



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)  
BOARD OF DIRECTORS AGENDA  
REGULAR MEETING  
OCTOBER 25, 2024 – 9:00 AM  
HYBRID MEETING**

Members of the public may attend in-person or participate remotely via Zoom.

**METRO Admin Office  
110 Vernon Street  
Santa Cruz, CA**

**Zoom [Link](#)  
Dial In: 1-669-900-6833  
Meeting ID: 823 2842 5369**

The Board of Directors Meeting agenda packet can be found online at [www.SCMTD.com](http://www.SCMTD.com) and is available for inspection at Santa Cruz METRO's Administrative Office at 110 Vernon Street, Santa Cruz, CA.

Public comment may be submitted via email to [boardinquiries@scmtd.com](mailto:boardinquiries@scmtd.com). Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Directors before or during the meeting. Comments submitted after the meeting is called to order will be included in the Board's correspondence that is posted online at the Board meeting packet link. Oral public comments will also be accepted during the meeting through Zoom. Each public comment is limited to three minutes or less. Board and Committee Chairs have the discretion to manage the public comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.

The Board may take action on each item on the agenda. The action may consist of the recommended action, a related action or no action. Staff recommendations are subject to action and/or change by the Board of Directors.

**BOARD ROSTER**

Director Kristen Brown	City of Capitola
Director Rebecca Downing	County of Santa Cruz
Director Jimmy Dutra*	City of Watsonville
Director Shebreh Kalantari-Johnson	City of Santa Cruz
Director Manu Koenig	County of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Bruce McPherson	County of Santa Cruz
Director Scott Newsome	City of Santa Cruz
Director Larry Pageler	County of Santa Cruz
Director Vanessa Quiroz-Carter**	City of Watsonville
Director Mike Rotkin	County of Santa Cruz
Ex-Officio Director Alta Northcutt	Cabrillo College
Ex-Officio Director Edward Reiskin	UC Santa Cruz

\*275 Main Street, Watsonville, CA

\*\*628 Crown Road, Santa Cruz, CA

Corey Aldridge  
Julie Sherman

METRO CEO/General Manager  
METRO General Counsel

## **SECTION I: OPEN SESSION**

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

### **1 CALL TO ORDER**

### **2 SAFETY DEBRIEF**

Gregory Strecker, Safety, Security and Risk Management Director

### **3 ROLL CALL**

In accordance with Assembly Bill 2449, Board members may participate remotely due to “just cause” or “emergency” circumstances. If applicable, following an announcement, the Board will take action on approving Board members’ emergency teleconference participation.

### **4 ANNOUNCEMENTS**

4.1 Today’s meeting is being broadcast by Community Television of Santa Cruz County.

4.2 Language Line Services is providing Spanish interpretation services, which will be available during “Oral Communications” and for any other agenda item for which these services are needed.

### **5 BOARD OF DIRECTORS COMMENTS**

### **6 ORAL AND WRITTEN 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. Each public comment is limited to three minutes or less. Board and Committee Chairs have the discretion to manage the public comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting. 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.

### **7 LABOR ORGANIZATION COMMUNICATIONS**

### **8 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.

- 9.1 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF SEPTEMBER 2024**  
Chuck Farmer, Chief Financial Officer
- 9.2 ACCEPT AND FILE MINUTES OF:  
A. SEPTEMBER 27, 2024 BOARD OF DIRECTORS REGULAR MEETING**  
Corey Aldridge, CEO/General Manager
- 9.3 APPROVE: RECOMMENDED ACTION ON TORT CLAIMS**  
Gregory Strecker, Safety, Security and Risk Management Director
- 9.4 ACCEPT AND FILE: THE YEAR-TO-DATE MONTHLY FINANCIAL REPORT AS OF SEPTEMBER 30, 2024**  
Chuck Farmer, Chief Financial Officer
- 9.5 APPROVE: CONSIDERATION OF REAPPOINTMENTS TO THE METRO ADVISORY COMMITTEE (MAC)**  
Corey Aldridge, CEO/General Manager
- 9.6 APPROVE: CONSIDERATION OF AUTHORIZING FUNDING FOR ONE (1) ADDITIONAL SENIOR FINANCIAL ANALYST IN THE FINANCE DEPARTMENT**  
Kristina Mihaylova, Finance Deputy Director
- 9.7 APPROVE: CONSIDERATION OF AUTHORIZING FUNDING FOR ONE (1) ADDITIONAL FLEET MAINTENANCE SUPERVISOR IN THE MAINTENANCE DEPARTMENT**  
Dawn Crummié, Chief Human Resources Officer
- 9.8 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO CFM ADVOCATES FOR FEDERAL LEGISLATIVE REPRESENTATIVE SERVICES NOT TO EXCEED \$239,151**  
Corey Aldridge, CEO/General Manager
- 9.9 APPROVE: AUTHORIZE THE CEO/GENERAL MANAGER TO EXECUTE A SUBAWARD AGREEMENT WITH CALIFORNIA'S ALLIANCE FOR RENEWABLE CLEAN HYDROGEN ENERGY SYSTEMS (ARCHES) H2 LLC AND TAKE SUCH OTHER ACTIONS AS MAY BE NECESSARY TO RECEIVE GRANT FUNDS IN AN AMOUNT UP TO \$25,000,000**  
Derek Toups, Deputy Director of Planning & Innovation
- 9.10 APPROVE: CONSIDERATION OF ADOPTING A RESOLUTION TO AUTHORIZE THE CEO/GENERAL MANAGER TO SUBMIT A GRANT APPLICATION AND EXECUTE AN AGREEMENT TO RECEIVE FUNDS FROM THE CALIFORNIA TRANSPORTATION COMMISSION (CTC) SENATE BILL 1 (SB1) SOLUTIONS FOR CONGESTED CORRIDORS PROGRAM (SCCP) FOR IMPLEMENTING RAPID BUS ENHANCEMENTS ALONG THE ROUTE 1 AND 2 CORRIDORS**  
John Urgo, Chief Planning and Innovation Officer

