE	233.56	
59840	08/14/17	198.00 382	AIRTEC SERVICE INC.	79702	79673	LAUNDRY SERVICE	LAUNDRY SERVICE	6.99	
59841	08/14/17	46.19 002828	ALLIED ELECTRONICS	79719	79673	LAUNDRY SERVICE	LAUNDRY SERVICE	229.66	
59842	08/14/17	8,090.81 001D	AT&T	79819	79673	LAUNDRY SERVICE	LAUNDRY SERVICE	69.77	
59837	08/07/17	138.36 002291	WINCHESTER AUTO	79673	59837	FREIGHT	FREIGHT	39.69	
59838	08/07/17	28,851.02 003341	DYNAMIC SECURITY TECH INC	79694	59837	JUN17 FINGERPRINTING	JUN17 FINGERPRINTING	320.00	
59839	08/14/17	319.86 003072	3M OCONOMOWOC	79702	59837	INVENTORY ORDER	INVENTORY ORDER	3,845.64	
59840	08/14/17	198.00 382	AIRTEC SERVICE INC.	79719	59837	INVENTORY ORDER	INVENTORY ORDER	32.61	
59841	08/14/17	46.19 002828	ALLIED ELECTRONICS	79819	59837	INVENTORY ORDER	INVENTORY ORDER	63.15	
59842	08/14/17	8,090.81 001D	AT&T	79819	59837	INVENTORY ORDER	INVENTORY ORDER	23.85	
59837	08/07/17	138.36 002291	WINCHESTER AUTO	79673	59837	INVENTORY ORDER	INVENTORY ORDER	1,970.73	
59838	08/07/17	28,851.02 003341	DYNAMIC SECURITY TECH INC	79694	59837	JD ENGINE REBUILD	JD ENGINE REBUILD	1,126.78	
59839	08/14/17	319.86 003072	3M OCONOMOWOC	79702	59837	JD ENGINE REBUILD	JD ENGINE REBUILD	3,022.89	
59840	08/14/17	198.00 382	AIRTEC SERVICE INC.	79719	59837	JD REBUILD ENGINE	JD REBUILD ENGINE	1,590.22	
59841	08/14/17	46.19 002828	ALLIED ELECTRONICS	79819	59837	INVENTORY ORDER	INVENTORY ORDER	3,183.86	
59842	08/14/17	8,090.81 001D	AT&T	79819	59837	INVENTORY ORDER	INVENTORY ORDER	138.36	
59837	08/07/17	138.36 002291	WINCHESTER AUTO	79673	59837	JKS ACCESS CONTROL	JKS ACCESS CONTROL	28,851.02	
59838	08/07/17	28,851.02 003341	DYNAMIC SECURITY TECH INC	79694	59837	RECAL DECIBEL METER	RECAL DECIBEL METER	319.86	
59839	08/14/17	319.86 003072	3M OCONOMOWOC	79702	59837	RPR HVAC VERNON	RPR HVAC VERNON	198.00	
59840	08/14/17	198.00 382	AIRTEC SERVICE INC.	79719	59837	INVENTORY ORDER	INVENTORY ORDER	46.19	
59841	08/14/17	46.19 002828	ALLIED ELECTRONICS	79819	59837	6/19-7/18 CALNET3	6/19-7/18 CALNET3	3,503.77	
59842	08/14/17	8,090.81 001D	AT&T	79819	59837	6/19-7/18 OPS ELEVAT	6/19-7/18 OPS ELEVAT	135.05	
59837	08/07/17	138.36 002291	WINCHESTER AUTO	79673	59837	6/13-7/12 P2P 1 & 2	6/13-7/12 P2P 1 & 2	4,048.89	
59838	08/07/17	28,851.02 003341	DYNAMIC SECURITY TECH INC	79694	59837	6/19-7/18 CEMENT	6/19-7/18 CEMENT	123.16	
59839	08/14/17	319.86 003072	3M OCONOMOWOC	79702	59837	6/19-7/18 SKYLINE	6/19-7/18 SKYLINE	279.94	

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
CHECK JOURNAL DETAIL BY CHECK NUMBER
ALL CHECKS FOR ACCOUNTS PAYABLE

DATE: 08/01/17 THRU 08/31/17

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59843	08/14/17	003105	969.13	AT&T MOBILITY		79698	6/24-7/23 WIFI BUSES	969.13	
59844	08/14/17	0059	4,497.50	BATTERIES USA, INC.		79709	BATTERIES	2,018.00	
						79710	BATTERIES	2,479.50	
59845	08/14/17	001356	4,304.85	BRENCO OPERATING-TEXAS, LP		79712	INVENTORY ORDER	4,304.85	
59846	08/14/17	588	3,525.65	CALTIP		79830	JUL 17 CODE 5100	3,525.65	
59847	08/14/17	914	739.17	CALTRONICS BUSINESS SYSTEMS		79813	OFFICE SUPPLIES	739.17	
59848	08/14/17	001230	3,755.21	CAPITOL CLUTCH & BRAKE, INC.		79782	INVENTORY ORDER	3,755.21	
59849	08/14/17	667	77.10	CITY OF SCOTTS VALLEY		79721	5/15-7/15 WATER SVTC	77.10	
59850	08/14/17	130	1,316.04	CITY OF WATSONVILLE UTILITIES		79796	6/20-7/17 WATER WTC	41.48	
						79797	6/14-7/12 FIRE WTC	50.73	
						79798	6/20-7/17WATER SEWER	67.80	
						79799	6/20-7/17WATER SEWER	353.31	
						79800	7/20 SOLID WASTE	802.72	
59851	08/14/17	001124	49,284.67	CLEAN ENERGY		79757	LNG 7/10/17	11,096.56	
						79773	LNG 7/3/17	11,370.77	
						79774	LNG 7/12/17	8,951.18	
						79775	LNG 7/14/17	7,129.35	
						79776	LNG 7/18/17	10,736.81	
59852	08/14/17	003102	412.00	CLEVER DEVICES LTD		79744	INVENTORY ORDER	412.00	
59853	08/14/17	E957	405.14	CLIFFORD, ALEX		79695	TRAVEL REIMBURSEMENT	56.87	
						79696	MEETING REIMBURSEMENT	348.27	
59854	08/14/17	075	1,805.13	COAST PAPER & SUPPLY INC.		79772	INVENTORY ORDER	1,582.77	
59855	08/14/17	002063	120.00	COSTCO		79785	CUSTODIAL SUPPLIES	222.36	
59856	08/14/17	003116	2,580.86	CUMMINS PACIFIC LLP		79749	9/1-8/30/18 MEMBERSH	120.00	
						79711	INVENTORY ORDER	1,632.03	
						79731	RPR VEH #1201	57.80	
59857	08/14/17	E986	64.26	DELFIN, MONIK		79801	RPR VEH #1204	891.03	
59858	08/14/17	480	5,908.62	DIESEL MARINE ELECTRIC, INC.		79750	REIMBURSEMENT	64.26	
						79761	INVENTORY ORDER	4,284.52	
						79806	INVENTORY ORDER	812.05	
59859	08/14/17	916	1,750.00	DOCTORS ON DUTY MEDICAL CLINIC		79807	INVENTORY ORDER	812.05	
59860	08/14/17	C102	298.39	DUTRA, JAMES MICHAEL		79748	JUN 17 DOT DRUG TEST	1,750.00	
59861	08/14/17	003341	87,997.07	DYNAMIC SECURITY TECH INC		79827	TRAVEL REIMBURSEMENT	298.39	
59862	08/14/17	003274	3,852.02	EAST BAY TIRE CO.		79834	JKS ACCESS CONTROL	87,997.07	
						79703	TIRES	3,064.26	
						79704	TIRES	750.76	
59863	08/14/17	003209	3,507.20	ELECTRONIC DATA MAGNETICS INC.		79705	FLAT REPAIR PC	37.00	
59864	08/14/17	001172	103.65	FERGUSON ENTERPRISES INC. #795		79778	INVENTORY ORDER	3,507.20	
59865	08/14/17	001189	294.45	GARY KENVILLE LOCKSMITH	7	79723	RPR MENS RESTROOM WT	103.65	
59866	08/14/17	647	203.42	GENFARE A DIV OF SPX CORP		79821	RPR BACK DOOR PRC	294.45	
59867	08/14/17	117	376.33	GILLIG LLC		79818	PEM MACHINE UPDATE	203.42	
59868	08/14/17	282	1,288.99	GRAINGER		79781	INVENTORY ORDER	376.33	
						79718	CREDIT	-77.88	
						79751	REPLACE HOSE REEL	421.81	
59869	08/14/17	E021	111.29	HILTNER, THOMAS		79752	INVENTORY ORDER	945.06	
						79828	TRAVEL REIMBURSEMENT	111.29	

Attachment A

DATE 09/01/17 10:15

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
CHECK JOURNAL DETAIL BY CHECK NUMBER
ALL CHECKS FOR ACCOUNTS PAYABLE

PAGE 5

DATE: 08/01/17 THRU 08/31/17

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59870	08/14/17	615.97 1117	KELLEY'S SERVICE INC.			79762	INVENTORY ORDER	316.59	
						79763	SHOP TOOLS	44.72	
						79764	INVENTORY ORDER	10.22	
						79789	RPR VEH #1305	206.56	
59871	08/14/17	985.52 036	KELLY-MOORE PAINT CO., INC.			79812	INVENTORY ORDER	37.88	
59872	08/14/17	26.21 001233	KIMBALL MIDWEST			79753	BUS BENCH PAINT	985.52	
						79759	INVENTORY ORDER	155.65	
						79760	CREDIT	-129.44	
59873	08/14/17	1,584.00 003271	KJRB INC			79706	RPR VEH #1204	360.00	
						79707	RPR VEH #2813	1,008.00	
						79708	RPR VEH #1108 PC	216.00	
59874	08/14/17	1,275.00 003195	LANDAVERY, CARLOS G.			79837	WRITTEN TRANSLATION	1,275.00	
59875	08/14/17	4,126.45 852	LAW OFFICES OF MARIE F. SANG		7	79733	CL 11000425 11001281	825.00	
						79734	CL16001136 2697 6778	1,171.05	
						79735	CL 16008784	858.00	
						79736	CL 1999103213	82.50	
						79737	CL 1989102352	148.50	
						79738	CL 17001199	199.90	
						79739	CL 2001103388 103414	643.50	
						79740	CL 2010226708	198.00	
59876	08/14/17	708.75 001145	MANAGED HEALTH NETWORK			79786	AUG 17 EAP	708.75	
59877	08/14/17	2,378.97 001052	MID VALLEY SUPPLY INC.			79793	INVENTORY ORDER	2,378.97	
59878	08/14/17	381.24 004	NORTH BAY FORD LINC-MERCURY			79808	RPR VEH #708	381.24	
59879	08/14/17	7,069.70 009	PACIFIC GAS & ELECTRIC			79822	6/28-7/27 PACIFIC	3,041.07	
						79823	7/5-8/2 SVTC	64.58	
						79824	6/28-7/27 1200RIVER	3,964.05	
59880	08/14/17	2,592.43 023	PACIFIC TRUCK PARTS, INC.			79758	INVENTORY ORDER	38.19	
						79831	CREDIT	-662.18	
						79832	INVENTORY ORDER	1,566.93	
59881	08/14/17	726.65 043	PALACE ART & OFFICE SUPPLY			79833	INVENTORY ORDER	1,649.49	
						79755	OFFICE SUPPLIES	403.15	
						79756	OFFICE SUPPLIES	27.51	
						79765	OFFICE SUPPLIES	59.43	
						79792	OFFICE SUPPLIES	236.56	
59882	08/14/17	939.24 E152	PENA, LEONARDO			79829	TRAVEL REIMBURSEMENT	939.24	
59883	08/14/17	115.50 481	PIED PIPER EXTERMINATORS, INC.			79770	JUL 17 PEST METROMKT	55.50	
						79771	JUL 17 PEST BETTYS	60.00	
59884	08/14/17	205.64 050	PITNEY BOWES INC. RENTAL PMT			79825	POSTAGE METER SUPPLY	205.64	
59885	08/14/17	40,851.10 002939	PREFERRED BENEFIT			79787	AUG 17 DENTAL	40,851.10	
59886	08/14/17	784.50 001149	PREFERRED PLUMBING, INC.			79714	RPR MENS RESTROOM WT	435.50	
						79715	RPR MENS RESTROOM WT	349.00	
59887	08/14/17	17.35 107A	PROBUILD COMPANY LLC			79768	PLUMBING PARTS SMC	13.43	
						79769	BUS WASHER PART	3.92	
59888	08/14/17	42,975.63 942	PROOFPOINT, INC.			79777	7/14-6/30/19 SUPPORT	42,975.63	
59889	08/14/17	1,153.61 E969	PYE, GINA			79697	TRAVEL REIMBURSEMENT	1,153.61	
59890	08/14/17	651.30 003020	QUEST DIAGNOSTIC INC.			79746	JUN 17 DOT DRUG TEST	450.90	

Attachment A

DATE 09/01/17 10:15

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
CHECK JOURNAL DETAIL BY CHECK NUMBER
ALL CHECKS FOR ACCOUNTS PAYABLE

PAGE 6

DATE: 08/01/17 THRU 08/31/17

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
59891	08/14/17	594.63 215	RICOH USA, INC. TX	79747	JUL 17 DOT DRUG TEST	200.40			
59892	08/14/17	2,600.50 001379	SAFETY-KLEEN INC	79814	7/26-8/25 LEASE C/S	594.63			
59893	08/14/17	55.08 135	SANTA CRUZ AUTO PARTS, INC.	79720	BUS WASHER SOLVENT	2,600.50			
				79809	CREDIT	-5.62			
				79810	INVENTORY ORDER	29.43			
				79811	INVENTORY ORDER	31.27			
				79784	OFFICE SUPPLIES	25.88			
59894	08/14/17	25.88 848	SANTA CRUZ ELECTRONICS, INC.	79716	6/13-7/12 PARACRUZ	183.53			
59895	08/14/17	183.53 079	SANTA CRUZ MUNICIPAL UTILITIES	79722	JUL 17 SHREDDING	320.00			
59896	08/14/17	320.00 001292	SANTA CRUZ RECORDS MNGMT INC	79820	JUL 17 REC WATER SVT	121.02			
59897	08/14/17	121.02 002459	SCOTT'S VALLEY WATER DISTRICT	79725	AUG 17 LEGISLATE SVC	2,500.00			
59898	08/14/17	2,500.00 002267	SHAW / YODER / ANTWIH, INC.	79732	AUG 17 SERVICES	1,500.00			
59899	08/14/17	1,500.00 001277	SJB GLOBALNET, INC.	79835	TEMP W/E 8/6/17	1,411.20			
59900	08/14/17	1,411.20 003292	SLINGSHOT CONNECTIONS LLP	79743	SHOP TOOLING	142.14			
59901	08/14/17	142.14 115	SNAP-ON INDUSTRIAL	79717	FY18 MEMBERSHIP	1,000.00			
59902	08/14/17	1,000.00 002368	SUNLINE TRANSPORT	79745	INVENTORY ORDER	50.02			
59903	08/14/17	50.02 614	TESSCO TECHNOLOGIES, INC.	79726	INVENTORY ORDER	134.70			
59904	08/14/17	2,992.36 003285	TRANSIT HOLDINGS INC	79727	INVENTORY ORDER	733.58			
				79728	INVENTORY ORDER	160.73			
				79729	INVENTORY ORDER	4.65			
				79779	INVENTORY ORDER	1,869.48			
				79780	INVENTORY ORDER	89.22			
59905	08/14/17	587.65 002207	TY CUSTOM DESIGN	79754	LINE INSTRUC PATCHES	587.65			
59906	08/14/17	360.52 003152	UNIFIRST CORPORATION	79766	LAUNDRY SERVICE	14.64			
				79767	LAUNDRY SERVICE	14.64			
				79790	LAUNDRY SERVICE	214.92			
				79791	CUSTODIAL SUPPLIES	69.77			
				79794	MATS OPS	6.48			
				79795	CUSTODIAL SUPPLIES	40.07			
59907	08/14/17	77.00 007	UNITED PARCEL SERVICE	79713	FREIGHT	77.00			
59908	08/14/17	8,804.40 001043	VISION SERVICE PLAN	79788	AUG 17 VISION	8,804.40			VOIDED
59908	08/22/17	-8,804.40 001043	VISION SERVICE PLAN	79788	AUG 17 VISION	-8,804.40			**VOID
59909	08/14/17	225.00 001165	VU, THANH DR. MD	79815	DMV EXAM	75.00			
				79816	DMV EXAM	75.00			
				79817	DMV EXAM	75.00			
59910	08/14/17	8,722.32 003223	WELLER TRUCK PARTS	79836	INVENTORY ORDER	8,722.32			
59911	08/14/17	257.08 002291	WINCHESTER AUTO	79730	INVENTORY ORDER	257.08			
59912	08/14/17	112.00 003290	WORKFORCEQA LLC	79741	MAY 17 DOT DRUG TEST	40.00			
				79742	JUN 17 DOT DRUG TEST	72.00			
59913	08/14/17	2,635.36 003057	ZOOM IMAGING SOLUTIONS, INC.	79826	7/23-7/22/18 MAINTEN	2,635.36			
59914	08/21/17	1,857.28 003151	ABC BUS INC	79847	INVENTORY ORDER	1,727.89			
				79848	INVENTORY ORDER	10.03			
				79934	INVENTORY ORDER	119.36			
59915	08/21/17	214.83 002689	B & B SMALL ENGINE CORP	79940	INVENTORY ORDER	214.83			
59916	08/21/17	53.85 003199	B & H FOTO & ELECTRONICS CORP	79913	OFFICE SUPPLIES	53.85			
59917	08/21/17	110.59 580	BLOCK AND COMPANY, INC.	79903	OFFICE SUPPLIES	110.59			

Attachment A

DATE 09/01/17 10:15

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
CHECK JOURNAL DETAIL BY CHECK NUMBER
ALL CHECKS FOR ACCOUNTS PAYABLE

PAGE 7

DATE: 08/01/17 THRU 08/31/17

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59918	08/21/17	7,319.75 001844	BRINKS INCORPORATED		79925	JUL 17 1200B SERVICE	3,033.80		
59919	08/21/17	1,000.00 616	BROWN ARMSTRONG		79926	JUL 17 1200B SERVICE	4,285.95		
59920	08/21/17	5,250.00 001324	CAPITALEGE ADVOCACY, INC.		79895	AUDIT FY17	1,000.00		
59921	08/21/17	1,200.00 001099	CERTS LLC		79937	AUG 17 LEGISLATE SVC	5,250.00		
59922	08/21/17	187.66 001346	CITY OF SANTA CRUZ-FINANCE		79854	ANNUAL INSPECTION	1,200.00		
59923	08/21/17	4,470.90 001124	CLEAN ENERGY		79897	KITE HILL ELECTRICAL	187.66		
59924	08/21/17	9,308.00 003102	CLEVER DEVICES LTD		79838	RPR PUMP CENTRIFUGAL	3,757.58		
59925	08/21/17	18,155.77 003116	CUMMINS PACIFIC LLP		79839	RPR HOSE ASSY	713.32		
59926	08/21/17	2,480.45 003274	EAST BAY TIRE CO.		79919	7/1-6/30/18 MAINTENA	9,308.00		
59927	08/21/17	936.56 432	EXPRESS SERVICES INC.		79846	CYLINDER HEAD	84.92		
59928	08/21/17	41,566.03 002295	FIRST ALARM		79853	RPR VEH #2813	17,206.29		
59929	08/21/17	2,578.01 002962	FIS		79932	INVENTORY ORDER	864.56		
59930	08/21/17	9,584.59 002952	FLYERS ENERGY LLC		79922	TIRES	58.72		
59931	08/21/17	143.86 647	GENFARE A DIV OF SPX CORP		79928	TIRES	967.17		
59932	08/21/17	10,754.59 117	GILLIG LLC		79929	TIRES	962.02		
59933	08/21/17	2,411.01 282	GRAINGER		79930	TIRES	492.54		
					79893	TEMP W/E 8/6/17	425.25		
					79894	TEMP W/E 7/30/17	511.31		
					79916	JUL 17 SECURITY OPS	800.00		
					79917	JUL 17 SECURITY ALL	40,766.03		
					79896	JUN 17 SERVICES	1,271.18		
					79953	JUL 17 MERCHANT FEES	1,306.83		
					79850	7/16-7/31 FUEL	1,881.73		
					79874	PROPANE	24.74		
					79935	7/16-7/31 FUEL PC	7,678.12		
					79909	PEM PARACRUZ PASS	300.00		
					79920	CREDIT	-156.14		
					79873	REPLACE SPARE WHEEL	9,679.13		
					79884	REPLACE WHEEL HUB	1,075.46		
					79861	INVENTORY ORDER	42.52		
					79864	CREDIT	-77.88		
					79868	INVENTORY ORDER	88.50		
					79869	FACE SHIELDS	19.86		
					79883	DISPOSABLE GLOVES	57.94		
					79891	INVENTORY ORDER	53.50		
					79892	INVENTORY ORDER	346.79		
					79904	LED DRIVER	77.88		
					79905	LED DRIVER	77.88		
					79906	CLAMP METER	708.56		
					79907	2 MOP SINKS	1,015.46		
					79840	JUL17 WASTE METHERMON	21.04		
					79841	JUL17 WASTE SVTC	269.80		
					79900	JUL17 WASTE PARACRUZ	283.56		
					79954	TRAVEL REIMBURSEMENT	842.51		
					79872	INVENTORY ORDER	577.87		
					79852	RPR VEH #1401	19.67		

Attachment A

DATE 09/01/17 10:15

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
CHECK JOURNAL DETAIL BY CHECK NUMBER
ALL CHECKS FOR ACCOUNTS PAYABLE

PAGE 8

DATE: 08/01/17 THRU 08/31/17

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59938	08/21/17					79878	INVENTORY ORDER	98.45	
59939	08/21/17					79879	RPR VEH #1108 PC	378.47	
59940	08/21/17					79880	INVENTORY ORDER	85.73	
59941	08/21/17					79885	INVENTORY ORDER	40.65	
59942	08/21/17					79857	FIRST AID CPR TRAIN	210.00	
59943	08/21/17					79923	DIESEL 7/26/17	14,767.13	
59944	08/21/17					79866	WASTE OIL	170.00	
						79911	SEPT 17 RENT	2,009.30	
						79908	****-****-****-1598	200.00	
						79938	NAME PLATE	32.70	
						79875	INVENTORY ORDER	53.06	
						79876	INVENTORY ORDER	128.01	
59945	08/21/17					79898	7/6-8/3 WTC PNR SVT	2,382.92	
59946	08/21/17					79924	7/10-8/7 PARACRUZ	783.74	
59947	08/21/17					79888	OFFICE SUPPLIES	416.31	
						79889	OFFICE SUPPLIES	4.46	
						79887	BUSINESS CARDS	107.91	
						79901	BUSINESS CARDS	97.01	
						79939	BUSINESS CARDS	215.82	
						79855	PHOTO CELL SVT	19.89	
						79856	TRAFFIC MARK PAINT	100.24	
						79858	RPR FAIR BOOTHS	4.13	
						79859	RPR SINK JANITOR RM	14.15	
						79860	RPR BASEBOARD WTC	35.30	
						79865	SALT	75.21	
						79942	LIGHTING	5.97	
59949	08/21/17					79851	INVENTORY ORDER	38.84	
59950	08/21/17					79851	INVENTORY ORDER	161.58	
59951	08/21/17					79877	INVENTORY ORDER	29.32	
						79886	INVENTORY ORDER	563.00	
59952	08/21/17					79842	ANNUAL SHREDDING	563.00	
59953	08/21/17					79952	TEMP W/E 8/13/17	564.48	
59954	08/21/17					79845	TOOL REPLACEMENT	95.24	
59955	08/21/17					79910	SEPT 17 RENT	15,487.21	
59956	08/21/17					79844	INVENTORY ORDER	417.16	
59957	08/21/17					79918	10/1-9/30/18 PERMITS	12,816.00	
59958	08/21/17					79921	RPR DRAIN HOSE	68.62	
59959	08/21/17					79931	RPR ELECTRONIC ITEMS	1,277.35	
59960	08/21/17					79843	INVENTORY ORDER	3.68	
						79849	INVENTORY ORDER	131.24	
						79870	INVENTORY ORDER	27.40	
						79871	INVENTORY ORDER	2,187.63	
						79936	INVENTORY ORDER	110.70	
59961	08/21/17					79912	****-****-****-5056	5,216.96	
						79933	****-****-****-4793	1,966.19	
59962	08/21/17					79862	MATS OPS	6.48	
						79863	CUSTODIAL SUPPLIES	40.07	

Attachment A

DATE 09/01/17 10:15

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
CHECK JOURNAL DETAIL BY CHECK NUMBER
ALL CHECKS FOR ACCOUNTS PAYABLE

PAGE 9

DATE: 08/01/17 THRU 08/31/17

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
59963	08/21/17	990.14 002829		VALLEY POWER SYSTEMS, INC.		79802	LAUNDRY SERVICE	14.64	
						79881	LAUNDRY SERVICE	193.80	
						79882	CUSTODIAL SUPPLIES	71.03	
						79890	CUSTODIAL SUPPLIES	6.99	
						79927	MATS TOWELS OPS	6.99	
						79802	CORE CREDIT	-145.79	
						79803	CORE CREDIT	-136.25	
						79804	CORE CREDIT	-136.25	
						79805	CORE CREDIT	-136.25	
						79943	INVENTORY ORDER	444.79	
						79944	INVENTORY ORDER	1,168.02	
						79945	CREDIT	-68.13	
59964	08/21/17	529.15 434		VERIZON WIRELESS	0	79899	7/2-8/1 PUSH2TALK	220.21	
59965	08/21/17	525.00 001165		VU, THANH DR. MD	7	79902	7/2-8/1 TELECOMM PC	308.94	
						79915	DMV EXAM	75.00	
						79946	DMV EXAM	75.00	
						79947	DMV EXAM	75.00	
						79948	DMV EXAM	75.00	
						79949	DMV EXAM	75.00	
						79950	DMV EXAM	75.00	
						79951	DMV EXAM	75.00	
59966	08/21/17	275.00 003316		WATER TECH SPECIALTIES INC		79941	JUL 17 SERVICE	275.00	
59967	08/28/17	2,040.34 003151		ABC BUS INC		79959	INVENTORY ORDER	124.81	
						79967	INVENTORY ORDER	542.13	
						79968	INVENTORY ORDER	1,373.40	
59968	08/28/17	238.39 192		ALWAYS UNDER PRESSURE		79997	PRESSURE WASHER	238.39	
59969	08/28/17	4,784.83 001348		ATHENS INSURANCE SERVICE, INC.		79974	AUG 17 TPA FEES	4,784.83	
59970	08/28/17	216.83 002363		BATTERIES PLUS #314		79993	BATTERIES	216.83	
59971	08/28/17	95.00 003248		BAY ALARM COMPANY		80038	SVC CALL ELEVATOR	95.00	
59972	08/28/17	6,616.25 002035		BOWMAN & WILLIAMS INC		80034	JUL17 EV ENGINEERING	6,200.00	
						80040	GENERATOR MASTER PLA	416.25	
59973	08/28/17	847,275.62 502		CA PUBLIC EMPLOYEES'		80032	SEPT 17 MEDICAL	847,275.62	
59974	08/28/17	102.49 M022		CAPELLA, KATHLEEN		79980	SEPT 17 RETIREE SUPP	102.49	
59975	08/28/17	12.13 001346		CITY OF SANTA CRUZ-FINANCE	0	80041	LANDFILL	12.13	
59976	08/28/17	197.53 075		COAST PAPER & SUPPLY INC.		80005	INVENTORY ORDER	163.50	
						80023	CUSTODIAL SUPPLIES	34.03	
59977	08/28/17	10,865.88 002872		COOPERATIVE PERSONNEL SERVICES		80033	MGMT CLASS N COMP	10,865.88	
59978	08/28/17	41.25 002063		COSTCO		79988	BOD MEETING SUPPLIES	41.25	
59979	08/28/17	55.92 003116		CUMMINS PACIFIC LLP		79984	CYLINDER HEAD	55.92	
59980	08/28/17	1,717.41 002946		DAY WIRELESS SYSTEMS		79986	INVENTORY ORDER	108.11	
						80044	VEH PROGRAMMING	687.50	
						80045	VEH 1716 ANTENNA	921.80	
59981	08/28/17	1,312.13 900		DEPARTMENT OF TOXIC SUBSTANCE		80050	4/1-6/30/17 425FRONT	1,312.13	
59982	08/28/17	4,856.08 003274		EAST BAY TIRE CO.		79962	TIRES	1,021.42	
						79963	TIRES	187.69	
						79964	TIRES	1,532.13	

Attachment A

DATE 09/01/17 10:15

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
CHECK JOURNAL DETAIL BY CHECK NUMBER
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PAGE 10

DATE: 08/01/17 THRU 08/31/17

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
						79965	TIRES	1,021.42	
						79966	TIRES	1,021.42	
						80046	FLAT TIRE REPAIR PC	18.00	
						80047	TIRES	54.00	
59983	08/28/17		175.00	EPICOR SOFTWARE CORP		79996	HCM UPGRADE	175.00	
59984	08/28/17		1,470.15	EXPRESS SERVICES INC.		79982	TEMP W/E 8/06/17	571.05	
						79983	TEMP W/E 7/30/17	899.10	
59985	08/28/17		301.44	GENFARE A DIV OF SPX CORP		79955	FREIGHT PEM MACH RPR	118.80	
						79956	INVENTORY ORDER	118.36	
						79957	INVENTORY ORDER	32.29	
59986	08/28/17		105.82	GILLIG LLC		79958	INVENTORY ORDER	31.99	
						79987	INVENTORY ORDER	72.04	
59987	08/28/17		51.24	GOUVEIA, ROBERT	0	79975	SEPT 17 RETIREE SUPP	51.24	
59988	08/28/17		466.55	GRAINGER		80000	WASTEBASKETS	110.41	
						80017	INVENTORY ORDER	27.86	
						80042	CREDIT	-1,015.46	
						80043	WHITE MOP SINKS	1,015.46	
						80049	HOSE REEL MMF	328.28	
59989	08/28/17		14,899.61	HARTFORD LIFE AND ACCIDENT INS		80028	AUG 17 LTD	10,414.03	
						80029	AUG 17 LIFE AD&D	4,485.58	
59990	08/28/17		479.20	HOSE SHOP, THE INC		80006	RPR VEH #2308	84.89	
59991	08/28/17		144.29	KELLEY'S SERVICE INC.		80026	INVENTORY ORDER	394.31	
						79985	INVENTORY ORDER	15.97	
						80008	CREDIT	-19.67	
						80009	INVENTORY ORDER	8.74	
						80010	RPR VEH #1105 PC	37.49	
						80027	RPR VEH #1401	101.76	
59992	08/28/17		313.50	LAW OFFICES OF MARIE F. SANG	7	79981	CL 2009210149 218396	313.50	
59993	08/28/17		208.48	MAILFINANCE INC		79999	9/7-12/6 LEASE PC	208.48	
59994	08/28/17		708.75	MANAGED HEALTH NETWORK		80030	SEPT 17 EAP	708.75	
59995	08/28/17		1,825.50	MESITI-MILLER ENGINEERING, INC	0	80035	SVS THRU 7/25 PLATFO	1,825.50	
59996	08/28/17		183.73	N/S CORPORATION		80018	RPR BUS WASHER	183.73	
59997	08/28/17		241.98	NIDAL HALABI & NADA ALGHARIB		79989	3 BRASS PLATES	40.33	
						80012	TITLE PLATE	21.80	
						80013	BOARD PLAQUE	179.85	
59998	08/28/17		25.68	NORTH BAY FORD LINC-MERCURY		80007	RPR VEH #1109 PC	25.68	
59999	08/28/17		1,460.07	PALACE ART & OFFICE SUPPLY		80011	OFFICE SUPPLIES	1,107.05	
						80014	OFFICE SUPPLIES	353.02	
60000	08/28/17		51.24	PEREZ, CHERYL		79976	SEPT 17 RETIREE SUPP	51.24	
60001	08/28/17		481.00	PIED PIPER EXTERMINATORS, INC.		80019	AUG 17 PEST 1200RIV	62.50	
						80020	AUG 17 PEST 1200RIV	105.00	
						80021	AUG 17 PEST VERNON	190.50	
						80022	AUG 17 PEST GOLF	67.50	
						80039	AUG 17 PEST METROMKT	55.50	
60002	08/28/17		977.50	PIERCE, ALLEN S JR		80015	JUL 17 CONSULTING	977.50	

Attachment A

DATE 09/01/17 10:15

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
CHECK JOURNAL DETAIL BY CHECK NUMBER
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PAGE 11

DATE: 08/01/17 THRU 08/31/17

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
60003	08/28/17	249.26 002927		PRAXAIR DISTRIBUTION, INC.		80048	INVENTORY ORDER	249.26	
60004	08/28/17	229.91 107A		PROBUILD COMPANY LLC		79990	BENCH MATERIALS	45.86	
						79991	BENCH MATERIALS	118.08	
						79992	PAINT	4.89	
60005	08/28/17	593.25 001153		REPUBLIC ELEVATOR COMPANY INC		80016	RPR FAIR SUPPLIES	61.08	
60006	08/28/17	183.76 003024		RICOH USA, INC CA		80024	AUG 17 MAINTENANCE	593.25	
60007	08/28/17	102.49 M085		ROSSI, DENISE	0	79960	5/12-8/11 IMAGES OPS	183.76	
60008	08/28/17	51.24 M030		ROWE, RUBY		79977	SEPT 17 RETIREE SUPP	102.49	
60009	08/28/17	1,411.20 003292		SLINGSHOT CONNECTIONS LLP		80037	SEPT 17 RETIREE SUPP	51.24	
60010	08/28/17	500.17 001008		SWAGELOK NORTHERN CALIFORNIA		80036	TEMP W/E 8/20/17	1,411.20	
60011	08/28/17	2,520.47 003285		TRANSIT HOLDINGS INC		79969	INVENTORY ORDER	500.17	
						79970	INVENTORY ORDER	75.70	
						80002	INVENTORY ORDER	1,201.45	
						80003	INVENTORY ORDER	896.09	
						80004	RPR VEH #1202	244.58	
60012	08/28/17	355.20 003152		UNIFIRST CORPORATION		79971	LAUNDRY SERVICE	102.65	
						79972	LAUNDRY SERVICE	224.24	
						79994	CUSTODIAL SUPPLIES	69.77	
						79995	CUSTODIAL SUPPLIES	40.07	
						79998	MATS OPS	6.48	
						79998	LAUNDRY SERVICE	14.64	
60013	08/28/17	23.70 007		UNITED PARCEL SERVICE		79973	FREIGHT	23.70	
60014	08/28/17	16.67 002829		VALLEY POWER SYSTEMS, INC.		80001	INVENTORY ORDER	16.67	
60015	08/28/17	10,858.76 001043		VISION SERVICE PLAN		80031	AUG 17 VISION	10,858.76	
60016	08/28/17	75.00 001165		VU, THANH DR. MD	7	79961	DMV EXAM	75.00	
60017	08/28/17	51.24 M088		YAGI, RANDY	0	79979	SEPT 17 RETIREE SUPP	51.24	
TOTAL		1,687,107.28		ACCOUNTS PAYABLE			TOTAL CHECKS	225	1,687,107.28

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DATE: September 22, 2017
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 AUGUST 25, 2017**

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 August 25, 2017

II. SUMMARY

- Staff is providing minutes from the Santa Cruz Metropolitan Transit District (METRO) Board of Directors Meeting of August 25, 2017.
- Each meeting, the Executive Assistant 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.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None.

V. ALTERNATIVES CONSIDERED

None

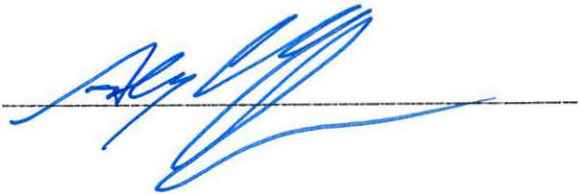
VI. ATTACHMENTS

Attachment A: Draft minutes for the Board of Directors Meeting of August 25, 2017

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
AUGUST 25, 2017 – 9:00 AM
METRO ADMIN OFFICES
110 VERNON 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, August 25, 2017 at the METRO Admin offices, 110 Vernon 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 of 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

SECTION I: OPEN SESSION

1 CALL TO ORDER at 9:00 AM by Chair Dutra.

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

Director Ed Bottorff	City of Capitola
Director Cynthia Chase	City of Santa Cruz
Director Jimmy Dutra, Board Chair	City of Watsonville
Director Norm Hagen	County of Santa Cruz
Director John Leopold	County of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Cynthia Mathews	City of Santa Cruz
Director Bruce McPherson, Board Vice Chair	County of Santa Cruz
Director Oscar Rios	City of Watsonville
Director Dan Rothwell	County of Santa Cruz
Director Mike Rotkin	County of Santa Cruz
Vacant Ex-Officio Director	UC Santa Cruz
Ex Officio Director Liber McKee	Cabrillo College

Ex-Officio Director McKee was absent as well as Directors Chase, Hagen, Lind and Mathews.

STAFF PRESENT:

Alex Clifford
Julie Sherman

METRO CEO/General Manager
METRO General Counsel

Attachment A

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

Angela Aitken, METRO
Patti Davidoski, SEIU
Erich Friedrich, AMBAG
David W. Horvath, UTU
Joan Jeffries, SEIU
Debbie Kinslow, METRO
Gary Lindstrum, Citizen
Deanna D. Lopez, UTU
Dawn Martin, SEIU
Olivia Martinez, SEIU

Luis Mendez, SEIU
Clint D. Nabor, UTU
Veronica Rodriguez, SEIU
Mary Sells, UTU
Becky Steinbruner, Citizen
Josh Stephens, Citizen
Salvador Tolentino, SEIU
Stefan Woliczko, SEIU
3 illegible signatures, SEIU

3 ANNOUNCEMENTS

Chair Dutra announced the absences of Directors Chase, Hagen, Lind and Mathews.

Chair Dutra then introduced Carlos Landaverry, Spanish Language Interpreter. Carlos introduced himself and his services, noting he was available at the back of the room.

Chair Dutra announced the meeting is being televised by Community Television of Santa Cruz County and our technician today is Mr. Lynn Dunton.

4 FORMAL RECOGNITION OF DONNA BLITZER, EX-OFFICIO DIRECTOR

Vice Chair McPherson introduced and recognized Donna Blitzer's many accomplishments and contributions during her 10 years as UCSC's Ex-Officio Board Member.

Ms. Blitzer said she has valued her time with METRO and felt fortunate to represent UCSC and sit among the board members. The institutions depend on each other; it takes the dedication of the Board and the METRO staff to be successful.

5 BOARD OF DIRECTORS COMMENTS

Having none, Chair Dutra moved to the next item.

6 COMMUNICATIONS TO THE BOARD OF DIRECTORS

Brian Peoples, TrailNow, spoke of their public transit support (excluding the train) and their disappointment in the Grand Jury report findings. He suggested a change to the Board structure; a five member elected board.

Becky Steinbrenner, Aptos resident, expressed her concerns related to Route 71 through Aptos Village and referenced her prior communication with METRO. Chair Dutra referred Ms. Steinbruner to her comments on page 10.4.B.2 of the agenda packet from an earlier meeting. He assured her that METRO staff would provide a response when ready.

Josh Stephens, Santa Cruz resident, spoke of the need to improve county-wide service, which could encourage public support.

Jon Bartholomew, METRO employee, also expressed his disappointment with the Grand Jury report. He suggested possible uses of Measure D revenue: better transportation, fixing routes, etc. Noting that the SEIU contract is posted on the SCMTD website, he suggested that the CEO contract also be posted.

Ernestina Saldana spoke of the need to put public interest first.

Hearing no further comments, Chair Dutra moved to the next agenda item.

Attachment A

Board of Directors Meeting Minutes
August 25, 2017
Page 3 of 11

7 WRITTEN COMMENTS FROM MAC (IF APPLICABLE)

None

8 LABOR ORGANIZATION COMMUNICATIONS

Olivia Martinez, representing PSA, VMU and SEA, urged the Board to rescind the CEO's "raise", which was approved at the June 23, 2017 Board meeting. She cited SEIU's support of Measure D and the now-balanced budget achievable in part due to their members' concessions.

Eduardo Montesino, representing Bus Operators and Paratransit, said the SEIU had submitted a public records request and expressed some concern as to the CEO contract process and employee "grumbings".

Chair Dutra thanked everyone for their support in the success of Measure D and SB1. He advised caution with violating the Brown Act in discussing the CEO contract, as the item is not on today's agenda. He noted the CEO contract process was undertaken properly, was on the agenda for the last two regular Board meetings, and the amendments to the employment agreement were a result of a unanimous Board vote based on the Board's satisfactory rating of the CEO's performance. He asked that false information not spread through the community.

Director Rotkin noted the CEO serves at the pleasure of the Board, unlike the Union members. It is important to understand that, during the recent structural deficit, no union employee was denied a step increase. The CEO voluntarily gave up his contractually guaranteed step increase last year. He did not receive a "raise", but a step increase, which is guaranteed by his contract provided his performance is satisfactory.

Speaking as a former union member, Director Rothwell expressed sympathy for the union members, adding the Board is constrained with a contract that stipulates step increases upon a satisfactory rating. He agreed that the Grand Jury report is loaded with misinformation and is not a good basis for anyone's arguments.

Director Rios thanked the union reps for attending and asking the questions.

Hearing no further comments, Chair Dutra moved to the next item.

9 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None

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.

10-01 RECOMMENDED ACTION ON TORT CLAIMS

10-02 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTHS OF JUNE AND JULY 2017

10-03 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF MAY 31, 2017

14-03A.3

Attachment A

Board of Directors Meeting Minutes
August 25, 2017
Page 4 of 11

- 10-04 ACCEPT AND FILE: MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETINGS OF JUNE 23, 2017 AND AUGUST 4, 2017
- 10-05 ACCEPT AND FILE: MINUTES FOR THE METRO ADVISORY COMMITTEE (MAC) MEETING OF MAY 17, 2017
- 10-06 ACCEPT AND FILE: QUARTERLY PROCUREMENT REPORT FOR 1st QUARTER OF FY18
- 10-07 ACCEPT AND FILE: METRO PARACRUZ OPERATIONS STATUS REPORT FOR APRIL, MAY AND JUNE 2017
- 10-08 ACCEPT AND FILE: METRO SYSTEM RIDERSHIP REPORTS FOR THE FOURTH QUARTER OF FY17
- 10-09 ACCEPT AND FILE: QUARTERLY STATUS REPORT OF GRANT APPLICATIONS, ACTIVE GRANTS AND FUTURE OPPORTUNITIES FOR APRIL – JUNE 2017
- 10-10 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A TEN-MONTH EXTENSION AMENDMENT TO THE CONTRACT FOR TRANSIT SERVICES WITH THE UNIVERSITY OF CALIFORNIA SANTA CRUZ (UCSC) BEGINNING SEPTEMBER 1, 2017
- 10-11 APPROVE: CONSIDERATION OF APPROVAL OF AUDIT ENGAGEMENT LETTER WITH BROWN ARMSTRONG ACCOUNTANCY CORPORATION FOR FINANCIAL AUDIT AND TAX SERVICES FOR THE FISCAL YEAR ENDED JUNE 30, 2017
- 10-12 APPROVE: RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY18 WITH ZURICH AMERICAN INSURANCE COMPANY
- 10-13 APPROVE: CONSIDERATION OF DECLARING OBSOLETE EQUIPMENT AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION
- 10-14 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 3rd AMENDMENT EXTENDING THE CONTRACT WITH BOWMAN & WILLIAMS, INC. FOR GENERAL ON-CALL ENGINEERING SERVICES, INCREASING THE CONTRACT TOTAL BY \$155,000
- 10-15 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 3rd CONTRACT AMENDMENT WITH CLASSIC GRAPHICS TO INCREASE THE CONTRACT TOTAL BY \$135,000 FOR VEHICLE BODY REPAIR AND PAINTING SERVICES
- 10-16 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO GOLDEN BAY FENCE PLUS IRON WORKS, INC. FOR CONSTRUCTION OF A SECURITY ENCLOSURE ON MECHANICAL PLATFORM NOT TO EXCEED \$111,947

14-03A.4

Attachment A

Board of Directors Meeting Minutes
August 25, 2017
Page 5 of 11

10-17 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO CATTO'S GRAPHICS, INC. FOR PRINTING OF BUS STOP STICKERS NOT TO EXCEED \$106,895

10-18 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO GARDA- WORLD CASH SERVICES FOR SECURE MOBILE VAULT SERVICING AND CURRENCY PROCESSING

10-19 APPROVE: APPROVAL OF SEIU RECLASSIFICATION AND WAGE SURVEY RESULTS FOR PERSONNEL TECHNICIAN AND PARALEGAL WITH HR DUTIES

10-20 APPROVE: CONSIDERATION OF ADOPTING A RESOLUTION IN SUPPORT OF THE CONTINUED USE OF CRIMINAL BACKGROUND CHECK INFORMATION IN HIRING DECISIONS

10-21 REVISED AUTHORIZATION TO LEASE 64 PARKING SPACES AT THE SOQUEL PARK & RIDE LOT TO DOMINICAN HOSPITAL OR ITS DESIGNATED LEGAL ENTITY

Public comment:

Referencing item 10-16, Mr. Bartholomew inquired as to the location of the platform. CEO Clifford responded it is located in the back left corner of the Judy K Souza Operations facility.

Referencing item 10-14, Ms. Steinbruner asked how the public and operators benefit from this particular agenda item. CEO Clifford referred Ms. Steinbruner to the staff report for a listing of projects the firm has assisted with. Erron Alvey, Purchasing Manager, added this is a task order based contract and the vendor is not paid until a task order is entered for a specific job, for which a cost proposal is received, reviewed and approved in advance. Ms. Alvey also confirmed the contract was competitively solicited.

Director Leopold expressed his appreciation for everyone's efforts on the Soquel Park and Ride lease.

ACTION: MOTION TO APPROVE THE CONSENT AGENDA ITEMS AS PRESENTED WITH DIRECTOR RIOS ABSTAINING FROM AGENDA ITEM 10-04.

MOTION: DIRECTOR McPHERSON

SECOND: DIRECTOR LEOPOLD

MOTION PASSED WITH 6 AYES (Directors Bottorff, Dutra, Leopold, McPherson, Rothwell & Rotkin). Director Rios abstained from Agenda Item 10-04 due to his absence on June 23, 2017. Directors Chase, Hagen, Lind and Mathews were absent.

REGULAR AGENDA

11 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS TO EDUARDO BIDDLECOME, ANNA-MARIE GOUVEIA, RICKIE-ANN KEGLEY, KRISTINA MIHAYLOVA, CLINT NABOR, MARY SELLS, SERGIO TABAG, AND BYRON WATSON

Bruce McPherson, Board Vice Chair, presented the Employee Longevity Awards to the employees present and thanked them for their contributions to METRO.

14-03A.5

Attachment A

Board of Directors Meeting Minutes
August 25, 2017
Page 6 of 11

Anna Marie Gouveia, Fixed Route Superintendent, 30 year METRO employee, spoke of her first interview with Judy K. Souza and the role play involved. She continues to care about the public, the Operators and the Supervisors who will eventually run Operations.

Clint Nabor, Bus Operator, 10 year METRO employee, thanked Ms. Warnock and Mr. Zaragoza for their support and Mr. Aguirre for his availability to answer any questions.

Mary Sells, Bus Operator, 10 year METRO employee, also thanked everyone and said it's been a pleasure.

12 RETIREE RESOLUTIONS OF APPRECIATION: EX-OFFICIO DIRECTOR, DONNA BLITZER AND EMPLOYEE RETIREE, SHAWN O'DONNELL

Vice Chair McPherson presented Shawn O'Donnell, Fleet Maintenance Supervisor retiree, with his plaque and thanked him for his service.

Mr. O'Donnell thanked everyone at METRO and expressed his pride as part of the team. He provided a bit of his job history with METRO and noted how the job itself has changed and is now very technical.

13 IN ABSENTIA PRESENTATION OF A PROCLAMATION HONORING DEBBIE MERRILL, REPRESENTATIVE FROM CONGRESSMAN FARR'S OFFICE

Alex Clifford, CEO/General Manager, spoke of the unlimited access and transportation knowledge Ms. Merrill provided in her years with Congressman Farr's office. Unfortunately, she has already retired so this proclamation is presented in absentia.

Director Rotkin spoke of Ms. Merrill's key role and her knowledge of local issues.

14 PUBLIC HEARING TO RECEIVE PUBLIC COMMENTS ON SANTA CRUZ METRO'S PROPOSED DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL OF 1.93% FOR FEDERAL FISCAL YEARS 2018-2020 (FFY18-FFY20) AT THE METRO ADMIN OFFICES 110 VERNON STREET SANTA CRUZ AT 9:00AM OR AS SOON THEREAFTER THE MATTER CAN BE HEARD

Angela Aitken, DBE Liaison Officer and Finance Manager, opened the public hearing at 10:04AM noting the purpose was to receive feedback at this and other recent public forums. She then provided commentary to the staff report.

There were no public comments.

Board Comments:

Director Rotkin spoke of the difference a DBE goal can make in larger cities.

The public hearing was closed at 10:08AM

ACTION: MOTION TO ACCEPT THE PROPOSED DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL OF 1.93% FOR FEDERAL FISCAL YEARS 2018-2020 (FFY18-FFY20) AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR McPHERSON

MOTION PASSED WITH 6 AYES (Directors Bottorff, Dutra, Leopold, McPherson, Rios, Rothwell & Rotkin). Directors Chase, Hagen, Lind and Mathews were absent.

15 ORAL REPORT: APTA BOARD MEMBER/BOARD SUPPORT CONFERENCE

Jimmy Dutra, Board Chair, spoke of his recent participation in the APTA Conference held in Chicago in July where he met with similar sized board representatives. One of the topics

14-03A.6

Attachment A

discussed was paperless board agendas. He asked METRO staff to explore the options and return with a recommendation. The City of Watsonville provides iPads to their Councilmembers and uses an 'legislation' software.

16 APPROVE: UP TO \$3,000 LOCAL MATCH FOR THE WATSONVILLE TRANSIT CENTER MURAL

Chair Dutra provided an update to the project. He has contacted the original muralist and other artists in the community who are excited about the project. A grant source has been located if METRO provides a local match of \$3K. He thanked the Watsonville Police Activities League (PAL) for working with METRO on this project.

Public comment:

In response to Mr. Bartholomew's questions, Chair Dutra explained the public process to be undertaken and the need to raise additional funds to meet the anticipated \$10,000 cost.

Director Rios pledged a donation of \$300 from the Cinco de Mayo organization.

ACTION: MOTION TO APPROVE UP TO \$3,000 LOCAL MATCH FOR THE WATSONVILLE TRANSIT CENTER MURAL AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR RIOS

MOTION PASSED WITH 6 AYES (Directors Bottorff, Dutra, Leopold, McPherson, Rios, Rothwell & Rotkin). Directors Chase, Hagen, Lind and Mathews were absent.

17 APPROVE: CREATION OF A LIFE OF PROJECT BUDGET AND RESOURCE ALLOCATION PLAN FOR THE ELECTRIC VEHICLE INFRASTRUCTURE PROJECT

Erron Alvey, Purchasing Manager, provided commentary to the agenda item noting this life of project budget and allocation plan is for the infrastructure; i.e., everything but the buses. METRO has received grants to purchase four electric buses and charging equipment. We plan to be a 100% electric fleet by 2040. Ms. Alvey will return in September with an overall bus strategy.

Director Leopold suggested a good model may be the County's series of batteries they have in place to capture and store energy.

Director McPherson suggested there may be future opportunities with the newly formed Monterey Bay Community Power. He also asked if there are any indications that the budget may change.

Ms. Alvey responded that this is the first iteration/baseline of the budget. It will most likely increase; however, we will maximize our funding and grants.

Public comment:

Mr. Bartholomew asked what was necessitating the change from CNG to electric.

Director Rotkin responded State and Federal requirements are mandating the change. CEO Clifford added that other agencies across the nation are moving to electric. In California, CNG is no longer considered environmentally friendly.

Mr. Stephens thanked the Board for leading METRO down the electric avenue. He asked what the range currently is.

CEO Clifford responded the current range is approximately 240 miles.

Attachment A

Board of Directors Meeting Minutes
August 25, 2017
Page 8 of 11

ACTION: MOTION TO APPROVE CREATION OF A LIFE OF PROJECT BUDGET AND RESOURCE ALLOCATION PLAN FOR THE ELECTRIC VEHICLE INFRASTRUCTURE PROJECT AS PRESENTED

MOTION: DIRECTOR LEOPOLD

SECOND: DIRECTOR ROTKIN

MOTION PASSED WITH 6 AYES (Directors Bottorff, Dutra, Leopold, McPherson, Rios, Rothwell & Rotkin). Directors Chase, Hagen, Lind and Mathews were absent.

18 ACCEPT AND FILE: METRO SERVICE PLANNING STATUS REPORT – COMPREHENSIVE OPERATIONAL ANALYSIS ONE YEAR LATER

Barrow Emerson, Planning and Development Manager, focused his presentation on the following:

- The results of the September 2016 service reduction;
- Overview of the Planning Department's future priorities for service improvements, if recurring funding were to become available;
- Geographic areas to be analyzed over the next year; and,
- Other significant initiatives over the next year

He also mentioned the APTA University conference to be hosted by METRO in June 2018, adding that additional information will be forthcoming.

Director Rios inquired as to the amount/types of contributions we should anticipate from APTA towards this event. CEO Clifford responded that the answer is unknown at the current time as the dates are not yet finalized; the hotel accommodations are pending. A typical conference sees 100 – 150 participants. Given the popularity of Santa Cruz, we anticipate more than the average attendance. We have received buy-in from Larry Pageler on behalf of UCSC.

Director Rotkin thanked Mr. Emerson and his team for the work done on behalf of the district. The results were outstanding.

Vice Chair McPherson echoed Director Rotkin's appreciation adding his thanks to the community for their support of Measure D and the support of transportation issues throughout the County.

There were no public comments.

ACTION: MOTION TO ACCEPT METRO SERVICE PLANNING STATUS REPORT – COMPREHENSIVE OPERATIONAL ANALYSIS ONE YEAR LATER AS PRESENTED

MOTION: DIRECTOR LEOPOLD

SECOND: DIRECTOR ROTKIN

MOTION PASSED WITH 6 AYES (Directors Bottorff, Dutra, Leopold, McPherson, Rios, Rothwell & Rotkin). Directors Chase, Hagen, Lind and Mathews were absent.

19 APPROVE: CONSIDERATION OF ISSUING TWO FORMAL REQUESTS FOR PROPOSALS FOR A DOWNTOWN SANTA CRUZ TRANSIT OPERATIONS ANALYSIS AND PACIFIC STATION RECONFIGURATION LAYOUT CONCEPTS

Barrow Emerson, Planning and Development Manager, noted this agenda item is being recommended to the full board as a result of the August 15th Capital Projects Standing Committee Meeting.

Board comments:

As a member of the Capital Projects Standing Committee, Director Bottorff voiced his support of the agenda item with the inclusion of the City of Santa Cruz partnership. He recommended

14-03A.8

Attachment A

Board of Directors Meeting Minutes

August 25, 2017

Page 9 of 11

limiting METRO's contribution to \$25,000. As a third party analysis has not been done in approximately 15 years; he believes this is a good use of funds. He'd like someone to identify the technology available today and in the near future which would best benefit METRO and our customers.

Director Rotkin stressed the importance of partnership with the local cities and county. METRO is a major player in downtown Santa Cruz and the City is moving forward with their plans for this area. In his mind, \$25,000 is a modest fee to develop a refurbish/relocation plan.

Director Leopold expressed his non-support. He would like to see the City of Santa Cruz contribute more than \$25,000; particularly, if it's their needs driving this issue. Regardless of the location, METRO should investigate AVL. Is now an appropriate time to look for an AVL provider? He believes METRO should pay for the technology using grants where possible to the benefit of METRO and our customers. Acknowledging the capital need for 61 new buses, he'd prefer METRO spend any eligible dollars on METRO priorities, not fulfilling another entity's wish list.

Mr. Emerson noted that analysis of AVL value in terms of operational efficiency is a part of the strategic look, but not fundable by the Pacific Station grant. CEO Clifford added an AVL proposal will be presented to the Board within the near future. We need expert opinion on these matters.

In the interest of County equity, Chair Dutra could not support throwing more money into this at the current time.

Director Rios inquired as to the security and cleanliness issues as well as how METRO benefits from the current location.

CEO Clifford responded METRO doesn't bring the problem to the area. Our customers are positive contributors. There is security present. Is it METRO's responsibility to add further security or is it the City's issue to deal with the drug problems that we didn't generate? METRO's current service operates along narrow corridors and utilizes interlining as an efficiency mechanism which makes the Pacific Avenue location important as a "hub". He added progressive transit/communities are thinking and saying, let's build and improve the downtown around transportation. They welcome public transportation and include it as a vital part of the strategic plan. He believes the City is missing the enthusiasm of transit.

Director McPherson said WTC and METRO Center are the hearts of our operation and METRO Center does need upgrading. He suggested the City of Santa Cruz not be limited to half the cost.

Public comment:

Mr. Montesino agreed that METRO is in need of new technology, Pacific Station is the heart of the system and that the City of Santa Cruz has not been a good partner to date. This is a METRO service decision. He suggested partnering with local school districts, many of whom no longer offer bus service to their students.

Mr. Stephens asked what happened to the Pacific Station concepts presented at a meeting he attended years ago.

Ms. Dana Bagshaw, bus rider, believes Pacific Station could attract ridership and make people feel good about going to the bus station.

Mr. Bartholomew mentioned the need for larger bays when/if METRO uses articulated buses. He agreed an updated paint job would improve the facility.

14-03A.9

Attachment A

Board of Directors Meeting Minutes
August 25, 2017
Page 10 of 11

Brandon Freeman, Bus Operator, believes Pacific Station is the correct size but a refurbished environment and tightened security would make it more attractive to the public. The correct improvements could be cost effective.

ACTION: MOTION TO APPROVE STAFF'S RECOMMENDATION TO ISSUE TWO FORMAL REQUESTS FOR PROPOSALS FOR A DOWNTOWN SANTA CRUZ TRANSIT OPERATIONS ANALYSIS AND PACIFIC STATION RECONFIGURATION LAYOUT CONCEPTS, REQUIRING THE CITY OF SANTA CRUZ TO PARTICIPATE AS A 50% OR GREATER PARTNER, EXCLUDING ANY GRANT AMOUNT(S)

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR BOTTORFF

MOTION PASSED WITH 4 AYES (Directors Bottorff, McPherson, Rios & Rotkin). Voting No were Directors Dutra, Leopold and Rothwell. Directors Chase, Hagen, Lind and Mathews were absent.

20 ACCEPT: BOARD AND CEO RESPONSES TO THE 2016-2017 GRAND JURY REPORT

Alex Clifford, CEO/General Manager, noted the CEO and Board responses being presented today are mandated by the Grand Jury. He thanked General Counsel Sherman for her assistance with the responses as well as the staff who ensured the accuracy.

Vice Chair McPherson supports the responses. While he appreciated the Grand Jury's efforts, he was disappointed with the report and felt they didn't do their homework.

Director Rotkin expressed his appreciation for the professional and fact-focused tone of the responses. He also expressed his deep displeasure with this report.

Public comments:

Mr. Stephens suggested discounted/youth fares might encourage ridership by allowing more families to take their kids on the bus at a reduced rate.

Mr. Bartholomew acknowledged his frustration with CEO Clifford may be misplaced due to misinformation in Grand Jury report.

ACTION: MOTION TO ACCEPT THE BOARD AND CEO RESPONSES TO THE 2016-2017 GRAND JURY REPORT AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR LEOPOLD

MOTION PASSED WITH 6 AYES (Directors Bottorff, Dutra, Leopold, McPherson, Rios, Rothwell & Rotkin). Directors Chase, Hagen, Lind and Mathews were absent.

21 CEO ORAL REPORT

Alex Clifford, CEO/General Manager, announced METRO's family picnic will be held Saturday, September 30, from 11AM – 3PM at Harvey West Park, Evergreen Picnic Area. He asked Gina Pye to forward the invitation to the Board members.