## REGULAR AGENDA

- 10 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS FOR SEPTEMBER:  
(20 YEARS) ESMERALDA ARIAS, CUSTOMER SERVICE REPRESENTATIVE  
(20 YEARS) PAUL CAMACHO, DISPATCHER / SCHEDULER  
(20 YEARS) MIGUEL ESCARCEGA, JR., PARATRANSIT OPERATOR  
(20 YEARS) ALMA GUTIERREZ, PARATRANSIT OPERATOR  
(20 YEARS) ROBERT MALDONADO, BUS OPERATOR  
(20 YEARS) LUIS ROCHA, MECHANIC II  
(20 YEARS) BRENDA ROMAN, PARATRANSIT OPERATOR  
(20 YEARS) DANIEL ZARAGOZA, DEPUTY DIRECTOR OF OPERATIONS  
(20 YEARS) ISRAEL ZARAGOZA, PARATRANSIT OPERATOR  
(40 YEARS) MARIO ESPINOZA, BUS OPERATOR**  
Board Chair Brown
- 11 RETIREE RESOLUTIONS OF APPRECIATION FOR:  
CANDIS ALMANZA, PARATRANSIT SUPERVISOR  
JOSE LEONEL HERRERA, PARATRANSIT OPERATOR  
JESS MARTINEZ, FLEET MAINTENANCE SUPERVISOR**  
Board Chair Brown
- 12 STATE LEGISLATIVE UPDATE FROM SHAW, YODER, ANTWIH,  
SCHMELZER AND LANGE**  
Michael Pimentel, Shaw, Yoder, Antwih, Schmelzer and Lange
- 13 FEDERAL LEGISLATIVE UPDATE FROM CAPITAL EDGE**  
Chris Giglio, Capital Edge
- 14 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO PLUG  
PROJECT HOLDING CO., LLC FOR DELIVERY AND MAINTENANCE OF A  
MOBILE HYDROGEN FUEL SOLUTION AND TO FURNISH LIQUID  
HYDROGEN FUEL IN AN AMOUNT NOT TO EXCEED \$4,563,303 AND  
APPROVE A CONTRACT CONTINGENCY OF \$456,330, FOR A TOTAL NOT-  
TO-EXCEED AMOUNT OF \$5,019,633**  
Derek Toups, Deputy Director of Planning & Innovation
- 15 APPROVE: CONSIDER AWARD OF CONTRACTS TO MESSER, LLC  
("MESSER") TO: (1) DESIGN AND BUILD A HYDROGEN FUEL STORAGE,  
COMPRESSION, AND DISPENSING FACILITY (FSCD) IN AN AMOUNT NOT  
TO EXCEED \$10,516,134 WITH A CONTRACT CONTINGENCY OF \$1,051,613,  
FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$11,567,747; AND (2) TO  
PERFORM MAINTENANCE SERVICES FOR THE FSCD AND FURNISH LIQUID  
HYDROGEN (LH2) FUEL AND FUELING SERVICES AT FIXED UNIT PRICES  
FOR UP TO NINE (9) YEARS IN AN AMOUNT NOT TO EXCEED \$54,947,942**  
Derek Toups, Deputy Director of Planning & Innovation

- 16 CEO ORAL REPORT**  
Corey Aldridge, CEO/General Manager
- 17 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, NOVEMBER 22, 2024, AT 9:00 AM AT THE METRO ADMIN OFFICE, 110 VERNON STREET, SANTA CRUZ, CA**  
Board Chair Brown
- 18 ADJOURNMENT**  
Board Chair Brown

## **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.

## **ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES**

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](mailto:accessibility@scmttd.com). Upon request, Santa Cruz METRO will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to [boardinquiries@scmttd.com](mailto:boardinquiries@scmttd.com) or submitted by phone to the Executive Assistant at 831-426-6080. Requests made by mail (sent to the Executive Assistant, Santa Cruz METRO, 110 Vernon Street, Santa Cruz, CA 95060) must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

## **PUBLIC COMMENT**

If you wish to address the Board, please follow the directions at the top of the agenda. If you have anything that you wish distributed to the Board and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.

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 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.scmttd.com](http://www.scmttd.com) subject to staff's ability to post the document before the meeting.



**DATE:** October 25, 2024  
**TO:** Board of Directors  
**FROM:** Chuck Farmer, Chief Financial Officer  
**SUBJECT: ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL  
DETAIL FOR THE MONTH OF SEPTEMBER 2024**

**I. RECOMMENDED ACTION**

**That the Board of Directors accept and file the preliminary approved Check Journal Detail for the month of September 2024**

**II. SUMMARY**

- This staff report provides the Board of Directors (Board) with a preliminary approved Check Journal Detail for the month of September 2024.
- 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 September 2024 have been processed, the checks have been issued and signed by the Deputy Finance Director.

**IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

This report aligns to METRO's Financial Stability, Stewardship & Accountability strategic plan.

**V. FINANCIAL CONSIDERATIONS/IMPACT**

The check journal represents the invoices paid in September 2024 for Board review, agency disclosure and transparency.

**VI. CHANGES FROM COMMITTEE**

N/A.

**VII. ALTERNATIVES CONSIDERED**

None.

**VIII. ATTACHMENTS**

**Attachment A:** Check Journal Detail for the month of September 2024

Prepared by: Holly Alcorn, Accounting Specialist



**IX. APPROVALS**

Chuck Farmer, CFO



Corey Aldridge, CEO/General Manager



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# Attachment A

Check Numl	Payee	Payment Date	Payment Amount	Line Item Description
91421	MARSH USA INC	9/5/2024	\$ 231,534.21	09/01/24-09/01/25 CL COMMERCIAL PROPERTY ZURICH POLICY#CPP647643411 09/01/24-09/01/25 CL CYBER LIABILITY SPINNAKER POLICY #FLYCBP4Y888VBU003
91422	SANTA CRUZ METRO TRANSIT W/C	9/6/2024	\$ 328,247.35	09/01/24-09/01/25 CL EPLI LEXINGTON POLICY #03824789901 07/2024 W/C REPLENISH 08/24 W/C REPLENISH SCMTD Workers Comp Replenishment
91423	FRANCHISE TAX BOARD	9/6/2024	\$ 588.79	ID: 1102280612 ID: 2120138432
91424	HARTFORD LIFE AND ACCIDENT INS	9/6/2024	\$ 2,280.20	AD&D VOLUNTARY LIFE
91425	SEIU LOCAL 521	9/6/2024	\$ 4,376.47	1ST SEPTEMBER 2024
91426	SMART-TRANSPORTATION DIVISION	9/6/2024	\$ 12,827.32	1ST SEPTEMBER 2024
91427	Cesar Medina Rodriguez (1111)	9/4/2024	\$ 150.00	Employee Reimbursement
91428	Corey Aldridge (1607)	9/10/2024	\$ 180.01	Employee Reimbursement
91429	Daniela Leal (1208)	9/4/2024	\$ 150.00	Employee Reimbursement
91430	Freddy Rocha (721)	9/10/2024	\$ 555.25	Employee Reimbursement
91431	Gonzalo Avalos-Aguilar (1643)	9/9/2024	\$ 98.00	Employee Reimbursement
91432	Jose Estrada Huerta (Terminated) (167	9/9/2024	\$ 98.00	Employee Reimbursement
91433	Miguel Maldonado Aparicio (1227)	9/9/2024	\$ 58.00	Employee Reimbursement
91434	Nathan Quintero (1671)	9/9/2024	\$ 98.00	Employee Reimbursement
91435	Terry Johnson (1266)	9/9/2024	\$ 125.00	Employee Reimbursement
91436	Trevor McNesby (1676)	9/9/2024	\$ 98.00	Employee Reimbursement
91437	CENTER FOR TRANSPORTATION AN	9/10/2024	\$ 32,670.00	Services related to Deployment of Battery Electric Buses in connection with the FTA Low or No Emission Grant Program
91438	CLEVER DEVICES LTD.	9/10/2024	\$ 298,444.30	2404 COMPLETE INSTALL&ATP BUSES W/NEW&REUSED EQUIP 2404 SHIP HARDWARE BUSES W/NEW&REUSED EQUIP Employee Benefits (Matter # 032117.006001) Hydrogen Bus and Facility Project (Matter # 032117.004004) Katrina Viesca TRO (Matter # 032117.006043) Retainer for July 2024
91439	HANSON BRIDGETT LLP	9/10/2024	\$ 58,334.90	SEIU Local 521 Labor Negotiations (Matter # 032117.006012) Watsonville Transit Center Housing Project (Matter # 032117.005002) Purchase of 13 buses from OCTA, bus list attached
91440	ORANGE COUNTY TRANSPORTATIOI	9/10/2024	\$ 136,086.44	ACCT 0779678254-3 CHARGING STATION OPS 7/26/24 - 8/26/24
91441	PACIFIC GAS & ELECTRIC	9/10/2024	\$ 20,481.74	06/02-07/01/2024 PARACRUZ ACCT#542316352-00001
91442	VERIZON WIRELESS	9/10/2024	\$ 7,415.28	07/02/2024-08/01/2024 INV 9969679764 7/22/24 SERVICE PERIOD 6/23/24 - 7/22/24 Verizon Invoice (July 02 thru August 01)
91443	VISION COMMUNICATIONS	9/10/2024	\$ 33,500.88	AAM28TRN9WA1AN MOTOROLA XPR5550e LP45PNMO LO-PRO TRANSIT ANTENNA, ODB MB8U25-MINI ANTENNA CABLE KIT, 25FT. MINI-UHF CONN. Order to increase the number of FSE Workers and Subscription Rights in Workday -
91444	WORKDAY, INC.	9/10/2024	\$ 44,160.00	CHCM