Director Leopold expressed his regrets; September 30th is Yom Kippur.

22 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Julie Sherman, General Counsel, announced the closed items listed below, adding she did not anticipate a report out, but the board will reconvene after the closed session.

Attachment A

Board of Directors Meeting Minutes
August 25, 2017
Page 11 of 11

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Government Code Section 54956.9 (d)(1) Claimant: Bonnie Morr

Agency: Santa Cruz Metropolitan Transit District

Marie Sang, Attorney

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Government Code Section 54956.9 (d)(1) – Parties: Lewis C. Nelson and Sons, Inc. and RNL Design, Inc.

RECESS TO CLOSED SESSION at 11:53AM

SECTION II: CLOSED SESSION

RECONVENE TO OPEN SESSION AT 11:55AM

23 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, SEPTEMBER 22, 2017 AT 9:00 AM, SANTA CRUZ CITY COUNCIL CHAMBERS, 809 CENTER STREET, SANTA CRUZ, CA

Chair Dutra announced the next meeting as above.

MEETING ADJOURNED AT 11:57AM

Respectfully submitted,

Gina Pye

Executive Assistant

14-03A.11

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DATE: September 22, 2017

TO: Board of Directors

FROM: Erron Alvey, Purchasing Manager

**SUBJECT: ACCEPT AND FILE QUARTERLY PROCUREMENT REPORT FOR 2ND
QUARTER OF FY18**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the Quarterly Procurement Report for the 2nd quarter of FY18.

II. SUMMARY

- This staff report provides the Board with a Quarterly Procurement Report for the 2nd quarter of FY18, covering the months of October through December.
- Each quarter staff will provide a Quarterly Procurement Report listing anticipated procurements within the quarter.

III. DISCUSSION/BACKGROUND

Santa Cruz Metropolitan Transit District's (METRO) Purchasing Manager was directed by the previous District Counsel to obtain the Board of Directors' authority for issuance of each formal procurement. Current General Counsel has determined that this is not a requirement of the State or Federal government.

Discontinuing the practice has streamlined the procurement process; however, providing the Board of Directors an opportunity to review and comment on procurements before they were ready for award was valuable. In lieu of bringing the issuance of every single formal procurement to the Board, it was agreed a quarterly report would be submitted outlining anticipated upcoming procurements within the quarter. Issuance authority for large contracts or special projects will still be brought to the Board of Directors individually.

This report is for the 2nd quarter of FY18 and covers the months of October through December.

IV. FINANCIAL CONSIDERATIONS/IMPACT

See attached.

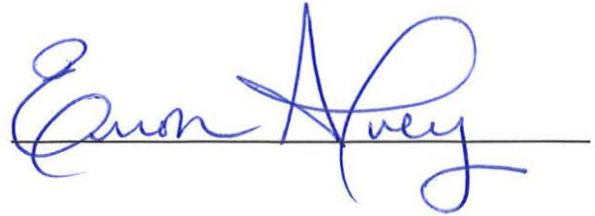
V. ATTACHMENTS

Attachment A: FY18: 2nd Quarter Anticipated Procurement Listing

Prepared by: Joan Jeffries, Administrative Specialist

VI. APPROVALS:

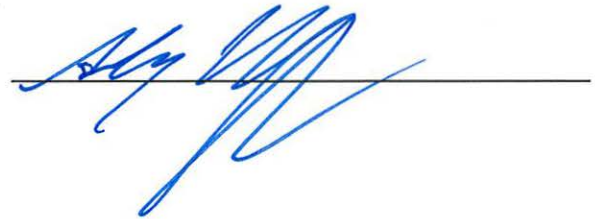
Erron Alvey, Purchasing Manager

A handwritten signature in blue ink, appearing to read "Erron Alvey", written over a horizontal line.

Approved as to fiscal impact:
Angela Aitken, Finance Manager

A handwritten signature in blue ink, appearing to read "Angela Aitken", written over a horizontal line.

Alex Clifford, CEO/General Manager

A handwritten signature in blue ink, appearing to read "Alex Clifford", written over a horizontal line.

Attachment A

Anticipated Procurement Listing

FY18: 2nd Quarter

Month Anticipated to be Issued	Description	Department	Anticipated Value (life of contract)
Expiring Reoccurring Contracts			
October	Printing of Headways - Bus Rider's Guide	Customer Service	\$ 103,000
October	Purchase of Fasteners, Electrical Terminals and Miscellaneous Items	Facilities	\$ 138,000
November	Voice Over Internet Protocol (VOIP) Support	Information Technology	\$ 140,000
December	Financial Audit and Tax Services	Finance	\$ 226,000
December	Legal Services in the Area of Workers' Compensation	Administration	\$ 150,000
December	Uniforms, Flat Goods, and Laundry Service	Facilities	\$ 120,000
One-Off Contracts			
October	Momentum Dynamics Contract to Purchase and Install On-Route Charger	Fleet/Facilities	\$ 1,124,750
December	Construction Contract to Install Depot Chargers	Fleet/Facilities	\$ 236,000

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DATE: September 22, 2017
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
**SUBJECT: CONSIDERATION OF DECLARING VEHICLES AND/OR EQUIPMENT
AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION**

I. RECOMMENDED ACTION

That the Board of Directors approve a resolution declaring vehicles and/or obsolete equipment as ready for disposal or auction and direct the CEO to dispose of the surplus items in conformance with METRO's Administrative Policy Number AP-2020 - Fixed Assets and Inventoried Items.

II. SUMMARY

- In accordance with Santa Cruz Metropolitan Transit District's (METRO) policy on disposal of fixed assets, at least once per year the Finance Manager shall recommend to the Board of Directors a list of items to be declared excess with appropriate action for disposal.
- One (1) 2007 Ford Focus Sedan has exceeded its useful life and is no longer needed by METRO.
- Staff recommends that the Board of Directors approve the resolution for the disposal or auction of excess property (Attachment A) and declare the item(s) listed in Exhibit A as excess and direct staff to use appropriate action for disposal.

III. DISCUSSION/BACKGROUND

The following equipment identified in the Excess Vehicle & Equipment Listing (Exhibit A) has become obsolete and surpassed its useful life expectancy:

- The 2007 Ford Focus is 10 years old. The cost to repair the vehicle outweighs its value; therefore, this vehicle is recommended for disposal. It is fully depreciated, so there is no financial obligation to a granting agency with regard to the recommended disposal.

Disposal of this asset has been coordinated with management and staff in processing it for disposal and auction if appropriate.

Staff recommends that the Board of Directors approve a resolution (Attachment A) and declare the item listed in Exhibit A as excess and direct staff to use appropriate action for disposal.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The estimated gross market value of this vehicle is approximately \$500; it has reached the end of its useful life and is obsolete. There is no financial impact as a result of this disposal.

Any revenue generated from the sale of this vehicle will be recorded as income in the current fiscal year's operating budget to 'Gain / Loss Disposal on Assets' budget account 407090-100.

V. ALTERNATIVES CONSIDERED

Store the vehicle - This alternative is not recommended because the vehicle has exceeded its useful life, and is cost prohibitive to repair.

VI. ATTACHMENTS

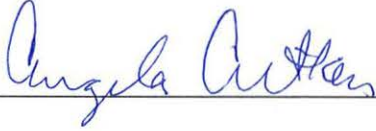
Attachment A: Resolution to Approve for the Disposal or Auction of Excess Property

Exhibit A: Excess Vehicle & Equipment Listing—as of September 22, 2017


Prepared By: Debbie Kinslow, Assistant Finance Manager

VII. APPROVALS:

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 TO APPROVE THE DISPOSAL OR AUCTION OF EXCESS ASSETS

WHEREAS, the Santa Cruz Metropolitan Transit District (District), receives federal financial assistance from the Federal Transit Administration (FTA) to acquire real property, equipment and supplies, and rolling stock; and

WHEREAS, all such assets must be managed, used, and disposed of in accordance with applicable laws and regulations; and

WHEREAS, the FTA prescribes the method and delivers guidance to public transit operators to comply with grant management requirements in accordance with the regulations in *Title 49 Code of Federal Regulations, part 24 (49CFR 24)* and FTA Circular 5010.1E; and

WHEREAS, the acquisition cost of each item identified as excess is greater than \$5,000; and

WHEREAS, the District has determined that it is necessary to either dispose of the property, and/or to place the items up for auction.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, that it hereby resolves, determines and orders as follows:

1. The following assets are declared excess property on the Excess Vehicle & Equipment Listing as of 09/22/17, "Exhibit A" and may be disposed of or auctioned as such:
 - a. "One (1) 2007 Ford Focus Sedan, asset # 715";

Attachment A

Resolution No. _____
Page 2 of 3

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on September 22, 2017, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

ABSTAIN: DIRECTORS –

Jimmy Dutra
Board Chair

ATTEST:

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

JULIE SHERMAN
General Counsel

Attachment A

Resolution No. _____
Page 3 of 3

EXHIBIT A, SANTA CRUZ METROPOLITAN TRANSIT DISTRICT RESOLUTION NO. _____

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
EXCESS VEHICLE & EQUIPMENT LISTING AS OF 09/22/17

(Attached)

Exhibit A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT EXCESS VEHICLE & EQUIPMENT LISTING AS OF 09/22/2017										
Vehicle or Asset Tag #	Description	Acquisition Date	Cost	Accumulated Depreciation	Net Book Value	Est. Market Value	Reason for Disposal	Condition	VIN / SN	License #
715	2007 FORD FOCUS SEDAN	6/1/2007	\$ 14,210	\$ 14,210	\$ -	\$ 500.00	END USEFUL LIFE	POOR	1FAHP34N07W312550	E-1263682



DATE: September 22, 2017
TO: Board of Directors
FROM: Eddie E. Benson, Maintenance Manager
SUBJECT: CONSIDERATION OF AWARD OF CONTRACT TO ALEXANDER ELECTRIC DBA STATE ELECTRIC GENERATOR FOR ANNUAL EMERGENCY GENERATOR LOAD BANK TESTING AND MAINTENANCE SERVICES NOT TO EXCEED \$80,000

I. RECOMMENDED ACTION

- 1) That the Board of Directors authorize the CEO to execute a contract with Alexander Electric, Inc. dba State Electric Generator for Annual Emergency Load Bank Testing and Maintenance Services in an amount not to exceed \$80,000 for a five (5)-year period, with one (1) option to extend the contract for another five (5)-year period, for a total potential term of ten (10) years.**
- 2) That the Board of Directors authorize the CEO to execute a future amendment with Alexander Electric, Inc. dba State Electric Generator extending the contractor for one (1) additional five (5)-year period, increasing the contract not to exceed to \$160,000.**

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) has a need for annual load bank testing of its emergency generators.
- A formal request for proposals was conducted to solicit proposals from qualified firms. One (1) firm submitted one (1) proposal for METRO's review.
- A three (3) member Evaluation Team comprised of METRO Facilities staff reviewed and evaluated the proposal, and is recommending an award to Alexander Electric, Inc. dba State Electric Generator.

III. DISCUSSION/BACKGROUND

Annual load bank testing and inspection is needed on Santa Cruz METRO's generators to ensure their ability to run emergency power at peak performance. This testing requires specialty equipment and must be performed outside of regular business hours, making an outside contractor necessary. Due to power outages being common in this area, and the related safety concerns, this procurement also has a provision for emergency equipment maintenance services on an as-needed basis. Facilities Maintenance will continue performing regular maintenance in-house.

Alexander Electric, Inc. dba State Electric Generator is METRO's current provider for these services; however, this contract will expire on September 30, 2017, with no further options to renew.

On July 12, 2017, METRO legally advertised and distributed Request for Proposals (RFP) No. 17-24 to fourteen (14) local firms, one hundred twenty four (124) Disadvantaged Business Enterprise (DBE) firms, and eight (8) builders' exchanges, posted notice on its website, and sent email notices to all GovDelivery subscribers. On August 23, 2017, one (1) proposal was received and opened from Alexander Electric, Inc. dba State Electric Generator. A three (3) member Evaluation Team comprised of METRO Facilities staff has reviewed and evaluated the proposal.

The Evaluation Team used the following criteria as contained in the Request for Proposals:

Evaluation Criteria	Points
Contractor's Recent Experience and Qualifications	30
Quality of relevant experience of offeror's key staff	20
References	20
Cost Proposal	30
Total Points Possible	100

Staff is recommending the following actions: 1) that the Board of Directors authorize the CEO to execute a five (5)-year contract on behalf of METRO with Alexander Electric, Inc. dba State Electric Generator for Annual Emergency Load Bank Testing and Maintenance Services in an amount not to exceed \$80,000; and 2) that the Board of Directors authorize the CEO to execute a future contract amendment with Alexander Electric, Inc. dba State Electric Generator extending the contract for one (1) additional five (5)-year period, for a total anticipated contract value not to exceed \$160,000 and a total potential contract term not to exceed ten (ten) years.

Contractor will provide all services meeting all METRO's specifications and requirements of the contract. Alexander Electric, Inc. dba State Electric Generator is a local business, from the city of Scotts Valley, in close proximity to Santa Cruz METRO's main facilities, ensuring quick response time in case of emergency. Eddie E. Benson, Maintenance Manager, will serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The base value of the contract is \$80,000 for the first five (5) years. Should the one (1), five (5)-year option be exercised, the total ten (10)-year value of the contract is not to exceed \$160,000. Funds to support this contract are included in the Facilities FY18 Operating budget, and planned for FY19 through FY27 outside equipment repair Operating budget account #2200-503352.

V. ALTERNATIVES CONSIDERED

- None. METRO staff does not have the equipment or resources necessary to perform these services in-house.

VI. ATTACHMENTS

Attachment A: Contract with Alexander Electric, Inc. dba State Electric Generator

Note: A full copy of the Contract is available on request.


Prepared By: Alex Strudley, Purchasing Agent

VII. APPROVALS:


Eddie E. Benson, Maintenance Manager



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

PROFESSIONAL SERVICES CONTRACT FOR ANNUAL EMERGENCY GENERATOR LOAD BANK TESTING AND MAINTENANCE SERVICES (17-24)

THIS CONTRACT is made effective on October 1, 2017 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (“Santa Cruz METRO”), a political subdivision of the State of California, and Alexander Electric, Inc. dba State Electric Generator (“Contractor”).

1. RECITALS

1.01 Santa Cruz METRO’s Primary Objective

Santa Cruz METRO is a public entity whose primary objective is providing public transportation and which has its principal office at 110 Vernon Street, Santa Cruz, California 95060.

1.02 Santa Cruz METRO’s Need for Annual Emergency Generator Load Bank Testing and Maintenance Services

Santa Cruz METRO has the need for Annual Emergency Generator Load Bank Testing and Maintenance Services. In order to obtain these services, Santa Cruz METRO issued a Request for Proposals, dated July 12, 2017, setting forth specifications for such services. The Request for Proposals is attached hereto and incorporated herein by reference as Exhibit A.

1.03 Contractor’s Proposal

Contractor is a firm/individual qualified to provide Annual Emergency Generator Load Bank Testing and Maintenance Services and whose principal place of business is 440 Kings Village Road, Scotts Valley CA 95066. Pursuant to the Request for Proposals issued by Santa Cruz METRO, Contractor submitted a proposal for Annual Emergency Generator Load Bank Testing and Maintenance Services, which is attached hereto and incorporated herein by reference as Exhibit B

1.04 Selection of Contractor and Intent of Contract

On August 28, 2017, Santa Cruz METRO selected Contractor as the offeror whose proposal was most advantageous to Santa Cruz METRO to provide the Annual Emergency Generator Load Bank Testing and Maintenance Services described herein. This Contract is intended to fix the provisions of these services.

Santa Cruz METRO and Contractor agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.01 Documents Incorporated in this Contract

The documents listed below are attached to this Contract and by reference made a part hereof. This is an integrated Contract. This writing constitutes the final expression of the parties’ Contract, and it is a complete and exclusive statement of the provisions of that Contract, except for written amendments, if any, made after the date of this Contract in accordance with Section 11.15 of the General Conditions to the Contract.

A. Exhibit A

Santa Cruz METRO’s “Request for Proposals” dated July 12, 2017.

Attachment A

B. Exhibit B (Contractor's Proposal)

Contractor's Proposal to Santa Cruz METRO for Annual Emergency Generator Load Bank Testing and Maintenance Services, signed by Contractor and dated August 23, 2017.

C. Exhibit C

Negotiated and mutually agreed upon pricing and compensation.

2.02 Conflicts

Where in conflict, the provisions of this writing supersede those of the above-referenced documents, Exhibits A, B and C. Where in conflict, the provisions of Exhibit A supersede Exhibit B. Where in conflict, the provisions of Exhibit C supersede Exhibits A and B.

2.03 Recitals

The Recitals set forth in Article 1 are part of this Contract.

3. DEFINITIONS

3.01 General

The terms below (or pronouns in place of them) have the following meaning in the Contract:

3.01.01 CONTRACT - The Contract consists of this document, the attachments incorporated herein in accordance with Article 2, and any written amendments made in accordance with Part IV, Section 11.15 of, the General Conditions to the Contract.

3.01.02 CONTRACTOR - The Contractor selected by Santa Cruz METRO for this project in accordance with the Request for Proposals issued July 12, 2017.

3.01.03 CONTRACTOR'S STAFF - Employees of Contractor.

3.01.04 DAYS - Calendar days.

3.01.05 OFFEROR - Contractor whose proposal was accepted under the terms and conditions of the Request for Proposals issued July 12, 2017.

3.01.06 PROVISION - Any term, agreement, covenant, condition, clause, qualification, restriction, reservation, or other stipulation in the Contract that defines or otherwise controls, establishes, or limits the performance required or permitted by either party.

3.01.07 SCOPE OF WORK (OR "WORK") - The entire obligation under the Contract, including, without limitation, all labor, equipment, materials, supplies, transportation, services, and other work products and expenses, express or implied, in the Contract.

Attachment A

4. TIME OF PERFORMANCE

4.01 Term

The term of this Contract will be for a period not to exceed five (5) years and shall commence upon the execution of the Contract by Santa Cruz METRO. At the option of Santa Cruz METRO, this Contract agreement may be renewed for one (1) additional five (5) year term upon mutual written consent.

5. COMPENSATION

5.01 Terms of Payment

Santa Cruz METRO shall compensate Contractor in an amount not to exceed the amounts/rates agreed upon by Santa Cruz METRO. Santa Cruz METRO shall reasonably determine whether work has been successfully performed for purposes of payment. Compensation shall be made within thirty (30) days of Santa Cruz METRO's written approval of Contractor's written invoice for said work. Contractor understands and agrees that if they exceed the **\$80,000.00** maximum amount payable under this Contract during the initial five (5) year base term, they do so at their own risk. Adjustments to compensation may be made in accordance with Exhibit A.

5.02 Invoices

Contractor shall submit invoices with a purchase order number provided by Santa Cruz METRO on a monthly basis. Contractor's invoices shall include detailed records showing actual time devoted, work accomplished, date work accomplished, personnel used, and amount billed per hour. Expenses shall only be billed if allowed under the Contract.

Said invoice records shall be kept up-to-date at all times and shall be available for inspection by Santa Cruz METRO (or any grantor of Santa Cruz METRO, including, without limitation, any State or Federal agency providing project funding or reimbursement) at any time for any reason upon demand for not less than four (4) years after the date of expiration or termination of the Contract. Under penalty of law, Contractor represents that all amounts billed to Santa Cruz METRO are (1) actually incurred; (2) reasonable in amount; (3) related to this Contract; and (4) necessary for performance of the project.

6. NOTICES

All notices under this Contract shall be deemed duly given upon delivery, if delivered by hand, or three (3) days after posting, if sent by registered mail, receipt requested, to a party hereto at the address hereinunder set forth or to such other address as a party may designate by notice pursuant hereto.

Santa Cruz METRO

Attention: Alex Clifford, CEO
Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060

CONTRACTOR

Attention: Ernest Alexander
Alexander Electric, Inc. dba State Electric Generator
P.O. Box 66459
Scotts Valley, CA 95067

The parties agree that this Contract, agreements ancillary to this Contract, and related documents to be entered into this Contract will be considered accepted when the signature of a party is delivered by scanned image as an attachment to electronic mail. Such scanned signature must be treated in all respects as having the same effect as an original signature. Each party further agrees that this Contract may be executed in two or more counterparts, all of which constitute one and the same instrument.

Attachment A

8. AUTHORITY

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

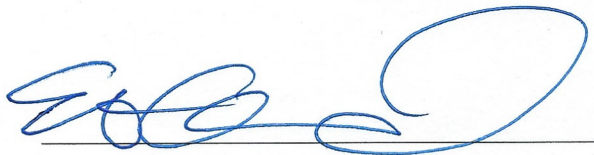
Signed on 9/12/17

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Alex Clifford, CEO/General Manager

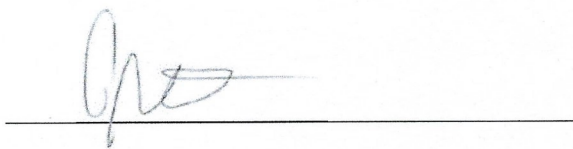
Contractor –
ALEXANDER ELECTRIC, INC.
dba STATE ELECTRIC GENERATOR

Ernest Alexander, CEO



Approved as to Form:

Julie A. Sherman, General Counsel





DATE: September 22, 2017
TO: Board of Directors
FROM: Thomas Hiltner, Grants/Legislative Analyst
**SUBJECT: CONSIDERATION OF ADOPTING A RESOLUTION AUTHORIZING THE
CEO TO SUBMIT GRANT APPLICATIONS AND EXECUTE
AGREEMENTS TO RECEIVE FUNDS FROM THE SANTA CRUZ
COUNTY REGIONAL TRANSPORTATION COMMISSION**

I. RECOMMENDED ACTION

That the Board of Directors adopt a resolution authorizing the CEO to submit grant applications and execute agreement(s) necessary to receive grant funds from the Santa Cruz County Regional Transportation Commission's 2018 Regional Transportation Improvement Program.

II. SUMMARY

- The Santa Cruz County Regional Transportation Commission (RTC) is soliciting grant applications for approximately \$22 million in federal and state programs funding the 2018 Regional Transportation Improvement Program (RTIP).
- RTIP funds can be used for a wide array of road, bridge and transit capital projects and are available for all jurisdictions in the County, including the RTC.
- The RTC will award grants on a competitive basis to projects that address safety, access, system preservation and greenhouse gas reduction criteria.
- The RTC requires that applicants pay 11.47% of project costs with non-federal matching funds.
- Santa Cruz Metropolitan Transit District (METRO) has an urgent need to replace buses and has over \$200 million in unfunded capital needs over the next 10 years.
- Staff recommends that the Board adopt a resolution (Attachment A) that authorizes the CEO to submit grant applications, sign the Agency Certifications and Assurances (Attachment B) and execute agreements necessary to receive financial assistance from the RTIP for approximately \$12 million in transportation improvements at METRO.

III. BACKGROUND/DISCUSSION

The RTC has announced a call for projects to be competitively awarded from approximately \$22 million in consolidated state and federal funds available to the RTC's 2018 RTIP from these sources:

1. Approximately \$17 million in State Transportation Improvement Program (STIP) funds anticipated to be available to Santa Cruz County for the next five years ending in FY23. The RTC programs the California Transportation Commission's five-year estimate of STIP funds every two years as anticipated revenue changes.
2. Approximately \$4 million anticipated from the federal Surface Transportation Block Grant Program (STBG) through FY19. The US Department of Transportation apportions STBG funds each year, but due to a varying and unpredictable federal budget schedule, the RTC programs the funds approximately every other year.
3. Approximately \$400,000 is available from the state's Local Partnership Program (LPP) through FY19. LPP is a new fund created by SB 1 and is continuously funded by an increase in gasoline excise taxes. The RTC intends to program LPP funds every year or every other year.
4. Approximately \$600,000 in supplemental State Transit Assistance (STA) revenue is produced by SB 1. This amount is Santa Cruz County's supplemental population-based formula share for the second half of FY18; an equal share of supplemental STA revenue-based formula funds can only be allocated to METRO. On 9/7/17, the RTC tasked staff to devise a method for allocating future (full-year FY19 and beyond) supplemental population-based formula funds.

The RTC will select projects from the consolidated solicitation based upon merit to ensure that funds are used cost effectively to improve the region's multimodal transportation network and will evaluate projects by the number of people served, safety improvement, system preservation, reduction in greenhouse gas emissions and other criteria. In order to leverage the most project value from available funding, all project proposals require 11.47% in non-federal matching funds. The RTC will select the projects to be funded from Surface Transportation Block Grant and State Transit Assistance program funds, and the California Transportation Commission will consider the RTC's recommendations for projects to be funded from the State Transportation Improvement Program and state Local Partnership Program. Project applications are due October 23, 2017.

A wide range of transportation improvements are eligible for funding from the 2018 RTIP: highways; local streets and roads; transit and paratransit capital; bicycle and pedestrian projects; safety improvements; and rail infrastructure. Cities, the County of Santa Cruz, the RTC, the University of California Santa Cruz, METRO, Caltrans and non-profit agencies (with public agency sponsorship) are among those eligible to apply for the funds. Projects must be consistent with the RTC's Regional Transportation Plan.

METRO has a host of unfunded capital improvement projects including bus replacements, van replacements, Automatic Vehicle Locators / Automatic Passenger Counters (AVL/APC) installation, on-board and infrastructure wireless network upgrades, all of which are eligible for funding from the 2018 RTIP. METRO will program non-federal matching funds needed from anticipated STA revenue and Operating and Capital Reserves as needed in the year of implementation. Staff proposes that METRO submit applications to the RTC for the following projects:

- Purchase 4 ParaCruz replacement vans, one CNG replacement bus and five battery-electric replacement buses: \$5.9 million
- Refurbish 16 CNG buses: \$4.1million
- Install AVL/APC on buses and upgrade wireless network: \$2.0 million

Staff recommends that the Board adopt a resolution (Attachment A) authorizing the CEO to submit grant applications to the RTC for the above projects, to sign the Certifications and Assurances (Attachment B) and to execute all agreements necessary to receive grant funds from the 2018 RTIP.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The proposed projects have an estimated total cost of \$11,995,000. The 2018 RTIP would pay \$10,619,174, and METRO would contribute \$1,375,827 in non-federal matching funds to implement these projects if the grant applications are successful. METRO will program anticipated non-federal funds from future State Transit Assistance and Operating & Capital Reserve Account funds as needed in the year of project implementation.

V. ALTERNATIVES CONSIDERED

Alternative 1: Do not submit applications for 2018 RTIP funds. METRO has an overwhelming list of capital improvement projects, and this program offers an

opportunity to compete for needed capital funding. This alternative is not recommended.

Alternative 2: Submit applications for alternative METRO projects. METRO staff has chosen METRO's highest priority capital needs from the Unfunded Capital Improvements List for this opportunity. While other projects have merit, METRO's systematic approach to project selection using established priorities will produce the best long-term results. Alternative projects are not recommended.

VI. ATTACHMENTS

Attachment A: Resolution authorizing grant applications to the 2018 Regional Transportation Improvement Program

Attachment B: Agency Certifications and Assurances

Prepared by: Thomas Hiltner, Grants/Legislative Analyst

VII. APPROVALS:

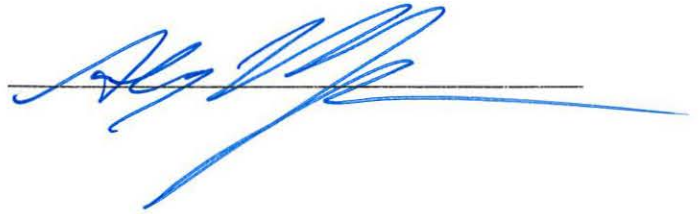
Barrow Emerson, Planning
and Development Manager

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Approved as to fiscal impact:
Angela Aitken, Finance Manager

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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 CEO TO SUBMIT GRANT APPLICATIONS TO AND EXECUTE AGREEMENTS WITH THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION TO RECEIVE FUNDS FROM THE 2018 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM

WHEREAS, the Santa Cruz County Regional Transportation Commission (RTC) receives revenue from the State Transportation Improvement Program, the State Transit Assistance program, the state Local Partnership Program and the federal Surface Transportation Block Grant program to fund RTC's Regional Transportation Improvement Program (RTIP) for eligible projects throughout Santa Cruz County; and

WHEREAS, the RTC has announced a competitive, consolidated call for projects to be funded with approximately \$22 million anticipated in the RTIP during the next two years; and

WHEREAS, the RTC will evaluate applications and award grants to the most deserving projects based upon the number of people served, safety, preservation of infrastructure, reduction of greenhouse gas emissions and other criteria; and

WHEREAS, the Santa Cruz Metropolitan Transit District (METRO) has unfunded capital needs to replace vehicles and upgrade facilities and requires external funding to maintain equipment in a state of good repair; and

WHEREAS, the RTC requires local matching funds of 11.47% for grants from the 2018 RTIP; and

WHEREAS, METRO can commit approximately \$775,000 in local match from its Operating and Capital Reserve Fund.

Attachment A

Resolution No. _____
Page 2

NOW, THEREFORE, BE IT RESOLVED, that the CEO/General Manager is authorized to submit grant applications, commit required local matching funds and execute all agreements with the RTC on behalf of the METRO in order to receive financial assistance from the 2018 Regional Transportation Improvement Program for approximately \$6.7 million in capital improvements.

PASSED AND ADOPTED this 22nd day of September 2017, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____

JIMMY DUTRA
Board Chair

ATTEST _____

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

JULIE SHERMAN
General Counsel

14-07A.2

Attachment B

PART V: Agency Certification and Assurances

I, _____, as authorized representative of _____ (agency) hereby certify that the information contained in this application for _____ (project title), including required attachments, is accurate and hereby certify the following:

1. The project implementing agency possesses legal authority to nominate projects and to finance, acquire, construct, and/or implement the proposed project;
2. This project is among the highest priorities for this agency;
3. The proposed transportation investments have received the full review and vetting required by law;
4. Such investments are an appropriate use of taxpayer dollars. The agency shall adhere to principles and policies that ensure government oversight and management of the contracting process to ensure taxpayer funds are spent wisely; contracts are not wasteful, inefficient, or subject to misuse; unnecessary no-bid and cost-plus contracts are avoided; and contracts are awarded according to the best interests of California taxpayers;
5. The agency will maintain and operate the property acquired, developed, rehabilitated, or restored for the life of the resultant facility(ies) or activity. I understand that with the approval of the California Department of Transportation, the Administering Agency or its successors in interest in the property may transfer the responsibility to maintain and operate the property;
6. If these new funds are used to replace funds previously committed to this project, the agency will maintain its effort with regard to redirecting those funds to similar transportation projects;
7. The agency will give RTC and California Department of Transportation's representative access to and the right to examine all records, books, papers, or documents related to the project;
8. Work on the project shall commence within a reasonable time after receipt of notification that funds have been approved, allocated or obligated, as applicable, and that the project will be carried to completion with reasonable diligence;
9. The agency will comply where applicable with provisions of the California Environmental Quality Act, the National Environmental Policy Act, the Americans with Disabilities Act, the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation, and any other federal, state, and/or local laws, rules and/or regulations; and
10. The agency shall comply with all reporting requirements outlined by FHWA, FTA, RTC, Caltrans, the California Transportation Commission (CTC) or state statute, as applicable;
11. The agency will commit the funds necessary to ensure this project is fully funded.

Implementing Agency:

Signed _____ Date _____
Printed (Name and Title) **Alex Clifford, CEO/General Manager**
Implementing Agency **Santa Cruz Metropolitan Transit District**

Project Sponsor – if different

Signed _____ Date _____
Printed (Name and Title) **Enter Name/Title**
Sponsor Agency **Enter Agency Name**

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DATE: September 22, 2017
TO: Board of Directors
FROM: Barrow Emerson, Planning and Development Manager
**SUBJECT: CONSIDERATION OF AUTHORIZING CEO TO EXECUTE A
CONTRACT WITH COMPLETE COACH WORKS TO LEASE
ARTICULATED BUSES FOR UCSC SERVICES**

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO to execute a contract with Complete Coach Works to lease articulated buses for UCSC services.

- Santa Cruz Metropolitan Transit District (METRO) bus services to UCSC often suffer from overcrowding, leading to stranding loads and passenger pass-bys due to lack of capacity.
- UCSC desires additional capacity to meet their service needs.
- METRO is unable, because of budgetary constraints, to implement additional trips for UCSC service at this time.
- In support of a student transportation fee ballot measure in Spring 2018, UCSC would like to fund the operation of three articulated buses on UCSC routes during the Winter and Spring quarters of 2018 to show the potential improvements to the school service possible with additional funding.
- Per action at the August 4, 2017 Board meeting, staff was conditionally directed to proceed with implementation of the articulated bus pilot project.
- METRO is negotiating a contract with Complete Coachworks (CCW) to provide the required three articulated buses for this pilot project, including one bus for training purposes in November and December and three buses for in-service operations during January through June 2018, at a cost of approximately \$85,000.
- UCSC is committed to funding the cost of this pilot project, including this vehicle lease, operator training, and possible special vehicle pay.
- METRO needs to execute this bus lease contract by October 16, 2017 in order for the training bus to be delivered by November 1, 2017.
- It is requested that the Board authorize the CEO to execute a contract with CCW to lease the three articulated buses for the pilot project.

II. DISCUSSION/BACKGROUND

Over the years, morning METRO bus services to UCSC have often suffered from overcrowding leading to stranding passengers and pass-bys due to lack of

capacity. Historically METRO has been able to add service to meet this demand via morning trippers.

Even if UCSC were able to fund additional operators, due to a lack of additional vehicles to provide the services in the short-term, METRO is not in a position to provide enough additional trips to address the capacity issue.

It is proposed that UCSC fund and METRO operate three articulated buses on UCSC routes during the Winter and Spring quarters of 2018. In preparation for a student fee ballot measure in Spring 2018, UCSC wants to demonstrate to students possible improvements to the school bus service that could be provided with additional funding.

METRO is currently negotiating a contract with CCW to provide the required three articulated buses for this pilot project, including one bus for training purposes in November and December and three buses for in-service operations during January through June 2018, at a cost of approximately \$85,000.

To receive the first vehicle for training by November 1, 2017, METRO needs to execute the lease by October 16, 2017, which date is prior to the next Board meeting.

It is requested that the Board authorize the CEO execute a contract with CCW to provide the three articulated buses, with UCSC reimbursing METRO for the lease costs.

III. FINANCIAL CONSIDERATIONS/IMPACT

There will be no costs for METRO to lease the three articulated buses, as UCSC will fund all costs of the lease.

IV. ALTERNATIVES CONSIDERED

UCSC and METRO could choose not to lease the buses and not pursue this pilot project. This is not recommended.

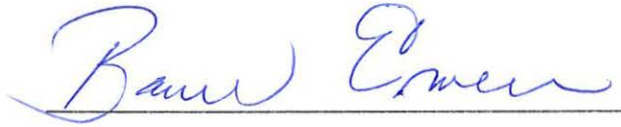
V. ATTACHMENTS

None

Prepared By: Barrow Emerson, Planning & Development Manager

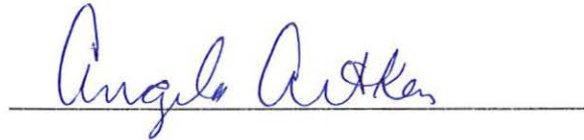
V. APPROVALS:

Barrow Emerson, Planning and
Development Manager



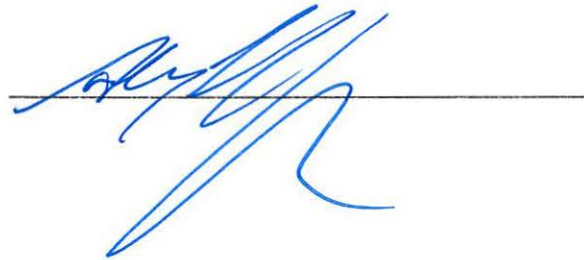
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Approved as to fiscal impact:
Angela Aitken, Finance Manager



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Alex Clifford, CEO/General Manager



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DATE: September 22, 2017
TO: Board of Directors
FROM: Julie Sherman, General Counsel
**SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 2ND
CONTRACT AMENDMENT WITH HOWIE AND SMITH, LLP TO
INCREASE THE CONTRACT TOTAL BY \$25,000**

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO to execute a second contract amendment with Howie and Smith, LLP to increase the contract total by \$25,000 for legal services, thereby increasing the total contract authority from \$50,000 to \$75,000

II. SUMMARY

- The law firm of Howie & Smith, LLP has been providing Legal Services to the Santa Cruz Metropolitan Transit District (METRO) for various litigation matters over the past several years.
- METRO solicited the services of Howie & Smith, LLP in 2015 to assist the District Counsel with a specific federal case and entered into a contract on October 16, 2015. This contract was established on October 16, 2015.
- On September 23, 2016 METRO executed a First Amendment to the Contract for Legal Services in an amount not to exceed \$25,000 to ratify the Contract to pay against invoices incurred under the Amendment.
- In order to reach a resolution of the federal case currently assigned to Howie & Smith, LLP, General Counsel recommends increasing the compensation provided to Howie & Smith, LLP and extending the term of the contract for two years.

III. DISCUSSION/BACKGROUND

In 2015, the Legal Department solicited the services of Robert G. Howie, Esq. of Howie & Smith, LLP to handle a litigated matter, as assigned by District Counsel. A limited term contract, not to exceed \$25,000 was entered into with the firm.

Since entering into the contract in October 2015, the need for additional services has become necessary, as the case has not been resolved. Pursuant to the First Amendment to the Contract, the not to exceed amount was increased by \$25,000.

Since Howie & Smith, LLP has been assigned this case since October of 2015, it would take another firm additional time and expense to be able to resolve this case. For this reason, it is requested that the Board of Directors find that it is in the best interests of METRO to move forward with this contract amendment with Howie & Smith, LLP increasing the amount not to exceed by \$25,000 so that the firm may continue representing METRO in the assigned matter. The proposed final version of the contract amendment is attached (Attachment A).

Staff recommends that the Board of Directors authorize the CEO to execute a second contract amendment on behalf of METRO. Julie Sherman, General Counsel, will continue to serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

This contract has a total not to exceed of \$50,000. Additional funds in an amount of \$25,000 are requested for approval at this time. The new contract total not to exceed would be \$75,000.

Funds to support this contract are included in the Legal Department FY18 Professional and Technical Services (acct # 503031) Operating Budget.

V. ALTERNATIVES CONSIDERED

Do not approve the execution of a contract amendment with Howie & Smith, LLP. Staff does not recommend this option, as the continued legal representation of Howie & Smith, LLP is crucial in the ongoing litigation and risk matter at hand.

VI. ATTACHMENTS

Attachment A: Second Amendment to Contract for Legal Services

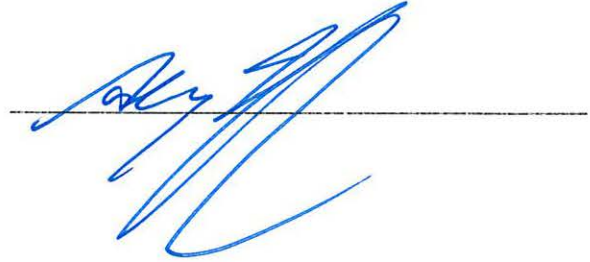
Prepared By: Julie Sherman, General Counsel

VII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Attachment A

SECOND AMENDMENT TO CONTRACT FOR LEGAL SERVICES

This Second Amendment to Contract is made and entered into at Santa Cruz, California, as of August 25, 2017, by and between **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**, a public agency ("Santa Cruz METRO"), and, **Robert G. Howie, Esq. of HOWIE & SMITH LLP**, ("ATTORNEY"), who agree as follows:

1. RECITALS

On October 16, 2015, Santa Cruz METRO and ATTORNEY executed a "Contract for Legal Services" in an amount not to exceed \$25,000.00, including any reimbursable expenses.

On September 23, 2016 Santa Cruz METRO ATTORNEY executed a "First Amendment to the Contract for Legal Services" in an amount not to exceed \$25,000.00, including any reimbursable expenses.

Both Parties wish to amend this Contract to increase the total amount of Consideration payable to ATTORNEY, in an amount not to exceed an additional \$25,000.00, and to limit the term of this Amendment to 2 years.

2. AMENDMENTS

The following paragraphs are amended, replaced and restated as follows:

2. **Total Consideration** is hereby amended to read as follows:

The total consideration payable to ATTORNEY may not exceed the sum of \$25,000.00 over the next two (2) years beginning **August 25, 2017 and ending August 25, 2019, including any reimbursable expenses.**

This amount is established for Santa Cruz METRO's budgetary purposes and does not constitute a contractual commitment by Santa Cruz METRO to retain ATTORNEY to such an extent, nor a commitment by ATTORNEY to provide all required services within the amount so established. However, ATTORNEY may not provide services that are billable to Santa Cruz METRO in an amount exceeding the amount of the total consideration provided above unless approved in advance by written amendment to the Contract for Legal Services, dated October 16, 2015.

6. EFFECTIVE DATE

This Contract is effective as of the day and year first hereinabove appearing.

7. NOTICES

All notices and other communications under this Contract must be in writing and will be deemed to have been duly given (i) on the date of delivery, if delivered personally to the party to whom notice is given, or if made by electronic mail or telecopy directed to the party to whom notice is to be given at the email address provided or the telecopy number listed below, or (ii) at the earlier of actual receipt or the second business day following deposit in the United States mail, postage prepaid. Notices and other communications must be directed to the parties at the addresses shown below. A party may change its person designated to receive notice, its email address, telecopy number, or its mailing address from time to time by giving notice to the other party in accordance with the procedures set forth in this Article.

Santa Cruz METRO: Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060
Phone: (831) 426-6080 – ext. 1604
Fax: (831) 469-3658
Email: jsherman@hansonbridgett.com

Attachment A

ATTORNEY:

Robert G. Howie, Esq.
Howie & Smith, LLP
1777 Borel Street, Ste. 1000
San Mateo CA 94402
Phone: (650) 685-9300
Fax: (650) 685-3967
Email: showie@howielaw.com

6. ENTIRE AGREEMENT

This Second Amendment, together with the Contract dated October 16, 2015, including all prior Amendments, Exhibits and Attachments, embodies the entire agreement of the parties in relation to the scope of services herein described, and no other understanding whether verbal, written or otherwise exists between the parties.

Executed as of the day first above stated.

HOWIE & SMITH, LLP

By: 

ROBERT G. HOWIE
Partner

**SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT**

By: _____

ALEX CLIFFORD
CEO/General Manager

Approved as to Content and Legal Form:

By: 

JULIE A. SHERMAN
General Counsel



DATE: September 15, 2017
TO: Board of Directors
FROM: Angela Aitken, Interim Human Resources Manager & Finance Manager
**SUBJECT: APPROVAL OF WAGE SURVEY RESULTS FOR ELECTRONIC
TECHNICIAN**

I. RECOMMENDED ACTION

That the Board of Directors approves the wage survey results for the Electronic Technician position.

II. SUMMARY

- On December 9, 2016, former SEIU-VMU Chapter President Antonio Castillo formally requested a salary survey in accordance with Article 8.2.3 of the Memorandum of Understanding (MOU) for the Mechanic Ladder.
- In April of 2017, Santa Cruz Metropolitan Transit District (METRO) and SEIU reached a side agreement that allowed SEIU to have an additional salary survey done on the Electronic Technician position, as a stand-alone position. Pursuant to said side agreement, this position survey is being viewed as an additional salary survey; not inclusive of the Mechanic Ladder salary survey. (See Attachment A)
- From April to June of 2017, METRO conducted a salary survey for the Electronic Technician position using the eleven agreed upon comparable agencies.
- On June 8, 2017, METRO presented to SEIU the new Electronic Technician wage survey.
- On September 8, 2017, METRO received concurrence from SEIU of the presented Electronic Technician wage survey.
- Staff recommends adoption of the attached salary table for SEIU – VMU with an effective date of the Electronic Technician position as June 15, 2017. (See Attachment B)

III. DISCUSSION/BACKGROUND

Article 8.7.1 of the SEIU MOU states that during the months of June and December, twice a year, the Union can put forth a reclass request for three single classifications and one career ladder grouping listed in Article 8.5.1.

In December of 2016, SEIU submitted a reclass request for the Mechanics career ladder.

In April of 2017, METRO and SEIU reached a side agreement that allowed SEIU to have an additional salary survey done on the Electronic Technician position, as a stand-alone position. Pursuant to said side agreement, this salary survey is being viewed as an additional salary survey; not inclusive of the Mechanic Ladder salary survey. Adding this one position as a salary survey to SEIU's December 2016 reclass and salary survey is not precedent setting and is viewed as a one-time accommodation to SEIU's request. METRO did not include the Electronic Technician position in the Mechanic Ladder (Article 8.5.1).

From April to June of 2017, METRO conducted a salary survey for the Electronic Technician position using the eleven agreed upon comparable agencies.

The agreed upon eleven comparable agencies include:

- Santa Cruz County
- Monterey Salinas Transit (MST)
- City of Santa Cruz
- Alameda-Contra Costa Transit District (AC Transit)
- Santa Clara Valley Transit Authority (VTA)
- San Joaquin Regional Transit District (San Joaquin RTD)
- Central Contra Costa Transit Authority (County Connection, CCCTA)
- Golden Gate Bridge, Highway and Transportation District (Golden Gate Transit)
- Riverside Transit Agency (RTA)
- San Mateo County Transit District (SamTrans)
- Santa Barbara Metropolitan Transit District (Santa Barbara MTD)

On June 8, 2017, Santa Cruz METRO presented to SEIU the new Electronic Technician wage survey and on September 8, 2017 Santa Cruz METRO received concurrence from SEIU for Electronic Technician wage survey.

Staff recommends adoption of the attached salary table for SEIU – VMU with an effective date of the Electronic Technician position as June 15, 2017. (See Attachment B)

IV. FINANCIAL CONSIDERATIONS/IMPACT

The cost related to the adjustment to the pay schedules for the updated Electronic Technician salary study is estimated to be approximately \$15,000 in FY18.

V. ALTERNATIVES CONSIDERED

- Do nothing is an alternative. Staff does not recommend this option. The salary survey conducted for Electronic Technician showed that METRO salary was lower than 95% of the median wages of the agreed upon comparable agencies.
- Reject the suggested wage surveys. Staff does not recommend this action since the wage surveys were researched and conducted using the agreed upon comparable agencies.

VI. ATTACHMENTS

Attachment A: Electronic Technician Side Agreement – April 2017

Attachment B: SEIU - VMU
Salary Schedule Including Electronic Technician
Effective June 15, 2017

Attachment C: SEIU - VMU
Salary Schedule Including Electronic Technician
Effective June 14, 2018

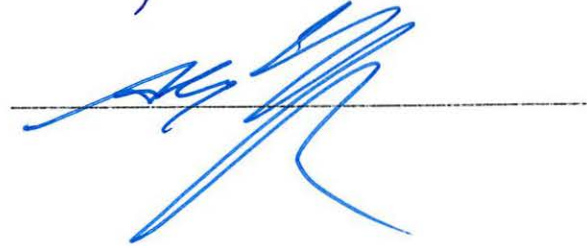
Prepared By: Caroline Hawkins, Provisional Assistant Human Resources
Manager

VII. APPROVALS

Angela Aitken,
Interim Human Resources Manager /
Finance Manager



Alex Clifford, CEO/General Manager



Attachment A
SIDE AGREEMENT BETWEEN
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AND
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 521 (VMU)

A disagreement between Santa Cruz Metropolitan Transit District (METRO) and the Service Employees International Union, Local 521 (SEIU) recently arose relative to the recently created Electronic Technician (ECT). The SEIU believed that Management represented that the ECT was to be added to Articles 8.5.1 and 8.5.3 of the Memorandum of Understanding (MOU). Management disagreed.

In the spirit of compromise, the Chief Executive Officer (CEO) has offered, and the SEIU has accepted a compromise. The SEIU and METRO agree as follows:

1. Santa Cruz METRO will allow SEIU to have an additional salary survey done on the Electronic Technician position, as a stand-alone position. This will be viewed as an additional salary survey; not inclusive of the Mechanic ladder salary survey.
2. Adding this one position as a salary survey to SEIU's December 2016 reclass and salary survey, will not be precedent setting and will be viewed as a one-time accommodation to SEIU's request.
3. Santa Cruz METRO will not include the Electronic Technician position in the Mechanic Ladder (Article 8.5.1).
4. Santa Cruz METRO will not include the Electronic Technician position in the closed promotional Article of the MOU (8.5.3)
 - a. However, should there be a vacant Electronic Technician position that comes open between now and the end of the current MOU (06/30/18), METRO will recruit the position under a closed promotional recruitment for ten (10) days, following which METRO will recruit outside METRO, should METRO be unable to obtain a qualified internal candidate during the ten-day closed promotional recruitment.
5. By their signing below, the SEIU also agrees to immediately withdraw their grievance dated 03/29/17.


It is the intent of the parties that no precedence is set by these actions.

The undersigned have reviewed this side agreement and mutually agree to its intent.



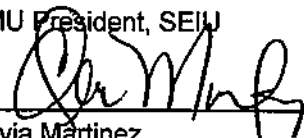
Alex Clifford
METRO CEO

4/18/17
Date



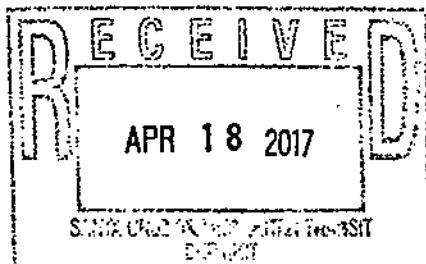
Antonio Castillo
VMU President, SEIU

4/18/17
Date



Olivia Martínez
Lead Internal Organizer
SEUI Local 521

4/18/17
Date



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Attachment B

Effective June 15, 2017

	Step 1	Step 1 LL	Step 2	Step 2 LL	Step 3	Step 3 LL	Step 4	Step 4 LL	Step 5	Step 5 LL	Step 6	Step 6 LL
VMU SALARY SCHEDULE												
BODY REPAIR MECHANIC	25.29	26.55	27.81	27.88	29.27	30.66	29.27	30.73	30.73	32.27	32.27	33.88
ELECTRONIC TECHNICIAN	31.06	32.61	34.16	34.24	35.87	37.66	35.95	37.75	37.75	39.64	39.64	41.62
FM LEAD MECHANIC	27.91	29.31	30.71	30.78	32.32	33.86	32.32	33.94	33.94	35.64	35.64	37.42
FM MECHANIC I	24.10	25.31	26.52	26.58	27.91	29.24	27.91	29.31	29.31	30.78	30.78	32.32
FM MECHANIC II	25.31	26.58	27.85	27.91	29.24	30.71	29.31	30.78	30.78	32.25	32.25	33.86
FM MECHANIC III	26.58	27.91	29.24	29.31	30.71	32.25	30.78	32.32	32.32	33.86	33.86	35.56
LEAD PARTS CLERK-FM	25.04	26.29	27.54	27.60	28.91	30.36	28.98	30.43	30.43	31.95	31.95	33.55
PARTS CLERK	20.15	21.16	22.17	22.22	23.28	24.44	23.33	24.50	24.50	25.73	25.73	27.02
RECEIVING PARTS CLERK	20.15	21.16	22.17	22.22	23.28	24.44	23.33	24.50	24.50	25.73	25.73	27.02
UPHOLSTERER I	21.73	22.82	23.91	23.96	25.10	26.36	25.16	26.42	26.42	27.74	27.74	29.13
UPHOLSTERER II	22.82	23.96	25.10	25.16	26.36	27.68	26.42	27.74	27.74	29.06	29.06	30.52

(Updated as of 07/17/2017)

Article 10.2 Longevity

"METRO shall compensate an employee with longevity increments as follows:
 5% of the base salary after ten (10) years of continuous service.
 An additional 5% of the base salary after fifteen (15) years of continuous service."

Calculation Method:

Step 1: Calculate 5% of the Base (Base Step x 0.05)
 Step 2: Base Step + 5% of the Base (as calculated in Step 1) to calculate L (10 Years)
 Step 3: Base Step + 2 x 5% of the Base (as calculated in Step 1) to calculate LL (15 Years)

Example:

Step 1: Base Rate = \$32.27; 5% of the Base Rate = \$32.27 x 0.05 = \$1.61
 Step 2: \$32.27 + \$1.61 = \$33.88 (6L)
 Step 3: \$32.27 + \$1.61 + \$1.61 = \$35.49 (6LL)

Tentative Agreement

Article 10.1 Pay Rates

Agree to pay scales as provided above.

Alex Clifford, CEO/General Manager, Santa Cruz METRO

Juan J Garcia, VMU Chapter Representative

Olivia Martinez, Lead Internal Organizer, SEIU Local 521

Date _____

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Attachment C

Effective June 14, 2018

	Step 1	Step 1 LL	Step 2	Step 2 L	Step 2 LL	Step 3	Step 3 L	Step 3 LL	Step 4	Step 4 L	Step 4 LL	Step 5	Step 5 L	Step 5 LL	Step 6	Step 6 L	Step 6 LL
VMU SALARY SCHEDULE																	
BODY REPAIR MECHANIC	25.29	27.81	26.55	27.88	29.21	27.88	29.27	30.66	29.27	30.73	32.19	30.73	32.27	33.81	32.27	33.88	35.49
ELECTRONIC TECHNICIAN	31.06	34.16	32.61	34.24	35.87	34.24	35.95	37.66	35.95	37.75	39.55	37.75	39.64	41.53	39.64	41.62	43.60
FM LEAD MECHANIC	27.91	30.71	29.31	30.78	32.25	30.78	32.32	33.86	32.32	33.94	35.56	33.94	35.64	37.34	35.64	37.42	39.20
FM MECHANIC I	24.10	26.52	25.31	26.58	27.85	26.58	27.91	29.24	27.91	29.31	30.71	29.31	30.78	32.25	30.78	32.32	33.86
FM MECHANIC II	25.31	27.85	26.58	27.91	29.24	27.91	29.31	30.71	29.31	30.78	32.25	30.78	32.32	33.86	32.32	33.94	35.56
FM MECHANIC III	26.58	29.24	27.91	29.31	30.71	29.31	30.78	32.25	30.78	32.32	33.86	32.32	33.94	35.56	33.94	35.64	37.34
LEAD PARTS CLERK-FM	25.04	27.54	26.29	27.60	28.91	27.60	28.98	30.36	28.98	30.43	31.88	30.43	31.95	33.47	31.95	33.55	35.15
PARTS CLERK	20.15	22.17	21.16	22.22	23.28	22.22	23.33	24.44	23.33	24.50	25.67	24.50	25.73	26.96	25.73	27.02	28.31
RECEIVING PARTS CLERK	20.15	22.17	21.16	22.22	23.28	22.22	23.33	24.44	23.33	24.50	25.67	24.50	25.73	26.96	25.73	27.02	28.31
UPHOLSTERER I	21.73	23.91	22.82	23.96	25.10	23.96	25.16	26.36	25.16	26.42	27.68	26.42	27.74	29.06	27.74	29.13	30.52
UPHOLSTERER II	22.82	25.10	23.96	25.16	26.36	25.16	26.42	27.68	26.42	27.74	29.06	27.74	29.13	30.52	29.13	30.59	32.05

L = 10 Years Longevity (5%), LL = 15 Years Longevity (5%+5%)

Article 10.2 Longevity.

"METRO shall compensate an employee with longevity increments as follows:
 5% of the base salary after ten (10) years of continuous service.
 An additional 5% of the base salary after fifteen (15) years of continuous service."

Calculation Method:

Step 1: Calculate 5% of the Base (Base Step x 0.05)
 Step 2: Base Step + 5% of the Base (as calculated in Step 1) to calculate L (10 Years)
 Step 3: Base Step + 2 x 5% of the Base (as calculated in Step 1) to calculate LL (15 Years)

Example:

Step 1: Base Rate = \$32.27; 5% of the Base Rate = \$32.27 x 0.05 = \$1.61
 Step 2: \$32.27 + \$1.61 = \$33.88 (6L)
 Step 3: \$32.27 + \$1.61 + \$1.61 = \$35.49 (6LL)

Tentative Agreement

Article 10.1 Pay Rates

Agree to pay scales as provided above.

Alex Clifford, CEO, General Manager, Santa Cruz METRO

Juan J Garcia, WUO Chapter Representative

Olivia Martinez, Lead Internal Organizer, SEIU Local 521

Date _____

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THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

TO

LEONARDO PENA
TRANSIT SUPERVISOR

**FOR THE COMPLETION OF 15 YEARS OF SERVICE
BETWEEN 2002 AND 2017**

GIVEN THIS 22ND DAY OF SEPTEMBER 2017

CHAIR, BOARD OF DIRECTORS

CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

TO

GREGORY WILLIS
SUPERVISOR, PARTS & MATERIALS

FOR THE COMPLETION OF 10 YEARS OF SERVICE
BETWEEN 2007 AND 2017

GIVEN THIS 22ND DAY OF SEPTEMBER 2017

CHAIR, BOARD OF DIRECTORS

CEO/GENERAL MANAGER

VERBAL PRESENTATION ONLY

FUTURE OF UCSC EX-OFFICIO BOARD SEAT

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DATE: September 22, 2017
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
SUBJECT: CONSIDERATION OF APPOINTMENT OF CASSITY MEGA TO THE METRO ADVISORY COMMITTEE (MAC) FOR A TERM OF OFFICE ENDING DECEMBER 31, 2019

I. RECOMMENDED ACTION

That the Board of Directors approve the appointment of Cassity Mega to the METRO Advisory Committee (MAC) for a term of office ending December 31, 2019

II. SUMMARY

- There is currently a vacant seat on the METRO Advisory Committee (MAC).
- The METRO Ad Hoc Committee is nominating Cassity Mega for appointment to MAC to fill the seat vacated by Ernestina Saldana on May 17, 2017.
- Pursuant to Section 3.2 (d) of the MAC Bylaws, the appointment of Cassity Mega would fill the remainder of Ernestina Saldana's vacated term that would commence immediately and end December 31, 2019 (the vacated seat's designated termination date).

III. DISCUSSION/BACKGROUND

The METRO Advisory Committee (MAC) is to be composed of seven members. Through attrition, there are currently six members on the MAC. To the extent it is practical, representation on MAC shall be residents of the County of Santa Cruz, regular riders of the system and will include representatives of the following consumer groups:

- At least one member from the Disability community.
- At least one member from the University of California, Santa Cruz, who is either a student or employee of the same.
- At least one member who is a commuter using the Highway 17 service.
- At least one member of the Disadvantaged Business Community.
- At least one member from Cabrillo College, who is either a student or an employee of the same.
- At least one member who is a rider of Paratransit.

Four METRO Board of Directors were appointed by the METRO Board Chair to form the METRO Ad Hoc Committee at the May 19, 2017 Board of Directors Meeting: Director Ed Bottorff, Director Norm Hagen, Director Bruce McPherson, and Director Mike Rotkin. At this same meeting, a 30-day nomination period was

opened to solicit and accept Board nominees and citizen applications to fill the vacant seat on MAC.

Upon conclusion of the nomination period, the METRO Ad Hoc Committee met on August 22, 2017 to review the list of Board nominees and citizen applications. After considerable review of all candidates, the METRO Ad Hoc Committee recommends that the METRO Board of Directors to consider the nomination of Cassity Mega to serve as a committee member of MAC. The application of Cassity Mega is attached to this report.

If approved by the Board of Directors, the term for Cassity Mega would commence immediately and conclude on December 31, 2019.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The following outlines the elements of the above recommendation:

- **AMOUNT OF RECOMMENDATION:**
 - One (1) system-wide day pass voucher per meeting attended
 - Four (4) system-wide day pass vouchers per year, which equates to \$24 per year per member
- **SOURCE OF FUNDING:**
 - FY18-FY19 Final Operating Budget – Operating Revenue
- **EXPENSE ACCOUNTS TO CHARGE:**
 - None. These vouchers are given in exchange for the MAC member's time and attendance at the quarterly MAC meetings.
- **FISCAL IMPACT:**
 - There is no significant tangible cost to appoint Cassity Mega as a MAC member.

V. ALTERNATIVES CONSIDERED

- Leave committee member opening vacant, but achieving quorum at the quarterly meetings would be difficult to reach on a consistent basis.