# Attachment A

Check Numl	Payee	Payment Date	Payment Amount	Line Item Description
91444	WORKDAY, INC.	9/10/2024	\$ 44,160.00	Order to increase the number of FSE Workers and Subscription Rights in Workday - TLO, CCB, LRN, MCNF, REC, FIN, GM, PLNF, PRA, PRJT, TT, PRO, INV
91445	ACCO-WILSON, INC	9/13/2024	\$ 866.97	Order to increase the number of FSE Workers and Subscription Rights in Workday - USP 06/20-06/28/2024 BACKFLOW REPAIRS VER 20x50 High Powered Binoculars for Adults, Waterproof Compact Binoculars with Low Light Vision for Bird Watching Hunting Football Games Travel Stargazing Cruise with Carrying Bag
91446	AMAZON CAPITAL SERVICES, INC.	9/13/2024	\$ 301.08	Amazon Basics Disinfecting Wipes, Lemon & Fresh Scent, Sanitizes/Cleans/Disinfects/Deodorizes, 340 Count (4 Packs of 85) CM ORG INV#17GT-MCDF-WPLF Leviton 13661-SWP Item Forced onto Main Frame Milton (209) 1/4" NPT Rubber Filler Spout Faucet Poly - Voyager 4320 UC Wireless Headset + Charge Stand (Plantronics) Sylvania Osram QHE2X32T8/UNV-PSN-MC T8 Fluorescent Ballast, 2 LAMP, 120/277V 32W Sylvania QHE1x32T8/UNV-PSN-MC Fluorescent Ballast, 1-Lamp, 32W T8, 120/277V TRADESAFE Lockout Tagout Locks Set - 7 Red Loto Locks, Lockout Locks Keyed Different, 1 Key Per Lock, OSHA Compliant Lock Out Tag Out Padlocks, Safety Padlocks for Electrical Lockout Tag Out Kits Alpine Spring Water, 16.9 Fl Oz (Pack of 35), Bottled at the Source (075140350018) Folger Classic Roast Ground Coffee (43.5 oz.) - 1 Pack Avery Easy Peel Printable Address Labels with Sure Feed, 1" x 2-5/8", White, 750 Blank Mailing Labels for Laser Printers (5260)
91447	AMERICAN MESSAGING SVCS, LLC	9/13/2024	\$ 39.42	INV M7094872Y1 9/1/24 SERVICE PERIOD 9/1/24 - 9/30/24
91448	AT&T	9/13/2024	\$ 6,121.53	INV M7094872Y1 9/1/24 SERVICE PERIOD 9/1/24 - 9/30/24 INV 22169414 8/19/24 SERVICE PERIOD 7/19/24 - 8/18/24 MAIN ACCT
91449	BAE SYSTEMS CONTROLS, INC.	9/13/2024	\$ 487.81	INV 22169672 8/19/24 SERVICE PERIOD 7/19/24 - 8/18/24 OPS ELEVATOR INV 22230380 9/1/24 - PT TO PT2 Harness, Lube Pump Controller SELF ASSESSED TAX
91450	BALCO HOLDINGS INC	9/13/2024	\$ 674.49	INV 21472578 QRTLY INSP. 9/4/24 - VER
91451	BFS GROUP LLC	9/13/2024	\$ 19.16	REPAIR/MAINT SUPPLIES MMF
91452	CLEAN ENERGY	9/13/2024	\$ 82,584.50	06/11/2024 FS CORRECTIVE INV CE12698850 DELIVERY DATE 7/3/24 INV CE127100235 8/21/24 - DELIVERY 8/2/24 INV CE12710234 8/21/24 - DELIVERY 8/14/24 INV CE12710236 8/21/24 - DELIVERY DATE 8/5/24 INV CE12710237 8/21/24 - DELIVERY 8/15/24