VI. ATTACHMENTS

Attachment A: MAC Application of Cassity Mega

Attachment B: MAC Bylaws – Adopted January 22, 2016

Prepared By: Donna Bauer, Administrative Assistant

VII. APPROVALS:

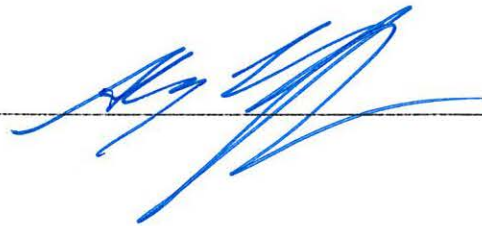
Approved as to form:
Julie Sherman, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Attachment A

Hello,

A new ticket has been added:

[MAC-0000000010](#)

██████████ wrote:

During the school year, I use the metro often. I can contribute the input of a student.

What interests and experience do you have that would make you an effective MAC member?:

I use the metro often and can contribute feedback from the prospective of a Cabrillo student.

Please outline your availability in terms of meeting times/dates and total time per month you can devote to MAC activities:

I'm currently available on Wednesdays and Thursdays in the afternoon.

Are you aware of any conflicts of interest that would prevent you from serving on MAC if appointed?:

No

Contact Name: Cassity Mega

Street Address: ██████████

City: Santa Cruz

State: California

Zip Code: 95060

Day Phone: 831-██████████

Do you ride Santa Cruz METRO fixed route or Paracruz Service:

Santa Cruz METRO fixed route

How often do you use Santa Cruz METRO Fixed Route or METRO ParaCruz Service?:

Weekly

What are your particular transit interests?:

Making sure students and those with disabilities are treated fairly.

What do you think are the biggest challenges for Santa Cruz METRO?:

Serving a diverse audience with varying needs.

What do you believe that you can contribute to Santa Cruz METRO & MAC if appointed?:

I can contribute the student perspective. I would like to address the ID card issue for students. Perhaps there can be an electronic equivalent for student ID cards in case one gets lost or stolen.

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BYLAWS

Metro Advisory Committee

ADOPTED JANUARY 22, 2016

Attachment B

BYLAWS FOR THE SANTA CRUZ METRO ADVISORY COMMITTEE

Article I GENERAL PROVISIONS

§1.1 Purpose - Bylaws

These Bylaws shall govern the proceedings of the METRO Advisory Committee (MAC), an advisory committee established by the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO).

§1.1.1 Purpose – METRO Advisory Committee (MAC)

The MAC members serve at the pleasure of the Santa Cruz Metropolitan Transit District Board of Directors. The purpose of the MAC is to provide a citizen forum (advisory committee) in which the METRO Board and CEO/General Manager can delegate topics for discussion and in which recommendations can be formulated and communicated to the METRO Board of Directors. MAC members should be current frequent riders of the fixed-route, paratransit or commuter services provided by Santa Cruz METRO and should approach their review of topics from a regional thinker perspective in their review of matters referred by the METRO Board of Directors or the CEO/General Manager.

§1.2 Construction of Bylaws

As used in these Bylaws, “MAC” means the METRO Advisory Committee. These Bylaws shall govern the MAC’s proceedings to the extent they are not inconsistent with METRO Administrative Code or Regulations or California or Federal law. These Bylaws or amendments become effective upon approval by the METRO Board of Directors.

§1.2.1 Orderly Administration of MAC Meetings

The MAC shall follow Robert’s Rules of Order or Sturgis, the Standard Code of Parliamentary Procedure, as may be adopted by the current Chair of MAC.

§1.3 Definitions: As used in these Bylaws:

- a. “Chair” means the Chair of the MAC Committee.
- b. “Vice chair” means the Vice Chair of the MAC Committee.
- c. “Staff” means staff members that are assigned to support the MAC Committee by the METRO CEO/General Manager.

Attachment B

Article II DUTIES AND AUTHORITY

§2.1 Duties

It shall be the duty of the MAC to provide recommendations to the Board of Directors on matters referred to the MAC by the Board or CEO/General Manager, and to perform such additional duties as assigned by the Board. The MAC may also address issues which members or the public raise with respect to the quantity and quality of services provided by METRO.

§2.2 Limitations on Authority

The sole jurisdiction and authority of the MAC is to serve in an advisory capacity to the Board of Directors. MAC shall not have any authority to take actions that bind METRO or the Board of Directors. With the approval of the CEO/General Manager, and subject to budget considerations, the MAC may design informational signs to be placed on the inside of buses and it may design and distribute an informational brochure to increase the public's knowledge of the operation and existence of the MAC. MAC members are not allowed to give direction to the administrative support personnel or any other METRO employee.

- a. Reports to the Santa Cruz METRO Board of Directors.

Communications by the MAC to the Board of Directors shall be through the CEO/General Manager. All such communications shall be provided to the Board of Directors and placed on the next available Board agenda as a consent item under the heading of "communications to the Board from the MAC."

At the request of the MAC Chair or Vice Chair, and upon concurrence of a majority of the MAC members, matters which the MAC intends to discuss with the Board of Directors may be placed on the Board of Director's agenda by the CEO/General Manager. MAC shall comply with all requirements for the inclusion of such items on the Board's agenda as are deemed appropriate by the CEO/General Manager.

The MAC Chair or Vice Chair shall provide the Board of Directors an oral report on MAC activities twice a year, once in June and once in December.

Attachment B

Article III MEMBERSHIP

§3.1 Membership

a. Appointment to the MAC.

The MAC shall be composed of no greater than 7 members appointed by the Board of Directors. All MAC members shall serve for a term of 4 years and will serve at the pleasure of the Board of Directors. Members wishing to resign from an appointment may submit such resignation to the CEO/General Manager.

The METRO Board of Directors shall nominate individuals to be considered for appointment as members of the MAC. Additionally, Santa Cruz County residents who have submitted an application directly to METRO shall be considered. Annually, the METRO Board Chair shall appoint an Ad Hoc Committee composed of four members of the Board and who shall meet as needed to review the list of Board nominees and other citizen applications and make appointment recommendations to the full Board. Appointments to the METRO Advisory Committee shall be made by the METRO Board of Directors.

b. Composition of Membership on MAC.

All members shall be residents of the County of Santa Cruz. When making its appointments, the Board shall strive to balance the membership to reflect the ethnic, gender, and geographic diversity of the County.

To the extent it is practical, representation on MAC will be regular riders of the system and will include representatives of the following consumer groups:

- i. At least one member from the Disability community.
- ii. At least one member from University of California, Santa Cruz, who is either a student or employee of the same.
- iii. At least one member who is a commuter using the Highway 17 service.
- iv. At least one member of the Disadvantaged Business Community.
- v. At least one member from Cabrillo College, who is either a student or an employee of the same.
- vi. At least one member who is a rider of Paratransit.

No member of the Board of Directors or elected public official shall be appointed to the Committee.

Attachment B

No employee of METRO or any agency that provides funding to, or contracts with, METRO shall be appointed to the Committee. However, individuals who are employed by the University of California, Santa Cruz in departments other than the Transportation and Parking Services (TAPS), or in the offices that directly supervise TAPS, shall be exempt from the financial/contracting prohibition for MAC members outlined in this section.

§3.2 Members' Terms

- a. The term of membership of each MAC member shall be four years, commencing with the date of appointment by the METRO Board of Directors and terminating on December 31st of the year in which the seat expires. Members may be considered by the Board Ad Hoc Committee for re-appointment for additional terms, as approved by the METRO Board of Directors.
- b. There are eight current MAC members as of the Board adoption date of the revised Bylaws (December 11, 2015). Eight members will continue to serve and a seven member MAC will be achieved over time through attrition.
- c. Those currently seated on the MAC shall initially be designated as terms expiring December 31, 2017 and December 31, 2019, based on the individual's current respective longevity with the MAC. The four members with the highest longevity will serve through 2017 and the remaining three members through 2019. Thereafter, four seats shall be vacated and filled at the end of 2021, 2025, 2029, etc., and the other three seats shall be vacated and filled at the end of 2023, 2027, 2031, etc.
- d. If a seat is vacated prior to the end of its designated term, the newly appointed MAC member shall fill the seat vacated through its designated termination date.

§3.3 Attendance at MAC meetings.

If a member accumulates no less than two consecutive absences from MAC Meetings, without a reasonable excuse, in any rolling twelve-month period, the position shall automatically be declared vacant. In the event of a known absence to an upcoming MAC Meeting, it is expected of the MAC Member(s) that they will contact the Santa Cruz Metropolitan Transit District Front Office Administration Staff by telephone as soon as the absence is known, but no later than 12:00PM (noon) on the day of the meeting, and that failure to make said contact will constitute an unexcused

Attachment B

absence unless circumstances restrict such contact. The Board of Directors shall then be notified of the vacancy so the Ad Hoc Committee can then meet and recommend to the METRO Board a successor to be appointed to fill the remainder of the vacated MAC member's term.

§3.4 Compensation of MAC members

No individual member of the MAC shall be entitled to compensation from METRO, with the exception that Members of the Committee shall receive one (1) system-wide day passes for each meeting that they attend. Any request for reimbursement for travel or other expenses shall not be considered unless approved in advance by the CEO/General Manager.

§3.5 Vacancies

When a vacancy is created or a MAC member's term expires, the METRO Board shall be solicited for nominations. The METRO Board nomination period shall be open for thirty (30) days following the notification to METRO Board Members of the vacancy(s). The METRO Board shall be notified of the open nomination period via email correspondence. Following the conclusion of the thirty-day nomination period, the Ad Hoc Committee shall convene and review current MAC applications on file and current Board Member nominations. The Ad Hoc Committee shall then make new appointee recommendation(s) to the full METRO Board for consideration and approval to fill the expired seat, or the remainder of the vacated MAC member's term.

Article IV OFFICERS

§4.1 Chair and Vice Chair

The MAC shall elect from its membership a Chair and a Vice Chair at the end of the agenda for the last meeting of the calendar year, to serve for a one-year term. The Chair shall preside at all meetings of the MAC and represent the MAC before the METRO Board of Directors. The Vice Chair shall perform the duties of the Chair when the Chair is absent. In the event of a vacancy in the Chair's position, the Vice Chair shall succeed as Chair for the balance of the Chair's term and the MAC shall elect a successor to fill the vacancy in the Vice Chair's position. In the event of a vacancy in the Vice Chair's position, the MAC shall elect a successor from its membership to fill the Vice Chair's position for the remainder of the Vice Chair's term. If the Chair vacates the position prior to the end of his/her one-year appointment, the Vice Chair will be allowed to complete

Attachment B

the vacated Chair's term and one full year following the end of the vacated Chair's term.

The Chair may be elected for up to two consecutive terms, and again multiple times during their appointment term(s) provided there is a minimum of a one-year break after having served two consecutive terms.

§4.2 Staff Support

The CEO/General Manager of METRO shall determine the proper staff support for MAC meetings, if any, and furnish administrative personnel to prepare and distribute the MAC's agendas, notices, minutes, correspondence and other materials. The METRO administrative personnel assigned to support the MAC shall maintain a record of all proceedings of the MAC as required by law and shall perform other support duties to the committee as assigned by the CEO/General Manager. The minutes of each meeting, when approved by the MAC shall be made available on the Santa Cruz METRO website on the MAC page. The METRO Board of Directors are encouraged to review these minutes after each MAC meeting.

Article V MEETINGS

§5.1 Regular Meetings

Regular meetings of the MAC shall be held not more than once each calendar quarter (e.g.: March, June, September & December), on the third Wednesday of the month that is selected for the meeting. Whenever a regular meeting falls on a holiday observed by METRO, the meeting shall be held on another day or canceled at the direction of the MAC. A rescheduled regular meeting shall be designated a regular meeting. With the approval of the CEO/General Manager, or at the direction of the METRO Board, the MAC may convene additional "Special" meetings during the calendar year to address time sensitive issues. e.g.: service changes, fare increases, Fiscal Year Budget review. All such "Special" meetings shall be posted in compliance with Article V, Section 5.3 and Article 6, Section 6.4 below.

At the MAC's last meeting of the calendar year it shall establish a calendar of its regular meetings for the following year. MAC's regular meeting schedule shall be posted on the METRO website once adopted by the MAC.

Attachment B

§5.2 Calling and Noticing of Meetings

All meetings shall be called, noticed and conducted in accordance with the applicable provisions of the Ralph M. Brown Act (commencing with Section 54950 of the Government Code). The CEO/General Manager and METRO Counsel shall be given notice of all meetings.

§5.3 Quorum; Vote

The presence of a majority of the appointed (4) members shall constitute a quorum for the transaction of business. However, when there are vacancies on the MAC the quorum shall be reduced to a majority of the number of Members appointed to the MAC with the provision that a quorum shall never be less than three (3) Members. All official acts of the MAC shall require the affirmative vote of the majority of members present, providing that a quorum is maintained at all times.

§5.4 Thirty Minute Rule

If a quorum has not been established within thirty minutes of the noticed starting time for the meeting, the Chair, or Vice Chair, shall declare the meeting cancelled.

§5.5 Matters Not Listed On the Agenda Requiring Committee Action

All items requiring MAC discussion and/or action are required to be posted on the Agenda and in compliance with Article V, Section 5.3 and Article 6, Section 6.4.

§5.6 Time Limits for Speakers

Each member of the public appearing at a MAC meeting shall be limited to three minutes in his or her presentation, unless the Chair, at his or her discretion, permits further remarks to be made. Any person addressing the MAC may submit written statements, petitions or other documents to complement his or her presentation. Public presentations that have been scheduled prior to the meeting with the MAC Chair shall not be subject to the time limits contained in this section.

§5.7 Impertinence; Disturbance of Meeting

Any person making personal, impertinent or indecorous remarks while addressing the MAC may, as the Chair's discretion, have their testimony immediately terminated and may, at the Chair's discretion, be barred from further appearance before the MAC at that meeting, unless permission to continue is granted by an affirmative majority vote of the MAC. The Chair

Attachment B

may order any person removed from the MAC meeting who causes a disturbance or interferes with the conduct of the meeting, and the Chair may direct the meeting room cleared when deemed necessary to maintain order.

§5.8 Access to Public Records Distributed at Meetings

Writings which are public records and which are distributed during a MAC meeting shall be made available for public inspection at the meeting if prepared by the METRO staff or a member of the MAC, or after the meeting if prepared by some other person. In all instances, every effort shall be made to provide all writings in an accessible format. Anyone having difficulties accessing specific documents should contact the METRO Administrative Office for assistance.

Except as provided above, all public records requests for MAC records shall be made to Santa Cruz METRO pursuant to Santa Cruz METRO's policies and procedures for the same.

Article VI AGENDAS AND MEETING NOTICES

§6.1 Agenda Format

The agenda shall specify the location, starting time and anticipated ending time of each meeting. Each matter to be considered by MAC shall contain a brief general description of each item of business to be transacted or discussed at the meeting. The description shall be reasonably calculated to adequately inform the public of the subject matter of each agenda item. The agenda may include recommendations for MAC action as appropriate.

§6.2 Public Communications

Each agenda for a regular meeting shall provide an opportunity for members of the public to address the MAC on matters of interest to the public either before or during the MAC's consideration of the item, if it is listed on the agenda, or, if it is not listed on the agenda but is within the jurisdiction of the MAC, under the agenda item heading "Oral/Written Communications". The MAC shall not act upon an item that is not listed on the agenda. Each notice for a special meeting shall provide an opportunity for members of the public to directly address the MAC concerning any item that has been described in the notice for the meeting before or during consideration of that item.

Attachment B

§6.3 Agenda Preparation

The METRO administrative personnel assigned to the MAC shall prepare the agenda for each meeting. One week prior to the posting date of the MAC Agenda, the MAC Chair will work with the assigned METRO administrative personnel to create a draft MAC Agenda. Prior to finalizing the MAC Agenda, the MAC Chair, or Vice Chair, shall meet with the CEO/General Manager, either in person or by phone, to discuss the draft Agenda and to determine whether or not certain items should be included in the MAC Agenda. Since the CEO/General Manager is responsible for oversight of METRO personnel and budget, the CEO/General Manager will have the final approval on the contents of the MAC Agenda, as it relates to all items requiring METRO staff support and compliance with the MAC Bylaws.

§6.4 Agenda Posting and Delivery

The written agenda for each regular meeting and each meeting continued for more than five calendar days shall be posted by the METRO Staff at least 72 hours before the meeting is scheduled to begin. The written agenda for every special meeting shall be posted by the METRO Staff at least 24 hours before the special meeting is scheduled to begin. The agenda shall be posted in a location that is freely accessible to members of the public. The MAC agenda will also be posted to the METRO website (www.scmttd.com) under the Agency Information tab.

The agenda together with supporting documents shall be transmitted to each MAC member, the CEO/General Manager and the METRO Counsel at least three days before each regular meeting and at least 24 hours before each special meeting.

Article VII MISCELLANEOUS

§7.1 Adoption and Amendment of Bylaws

These Bylaws shall be effective upon approval by the METRO Board of Directors and may be revised and amended only by the METRO Board of Directors. The MAC shall have no authority to amend these Bylaws without approval by the Board of Directors

Attachment B

§7.2 MAC Process

The intent of the MAC is to provide consensus based advice and recommendations regarding all matters that have been referred to it by the METRO Board of Directors. However, when such consensus cannot be reached, the Chair of MAC shall present a report that includes the majority consequences and provides a summary of the comments made by those who have not voted with the majority. If no majority consensus is reached, then the report shall so state the same.

Approved by Board of Directors:

September 26, 2003

Revised for 10/24/03

Revised for 12/19/03

Amended/Adopted 12/19/03

Amended/ Adopted 7/23/04

Amended/Adopted 6/23/06

Amended/Adopted 4/27/07

Amended/Adopted 5/25/07

Amended/Adopted 12/16/11

Revised 01/22/16 – Effective 01/01/16

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DATE: September 22, 2017
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
SUBJECT: ACCEPT AND FILE THE FISCAL YEAR END MONTHLY BUDGET STATUS REPORTS FOR JUNE 30, 2017; AND ADOPTION OF THE PRELIMINARY SCHEDULE OF RESERVE ACCOUNT BALANCES

I. RECOMMENDED ACTION

That the Board of Directors accept and file the fiscal year end monthly budget status reports year to date as of June 30, 2017 and adopt the preliminary schedule of reserve account balances report.

II. SUMMARY OF ISSUES

- An analysis of Santa Cruz Metropolitan Transit District's (METRO) financial status is prepared monthly in order to inform the Board of Directors regarding METRO's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year.
- This staff report is the web-accessible companion document to the attached PowerPoint presentation titled "Year to Date Monthly Financial Report as of June 30, 2017 (Attachment A).
- The attached preliminary monthly FY17 Operating Revenue and Expense reports (Attachment B), and FY17 Capital Budget spending report (Attachment C) represent the status of the FY17 Operating and Capital Budgets, as of June 30, 2017, the end of the fiscal year. The numbers presented in these reports are preliminary, and could change if there are any accounting adjustments as a result of the final audit due later this calendar year.
- The Preliminary Schedule of Reserve Account Balances (Attachment D) was prepared using the preliminary monthly operating revenue and expense reports, and the preliminary monthly capital budget report.
- The final audited financial statements will be presented to the Board at the conclusion of the audit.
- Staff recommends that the Board of Directors accept and file the attached year-end budget status reports as of fiscal year end June 30, 2017 and adopt the Preliminary Schedule of Reserve Account balances report.
- This report is required per the Board Bylaws Article 16.01(e) and Public Utility Code (PUC) § 98145

III. DISCUSSION/BACKGROUND

An analysis of Santa Cruz METRO's budget status is prepared monthly in order to inform the Board of Directors regarding Santa Cruz METRO's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year. The attached revenue and expense reports represent the preliminary status of Santa Cruz METRO's FY17 fiscal year-end budget as of June 30, 2017.

The fiscal year has elapsed 100%

A. Operating Revenue and Expenses

Below are the written explanations of the various charts and graphs in the attached Year to Date Monthly Financial Report as of June 30, 2017 (Attachment A). The fiscal year has elapsed 100%.

Slide 1

(Cover) Year to Date Monthly Financial Report as of June 30, 2017

Slide 2

FY17 Operating Revenue and Expenses for the Month Ending June 30, 2017

- Operating Revenues for the month are unfavorable by \$1,051K
- Operating Expenses
 - Labor Regular - favorable by \$87K
 - Labor OT - unfavorable by \$89K
 - Fringe Benefits – favorable by \$219K
 - Non-Personnel - favorable by \$467K
- Total Operating Expenses – favorable by \$684K
- Total Budget to Actual Variance - unfavorable by \$367K

Slide 3

FY17 Operating Revenue and Expenses Year to Date as of June 30, 2017

- Operating Revenues Year to Date are unfavorable by \$1,569K
- Operating Expenses
 - Labor Regular - favorable by \$1,290K
 - Labor OT - unfavorable by \$1,840K
 - Fringe Benefits - favorable by \$1,228K
 - Non-Personnel - favorable by \$891K

- Total Operating Expenses –favorable by \$1,569K

Total Budget to Actual Variance is \$0, as the anticipated surplus of \$1,030K, achieved from budget savings and efficiencies in FY17, is transferred to the Operating and Capital Reserve Fund .

Slide 4

FY17 Operating Revenue by Major Funding Source - Year to Date as of June 30, 2017

- Passenger Fares- actual is \$9,721K while budget is \$11,290K
- Sales Tax Revenue- actual is \$20,338K while budget is \$19,572K
- Sales Tax Revenue Measure D- actual is \$531K while the budget is \$0
- TDA- actual is \$6,805K while the budget is \$6,701K
- Other Revenue- actual is \$619K while budget is \$593K
- STA Op Assistance- actual is \$1,671K while the budget is \$1,626K
- Federal Op Assistance- actual is \$4,372K while the budget is \$4,414K
- STIC Op Assistance- actual is \$2,084K while the budget is \$2,125K
- Transfers (to)/from Reserves- actual is (\$1,030K) while the budget is \$358K

Slide 5

Favorable/ (Unfavorable) Revenue Variance to Budget Year to Date as of June 30, 2017

- Passenger Fares variance to budget is unfavorable by \$1,569K primarily due to:
 - Passenger Fares – Regular and Bulk Purchase (decrease in bulk purchases of discounted passes from Cabrillo College). Additionally system-wide ridership year to date as of June 30, 2017 decreased 7% year-over-year due to the service reduction implemented after September 8, 2016, as well as the severe weather conditions in January and February 2017.
 - Special Transit Fares and the anticipated budgeted increase from the contract with Cabrillo College. The FY17 Special Transit Fares Budget currently includes \$944K for Cabrillo oriented services (12-month commitment from Cabrillo College). The funding commitment, however, was subsequently aligned with the school year, hence did cover a 10-month period of the 2016 – 17 school year (Fall and Winter semester).
 - Decreased Highway 17 Ridership as a result of increased fares (in the fall of 2015); lower fuel prices; reduced on-time performance due to increased congestion, weather conditions, as well as the service reduction implemented September 8, 2016.

- Sales Tax Revenue variance to budget is favorable by \$766K due to higher than anticipated receipts.
- Sales Tax Revenue Measure D is a new revenue source that that was not budgeted in FY17, thus the favorable budget variance of \$531K.
- TDA variance to budget is favorable by \$104K due to actual revenue above estimates for FY17.
- Other Revenue variance to budget is favorable by \$26K primarily due to:
 - Other Non-Transportation Revenue – 2006 SDI withholding error refund by the County of Santa Cruz, received in April 2017.
- Transfers to/(from) Reserves variance to budget is favorable by \$1,389K as funds from Reserves were not needed to balance the FY17 budget.
- STA Op Assistance variance to budget is favorable by \$46K due to higher than anticipated receipts.
- Federal Op Assistance variance to budget is unfavorable by \$42K due to lower allocations.
- STIC Op Assistance variance to budget is unfavorable by \$42K due to lower allocations. Updated budget projections were available after the FY17 Final budget was finalized and were not captured in the final budget document.

Operating Revenue Variances, by line item, are depicted in more details (amounts and percentages) in Attachment B.

Slide 6

FY17 Operating Expenses by Major Expense Category Year to Date as of June 30, 2017

- Labor - Regular- actual is \$14,928K while budget is \$16,218K
- Labor – OT - actual is \$3,470K while budget is \$1,630K
- Fringe Benefits - actual is \$19,446K while budget is \$20,674K
- Services - actual is \$2,863K while budget is \$3,105K
- Mobile Materials & Supplies - actual is \$2,773K while budget is \$2,811K
- Other Expenses - actual is \$1,629K while budget is \$2,240K

Slide 7

FY17 Operating Expenses by Major Expense Category Year to Date as of June 30, 2017

- Labor – Regular variance to budget is favorable by \$1,290K due to:
 - 13 vacant funded positions (average for FY17)

- Extended unpaid leaves of absence
- Labor – OT variance to budget is unfavorable by \$1,840K due to the need to backfill for vacant positions and extended leaves of absence in various departments.
- Fringe Benefits variance to budget is favorable by \$1,228K primarily due to:
 - Vacant funded positions and extended unpaid leaves of absence
 - Lower than anticipated medical insurance premiums
 - Lower worker's compensation expenses
- Services variance to budget is favorable \$243K due to:
 - Prof & Tech Fees (budget savings in departments Administration, Planning, and District Counsel)
 - Repair – Rev Vehicle (significant budget savings in department Fleet Maintenance due to Mid-Life Bus Engine Overhauls and Bus Repaint Campaigns paid by capital funds – FTA 5339a)
 - Budget Savings in the above two accounts were offset by unfavorable budget variances in Legal Services (new contract in place due to unfunded district counsel position) and Temp Help (due to vacant positions in various departments)
- Mobile Materials & Supplies variance to budget is favorable by \$37K primarily due to savings in account Tires & Tubes (Fleet Maintenance)
- Other Expenses are favorable by \$611K due to:
 - Casualty and Liability (Settlement Costs – adjusted Damage Claim Reserves balance for year-end).
 - Misc. (primarily in accounts Employee Training and Travel)
 - Utilities (Telecommunications)
 - Purchased Transportation due to the expiration and non renewal of the Santa Cruz Transportation Contract in April 2017 while it was budgeted for the entire year.

Operating Expense Variances, by line item, are depicted in more details (amounts and percentages) in Attachment B.

Slide 8

FY17 Capital Budget Spending Year to Date as of June 30, 2017

- Total Capital Projects spending year to date is \$3,876K; FY17 budget is \$16.4M
 - Construction Related Projects account for 87.6% of the spending

Slide 9

FY17 Capital Budget – Excludes MetroBase Project – JKS Ops Bldg. - Spending Year to Date as of June 30, 2017

- Total Capital Projects spending year to date is \$649K; FY17 budget without JKS Ops Bldg. is \$13.5M. Spending percentages are as follows:
 - Construction Related Projects (excluding-JKS Ops Bldg) are 26.2%
 - Facilities Projects are 26.1%
 - Revenue Vehicle Replacements are 38.3%
 - Non-Revenue Vehicle Replacements are 5.2%
 - Misc Projects are 2.9%
 - IT Projects are 0.5%
 - Fleet Equipment is 0.7%
- The following major projects contributed to the remaining unspent balance of \$12.9M:
 - Pacific Station/Metro Center – Conceptual Design Project - \$3.8M of PTMISEA funds are currently allocated to the project; subject to future Board action
 - Revenue Vehicle Replacement and Campaigns - \$8.0M is budgeted; spending will begin on the Electric Bus projects at the end of 2018, and early 2019; other replacement vehicle projects are currently underway.

Slide 10

(Cover Sheet) – Metrobase Phase II Operations Building Life of Project – Budget Adopted March 24, 2017

Spending as of September 13, 2017

Slide 11

MetroBase Phase II - Life of Project - Spending as of September 13, 2017

- Total Project Budget is \$27.7M; spending is at \$29.0M; \$1.3M over budget; project is 105% spent due to a change order associated with the mediation settlement, the budget will be revised in October 2017.

Slide 12

(Cover Sheet) - Additional Information

Slide 13

Additional Information for the Month of June 2017

- Unemployment Rate % in Santa Cruz County is 5.3%

- \$ Gasoline per Gallon for the San Francisco-Oakland-San Jose area is \$3.11
- Monthly Ridership - Without UCSC (Highway 17 and Fixed Route) has decreased in June to approximately 200K trips.

Slide 14

FY17 Operating Expenses Year to Date as of July 31, 2017: Preliminary

- Operating Expenses
 - Labor Regular - favorable by \$189K
 - Labor OT - unfavorable by \$76K
 - Fringe Benefits - favorable by \$184K
 - Non-Personnel - favorable by \$177K
- Total Operating Expenses - favorable by \$474K

B. Non-Operating Expenses

- Non-Operating Expenses for the year total \$7,037,942. These non-cash accounting entries will be included as part of the annual Audited Financial Statements, although they are not presented in these financial reports. Non-operating expenses are non-cash accounting entries that Santa Cruz METRO is required to record.
 - Incurred but not Reported (IBNR) Worker's Compensation Losses – In accordance with Governmental Accounting Standards Board (GASB) Statement #10, the annual accounting entry for the workers' compensation IBNR was \$132,478. GASB Statement #10 requires Santa Cruz METRO to accrue a liability on its financial statements for the ultimate cost of claims and expenses associated with all reported and estimated unreported worker's compensation claims.
 - OPEB Cost – GASB 45 – In accordance with GASB Statement #45 the annual accounting entry for retiree "other post employment benefits" (OPEB) was \$5,255,998. Briefly, benefits include subsidized medical, dental, vision and life insurance coverage for eligible retirees.
 - Net Pension Liability – GASB 68 - Santa Cruz METRO implemented GASB 68 in FY15 and is now required to recognize a pension liability on the financial statements. The annual accounting entry was \$1,345,428.
 - Annual Depreciation of district funded capital assets was \$304,038.
- These non-cash accounting entries are all required and therefore will be incorporated into the annual Audited Financial Statements; they are not included in the reports presented here.

C. Capital Improvement Program

Capital expenditures for the FY17 Capital Budget Attachment C total \$3,876,023 or 24% of the amount budgeted for the year. These capital improvement projects were funded with a combination of Federal, State and Local funds. The Operating and Capital Reserve Fund provided funding to the Capital Budget this year in the amount of \$243,361.