# Attachment A

Check Numl	Payee	Payment Date	Payment Amount	Line	Item Description
91452	CLEAN ENERGY	9/13/2024	\$ 82,584.50	INV CE12710238	8/21/24 - DELIVERY 8/7/24
				INV CE12710239	8/21/24 - DELIVERY 8/9/24
				INV CE12710240	8/21/24 - DELIVERY 8/12/24
91453	COASTAL LANDSCAPING INC.	9/13/2024	\$ 3,900.72	INV 12233	MONTHLY LANDSCAPING ALL FAC'S
				INV 12235	JUL S/C TO SVT & WTC
91454	COMMUNITY PRINTERS, INC.	9/13/2024	\$ 1,077.31	FREE fare to the SCC Fair!	PhotoTex Car Cards
91455	CROSSLINE SUPPLY, LLC	9/13/2024	\$ 14,633.16	COIL,IGNITION(8.9)	
				COIL,IGNITION(8.9)	(005310990)
				SELF ASSESSED TAX	
				SENSOR,NOX(HYBRID)	
				SPARKPLUG,CNG(WARRANTY)	
91456	CRYSTAL SPRINGS WATER CO.	9/13/2024	\$ 116.00	INV 392505	DELIVERY 8/2/24 - CEC
91457	DOCTORS ON DUTY MEDICAL	9/13/2024	\$ 9,512.50	INV 400587	DELIVERY 8/15/24 - CEC
				07/2024	DMV PHYSICALS HR
				DMV PHYSICAL OPS	JULY 2024
				VISIT 1538	7/9/24 - DARIO ROCHA FERNANDEZ
				VISIT 1545	7/11/24 - RAYMUNDO MARQUEZ
91458	EAST BAY TIRE CO.	9/13/2024	\$ 19,569.27	INV 2060795	8/6/24 NON-REV PARTS
				INV 2061148	WO# 325976 VEH 603
				TIRE,NEW(ALUM.WHEEL)	
				TIRE,NEW(ALUM.WHEEL)(GILLIG)	
				TIRE,RECAP(ALUM.WHEEL)	
				For marketing interns, WEEKEND DATE	8/11/24
				W/E 08/11/2024	GRANTS/PLANNING
				W/E 08/18/2024	PARACRUZ
				06/28-06/30/2024	JOB ADS
91460	ENDEAVOR BUSINESS MEDIA LLC	9/13/2024	\$ 650.00	INV 124691	8/7/24 HAZARDOUS AEROSOL CANS DISPOSAL
91461	ENVIRONMENTAL LOGISTICS INC	9/13/2024	\$ 5,351.90	INV 124693	8/12/24 HAZARDOOUS WASTE PADS
				INV 124790	8/21/24 WO# 224372 SBF
91462	FASTENAL COMPANY INC	9/13/2024	\$ 2,144.33	BATTERY	
				FLUORESCENT TUBE	
				GLASS CLEANER	
				GLOVES,NITRILE EXTRA LARGE(1RL63)	
				GLOVES,NITRILE LARGE(1RL62)	
				KIMBALL MIDWEST PIPE SEALANT	
91463	FIRST ALARM	9/13/2024	\$ 892.62	INV 825908	BI-ANNUAL INSP COMPLETED 8/9/24
91464	FLYERS ENERGY, LLC	9/13/2024	\$ 53,816.28	INV 825909	BI-ANNUAL INSP. COMPLETED 8/6/24
				07/01-07/15/2024	NON REVENUE FUEL
				07/01-07/15/2024	REVENUE FUEL
				07/16-07/31/2024	REVENUE FUEL
				08/01-08/15/2024	NON REVENUE FUEL
				08/16-08/31/2024	NON REVENUE FUEL
				08/16-08/31/2024	REVENUE FUEL
91465	GALLAGHER BENEFIT SERVICES INC	9/13/2024	\$ 2,636.25	CLASS&COMP 3	CLASSES CUST ID:531846
91466	GREENWASTE RECOVERY, INC.	9/13/2024	\$ 1,020.61	INV 7663142	9/1/24 - SVT
				INV 7664668	9/1/24 - PRC
91467	HARTFORD LIFE AND ACCIDENT INS	9/13/2024	\$ 18,742.04	08/2024	LIFE/AD&D POLICY#GLT764002

# Attachment A

Check Numl	Payee	Payment Date	Payment Amount	Line Item Description
91467	HARTFORD LIFE AND ACCIDENT INS	9/13/2024	\$ 18,742.04	08/2024 LTD POLICY#GLT764002 COOLANT(50-50 MIX)NOTE: 165 GALLONS BE DELIVERED TO 138 GOLF CLUB
91468	HUNT & SONS, INC.	9/13/2024	\$ 2,616.17	DRIVE. Regulatory Compliance Fee
91469	JARRETT WALKER & ASSOC LLC	9/13/2024	\$ 3,688.60	Work for Network Re-design
91470	KELLEY'S SERVICE INC.	9/13/2024	\$ 16.27	INV M-2670191 8/8/24 WO# 319552 VEH 11028
91471	KIMBALL MIDWEST	9/13/2024	\$ 1,529.68	CM ORG INV102184654 INV 102446539 7/25/24 PARTS INV INV 102492207 8/9/24 - PART NON-INV INVENTORY ORDER NON-INVENTORY ORDER
91472	KJRB, INC.	9/13/2024	\$ 1,034.00	INV 24-72360 8/15/24 WO# 326610 VEH 2601 INV 24-72581 8/20/24 WO# 326783 VEH 2813
91473	LAW OFFICES OF MARIE F. SANG	9/13/2024	\$ 1,573.20	CL#23010753
91474	LES IMAGES TURBO INC.	9/13/2024	\$ 12,213.12	ARTIC 11028 PRODUCTION AND INSTALLATION OF WRAP GRAPHICS
91475	MARK THOMAS & COMPANY, INC	9/13/2024	\$ 20,783.51	INV 51457 SERVICES THROUGH 4/28/24 INV 51562 SERVICES THROUGH 5/26/24 INV 51609R SERVICES THROUGH 05/26/24 SERVICES THROUGH 07/28/24 SERVICES THROUGH 7/28/24
91476	MISSION UNIFORM	9/13/2024	\$ 488.72	INV 522171151 8/15/24 SHOP SUPPLIES INV 522171153 8/15/24 MECH. UNIFORMS
91477	MPRESS DIGITAL,INC	9/13/2024	\$ 51.58	Pocket Schedule Posters
91478	MSDS ONLINE INC.	9/13/2024	\$ 5,448.30	Velocity EHS MSDS Online Software -Service
91479	PACIFIC GAS & ELECTRIC	9/13/2024	\$ 12,326.75	ACCT 1011505081-6 07/26/24-08/26/24 - OPS ACCT 8921272971-2 SVT, WTC, PNR
91480	PACIFIC TRUCK PARTS, INC.	9/13/2024	\$ 180.80	Core Charge GOVERNOR,AIR COMPRESSOR U-JOINT,DRVSHFT.LF
91481	PEDX COURIER AND CARGO	9/13/2024	\$ 1,780.00	Courier service for July 2024
91482	PHILIP J CROUCH	9/13/2024	\$ 5,481.74	Assemble Radiator (Labor) LABOR TO REPAIR 4 HAND RAILS LABOR TO REPAIR HAND RAIL RADIATOR,(SR1219-SR1220) TANK,SURGE(511-855)
91483	PIED PIPER EXTERMINATORS, INC.	9/13/2024	\$ 685.00	INV 1096787 9/4/24 - MMF INV 1096791 9/4/24 - OPS PARKING INV 1096795 9/4/24 - OPS CREEK
91484	POWER BUSINESS TECHNOLOGY LL	9/13/2024	\$ 483.23	07/25-08/24/2024 USAGE
91485	RICOH USA, INC. TX	9/13/2024	\$ 268.89	09/03-10/02/2024 COPIER LEASE
91486	RICOH USA, INC CA	9/13/2024	\$ 522.47	07/12/2024 - 08/11/2024 OPS DISPATCH COPIER 07/14/-08/13/2024 PARACRUZ 08/01/2024 - 08/31/2024 OPS 2ND FLOOR COPIER 08/12/2024 - 09/11/2024 DISPATCH COPIER 1ST FLOOR BASE 08/14-09/13/2024 PARACRUZ Copier Usage Credit
91487	ROMAINE ELECTRIC CORP	9/13/2024	\$ 5,840.04	KIT,BOOT SPARK PLUG

# Attachment A

Check Num  Payee	Payment Date	Payment Amount	Line Item Description
91487	9/13/2024	\$ 5,840.04	KIT,SEAL RETAINER(ALT.)(KT-5002N) SPARKPLUG,CNG(ALL) STARTER,MT39 24V/CW(CUMMINS)
91488	9/13/2024	\$ 891.96	ACCT 01970 8/7/24 - VER IRRIGATION ACCT 07557 8/7/24 SBF IRRIGATION
91489	9/13/2024	\$ 45.00	Service Date 8/20/24
91490	9/13/2024	\$ 2,893.75	W/E 09/01/2024 OPS W/E 09/01/2024 PURCHASING
91491	9/13/2024	\$ 5,700.00	For legislative representation for August 2024
91492	9/13/2024	\$ 1,822.07	W/E 08/11/2024 GRANTS/PLANNING W/E 08/18/2024 GRANTS/PLANNING W/E 08/25/2024 GRANTS/PLANNING W/E 09/01/2024 CUSTOMER SERVICE BK8000-55
91493	9/13/2024	\$ 1,235.88	5.5MM DUAL VIEW IMAGER 36IN CARBIDE BURR-9/16 FLUTE CARBIDE BURR-CONE CTR867AD8 14.4V 3/8 LNCK RATCHET DB RED MT501C METER MANUAL RANGING NEXIQ USB-LINK 2- BLUETOOTH CONTROLLER REPAIR INVENTORY ORDER
91494	9/13/2024	\$ 844.69	435828 HOSE,HYD.JOINT(20DAYS LEAD TIME) 2EA WO#323941 & 2EA WO#323746 &2EA WO#321956(A-3) ACTUATOR,ELECTRIC(854-1782) AIR SPRING,F/R/C(1782-2034)
91495	9/13/2024	\$ 15,414.08	ARM,CLEVIS W/C RAMP (511-1594) ARM,MIRROR C/S(1014-1594) BELT,A/C COMPR. BELT,C/S-W/P(8.9) BOLT,SHOULDER HEX SOCKET BRACKET,MIRROR C/S(1014-1594) BUSHING,BRACE W/C RAMP BUSHING,CLEVIS ARM W/C BUSHING,RADIUS ROD CAP,FILLER SURGE TANK CLAMP,CAC TUBE(LF) DECAL,CAUTION WIDE TURNS END,DRAG LINK/TIE ROD FAN,ASM,EMP ROOF(1220) GAUGE,LEVEL(1594) GAUGE,P/S RSRVR.(511) GAUGE,VOLTMETER(1014-1594) GLASS,MIRROR CONVEX GLASS,W/S R/S(1782-2034) HANDLE,RELEASE HATCH,ESCAPE(1014-1782) HOSE,FAST COOLANT FILL

# Attachment A

Check Numl	Payee	Payment Date	Payment Amount	Line	Item Description
91495	THE AFTERMARKET PARTS CO LLC	9/13/2024	\$ 15,414.08		KIT,SIGHT GLASS
					LAMP,ASM: LED C/S(1782)
					LAMP,ASM: LED R/S(1782)
					LAMP,CURB(854/855)
					LAMP,LIC,PLT.ASM.(1014-1594)
					LAMP,LIC,PLT.ASM.(854-855)
					LAMP,LIC,PLT.LED(1782-2034)
					LAMP,MARK.RED(854-855)
					LATCH,DRIVERS LOCKER
					LINK AND PLUNGER(HATCH) (854-855)
					MOTOR,MIRROR C/S(1014-1594)
					MOUNT,ENG. REAR(511/855)
					PANEL,PARK BRAKE(1014-1594)
					RADIATOR(1491/1594)
					RECTIFIER
					SCREW,SHOULDER(1/4)
					SEAL,P/S RESERVOIR
					SENSOR,COOLANT LEVEL 3/8NPT
					SENSOR,LOW FLUID(1219-1220)
					SWITCH,MICRO HTR.VLV.854
					SWITCH,SOL.MAG.STARTER
					TRAY,SNACK
91496	THE HOSE SHOP, INC	9/13/2024	\$ 207.51		INV 460874 8/8/24 WO# 326333 VEH 708
91497	THERMO KING OF SALINAS, INC	9/13/2024	\$ 8,663.86		REPAIR/MAINT SUPPLIES WTC
					FILTER,HVAC MERV (GILLIG/1219-1594)
					FILTER,HVAC MERV(511-2034)
					FILTER,HVAC(SR785)
					SELF ASSESSED TAX
91498	TK ELEVATOR CORPORATION	9/13/2024	\$ 1,980.00		INV 3008000522 QRTL Y INSPEC COMPLETED 7/23/24
91499	UNITED PARCEL SERVICE	9/13/2024	\$ 88.78		INV W896X0304 7/27/24 UPS P/U
					INV W896X0314 8/3/24 UPS P/U
91500	UPS STORE #1128	9/13/2024	\$ 490.00		07/01-08/12/2024 LIVE SCANS
91501	VERITECH, INC.	9/13/2024	\$ 1,532.00		SELF ASSESSED TAX
91502	VERIZON WIRELESS	9/13/2024	\$ 6,712.33		SENSOR,COOLANT SURGE (1782/4200)
					07/02-08/01/2024 PARACRUZ
					08/02-09/01/2024 CUST SVC ACCT#842316086-00001
					08/02-09/01/2024 MKTG TABLETS ACCT#842316086-00001
					CS Tablets 07/02/2024-08/01/2024
91503	VISION COMMUNICATIONS	9/13/2024	\$ 46,524.86		INV 9970371413 8/1/24 FAC TABLETS SERVICE PERIOD 07/02/24 - 08/01/24
					INV 9970407042 8/1/24 FLEET TABLETS SERVICE PERIOD 7/2/24 - 8/1/24
					INV 9972084246 S/P 7/23/24 - 8/22/24 BUS WIFI
					INV 9972803963 S/P 8/2/24 - 9/1/24 FLEET TABLETS
					Marketing Tablets 07/02/2024-08/01/2024
					Tablet Aug 02 - Sep 01
					750-DM-001
					750M-100-001