Some of the larger Capital Projects include:

- \$3,227,115 was spent on the – Metrobase - Judy K. Souza - Operations Bldg.
- \$87,864 was spent on – Security Related Projects
- \$75,691 was spent on the – Watsonville Transit Center Customer Service Renovation
- \$78,800 was spent on – Repainting the Exterior of the Watsonville Transit Center
- \$90,572 was spent on – Resealing and Resurfacing Parking Lots
- \$91,970 was spent on the – Electric Bus + Related Infrastructure Project
- \$111,032 was spent on – Midlife Bus Engine Overhauls
- \$43,537 was spent on the – Bus Repaint Campaign
- Other funded projects include: conceptual design projects, Paratransit Vehicle Replacements, 1 CNG Bus Replacement, non-revenue vehicle replacements, facilities upgrades, etc.

Some of the capital projects are multi-year projects and unexpended resources will be carried over to FY18, including:

- The Electric Bus (3) + Infrastructure Project
- The Electric Bus (1) – Watsonville ZEB Circulator
- (1) CNG Bus Replacement
- Paracruz Van Replacements (3)
- Cal-OES Transit Security funded projects
- Multiple projects funded with various FTA Section 5339 funds

D. Preliminary Schedule of Reserve Account Balances

The Preliminary Schedule of Reserves Account Balances is reported on Attachment D. A breakdown of each of the reserves as of June 30th, 2017 is as follows:

- **Operating and Capital Reserve Fund:** Balance \$1,086,975; *there is no Board adopted minimum balance for this reserve*. The current fiscal year's excess revenue in the amount of \$1,030,421 has been allocated to this reserve fund as per Administrative Code, Title 1, Chapter 7 - Reserve Fund Policy §1.7.602. Additionally, and according to the FY17 & FY18 Budgets

adopted June 24, 2016, all proceeds received from the Alternative Fuel Tax Rebate Program were transferred to this fund and have been obligated to existing capital projects, and as the local match for several FTA 5339 formula program projects.

- **Operations Sustainability Reserve Fund:** Estimated Balance \$5,659,556; *currently funded at 78% of the Board adopted minimum balance.* The purpose of the Operations Sustainability Reserve Fund is to cover revenue shortfalls and respond to unforeseen events (fiscal, natural disaster or emergency.) At fiscal year end, the adopted minimum balance is \$7,300,000; this amount represents two (2) months of the average operating expenses for the most current fiscal year's budget. The Government Finance Officers Association (GFOA) Best Practice recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures. The amount in the Operations Sustainability Reserve Fund is an estimate and is what remains in the General Fund at the County Treasury after all other reserve balances are deducted.
- **Cash Flow Reserve Fund:** Balance \$3,000,000; *currently funded at 100% of the Board adopted minimum balance.* Necessary to maintain adequate "cash flow" or "cash on hand" because operating expense outflows do not equally match revenue inflows, and there can be significant delays in capital grant reimbursements.
- **Workers Compensation Reserve Fund:** Balance \$2,247,163; *currently funded at 67% of the Board adopted minimum balance.* The long-term portion of workers compensation liability as of 06/30/17 is \$3,372,272, as per the Actuarial Review of the Self-Insured Santa Cruz Metropolitan Transit District Workers' Compensation Program report dated 04/12/16. In FY17 \$115,744 was transferred in from the Liability Insurance Reserve Fund to make progress towards meeting the Board adopted minimum balance.
- **Liability Insurance Reserve Fund:** Balance \$545,175; *currently funded at 100% of the Board adopted minimum balance.* To minimize volatility effective 06/30/13, the minimum balance in the reserve account is equal to the Self Insured Retention (SIR) of \$250,000 plus the 5-year rolling average of outstanding claims at year end, which was \$295,175, as of the end of FY17, for a total minimum balance of \$545,175. In FY17, the excess over 100% of \$115,744 was transferred to the Workers Compensation Reserve Fund to make progress towards meeting the Board adopted minimum balance of \$3,372,272.

The balances provided in the Preliminary Schedule of Reserve Account Balances are preliminary pending completion of the financial audit later this calendar year.

If the Schedule of Reserve Account Balances changes significantly following the final audit, it will be brought back to the Board.

Staff recommends that the Board accept and adopt the:

- Year to Date Monthly Financial Report as of June 30, 2017 Presentation (Attachment A)
- FY17 Operating Revenue & Expenses Year to Date as of 06/30/17 (Attachment B)
- FY17 Capital Budget Report for the month ending 06/30/17 (Attachment C)
- FY17 (Preliminary) Schedule of Reserve Account Balances - 06/30/17 (unaudited) (Attachment D)

IV. FINANCIAL CONSIDERATIONS/IMPACT

Total Budget to Actual Variance for the month is unfavorable by \$367K and \$0, year to date.

V. ALTERNATIVES CONSIDERED

There are no alternatives to consider.

VI. ATTACHMENTS

Attachment A: Year to Date Monthly Financial Report as of June 30, 2017 Presentation

Attachment B: FY17 Operating Revenue and Expenses - for the month ending – 06/30/17

Attachment C: FY17 Capital Budget - for the month ending – 06/30/17

Attachment D: FY17 Preliminary Schedule of Reserve Account Balances – 06/30/17 (unaudited)

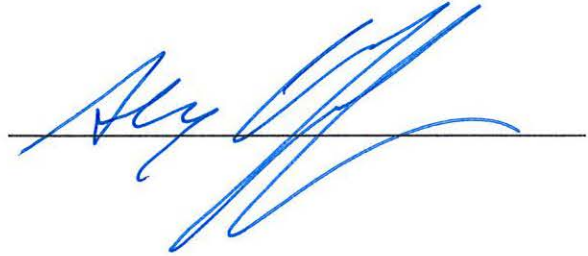
Prepared By: Debbie Kinslow, Assistant Finance Manager
Kristina Mihaylova, Sr. Financial Analyst

VII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Year to Date Monthly Financial Report as of June 30, 2017

Santa Cruz METRO Board of Directors

September 22, 2017

Angela Aitken, Finance Manager

FY17 Operating Revenue and Expenses

For the Month Ending June 30, 2017

100% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual
Operating Revenue:	\$4,437	\$5,488	(\$1,051)
Operating Expenses:			
Labor - Regular	\$1,264	\$1,351	\$87
Labor - Overtime	\$225	\$136	(\$89)
Fringe Benefits	\$1,504	\$1,723	\$219
Non-Personnel Expenses	\$294	\$761	\$467
Total Operating Expenses:	\$3,287	\$3,971	\$684
Operating Budget Favorable/ (Unfavorable):			(\$367)

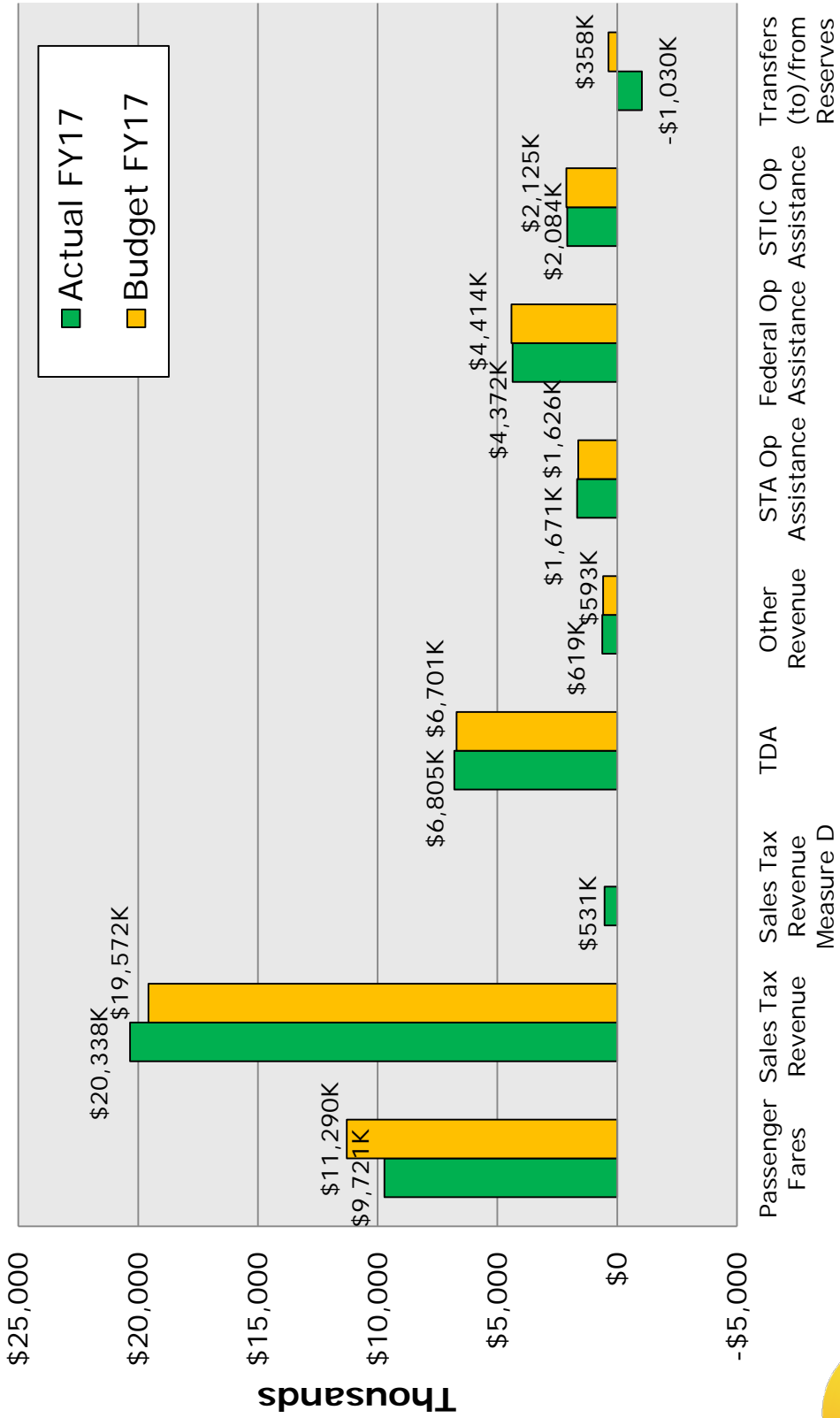
FY17 Operating Revenue and Expenses

Year to Date as of June 30, 2017

100% of Fiscal Year Elapsed

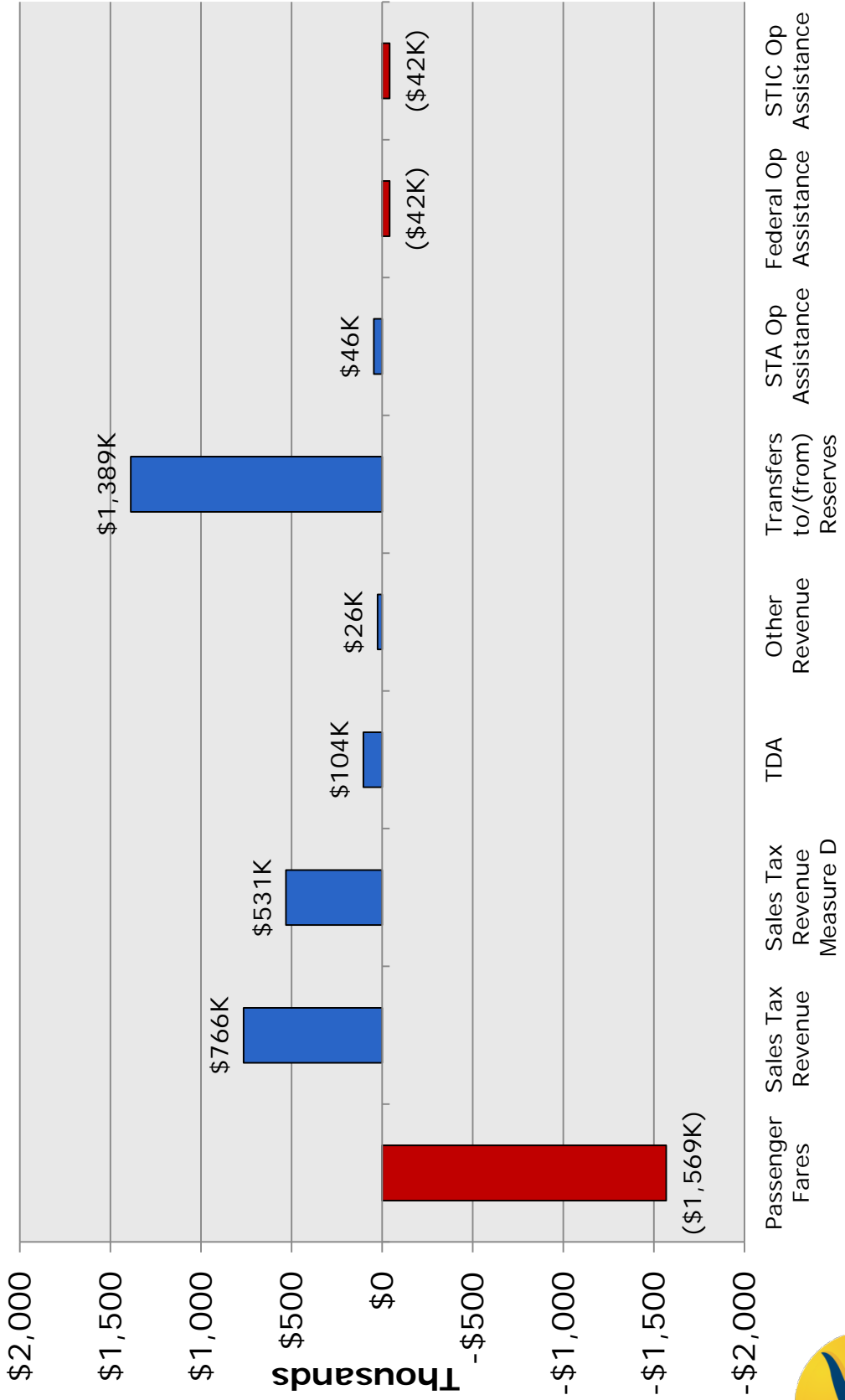
\$ In Thousands	Actual	Budget	Budget to Actual
Operating Revenue:	\$45,110	\$46,679	(\$1,569)
Operating Expenses:			
Labor - Regular	\$14,928	\$16,218	\$1,290
Labor - Overtime	\$3,471	\$1,631	(\$1,840)
Fringe Benefits	\$19,446	\$20,674	\$1,228
Non-Personnel Expenses	\$7,265	\$8,156	\$891
Total Operating Expenses:	\$45,110	\$46,679	\$1,569
Operating Budget Favorable/ (Unfavorable):			\$-0-

FY17 Operating Revenue by Major Funding Source
Year to Date as of June 30, 2017
100% of Fiscal Year Elapsed

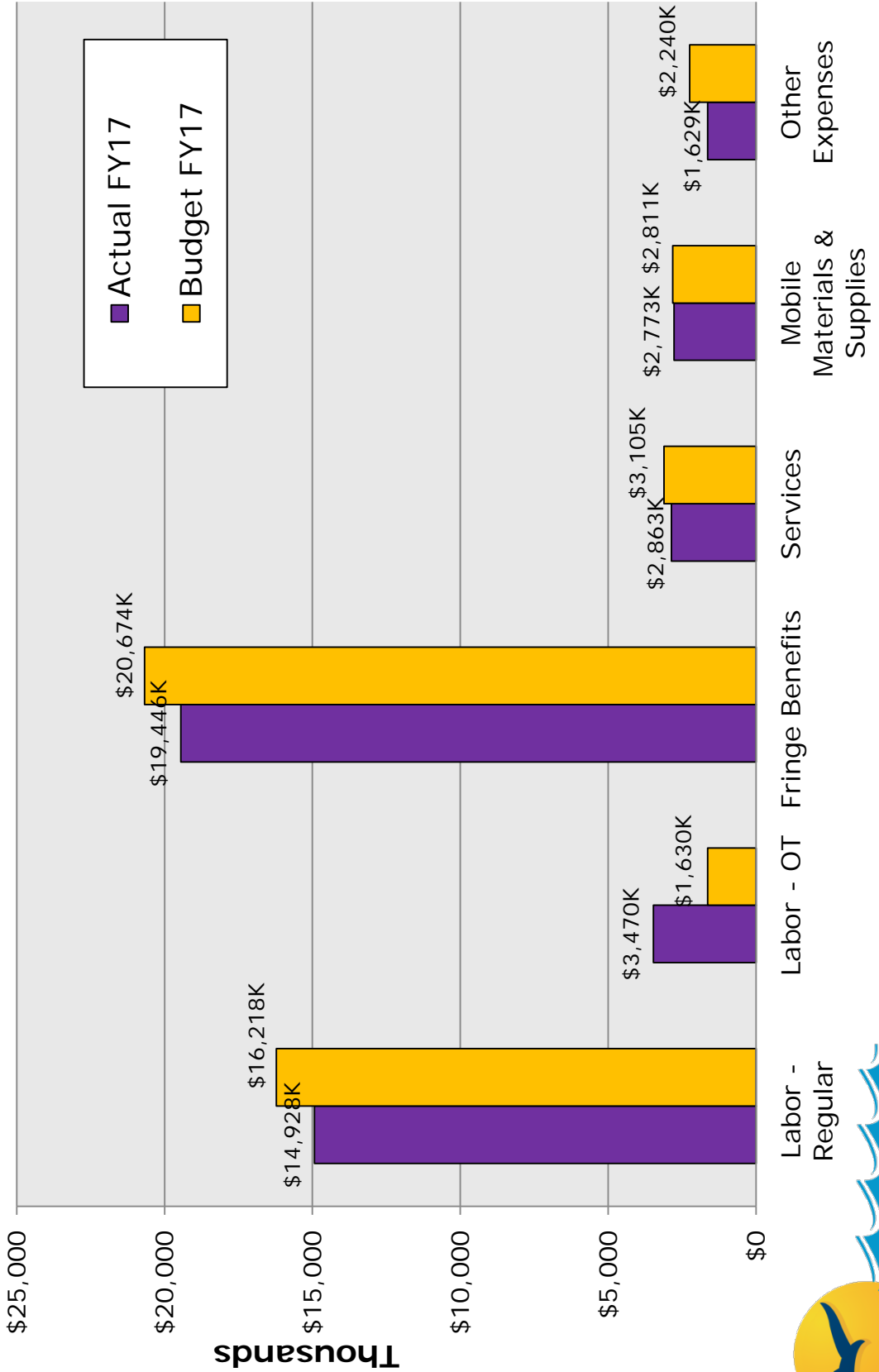


Favorable/(Unfavorable) Revenue Variance to Budget Year to Date as of June 30, 2017

100% of Fiscal Year Elapsed

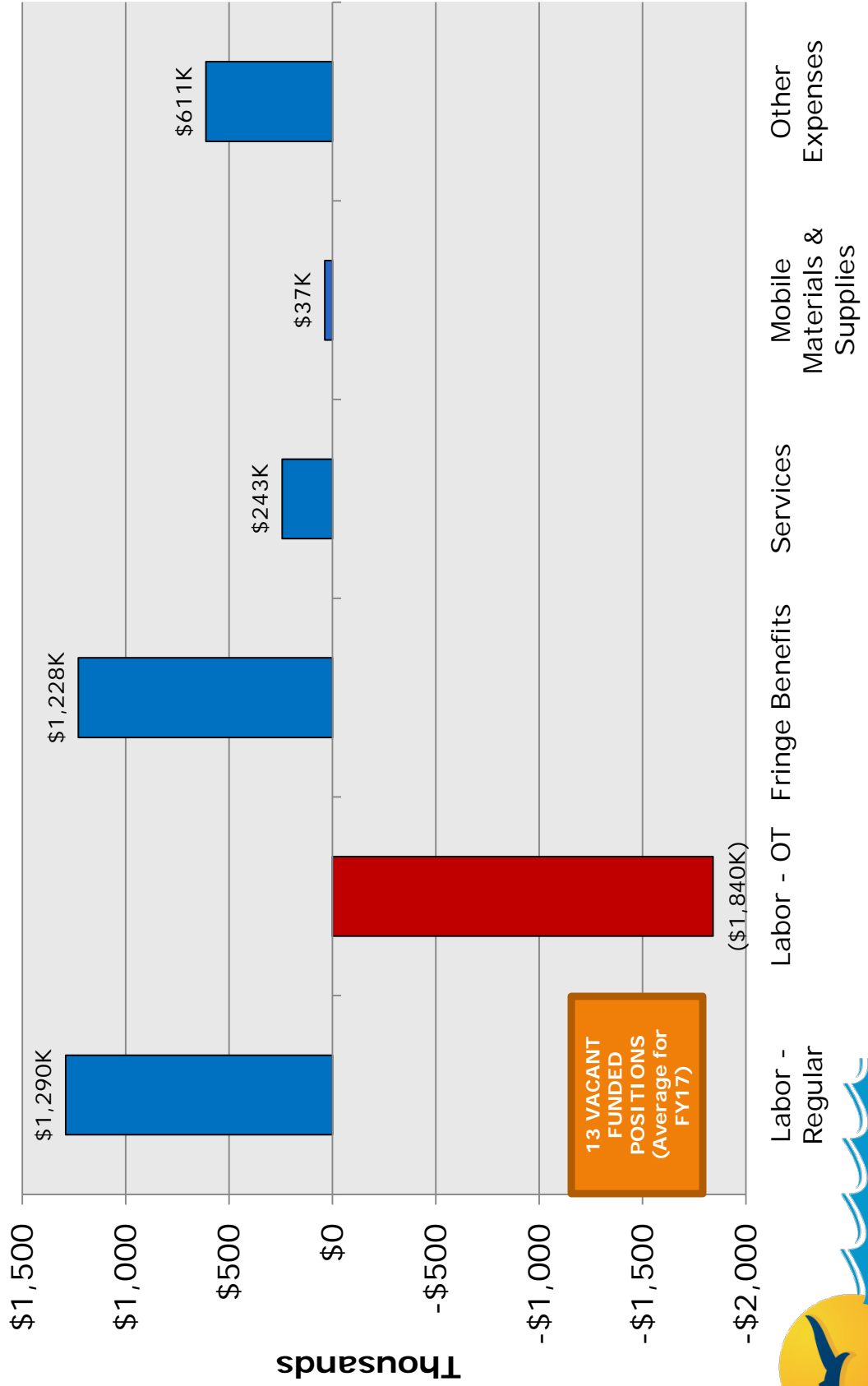


FY17 Operating Expenses by Major Expense Category
Year to Date as of June 30, 2017
100% of Fiscal Year Elapsed



Favorable/(Unfavorable) Expense Variance to Budget Year to Date as of June 30, 2017

100% of Fiscal Year Elapsed

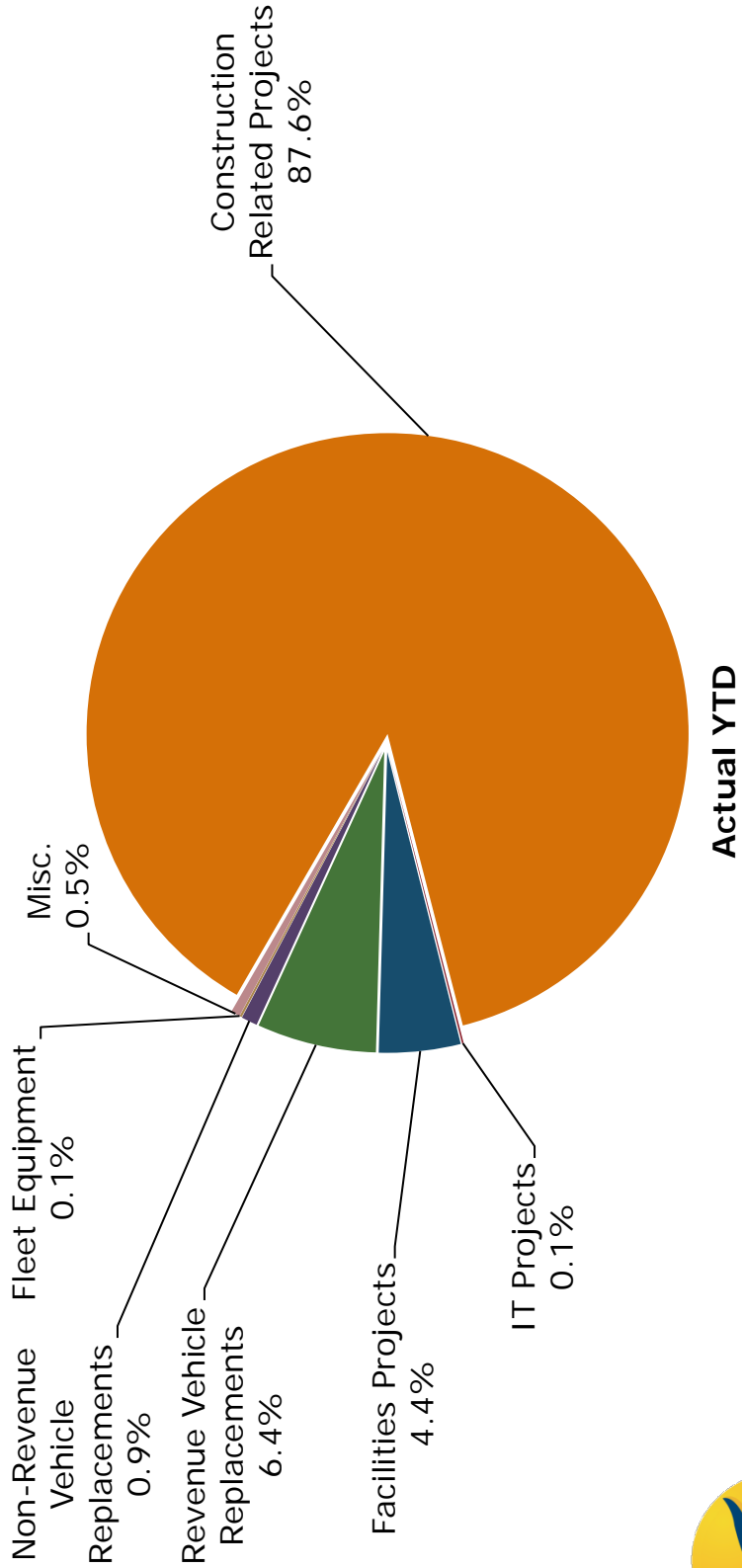


FY17 Capital Budget

Spending Year to Date as of June 30, 2017

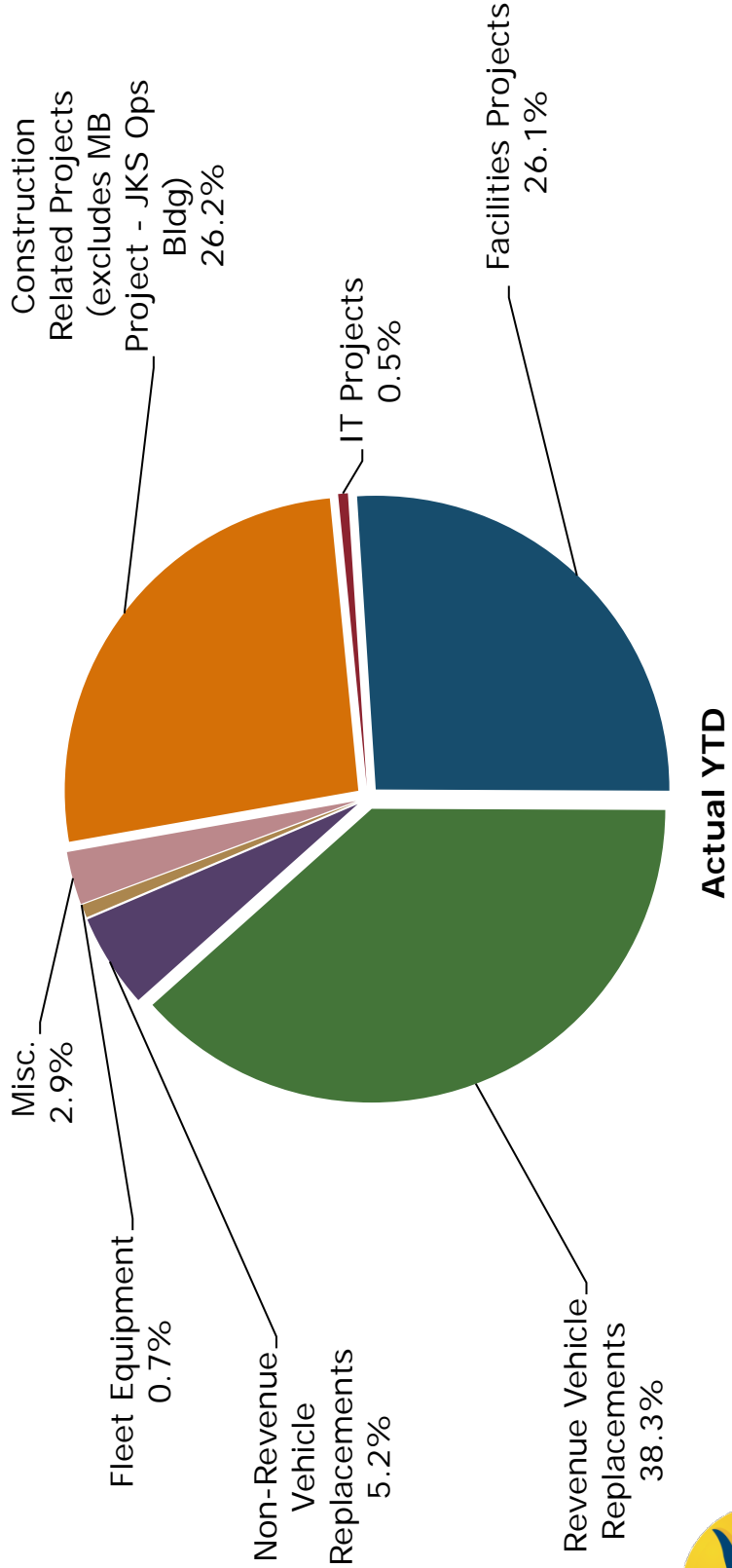
100% of Fiscal Year Elapsed

	Actual YTD	Total FY17 Budget	% Spent YTD
Total Capital Projects:	\$3,876,023	\$16,395,457	24%



FY17 Capital Budget - Excludes MetroBase Project - JKS Ops Bldg.
Spending Year to Date as of June 30, 2017
 100% of Fiscal Year Elapsed

	Actual YTD	Total FY17 Budget	% Spent YTD
Total Capital Projects:	\$648,908	\$13,525,457	4.8%



**MetroBase Phase II
Operations Building
Life of Project
Budget Adopted March 24, 2017
Spending as of September 13 2017**

18A.10



MetroBase Phase II - Life of Project Spending as of September 13, 2017

\$ In Thousands	Budget	Actual	Remaining	% Spent
LCN – Prime Construction Contract	\$13,441	\$15,091	*\$(1,650)	112%
Construction Contract Contingency	\$2,403	\$2,213	\$190	92%
In-House Project Management	\$653	\$650	\$3	100%
Consultant Costs (Hill Int'l., TRC and RNL)	\$6,902	\$6,879	\$23	100%
Non-Construction Contingencies	\$0	\$0	\$0	0%
Contracted Professional Services – prior to 9/26/14	\$150	\$150	\$0	100%
Additional Cost and Services (VSWs, Security, Dubois, etc.)	\$4,160	\$3,985	\$175	96%
Total:	\$27,708	\$28,967	\$(1,258)	105%

* Mediation Settlement - the LOP Budget will be revised in October

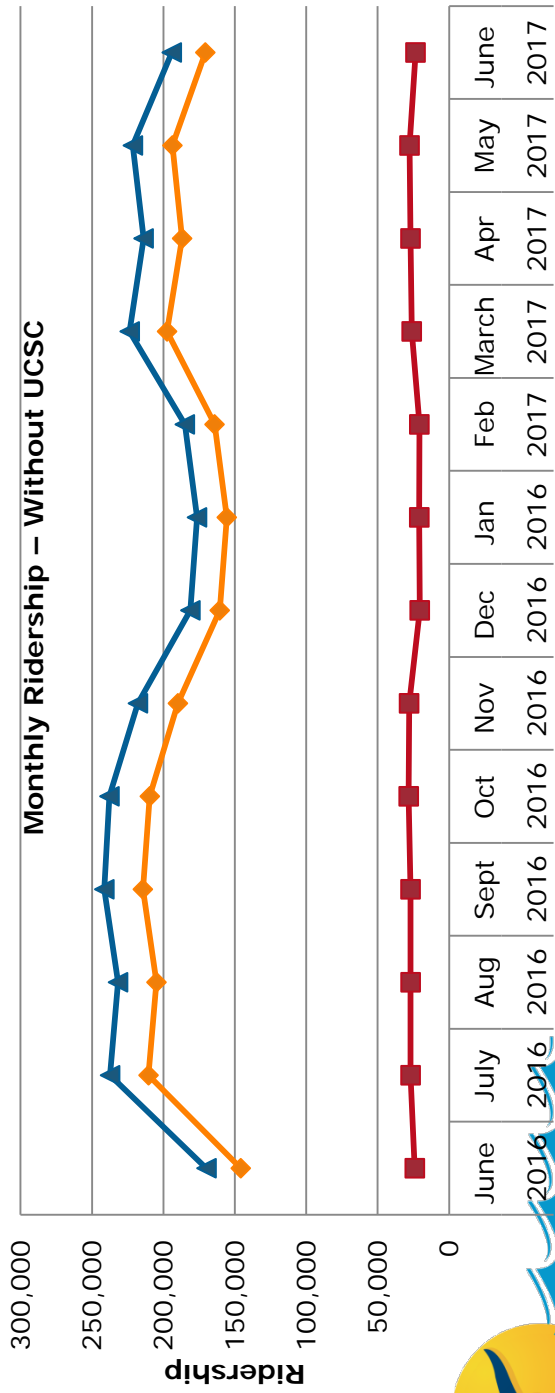
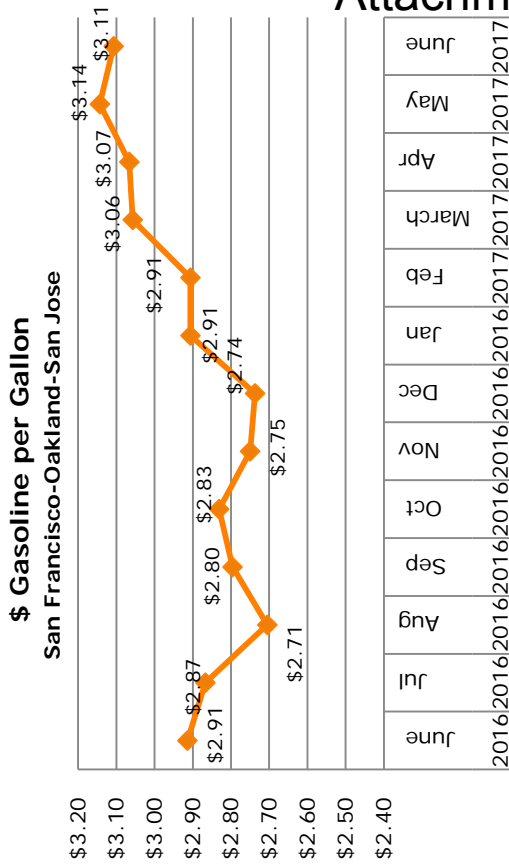
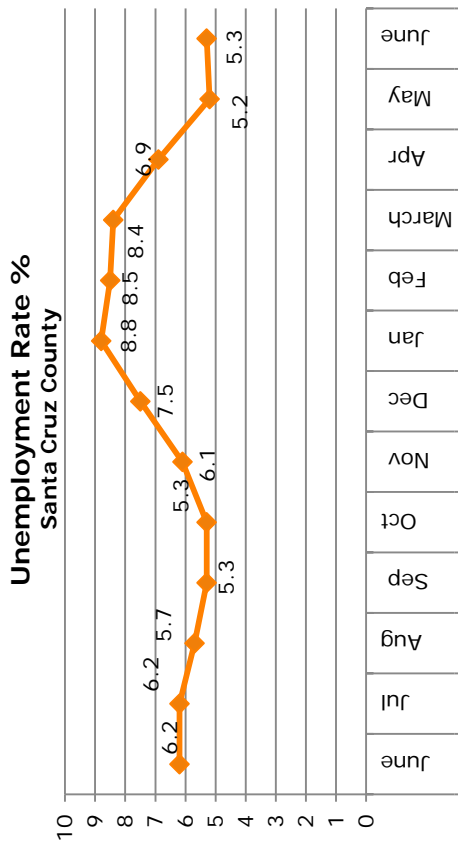
Additional Information



18A.12



Additional Information



FY18 Operating Expenses

Year to Date as of July 31, 2017: PRELIMINARY

8% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual Favorable/ (Unfavorable)
Operating Expenses:			
Labor - Regular	\$1,177	\$1,366	\$189
Labor - Overtime	\$213	\$137	(\$76)
Fringe Benefits	\$1,594	\$1,778	\$184
Non-Personnel Expenses	\$553	\$730	\$177
Total Operating Expenses:	\$3,537	\$4,011	\$474

Questions

18A.15



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FY17

Operating Revenue & Expenses Year to Date as of June 30, 2017

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual FY16	\$ Var	% Var
	\$	\$	%	\$	\$	%
Revenue:						
Passenger Fares	\$ 9,720,869	\$ 11,289,629	-14%	\$ 9,923,862	\$ (202,993)	-2%
Other Revenue	\$ 608,943	\$ 520,000	17%	\$ 531,073	\$ 77,870	15%
Sales Tax Revenue	\$ 20,338,220	\$ 19,572,494	4%	\$ 19,712,551	\$ 625,669	3%
SLPP Backfill for Metro Base	-	-		\$ (840,903)	\$ 840,903	-100%
Sales Tax Revenue Measure D	\$ 530,808	\$ -	100%	\$ -	\$ 530,808	100%
Transp Dev Act (TDA) - Op Asst	\$ 6,804,838	\$ 6,701,163	2%	\$ 6,377,491	\$ 427,347	7%
RTC Route 6 One-Time Funding	-	-	0%	-	-	0%
Federal Op Assistance	\$ 4,371,936	\$ 4,413,531	-1%	\$ 4,302,974	\$ 68,962	2%
Other Op Assistance/Funding	\$ 9,749	\$ 73,000	-87%	\$ 89,278	\$ (79,528)	-89%
STA - Op Assistance	\$ 1,671,333	\$ 1,625,540	3%	\$ 1,795,529	\$ (124,196)	-7%
STA - Op Assistance - SLPP Backfill	-	-	0%	\$ 840,903	\$ (840,903)	-100%
STIC - Op Assistance	\$ 2,083,750	\$ 2,125,425	-2%	\$ 1,323,588	\$ 760,162	57%
Fuel Tax Credit	\$ 284,419	\$ 638,208	-55%	\$ 972,922	\$ (688,503)	-71%
Fuel Tax Credit (Transfer to Operating and Capital Reserve Fund)	\$ (284,419)	\$ (638,208)	-55%	\$ (972,922)	\$ 688,503	-71%
Transfers (to)/ from Operations Sustainability Reserve Fund	\$ (1,030,421)	\$ 358,207	-388%	\$ 2,650,380	\$ (3,680,801)	-139%
Total Revenue	\$ 45,110,026	\$ 46,678,989	-3%	\$ 46,706,726	\$ (1,596,700)	-3%
Expenses:						
Labor - Regular	\$ 14,927,933	\$ 16,217,904	-8%	\$ 16,508,403	\$ (1,580,470)	-10%
Labor - Overtime	\$ 3,470,461	\$ 1,630,301	113%	\$ 2,862,939	\$ 607,522	21%
Fringe Benefits	\$ 19,446,301	\$ 20,674,371	-6%	\$ 19,117,020	\$ 329,281	2%
Services	\$ 2,862,729	\$ 3,105,467	-8%	\$ 2,690,100	\$ 172,629	6%
Mobile Materials & Supplies	\$ 2,773,306	\$ 2,810,543	-1%	\$ 3,045,332	\$ (272,025)	-9%
Other Materials & Supplies	\$ 398,430	\$ 383,772	4%	\$ 353,205	\$ 45,225	13%
Utilities	\$ 533,399	\$ 604,674	-12%	\$ 534,875	\$ (1,476)	0%
Casualty & Liability	\$ 107,929	\$ 526,833	-80%	\$ 877,037	\$ (769,108)	-88%
Taxes	\$ 43,407	\$ 47,976	-10%	\$ 38,147	\$ 5,260	14%
Purchased Transportation	\$ 100,760	\$ 150,000	-33%	\$ 71,470	\$ 29,290	41%
Miscellaneous	\$ 222,757	\$ 308,400	-28%	\$ 402,746	\$ (179,989)	-45%
Leases & Rentals	\$ 222,615	\$ 218,744	2%	\$ 205,452	\$ 17,163	8%
Total Expenses	\$ 45,110,026	\$ 46,678,989	-3%	\$ 46,706,726	\$ (1,596,700)	-3%
Operating Income (Loss)	\$ -	\$ -		\$ -	\$ -	



FY17
Operating Revenue
Year to Date as of June 30, 2017

Percent of Year Elapsed - 100%

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY16	\$ Var	% Var
Passenger Fares						
Passenger Fares	\$ 2,849,064	\$ 3,181,471	-10%	\$ 3,641,890	\$ (792,827)	-22%
Paratransit Fares	\$ 298,506	\$ 339,141	-12%	\$ 327,768	\$ (29,263)	-9%
Special Transit Fares - Contract	\$ 4,424,951	\$ 5,418,017	-18%	\$ 3,726,200	\$ 698,751	19%
Highway 17 Fares	\$ 1,644,388	\$ 1,826,000	-10%	\$ 1,816,162	\$ (171,774)	-9%
Highway 17 Payments	\$ 503,961	\$ 525,000	-4%	\$ 411,842	\$ 92,119	22%
Subtotal Passenger Revenue	\$ 9,720,869	\$ 11,289,629	-14%	\$ 9,923,862	\$ (202,993)	-2%

Other Revenue						
Commissions	\$ 2,293	\$ 2,000	15%	\$ 1,959	\$ 334	17%
Advertising Income	\$ 270,320	\$ 275,000	-2%	\$ 268,631	\$ 1,689	1%
Rent Income - SC Pacific Station	\$ 89,621	\$ 105,000	-15%	\$ 101,138	\$ (11,517)	-11%
Rent Income - Watsonville TC	\$ 40,589	\$ 45,000	-10%	\$ 40,258	\$ 331	1%
Interest Income	\$ 133,298	\$ 80,000	67%	\$ 100,891	\$ 32,407	32%
Other Non-Transp Revenue	\$ 72,822	\$ 13,000	460%	\$ 18,197	\$ 54,625	300%
Subtotal Other Revenue	\$ 608,943	\$ 520,000	17%	\$ 531,073	\$ 77,870	15%

Sales Tax Revenue						
Sales Tax Revenue	\$ 20,338,220	\$ 19,572,494	4%	\$ 19,712,551	\$ 625,669	3%
**Less: Matching funds for SLPP Capital Gr.	\$ -	\$ -	0%	\$ (840,903)	\$ 840,903	-100%
Sales Tax Revenue Measure D	\$ 530,808	\$ 530,808	100%	\$ 530,808	\$ 530,808	100%
Subtotal Sales Tax Revenue	\$ 20,869,028	\$ 19,572,494	7%	\$ 18,871,648	\$ 1,997,380	11%

Transp Dev Act (TDA) - Op Asst						
Transp Dev Act (TDA) - Op Asst	\$ 6,804,838	\$ 6,701,163	2%	\$ 6,377,491	\$ 427,347	7%
Subtotal TDA Op Assistance	\$ 6,804,838	\$ 6,701,163	2%	\$ 6,377,491	\$ 427,347	7%

Federal Op Assistance						
Federal Op Assistance	\$ 4,202,386	\$ 4,246,793	-1%	\$ 4,124,612	\$ 77,774	2%
FTA Sec 5307 - Op Asst	\$ 168,738	\$ 166,738	1%	\$ 177,787	\$ (9,049)	-5%
Medicare Subsidy	\$ 812	\$ 812	100%	\$ 575	\$ 237	41%
Subtotal Federal Op Assistance	\$ 4,371,936	\$ 4,413,531	-1%	\$ 4,302,974	\$ 68,962	2%



FY17
Operating Revenue
Year to Date as of June 30, 2017

	Year to Date		YTD Year Over Year Comparison				
	Actual	Budget	\$ Var	% Var	FY16	\$ Var	% Var
Percent of Year Elapsed -	100%						
Other Op Assistance/Funding							
Sect 5304 Planning AMBAG Funding	\$ 9,749	\$ 73,000	\$ (63,251)	-87%	\$ 89,278	\$ (79,528)	-89%
Other Op Assistance/Funding	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Subtotal Other Op Assistance/Funding	\$ 9,749	\$ 73,000	\$ (63,251)	-87%	\$ 89,278	\$ (79,528)	-89%
STA - Op Assistance	\$ 1,671,333	\$ 1,625,540	\$ 45,793	3%	\$ 1,795,529	\$ (124,196)	-7%
STA - Op Assistance - SLPP Backfill	\$ -	\$ -	\$ -	0%	\$ 840,903	\$ (840,903)	-100%
STIC -Op Assistance	\$ 2,083,750	\$ 2,125,425	\$ (41,675)	-2%	\$ 1,323,588	\$ 760,162	57%
Fuel Tax Credit	\$ 284,419	\$ 638,208	\$ (353,789)	-55%	\$ 972,922	\$ (688,503)	-71%
Fuel Tax Credit (Transfer to Operating and Capital Reserve Fund)	\$ (284,419)	\$ (638,208)	\$ 353,789	-55%	\$ (972,922)	\$ 688,503	-71%
Transfers (to)/from Operations Sustainibility Reserve Fund	\$ (1,030,421)	\$ 358,207	\$ (1,388,628)	-388%	\$ 2,650,380	\$ (3,680,801)	-139%
Total Revenue	\$ 45,110,026	\$ 46,678,989	\$ (1,568,963)	-3%	\$ 46,706,726	\$ (1,596,700)	-3%
Total Operating Expenses	\$ 45,110,026				\$ 46,706,726		
Variance	\$ -				\$ -		

** The SLPP capital grant required a 50% local match with sales tax from the operating budget.



FY17
Consolidated Operating Expenses
Year to Date as of June 30, 2017

	Year to Date			YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	FY16	\$ Var	% Var
501011 Bus Operator Pay	\$ 7,989,496	\$ 8,501,290	\$ (511,794)	-6%	\$ 9,118,832	(1,129,335)	-12%
501013 Bus Operator Overtime	\$ 2,751,892	\$ 1,187,022	\$ 1,564,870	132%	\$ 2,238,084	513,809	23%
501021 Other Salaries	\$ 6,938,437	\$ 7,716,614	\$ (778,177)	-10%	\$ 7,389,571	(451,135)	-6%
501023 Other Overtime	\$ 718,568	\$ 443,279	\$ 275,289	62%	\$ 624,855	93,713	15%
Total Labor -	\$ 18,398,394	\$ 17,848,205	\$ 550,189	3%	\$ 19,371,342	(972,948)	-5%

Fringe Benefits

502011 Medicare/Soc. Sec.	\$ 310,584	\$ 309,888	\$ 696	0%	\$ 311,517	(933)	0%
502021 Retirement	\$ 3,870,883	\$ 4,461,531	\$ (590,648)	-13%	\$ 4,035,814	(164,932)	-4%
502031 Medical Insurance	\$ 9,492,512	\$ 10,165,185	\$ (672,673)	-7%	\$ 9,281,056	211,456	2%
502041 Dental Insurance	\$ 455,678	\$ 491,596	\$ (35,918)	-7%	\$ 500,500	(44,822)	-9%
502045 Vision Insurance	\$ 120,591	\$ 120,400	\$ 191	0%	\$ 128,695	(8,104)	-6%
502051 Life Insurance	\$ 49,222	\$ 49,372	\$ (150)	0%	\$ 49,372	(150)	0%
502060 State Disability	\$ 193,447	\$ 200,438	\$ (6,991)	-3%	\$ 199,063	(5,616)	-3%
502061 Disability Insurance	\$ 127,632	\$ 142,487	\$ (14,855)	-10%	\$ 136,121	(8,488)	-6%
502071 State Unemp. Ins	\$ 55,057	\$ 73,785	\$ (18,728)	-25%	\$ 63,490	(8,433)	-13%
502081 Worker's Comp Ins	\$ 662,592	\$ 850,000	\$ (187,408)	-22%	\$ 669,061	(6,469)	-1%
502101 Holiday Pay	\$ 452,178	\$ 602,250	\$ (150,072)	-25%	\$ 482,551	(30,374)	-6%
502103 Floating Holiday	\$ 109,118	\$ 93,690	\$ 15,428	16%	\$ 118,238	(9,120)	-8%
502109 Sick Leave	\$ 567,691	\$ 924,456	\$ (356,765)	-39%	\$ 658,434	(90,743)	-14%
502111 Annual Leave	\$ 2,268,855	\$ 1,934,899	\$ 333,956	17%	\$ 2,231,274	37,581	2%
502121 Other Paid Absence	\$ 189,463	\$ 177,086	\$ 12,378	7%	\$ 182,678	6,785	4%
502251 Physical Exams	\$ 7,275	\$ 14,110	\$ (6,835)	-48%	\$ 10,425	(3,150)	-30%
502253 Driver Lic Renewal	\$ 1,791	\$ 4,656	\$ (2,865)	-62%	\$ 1,676	115	7%
502399 Other Fringe Benefits	\$ 511,733	\$ 58,543	\$ 453,190	774%	\$ 57,054	454,678	797%
Total Fringe Benefits -	\$ 19,446,301	\$ 20,674,371	\$ (1,228,070)	-6%	\$ 19,117,020	329,281	2%

Total Personnel Expenses -

\$ 37,844,695	\$ 38,522,577	\$ (677,882)	-2%	\$ 38,488,362	(643,667)	-2%
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FY17
Consolidated Operating Expenses
Year to Date as of June 30, 2017

Attachment B

YTD Year Over Year Comparison

Year to Date

	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>FY16</u>	<u>\$ Var</u>	<u>% Var</u>
Services							
503011 Acctg & Audit Fees	\$ 84,476	\$ 95,250	\$ (10,774)	-11%	\$ 90,728	\$ (6,252)	-7%
503012 Admin & Bank Fees	\$ 369,684	\$ 372,880	\$ (3,196)	-1%	\$ 370,218	\$ (534)	0%
503031 Prof & Tech Fees	\$ 190,965	\$ 447,560	\$ (256,595)	-57%	\$ 352,510	\$ (161,545)	-46%
503032 Legislative Services	\$ 94,604	\$ 101,000	\$ (6,396)	-6%	\$ 92,815	\$ 1,789	2%
503033 Legal Services	\$ 294,413	\$ 106,396	\$ 188,017	177%	\$ 32,104	\$ 262,309	817%
503034 Pre-Employ Exams	\$ 6,928	\$ 5,800	\$ 1,128	19%	\$ 2,555	\$ 4,373	171%
503041 Temp Help	\$ 287,162	\$ -	\$ 287,162	100%	\$ 215,289	\$ 71,873	33%
503161 Custodial Services	\$ 2,223	\$ 6,468	\$ (4,245)	-66%	\$ 3,151	\$ (928)	-29%
503162 Uniform & Laundry	\$ 23,804	\$ 24,280	\$ (476)	-2%	\$ 19,470	\$ 4,334	22%
503171 Security Services	\$ 490,351	\$ 505,323	\$ (14,972)	-3%	\$ 484,187	\$ 6,164	1%
503221 Classified/Legal Ads	\$ 15,832	\$ 12,200	\$ 3,632	30%	\$ 10,026	\$ 5,806	58%
503222 Legal Advertising	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
503225 Graphic Services	\$ -	\$ 5,500	\$ (5,500)	-100%	\$ -	\$ -	0%
503351 Repair - Bldg & Impr	\$ 73,533	\$ 48,590	\$ 24,943	51%	\$ 83,109	\$ (9,576)	-12%
503352 Repair - Equipment	\$ 610,225	\$ 651,768	\$ (41,543)	-6%	\$ 620,474	\$ (10,249)	-2%
503353 Repair - Rev Vehicle	\$ 251,454	\$ 652,000	\$ (400,547)	-61%	\$ 241,644	\$ 9,810	4%
503354 Repair - Non Rev Vehicle	\$ 23,688	\$ 30,000	\$ (6,312)	-21%	\$ 23,263	\$ 424	2%
503363 Haz Mat Disposal	\$ 43,389	\$ 40,452	\$ 2,937	7%	\$ 48,558	\$ (5,169)	-11%
Total Services -	\$ 2,862,729	\$ 3,105,467	\$ (242,738)	-8%	\$ 2,690,100	\$ 172,629	6%

Mobile Materials & Supplies

504011 Fuels & Lube Non Rev Veh	\$ 51,877	\$ 90,000	\$ (38,123)	-42%	\$ 92,790	\$ (40,912)	-44%
504012 Fuels & Lube Rev Veh	\$ 1,756,817	\$ 1,798,656	\$ (41,839)	-2%	\$ 1,827,558	\$ (70,740)	-4%
504021 Tires & Tubes	\$ 184,066	\$ 300,000	\$ (115,934)	-39%	\$ 244,067	\$ (60,001)	-25%
504161 Other Mobile Supplies	\$ 23,149	\$ 51,824	\$ (28,675)	-55%	\$ -	\$ 23,149	100%
504191 Rev Vehicle Parts	\$ 757,396	\$ 570,063	\$ 187,333	33%	\$ 880,917	\$ (123,520)	-14%
Total Mobile Materials & Supplies -	\$ 2,773,306	\$ 2,810,543	\$ (37,237)	-1%	\$ 3,045,332	\$ (272,025)	-9%



FY17
Consolidated Operating Expenses
Year to Date as of June 30, 2017

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	\$ Var	FY16	\$ Var	% Var
Other Materials & Supplies						
504205 Freight Out	\$ 2,455	\$ 136	\$ 2,319	\$ 2,599	\$ (143)	-6%
504211 Postage & Mailing	\$ 9,224	\$ 13,550	\$ (4,326)	\$ 10,030	\$ (806)	-8%
504214 Promotional Items	\$ 1,400	\$ 1,400	\$ -	\$ 492	\$ 908	184%
504215 Printing	\$ 97,715	\$ 50,805	\$ 46,910	\$ 30,510	\$ 67,205	220%
504217 Photo Supply/Processing	\$ 349	\$ 2,500	\$ (2,151)	\$ 95	\$ 253	265%
504311 Office Supplies	\$ 80,602	\$ 71,062	\$ 9,540	\$ 84,341	\$ (3,739)	-4%
504315 Safety Supplies	\$ 16,713	\$ 16,860	\$ (147)	\$ 14,115	\$ 2,597	18%
504317 Cleaning Supplies	\$ 44,147	\$ 53,830	\$ (9,683)	\$ 53,846	\$ (9,700)	-18%
504409 Repair/Maint Supplies	\$ 82,979	\$ 114,983	\$ (32,004)	\$ 109,012	\$ (26,033)	-24%
504417 Tenant Repairs	\$ 513	\$ 9,000	\$ (8,487)	\$ 835	\$ (322)	-39%
504421 Non-Inventory Parts	\$ 50,553	\$ 39,730	\$ 10,823	\$ 38,900	\$ 11,654	30%
504511 Small Tools	\$ 9,124	\$ 7,736	\$ 1,388	\$ 6,664	\$ 2,460	37%
504515 Employee Tool Rplcmt	\$ 2,655	\$ 2,180	\$ 475	\$ 1,765	\$ 889	50%
Total Other Materials & Supplies -	\$ 398,430	\$ 383,772	\$ 14,658	\$ 353,205	\$ 45,225	13%
Utilities						
505011 Gas & Electric	\$ 287,985	\$ 297,000	\$ (9,015)	\$ 274,631	\$ 13,354	5%
505021 Water & Garbage	\$ 128,424	\$ 147,240	\$ (18,816)	\$ 131,787	\$ (3,363)	-3%
505031 Telecommunications	\$ 116,990	\$ 160,434	\$ (43,444)	\$ 128,457	\$ (11,467)	-9%
Total Utilities -	\$ 533,399	\$ 604,674	\$ (71,275)	\$ 534,875	\$ (1,476)	0%
Casualty & Liability						
506011 Insurance - Property	\$ 62,882	\$ 61,904	\$ 978	\$ 58,624	\$ 4,259	7%
506015 Insurance - PL & PD	\$ 326,551	\$ 314,929	\$ 11,622	\$ 457,945	\$ (131,393)	-29%
506021 Insurance - Other	\$ -	\$ -	\$ -	\$ -	\$ -	0%
506123 Settlement Costs	\$ (265,708)	\$ 150,000	\$ (415,708)	\$ 430,525	\$ (696,233)	-162%
506127 Repairs - Dist Prop	\$ (15,797)	\$ -	\$ (15,797)	\$ (70,057)	\$ 54,260	-77%
Total Casualty & Liability -	\$ 107,929	\$ 526,833	\$ (418,904)	\$ 877,037	\$ (769,108)	-88%
Taxes						
507051 Fuel Tax	\$ 14,991	\$ 14,280	\$ 711	\$ 15,703	\$ (712)	-5%
507201 Licenses & permits	\$ 17,177	\$ 19,296	\$ (2,119)	\$ 15,020	\$ 2,156	14%
507999 Other Taxes	\$ 11,239	\$ 14,400	\$ (3,161)	\$ 7,423	\$ 3,816	51%
Total Taxes -	\$ 43,407	\$ 47,976	\$ (4,569)	\$ 38,147	\$ 5,260	14%



FY17
Consolidated Operating Expenses
Year to Date as of June 30, 2017

Actual Budget \$ Var % Var FY16 \$ Var % Var
 Year to Date YTD Year Over Year Comparison

Purchased Transportation											
503406 Contr/Paratrans	\$	100,760	\$	150,000	\$	(49,240)	-33%	\$	71,470	29,290	41%
<i>Total Purchased Transportation -</i>	\$	100,760	\$	150,000	\$	(49,240)	-33%	\$	71,470	29,290	41%

Miscellaneous											
509011 Dues & Subscriptions	\$	74,593	\$	93,985	\$	(19,392)	-21%	\$	74,857	(264)	0%
509081 Advertising - Dist Promo	\$	19,268	\$	30,500	\$	(11,232)	-37%	\$	14,333	4,936	34%
509101 Emp Incentive Prog	\$	1,426	\$	15,200	\$	(13,774)	-91%	\$	3,365	(1,940)	-58%
509121 Employee Training	\$	39,146	\$	71,660	\$	(32,514)	-45%	\$	60,647	(21,501)	-35%
509122 BOD Travel	\$	10,104	\$	3,000	\$	7,104	237%	\$	6,294	3,811	61%
509123 Travel	\$	56,877	\$	74,935	\$	(18,058)	-24%	\$	53,352	3,525	7%
509125 Local Meeting Exp	\$	8,304	\$	6,520	\$	1,784	27%	\$	9,332	(1,027)	-11%
509127 Board Director Fees	\$	7,435	\$	12,600	\$	(5,165)	-41%	\$	11,855	(4,420)	-37%
509150 Contributions	\$	325	\$	-	\$	325	100%	\$	-	325	100%
509197 Sales Tax Expense	\$	-	\$	-	\$	-	0%	\$	-	-	0%
509198 Cash Over/Short	\$	5,278	\$	-	\$	5,278	100%	\$	10,847	(5,570)	-51%
509999 Other Misc. Expenses	\$	-	\$	-	\$	-	0%	\$	157,864	(157,864)	-100%
<i>Total Misc -</i>	\$	222,757	\$	308,400	\$	(85,644)	-28%	\$	402,746	(179,989)	-45%

Leases & Rentals											
512011 Facility Rentals	\$	209,558	\$	201,350	\$	8,208	4%	\$	195,127	14,431	7%
512061 Equipment Rentals	\$	13,056	\$	17,394	\$	(4,338)	-25%	\$	10,325	2,732	26%
<i>Total Leases & Rentals -</i>	\$	222,615	\$	218,744	\$	3,871	2%	\$	205,452	17,163	8%