# Attachment A

Check Num  Payee	Payment Date	Payment Amount	Line Item Description
91503	9/13/2024	\$ 46,524.86	750M-1002-000 750M-100-TRBO 750M-500-002 750M-FTSW-000 AAM28TRN9WA1AN LABOR MAXPLUS POSITION NTSM-100-22 SEC1223MTXPR500 STAGING/OPTIM
91504	9/19/2024	\$ 1,327.38	Arrow Message 1" Page Flags, 200 "Sign Here", 48 Arrow, Four Colors, 248/Pack MMM680SH4VA Color Paper, 24 lb Bond Weight, 8.5 x 11, Lunar Blue, 500 Sheets/Ream WAU22521 Original Pads in Popitistic Collection Colors, 1.38" x 1.88", 100 Sheets/Pad, 12 Pads/Pack MMM653AN Original Pads in Popitistic Colors, Value Pack, 3" x 3", 100 Sheets/Pad, 14 Pads/Pack MMM65414AN Pilot G2 Premium Gel Pen Convenience Pack, Retractable, Extra-Fine 0.38 mm, Black Ink, Smoke/Black Barrel, Dozen PIL31277 Resealable ID Badge Holders, Vertical Orientation, Transparent Frost 2.68" x 5" Holder, 2.38" x 3.75" Insert, 50/Pack AVT75524 Smead Top Tab Colored Fastener Folders, 0.75" Expansion, 2 Fasteners, Legal Size, Red Exterior, 50/Box SMD17740 TZe Standard Adhesive Laminated Labeling Tapes, 0.47" x 26.2 ft, Black on White, 2/Pack BRTZE2312PK Universal Bright Colored Pressboard Classification Folders, 2" Expansion, 1 Divider, 4 Fasteners, Legal Size, Cobalt Blue, 10/Box UNV10211 Universal Deluxe Reinforced Top Tab Fastener Folders, 0.75" Expansion, 2 Fasteners, Legal Size, Yellow Exterior, 50/Box UNV13528 Universal Kraft Clasp Envelope, #90, Square Flap, Clasp/Gummed Closure, 9 x 12, Brown Kraft, 100/Box UNV35264 Universal Top-Load Poly Sheet Protectors, Standard, Letter, Clear, 100/Box UNV21125
91505	9/19/2024	\$ 120,687.44	08/2024 MONTHLY FIXED FEE AMS RESOURCE, AMS ENGAGEMENT MANAGER ENGAGEMENT MNGR, LEARNING, OCM
			AVAAP USA LLC

# Attachment A

Check Num	Payee	Payment Date	Payment Amount	Line Item Description
91505	AVAAP USA LLC	9/19/2024	\$ 120,687.44	PHASE 2 DEPLOY
91506	CASEY PRINTING, INC	9/19/2024	\$ 10,786.23	Printing of Headways Bus Rider's Guide- FALL
91507	CATTO'S GRAPHICS, INC.	9/19/2024	\$ 1,097.50	Custom Pop-Up Tent Walls (Double Sided)
91508	CLASSIC GRAPHICS	9/19/2024	\$ 4,941.30	INV 50014 8/28/24 WO# 325348 VH 9824
91509	CLEAN ENERGY	9/19/2024	\$ 31,263.54	INV CE12712937 DELIVERY DATE 8/20/24 INV CEW12708796 SERVICE COMPLETED 8/6/24 - SBF INV CEW12712204 SERVICE CALL 8/3/24 INV CEW12712231 LABOR 7/27/24 & 8/21/24 INV CEW12712678 SERVICE CALL 8/27/24
91510	COMMUNITY PRINTERS, INC.	9/19/2024	\$ 8,275.69	A7 Folded Card 4/4, A7 Env. 4/4, 3 Different Versions, 1000 \$2,440.04 ea. For how to ride booklet
91511	CRYSTAL SPRINGS WATER CO.	9/19/2024	\$ 45.00	Free Fare to the SCC Fair Car Cards INV 409375 DELIVERY 8/29/24 - CEC
91512	CUMMINS, INC	9/19/2024	\$ 5,359.88	INV 412860 MONTHLY SERVICE CHARGE - CEC PARTS INVENTORY RPR VEH #2805 RPR VEH #4209
91513	EAST BAY TIRE CO.	9/19/2024	\$ 2,614.34	TIRES
91514	EMPLOYNET INC	9/19/2024	\$ 4,580.40	For marketing interns, WeekendDate: 8/25/2024 W/E 08/18/2024 GRANTS/PLANNING W/E 08/18/2024 H/R W/E 08/25/2024 GRANT/PLANNING W/E 8/18 for MARKETING INTERNS
91515	FEDEX OFFICE	9/19/2024	\$ 2,209.47	Fall Bid Bus Stop Notices (Laminate)
91516	FLYERS ENERGY, LLC	9/19/2024	\$ 3,431.63	INV CFS-3946185 7/31/24 - STAFF FUEL
91517	GRAINGER	9/19/2024	\$ 164.46	INV 5231525826 8/28/26 CUSTODIAL SUPPLY INV 9218854751 8/16/24 FAC SUPPLY
91518	J.J.R ENTERPRISES, INC.	9/19/2024	\$ 261.22	HP TONER
91519	JASPER WELLER LLC	9/19/2024	\$ 552.62	FILTER KIT HARNES, INTERNAL B400 SEAL & GASKET KIT MODULE
91520	KIMLEY-HORN AND ASSOCIATES INC	9/19/2024	\$ 1,750.54	07/2024 CALTRANS RELIABILITY STUDY
91521	KJRB, INC.	9/19/2024	\$ 675.00	INV 24-72954 8/29/24 WO# 327135 VEH 2812
91522	MAXIMUM OIL SERVICE LLC	9/19/2024	\$ 291.00	INV 63481 8/30/24 - MMF Task Order # 2 Public Outreach Consulting Services for July 2024 - Strategic
91523	MILLER MAXFIELD INC	9/19/2024	\$ 5,901.88	Planning Services for Future Revenue Options
91524	MISSION UNIFORM	9/19/2024	\$ 474.27	INV 521997091 7/18/24 - SHOP SUPPLIES INV 522043290 7/25/24 - SHOP SUPPLIES INV 522210268 TOWELS, MOPS, MATS - MMF INV 522253709 TOWELS, MOPS, MATS - MMF INV 522303752 9/5/24 MMF Uniforms, Linen & Laundry Services
91525	MPRESS DIGITAL, INC	9/19/2024	\$ 3,453.56	Flyers, 8.5x11, 4/4, 100# dull book FILE: METRO_UCSCRegionalMap_flyer-v4.1.pdf For Large Print Headways FALL For METRO Fall Bus schedule METRO - Fall Pocket Schedule Posters