Total Non-Personnel Expenses -	\$	7,265,331	\$	8,156,410	\$	(891,079)	-11%	\$	8,218,363	(953,033)	-12%
TOTAL OPERATING EXPENSE -	\$	45,110,026	\$	46,678,989	\$	(1,568,963)	-3%	\$	46,706,726	(1,596,700)	-3%

** Expenses do not include year-end Depreciation, W/C IBNR, GASB 45 OPEB adjustments, or GASB 68 Pension adjustments.

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**FY17
CAPITAL BUDGET**
For the month ending - June 30, 2017

	<u>YTD Actual</u>	<u>FY17 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>Construction Related Projects</u>				
Metrobase Project - Judy K.Souza - Operations Bldg.	\$ 3,227,115	\$ 2,870,000	\$ (357,115)	112%
Transit Security Projects	\$ 87,864	\$ 630,000	\$ 542,136	14%
Pacific Station/Metro Center - Conceptual Design / MOU w/ City of SC	\$ 6,591	\$ 3,787,360	\$ 3,780,769	0.2%
Watsonville Transit Center C/S Renovation	\$ 75,691	\$ 100,000	\$ 24,309	76%
Subtotal Construction Related Projects	\$ 3,397,261	\$ 7,387,360	\$ 3,990,099	46%
<u>IT Projects</u>				
HR Software Upgrade (cont.)	\$ 3,456	\$ 18,000	\$ 14,544	19%
Subtotal IT Projects	\$ 3,456	\$ 18,000	\$ 14,544	19%
<u>Facilities Repair & Improvements</u>				
Repaint Watsonville Transit Center (FTA 5339a FY13)	\$ 78,800	\$ 78,800	\$ -	100%
Reseal, Resurface Parking Lots (FTA 5339a FY13)	\$ 81,366	\$ 75,000	\$ (6,366)	108%
Bus Stop & Fac Improvements (FTA 5339a FY15/16)	\$ 9,206	\$ 73,380	\$ 64,174	13%
Maintenance Bldg. Structural Upgrade	\$ -	\$ 30,000	\$ 30,000	0%
Repair Roof at Pacific Station (FTA 5339a FY13)	\$ -	\$ 15,000	\$ 15,000	0%
Relocate Mechanics Sink-Golf Club (FTA 5339a FY14)	\$ -	\$ 9,548	\$ 9,548	0%
Upgrade Exhaust Evac.-Golf Club (FTA 5339a FY14)	\$ -	\$ 8,000	\$ 8,000	0%
Subtotal Facilities Repair & Improvements Projects	\$ 169,372	\$ 289,728	\$ 120,356	58%
<u>Revenue Vehicle Replacement & Campaigns</u>				
Electric Bus (3) + Infrastructure & Project Mgmt. (FTA 5339c FY16)	\$ 91,970	\$ 4,936,512	\$ 4,844,542	2%
Electric Bus (1) - Watsonville ZEB Circulator (FY15/16)	\$ -	\$ 1,066,508	\$ 1,066,508	0%
Paracruz Van Replacements (11) (FTA 5339a FY15/16)	\$ -	\$ 827,585	\$ 827,585	0%
CNG Bus Replacement (1) (RTC-STBG)	\$ -	\$ 570,000	\$ 570,000	0%
Paracruz Van Replacements (3 - 2 purch in FY16)	\$ -	\$ 343,939	\$ 343,939	0%



**FY17
CAPITAL BUDGET**
For the month ending - June 30, 2017

	<u>YTD Actual</u>	<u>FY17 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
Mid-Life Bus Engine Overhaul (7) (FTA 5339a FY14)	\$ 111,032	\$ 276,596	\$ 165,564	40%
Bus Repaint Campaign (36) (FTA 5339a FY14)	\$ -	\$ 131,834	\$ 131,834	0%
Bus Repaint Campaign (20) (FTA 5339a FY13)	\$ 43,537	\$ 73,066	\$ 29,529	60%
FTA Section 5310-(1 Paratransit Vehicle)	\$ 2,133	\$ 66,000	\$ 63,867	3%
Subtotal Revenue Vehicle Replacements & Campaigns	\$ 248,672	\$ 8,292,040	\$ 8,043,368	3%
<u>Non-Revenue Vehicle Replacement</u>				
Replace 9 Non-Revenue Vehicles (FTA 5339a FY13)	\$ 33,733	\$ 213,779	\$ 180,046	16%
Replace High Lift Bucket Truck (FTA 5339a FY14)	\$ -	\$ 97,814	\$ 97,814	0%
Propane Fueled Tow Motor (FTA 5339a FY14)	\$ -	\$ 60,000	\$ 60,000	0%
Subtotal Non-Revenue Vehicle Replacements	\$ 33,733	\$ 371,593	\$ 337,860	9%
<u>Fleet & Maintenance Equipment</u>				
High Weight Capacity Low Profile Axle Jack	\$ 1,243	\$ 1,277	\$ 34	97%
Cabinet Table Saw	\$ 3,414	\$ 3,414	-	100%
Subtotal Fleet & Maintenance Equipment	\$ 4,657	\$ 4,691	\$ 34	99%
<u>Office Equipment</u>				
None at this time	\$ -	\$ -	-	0%
Subtotal Office Equipment	\$ -	\$ -	\$ -	0%
<u>Misc</u>				
Ticket Vending Machine-SLV-Installation Costs	\$ -	\$ 17,045	\$ 17,045	0%
Ticket Vending Machine-Cash Devices & Components	\$ 3,640	\$ 10,750	\$ 7,110	34%
Ticket Vending Machine-Software/Pin Pad Upgrade	\$ 15,232	\$ 4,250	\$ (10,982)	358%
Subtotal Misc.	\$ 18,872	\$ 32,045	\$ 13,173	59%
TOTAL CAPITAL PROJECTS	\$ 3,876,023	\$ 16,395,457	\$ 12,519,434	24%



**FY17
CAPITAL BUDGET
For the month ending - June 30, 2017**

	<u>YTD Actual</u>	<u>FY17 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>CAPITAL FUNDING</u>				
Federal Capital Grants (FTA)	\$ 373,662	\$ 6,246,168	\$ 5,872,506	6%
Sakata / Lawsuit Proceeds	\$ 290,557	\$ 460,000	\$ 169,443	63%
State - PTMISEA (1B)	\$ 2,751,061	\$ 6,543,577	\$ 3,792,516	42%
Cal-OES Prop 1B Transit Security Grant Funds (CTSGBP)	\$ 133,233	\$ 1,075,000	\$ 941,767	12%
Statewide Transportation Improvement Program (STIP)	\$ -	\$ 247,950	\$ 247,950	0%
Low Carbon Transit Operations Program (LCTOP)	\$ -	\$ 709,292	\$ 709,292	0%
Capital Restricted - State Transit Assistance (STA)	\$ 19,216	\$ 44,760	\$ 25,544	43%
State Transit Assistance (STA) -(1/5 of FY17 Allocation)	\$ 64,933	\$ 369,682	\$ 304,749	18%
Operating and Capital Reserve Fund	\$ 243,361	\$ 699,028	\$ 455,667	35%
TOTAL CAPITAL FUNDING	\$ 3,876,023	\$ 16,395,457	\$ 12,519,434	24%

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**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 PRELIMINARY SCHEDULE OF RESERVE ACCOUNT BALANCES-UNAUDITED
AS OF 9/22/17**

Fund Title	Explanation and Use:	Balance at 6/30/16	ESTIMATED Additions/ (Withdrawals) in FY17	ESTIMATED Available Balance at 6/30/17	Board Adopted Minimum or Target Level	% Funded	Surplus / (Deficient)	Suggested Guidelines:	Board Adopted Recommendation:
Operating and Capital Reserve Fund (formerly - Operating / Capital Reserves)	Liquid and unrestricted assets that an organization can use to support its operations in the event of an unanticipated loss of revenue or increase in expenses. Includes Alternative Fuel Tax Rebates transferred from the Operating Budget and any excess revenues over budget	\$ 972,922	\$ 114,053	\$ 1,086,975	N/A	N/A	N/A	Any use of Operating and Capital Reserves above CEO executive authority will be brought to the BOD for consideration. To be used as the local match for capital grants.	There is no Board Adopted Minimum Balance established; this fund shall not be used to support recurring operating expenditures.
Operations Sustainability Reserve Fund (formerly - Operating Reserves)	Funds set aside to protect the organization's essential services and funding requirements during periods of economic downturn or natural disasters. Target = two month's operating expenses (Payroll and Accounts Payable).	\$ 5,659,556	\$ -	\$ 5,659,556	\$ 7,300,000	78%	\$ (1,640,444)	GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.	Fund Operations Sustainability Reserve Fund to target level that equals two (2) months of the average operating expenses for the most current fiscal year's budget, to be adjusted annually through the budget process.
Cash Flow Reserve Fund (formerly - Cash Flow Reserves)	Funds set aside to "cash flow" capital and/or operating expenses incurred before receiving reimbursements from various funding sources (Annual FTA 5307 (& STIC), STA, SLPP, etc).	\$ 3,000,000	\$ -	\$ 3,000,000	\$ 3,000,000	100%	\$ -	Staff will manage flexibility of Cash Flow Reserve Fund, according to project levels and capital needs as they fluctuate from year to year.	Fund Cash Flow Reserve Fund to minimum or target levels; set annually through the budget process.
Workers Compensation Reserve Fund (formerly - Workers Compensation Reserves)	Funds set aside to finance the (discounted) long term portion of workers' compensation liability, as of the end of the fiscal year.	\$ 2,131,419	\$ 115,744	\$ 2,247,163	\$ 3,372,272	67%	\$ (1,125,109)	GASB #10 requires Santa Cruz METRO to accrue a liability on its financial statements for the ultimate cost of claims and expenses associated with all reported and unreported workers' compensation claims.	Fund Workers' Comp Reserves to minimum or target levels; a bi-annual study of potential liability areas and risk shall be the basis for determining minimum reserves.
Liability Insurance Reserve Fund (formerly - Liability Insurance Reserves)	Funds set aside to pay the cost of outstanding liability and physical damage claims + proposed employment practices liability claims. (Self Insured Retention - SIR - \$250K)	\$ 660,919	\$ (115,744)	\$ 545,175	\$ 545,175	100%	\$ -	GASB #10 requires Santa Cruz METRO to accrue a liability on its financial statements for the ultimate cost of claims and expenses associated with all reported and unreported liability and physical damage claims.	Fund Liability Insurance Reserves to minimum or target levels; calculated annually based on the 5-year rolling average of outstanding claims at fiscal year end.
		\$ 12,424,815	\$ 114,053	\$ 12,538,869			\$ (2,765,564)		

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DATE: September 22, 2017
TO: Board of Directors
FROM: Erron Alvey, Purchasing Manager
SUBJECT: ACCEPT AND FILE ELECTRIC BUS PURCHASE STATUS REPORT

I. RECOMMENDED ACTION

That the Board of Directors accept and file the Electric Bus Purchase Status Report.

II. SUMMARY

- On September 25, 2015, the Board of Directors authorized the CEO to seek grant opportunities to add zero-emission buses to the Santa Cruz Metropolitan Transit District (METRO) fleet.
- METRO was awarded three 45' Zero Emission Electric Over the Road Coaches (OTRC) through the Low or No Emission Program (LowNo) in 2016.
- METRO will be executing a sole source contract with Build Your Dreams (BYD) for the purchase of the three OTRCs.
- METRO was awarded one 40' Zero Emission Electric Bus for Watsonville Downtown Circulator Service through the Low Carbon Transit Operations Program (LCTOP) in 2016.
- METRO entered into a joint procurement with Clemson Area Transit to purchase the LCTOP bus.
- The Watsonville Downtown Circulator bus is expected to be delivered by January of 2019.
- The three OTRCs are expected to be delivered by June of 2019.

III. DISCUSSION/BACKGROUND

The Federal Transit Administration (FTA) awarded METRO a LowNo grant for three OTRCs as a joint partnership with the Center for Transportation and the Environment (CTE) for project management consultant services, BYD for the buses, and Momentum Dynamics for the on-route charging system. Since this is a joint partnership approved by the FTA, there was no competitive procurement required for the project management consultant services, the charging equipment, or the buses themselves.

METRO is currently developing contract language, technical specifications, and bus configuration with BYD. These OTRCs are a brand new model for BYD, so the Project Team is carefully monitoring BYD's progress on their three demo buses, the federally required Altoona testing, and proposed changes from the original design to METRO's design before finalizing a contract. Staff anticipates bringing contract approval items for BYD and Momentum Dynamics to the Board of Directors in November. Upon execution of a contract, METRO will place an order to begin the manufacturing process for the buses and chargers. The on-route charging equipment is scheduled to be installed the Summer of 2018, and the buses are expected to be delivered by June of 2019, but this will be dependent on a number of factors.

The State of California awarded METRO funding to purchase one 40' Zero Emission Bus for service in Watsonville as a downtown circulator through the State's Low Carbon Transit Operations Program (LCTOP), which is funded by Cap and Trade dollars. The Project Team reached out to bus manufacturers and transit agencies throughout the country looking for a contract option wherein METRO could piggyback on another agency's build. After months of unsuccessful attempts to find such an option, the Project Team began to look for agencies that would be interested in a joint procurement in an effort to be more efficient and obtain better pricing with a larger quantity than one. METRO was able to find partners with Soltrans, out of Vallejo, California, and Clemson Area Transit (CAT) out of Clemson, South Carolina, who took the lead. The Board of Directors approved joining this procurement on April 28, 2017 and the RFP was issued May 1, 2017.

Prior to issuing the RFP, CAT issued a Request for Information, which required manufacturers interested in submitting proposals to be pre-qualified. New Flyer, Proterra, and BYD were all pre-qualified during this process and all three subsequently submitted proposals to CAT on June 2, 2017. CAT evaluated the proposals and selected Proterra as the firm with the most responsive and advantageous offer. After price negotiations, CAT awarded the contract to Proterra on August 31, 2017. METRO now has ten bus purchase options on this contract.

Proterra will be at METRO all day on September 18, 2017 to address concerns regarding their battery charging system and daily battery capacity, as well as to begin the configuration process in order to finalize a METRO contract. Staff anticipates bringing an approval item for the contract to the Board of Directors in November. An order for one bus will be placed shortly thereafter. Based on standard bus manufacturing timelines, the bus is expected to be delivered by January of 2019; however, Proterra has committed that they will make every attempt to expedite this bus for METRO should we move forward with an order.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Funding for the three OTRCs and related charging equipment is provided by the Federal LowNo program in the amount of \$2,845,788 and a local match in the amount of \$993,124. The local match funding sources are PTMISEA and Cash Reserves/Alternative Fuel Credit.

Funding for the 40' Watsonville Downtown Circulator bus is provided by the State of California LCTOP program in the amount of \$709,292, with a local match in the amount of \$357,216 provided by PTMISEA.

V. ALTERNATIVES CONSIDERED

This report is for information only and there are no alternatives to consider.

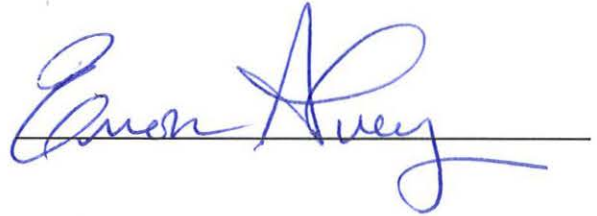
VI. ATTACHMENTS

None

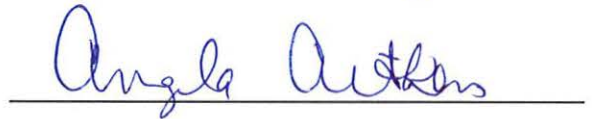
Prepared By: Erron Alvey, Purchasing Manager

VII. APPROVALS:

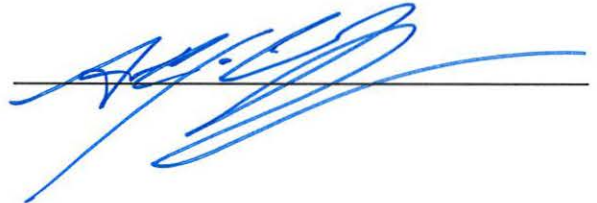
Erron Alvey, Purchasing Manager



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager





DATE: September 22, 2017
TO: Board of Directors
FROM: Ciro Aguirre, Chief Operations Officer
SUBJECT: RATIFICATION OF THE WAIVER OF COMPETITIVE PROCUREMENT PROCESS FOR BUS ENGINE REPLACEMENT AND INSTALLATION

I. RECOMMENDED ACTION

That the Board of Directors ratify expenditures for bus engine replacement and installation services, ratify the waiver of the competitive procurement process for such work and authorize the CEO to send additional engines, if required, to vendors that can provide METRO with similar services on an expedited basis.

II. SUMMARY

- Santa Cruz Metropolitan Transit District's (METRO) ninety-eight (98) bus fleet consists of twenty-two (22) 1998 New Flyer Buses.
- Engine mileages on many of these 1998 buses have reached their duty-cycle threshold of 400K miles.
- An inordinate number of engine failures were experienced in a matter of weeks that have exceeded in-house labor ability to address repairs or replacement of these engines.
- The upcoming return of UCSC students on September 25, 2017 will increase the number of METRO buses needed for delivery of service. Without the necessary repairs, the inordinate number of engine failures to date could have precluded METRO from meeting its eighty-two (82) bus pull-out and could have resulted in the cancellation of some service.
- Other vendors solicited to provide the services required were not able to meet METRO time requirements or did not perform work on the types of engines needing repairs.
- Complete Coach Works (CCW) agreed to provide engine replacements and quick turn-around for three buses and were provided the buses to repair on a sole source basis.

III. DISCUSSION/BACKGROUND

METRO's fleet of Fixed Route Buses consists of twenty-two (22) 1998 diesel New Flyer Classic Series buses. This series of bus constitutes approximately one-third of METRO's ninety-eight (98) bus fleet. METRO's ability to secure funding for the purchase of new buses has been very limited, requiring the use of these older buses to be extended.

Running repairs and unscheduled engine failures on a variety of buses has resulted in the "bus dead list" averaging 30 down buses on a daily basis. Ordinarily, a 20% spare ratio based on an 82 bus peak pull out equates to 16 buses that can be out of service at any given time. Our current bus dead list of 30 buses down exceeds this requirement by 14 buses. Engine duty cycle mileage is extremely high for the diesel buses and some of our CNG series of buses resulting in an inordinate number of severe engine failures in recent weeks requiring engine repairs or replacements exceeding available in-house labor resources to perform repairs.

METRO continues to perform engine rehabilitation in-house, but was required to issue a total of three buses to CCW for the required repair work to reduce the number of out of service units in order to meet the anticipated upcoming increase in service for UCSC's School Term Service. METRO attempted to solicit other vendors for the work, such as Valley Power, Pappe and Cummins Pacific, but they were either not able to comply with the required turnaround time or were unable to perform engine repairs on the type of diesel engines METRO has.

On September 11, 2017, staff decided that action was required to be taken immediately and delivered three buses to CCW under sole source conditions in order to begin repairs and have the buses available for service prior to UCSC commencing on October 2, 2017. The cost for work being performed by CCW is approximately \$35K per bus. It is anticipated that with continuing in-house repairs and expedited turn-around time agreed to by CCW, the availability of buses for increased service will be met.

Staff requests that the Board of Directors ratify expenditures not to exceed \$110K for bus engine replacement and installations performed by CCW, and ratify the waiver of a competitive procurement process for this instance. The Board is also requested to authorize the CEO to send any additional buses under future like conditions to vendors that can perform repairs required by METRO on an expedited basis in order to continue to meet METRO's service requirements.

IV. FINANCIAL CONSIDERATIONS/IMPACT

- Project to be funded by the Fleet Maintenance Operating Budget, which will exceed the Board Authorized budgeted amount currently in Cost Center 4100.

- Increased expenditures will be offset by other revenue sources and or expense reductions.
- Repairs on three buses at \$35K each totals \$105K

V. ALTERNATIVES CONSIDERED

None

VI. ATTACHMENTS

None

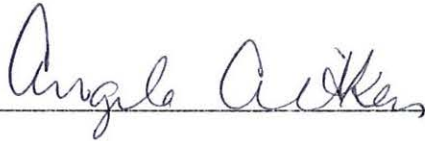
Prepared By: Ciro Aguirre, Chief Operations Officer

VII. APPROVALS:

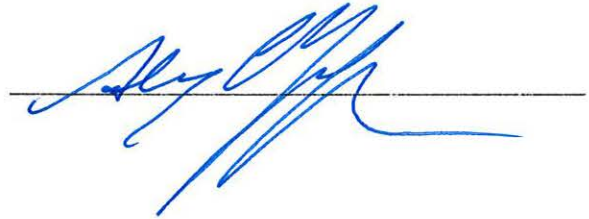
Ciro Aguirre, Chief Operations Officer



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager





DATE: September 22, 2017
TO: Board of Directors
FROM: Erron Alvey, Purchasing Manager
SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 3RD LEASE AMENDMENT WITH WAVE CREST DEVELOPMENT FOR SOIL REMEDIATION, INCREASING THE CONTRACT TOTAL BY \$150,000

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO to execute a 3rd Amendment to Land Lease with Wave Crest Development for soil remediation at 135 Dubois Street in Santa Cruz, increasing the contract total by \$150,000, thereby increasing the total contract authority from \$125,203 to \$275,203.

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) has a lease agreement with Wave Crest Development for use of its property during temporary operations on Dubois.
- The lease requires METRO return the property free from any hazardous substances.
- Soil testing revealed the presence of diesel fuel; therefore, METRO is required to clean up these areas and remove the hazard.
- The County of Santa Cruz was not satisfied with the soil testing and remediation activities performed on the site and has required further testing and possible soil removal under a Voluntary Cleanup Program.
- Staff recommends approval of the additional funds required to continue hazardous soils remediation at the subject property and satisfy the County of Santa Cruz requirements.

III. DISCUSSION/BACKGROUND

METRO entered into a lease with Wave Crest Development on February 15, 2013 to use its property at 135 Dubois as part of its temporary operations base while the Judy K. Souza Operations Facility was being constructed. When METRO vacated the property, it performed the required hazardous materials soil testing and diesel fuel was detected in an area where buses were regularly parked. The lease agreement requires that METRO clean up this type of condition in order to return the property to its original condition.

On September 13, 2016, METRO and Wave Crest Development entered into a First Amendment to the Lease in order to reimburse Wave Crest for soil remediation activities, which would be performed by Wave Crest Development's consultant. This First Amendment had a not-to-exceed value of \$50,000 based on the initial estimate from the consultant. After the first round of clean up was completed and soil was tested again, the diesel contamination was still present and further remediation was performed.

On March 1, 2017, a Soil Assessment and Excavation Report was issued by Trinity Resource Group, the environmental consultant hired by Wave Crest. The report showed that the diesel contamination was no longer present. In June of 2017, METRO moved forward with grading the site in order to return it to the owner and close out its responsibilities.

On July 25, 2017 the County of Santa Cruz responded to the Trinity Resource Group report and stated that it did not concur with the conclusions and recommendations of the report, and noted that it had not been notified of the contamination in a timely manner. The County's Environmental Health Specialist rejected the report and required a new workplan to be submitted to the County for "the re-sampling of confirmation sampling that conforms to our agency's Standards," and opened a Remedial Action Case under the Voluntary Cleanup Program. The Voluntary Cleanup Program has been established by the California Department of Toxic Substances Control (DTSC) to streamline small cleanup projects, and allows local Health Agencies to provide oversight.

A new workplan was submitted to the County and approved to proceed, with some revisions. Trinity Resource Group has begun executing the re-sampling as required and approved by the County. New soil samples will be submitted to a laboratory for testing and further action will depend on their finding, or not finding, contaminants outside of acceptable levels. The County will review the results and provide direction from there.

The additional funding for the requested amendment is based on a worst-case scenario wherein more diesel contaminants are identified and the County requires soil excavation or treatment. This is a not to exceed amount and will not be completely spent if the soil testing comes back at the same acceptable levels it did in the last round of sampling.

Staff recommends that the Board of Directors authorize the CEO to execute a Third Amendment to the contract with Wave Crest Development to increase the contract total by \$150,000. Erron Alvey, Purchasing Manager, will continue to serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The Lease Agreement currently has a total not to exceed of \$125,203. Additional funds in an amount of \$150,000 are requested for approval at this time. The new total not to exceed would be \$275,203.

Funds to support the Third Amendment are available through PTMISEA.

V. ALTERNATIVES CONSIDERED

- Do not approve the lease amendment. Staff does not recommend this option, as METRO, along with Wave Crest, may be subject to fines should the site not be remediated to the satisfaction of DTSC and County of Santa Cruz regulations.

VI. ATTACHMENTS

Attachment A: Third Amendment to the Contract with Wave Crest Development


Prepared By: Erron Alvey, Purchasing Manager
Joan Jeffries, Administrative Specialist

VII. APPROVALS:

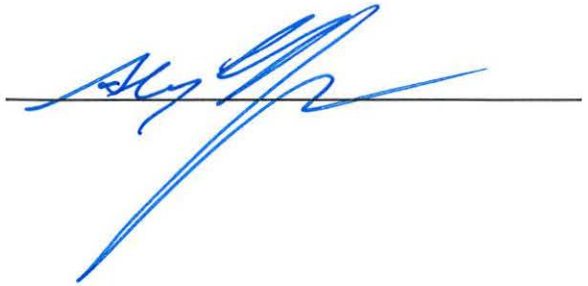
Erron Alvey, Purchasing Manager



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

THIRD AMENDMENT TO LAND LEASE

between Wave Crest, J3D Family Limited Partnership, Lawrence Michels Family Limited Partnership and Santa Cruz Metropolitan Transit District
135 Dubois Street, Santa Cruz, California

THIS THIRD AMENDMENT TO THE LAND LEASE AGREEMENT is made effective September 22, 2017 between the WAVE CREST DEVELOPMENT, Inc, a California corporation, J3D Family Limited Partnership, a California limited partnership and the Lawrence Michels Family Limited Partnership, a Colorado limited partnership (collectively "Landlord") and the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (Santa Cruz METRO), a public agency in the State of California, (hereinafter "Tenant").

I. RECITALS

- 1.1 LANDLORD AND TENANT entered into the Land Lease Agreement ("Agreement") on February 15, 2013, for the use of property located at 135 Dubois Street, Santa Cruz, CA for the sole purpose of parking Tenant's municipal bus fleet.
- 1.2 A Second Amendment was entered into effective November 2, 2016 to increase the not-to-exceed value of the Remediation Agreement by \$75,203.
- 1.3 The purpose of this Third Amendment is to increase the not-to-exceed value of the Remediation Agreement by \$150,000 so that tenant can continue to reimburse the Landlord for all costs and expenses associated with remediating the property located at 135 Dubois Street, Santa Cruz, CA ("Premises"), pursuant to Paragraphs 14, 24 and 38 of the Lease Agreement.

II. REMEDIATION AGREEMENT

- 2.1 Tenant shall reimburse Landlord upon demand for all costs and expenses reasonably paid or incurred by Tenant in connection with remediation of the Premises as provided above.
- 2.2 Prior to undertaking any remediation work on the Premises, Landlord shall provide information to Tenant as to the scope of the work proposed and the estimated cost, and shall obtain Tenant's approval of the work proposed. Landlord acknowledges that additional approval by Tenant's Board of Directors is required for costs which exceed \$275,203.
- 2.3 Nothing contained herein, including without limitation Tenant's failure to approve any remediation work, shall limit Tenant's liability for remediation as provided in the Agreement.

Attachment A
THIRD AMENDMENT TO LAND LEASE

between Wave Crest, J3D Family Limited Partnership, Lawrence Michels Family Limited Partnership and Santa Cruz Metropolitan Transit District
135 Dubois Street, Santa Cruz, California

III. REMAINING TERMS AND CONDITIONS.

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

IV. AUTHORITY

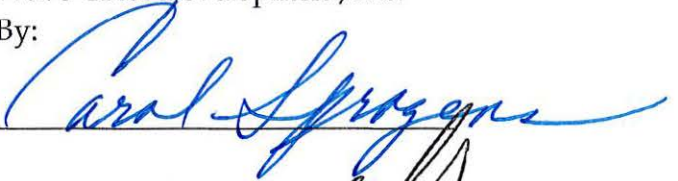
4.1 Each party has full power and authority to enter into and perform this Third Amendment to the Agreement and the person signing this Amendment on behalf of each has been properly authorized and empowered to enter into it. Each party further acknowledges that it has read this Amendment, understands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

IN WITNESS THEREOF, this Third Amendment to the Agreement is executed by the Landlord and the Tenant has affixed his or her signature the day and year first hereinabove written.

LANDLORD:

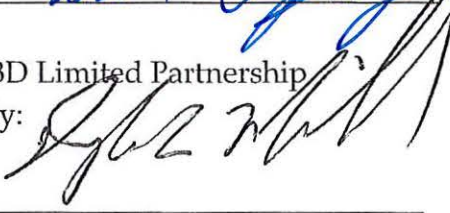
Wave Crest Development, Inc.

By:



J3D Limited Partnership

By:

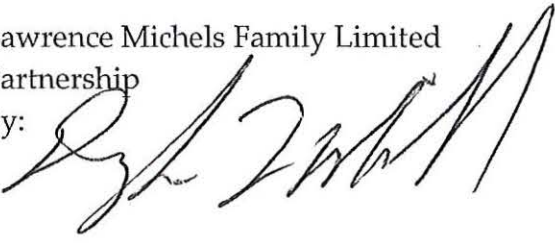


DLM Living Trust, as General Partner

Douglas Michels, Trustee

Lawrence Michels Family Limited Partnership

By:



Douglas Michels

DATED:

9/15/17

DATED:

9/14/17

DATED:

9/14/17

Attachment A

THIRD AMENDMENT TO LAND LEASE

between Wave Crest, J3D Family Limited Partnership, Lawrence Michels Family
Limited Partnership and Santa Cruz Metropolitan Transit District
135 Dubois Street, Santa Cruz, California

TENANT:

Santa Cruz Metropolitan Transit District

By:

DATED: _____

Alex Clifford, CEO/General Manager

DATED: _____

Approved as to Form:

By: 

Julie Sherman, General Counsel

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VERBAL PRESENTATION ONLY

STATUS OF STATE TRANSIT ASSISTANCE
(STA) PROGRAM FUNDS

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VERBAL PRESENTATION ONLY

CEO ORAL REPORT

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