# Attachment A

Check Num	Payee	Payment Date	Payment Amount	Line	Item Description
91526	NORTH BAY FORD LINC-MERCURY	9/19/2024	\$ 69.91	RPR	VEH #1711 PC
91527	OXFORD GLOBAL RESOURCES LLC	9/19/2024	\$ 6,800.00	W/E	08/30/2024 IT
91528	PIED PIPER EXTERMINATORS, INC.	9/19/2024	\$ 470.00	INV	1091775 8/24/24 PEST CONTROL - CEC
91529	POWER BUSINESS TECHNOLOGY LL	9/19/2024	\$ 25.95	INV	1099192 9/9/24 - KITE HILL
91530	QUEST DIAGNOSTIC INC.	9/19/2024	\$ 1,165.30	08/2024	DOT DRUG TEST CLIENT#15047645
91531	SLINGSHOT CONNECTIONS LLC	9/19/2024	\$ 705.60	W/E	09/08/2024 CUSTOMER SERVICE
91532	SPECIALTY FIELD SERVICE INC	9/19/2024	\$ 12,996.00	TOWING	VEH #4202
				TOWING	VEH #4201
				TOWING	VEH #4201, 4205, 4208, 4209, 4210
				TOWING	VEH #4202
				TOWING	VEH #4203
				TOWING	VEH #4204
				TOWING	VEH #4205
				TOWING	VEH #4206
				TOWING	VEH #4207
				TOWING	VEH #4208
				TOWING	VEH #4209
				TOWING	VEH #4210
91533	TERRYBERRY CO., LLC	9/19/2024	\$ 232.12	Employee anniversary gift for	Eduardo Montesino
91534	THERMO KING OF SALINAS, INC	9/19/2024	\$ 1,946.84	PARTS INVENTORY	
91535	UNITED PARCEL SERVICE	9/19/2024	\$ 141.26	INV	W896X0344 8/24/24 UPS P/U
91536	VERIZON WIRELESS	9/19/2024	\$ 1,070.56	08/02-09/01/2024	PARACRUZ ACCT#542316352-00001
91537	WORKFORCEQA, LLC	9/19/2024	\$ 188.00	07/2024	DOT/DRUG TEST
91538	FRANCHISE TAX BOARD	9/20/2024	\$ 484.04	ID: 2120138432	
				ID: 1102280612	
91539	HARTFORD LIFE AND ACCIDENT INS	9/20/2024	\$ 2,651.58	AD&D	VOLUNTARY LIFE
91540	SEIU LOCAL 521	9/20/2024	\$ 4,144.84	2ND	SEPTEMBER 2024
91541	SMART-TRANSPORTATION DIVISION	9/20/2024	\$ 13,411.69	2ND	SEPTEMBER 2024
91542	AAA BUSINESS SUPPLIES DBA: PAL	9/25/2024	\$ 241.40	OFFICE SUPPLY	
				Smead Lockit Two-Pocket Folder, Textured Paper, 100-Sheet Capacity, 11 x 8.5,	
				Dark Blue, 25/Box	
				SMD87982	
				Translucent Retractable ID Card Reel, 30" Extension, Blue, 12/Pack	
				AVT75472	
				Universal Deluxe Reinforced Top Tab Fastener Folders, 0.75" Expansion, 2	
				Fasteners, Legal Size, Yellow Exterior, 50/Box	
				UNV13528	
91543	ABC BUS INC	9/25/2024	\$ 1,957.86	ADJUSTER,SLACK L/H REAR	
				BELT,A/C COMPR,(JD/8.9)	
				BRACKET,MOUNTING	
				CAP,P/S RSVR,(511/518,1014-1220)	
				KIT,DESICCANT CARTRIDGE	
				KNOB,VALVE(PP1)	
				TENSIONER,BELT(S50)	
91544	ADARIDE.COM LLC	9/25/2024	\$ 9,832.50	08/2024	ELIGIBILITY SERVICES

# Attachment A

Check Numl	Payee	Payment Date	Payment Amount	Line Item Description
91545	AMAZON CAPITAL SERVICES, INC.	9/25/2024	\$ 367.55	Bankers Box 12 Pack Standard Duty File Storage Boxes, Standard Assembly, Removable Lid, Letter/Legal (0071301) Logitech M317 Wireless Mouse, 2.4 GHz with USB receiver, 1000 DPI Optical Tracking, 12 Month Battery Post-it Pop-up Notes, Canary Yellow, 100 Sheets per Pad. Pack of 1 <a href="https://www.amazon.com/dp/B003MR2WKY/ref=twister_B0CJK6DJT2?_encoding=UTF8&amp;th=1">https://www.amazon.com/dp/B003MR2WKY/ref=twister_B0CJK6DJT2?_encoding=UTF8&amp;th=1</a> Sharpie Tank Highlighters, Chisel Tip, 12 Assorted Fashion Colors, Chisel Tip, Value Pack, 36 Count Swingline Cartridge Electric Stapler Swingline Standard Staple Cartridge, 1/4" Leg Length, 30 Sheet Capacity, for Swingline Heavy Duty Stapler, 5,000 Staples per Cartridge (50050) Lipton Cup-A-Soup, Chicken Noodle, 9.9 ounce (Pack of 1)
91546	ANDREW J. O'KEEFE II	9/25/2024	\$ 4,000.00	Mr. Pen- Sticky Notes, 3"x3", 12 Pads, Morandi Colors Sticky Notes, Sticky Note, Self-Stick Note Pads, Sticky Pads Sticky Notes Aesthetic, Colorful Sticky Notes, Sticky Notes Bulk Sticky Notes
91547	AT&T	9/25/2024	\$ 7,259.80	Avery Glue Stick White, Washable, Non-Toxic, 0.26 Oz. Permanent Glue Stic, 12pk (00166) Early Buy Pop Up Sticky Notes 3x3 Refills Self-Stick Notes 6 Pads, Solid Color, 100 Sheets/Pad (Orange) For media services.
91548	BFS GROUP LLC	9/25/2024	\$ 301.25	INV 22302497 S/P 08/13/24 - 09/12/24 - PT TO PT1 INV 22317144 S/P 08/19/24 - 09/18/24 - MAIN ACCT INV 22317402 S/P 08/19/24 - 09/18/24 - OPS ELEVATOR INV 55-0910532 9/4/24 WO# 224646 - FIELD INV 63-0794171 8/26/24 WO# 224623 - FIELD INV 63-0794361 8/26/24 WO# 224566 - FIELD INV 63-0794475 8/27/24 CUSTODIAL SUPPLIES INV 63-0794544 8/27/24 WO# 224578 - FIELD INV 63-0794650 8/28/24 WO# 224568 - FIELD INV 63-0795781 9/4/24 WO# 224646 - FIELD INV 63-0795987 9/5/24 WO# 224661 - SBF
91549	BRASS KEY LOCKSMITH INC	9/25/2024	\$ 1,951.29	For parts and labor for the duplication of keys on an as-needed basis
91550	BROWN ARMSTRONG ACCOUNTANC	9/25/2024	\$ 7,500.00	INV 960075 S/C 8/12/24 WO# 224504 - OPS 2024 AUDIT WIP
91551	CALIFORNIA DEPT OF TAX & FEE	9/25/2024	\$ 13,452.00	DECAL RENEWAL 10/1/24-9/30/25
91552	CALIFORNIA NEWSPAPERS PARTNEI	9/25/2024	\$ 57.60	08/02/2024 & 08/14/2024 LEGAL NOTICES
91553	CATTO'S GRAPHICS, INC.	9/25/2024	\$ 1,373.52	County Fair Stickers Printing of Bus Stop Stickers- September
91554	CITY OF SANTA CRUZ-FINANCE DEP	9/25/2024	\$ 1,990.00	OCT 24 RENT
91555	COAST PAPER & SUPPLY INC.	9/25/2024	\$ 972.38	36" EZ GRABBER
91556	COMCAST BUSINESS	9/25/2024	\$ 160.13	PAPER TOWELS ROLL NON-PERF ACCT#8155100341198392 09/21-10/20/2024 CEC INTERNET

# Attachment A

Check Num	Payee	Payment Date	Payment Amount	Line Item Description
91557	COMMUNITY PRINTERS, INC.	9/25/2024	\$ 3,753.68	for how to ride booklet- spanish
91558	CUMMINS, INC	9/25/2024	\$ 2,841.61	HARNESS, ENGINE CONTROL HOSE,BREATHER CRANK(L9N) HOSE,MOLDED(8.9) INV Y9-2375 CORE CREDIT FOR INV Y9-99908 O-RING,CONN.WTR.(8.9) O-RING,FUEL PUMP
91559	FLYERS ENERGY, LLC	9/25/2024	\$ 1,149.92	INV 24-167376 8/23/24 FUEL FOR GENERATORS WO# 224610
91560	FREEDOM ASSOCIATES, LLC	9/25/2024	\$ 15,000.00	OCT 24 LEASE
91561	FRONTIER COMMUNICATIONS - 3025	9/25/2024	\$ 54.02	ACCT 061302-5 S/P 09/16/24 - 10/15/24 - SKYLINE TO RIVER
91562	GILLIG LLC	9/25/2024	\$ 13,755.94	ADJUSTER,SLACK L/H REAR(1900-4200) ADJUSTER,SLACK R/H REAR(1900-4200) ALARM,BACK UP & KNEEL(4200/1900) BELT,SEAT DRIVERS BUSHING,SLACK ADJ. REAR(4200-1900) CAP,DEF TANK(4200) CHAMBER,BRAKE REAR(4201-4210) CLEVIS,BRAKE CHAMBER CYLINDER,DOOR W/LOCK ENGINE CYLINDER,DOOR W/O LOCK ENGINE FILTER,HYDRAULIC(4200/1900) HOSE, ASM HOUSING,FILTER CNG KIT,NUT WHEEL BEARING REAR(1900-4200) LAMP,DRIVERS(4200/1900) LAMP,T/S REAR LED(4200) MIRROR, CONVEX 5IN O-RING,HYD. FILTER(ALL) PIN,ANCHOR(1900-4200) PIN,CLEVIS(GILLIG) PUMP,COOLANT 500 WATT REGULATOR,VOLTAGE (1900'S,2001) RETAINER,W/SEAL REAR(1900-4200) RING,EXCITER(ABS)(1900-4200) ROD,TORQUE(4100,1900,2001,0121-0621) S CAM,REAR L/H(1900-4200) S CAM,REAR R/H(1900-4200) SCREW,SPIDER ADJ. F/R(1900-4200) SEAL,BRKT.S-CAM F/R(4200/1900) SENSOR,COOLANT LEVEL SOLENOID,ACCUMULATOR SPRING,BRAKE F/R(1900-4200) SWITCH,KNEEL VALVE,DRAIN AUTO WASHER,FLAT WIPER,SEAL REAR(1900-4200)
91563	GLOBAL WATER TECHNOLOGY INC	9/25/2024	\$ 285.00	INV 125407 8/30/24 WO# 224706 - OPS

# Attachment A

Check Num  Payee	Payment Date	Payment Amount	Line Item Description
91564 GRAINGER	9/25/2024	\$ 596.90	KIT,REPAIR STOP VALVE,FLUSH(MANUAL)1.6 WHEEL,CUT OFF(4.5") WHEEL,CUT OFF(5") HP TONER IT AC DYE BRAKE PARTS CLEANER CREDIT MEMO FOR INV K-2670139 - CORE CREDIT FILTER,LUBE(TRANSIT/1717) Fleet repair & inventory parts as needed INV K-2670198 WO# 319552 / VEH 11028 OCT 24 RENT AJAXCLEANSER 21 OZ.(14278) CLEANER,STAINLESS 15 OZ.(91780) COVER,SEAT TOILET DISPENSER,TOWEL ROLL PAPER ELEC. JOY COMMERCIAL DISH SOAP 38 OZ.(45114) LYSOL CRISP LINEN AEROSOL 19 OZ.(74828) PAPER,TOILET 2PLY MOPS,TOWELS,MATS PARACRUZ SHOP SUPPLIES TOWELS, MATS CUST#290374 Uniforms, Linen & Laundry Services CREDIT MEMO XA116001203-01 - GOOD RE-INVOICES CORRECTLY UNDER INV XA116001286-01 PAD,WEAR(BRAUN) SENSOR, BACKUP WITH HOUSING SENSOR,BACKUP W/HOUSING SWITCH,INNER BARRIER (BRAUN) Threshold Transition Kit BLADE,WIPER(26)H/D BRACKET,SHAFT W/C RAMP BULB,12V FAN,DASH(LOW FLOOR) FILTER,HEATER/DEFROSTER FILTER,HEATER/DEFROSTER(4200/1900) FILTER,HVAC (MTS SR1739) GUIDE,ROLLER CLEVIS W/C (511-1594) KIT,HORN CONTACT(511-1014) KIT,PURGE VALVE RPL.(AD-9) NECK,PRESSURE CAP PLATE,CAM W/C RAMP (511-1594) SCREW,SADDLE/IDLER ARM(FLYER) STRAP,LOCKING VALVE,LEVELING(LF) INV 025372 8/7/24 WO# 224708 - MMF INV 025623 8/13/24 WO# 224707 - MMF
91565 J.J.R ENTERPRISES,INC.	9/25/2024	\$ 377.54	
91566 KELLEY'S SERVICE INC.	9/25/2024	\$ 721.13	
91567 MGP XI REIT,LLC	9/25/2024	\$ 2,512.69	
91568 MID VALLEY SUPPLY INC.	9/25/2024	\$ 1,514.80	
91569 MISSION UNIFORM	9/25/2024	\$ 230.02	
91570 MODEL 1 COMMERCIAL VEHICLES II	9/25/2024	\$ 507.70	
91571 MOHAWK MFG. & SUPPLY CO.	9/25/2024	\$ 5,923.54	
91572 MUNICIPAL MAINTENANCE	9/25/2024	\$ 4,448.00	

# Attachment A

Check Numl	Payee	Payment Date	Payment Amount	Line Item Description
91573	N/S CORPORATION	9/25/2024	\$ 377.10	SENSOR, ELECTRIC EYE
91574	NICKELL FIRE PROTECTION, INC.	9/25/2024	\$ 4,873.83	INV C002173 8/13/24 WO# 224110 - VER INV C002174 8/13/24 WO# 224037 - MMF INV C002175 8/13/24 WO# 224036 - WTC METRO CTR
91575	PACIFIC GAS & ELECTRIC	9/25/2024	\$ 1,731.65	08/08-09/11/2024 PRC ACCT#8175294351-4
91576	PIED PIPER EXTERMINATORS, INC.	9/25/2024	\$ 211.50	INV 1096963 MONTHLY PEST CONTROL SVT INV 1097014 9/5/24 PEST CONTROL WTC MARKET INV 1097038 9/5/24 PEST CONTROL WTC TRANSIT
91577	PROOFPOINT, INC.	9/25/2024	\$ -	Proofpoint email security service - Year 1
91578	QUADIENT FINANCE USA INC	9/25/2024	\$ 658.58	08/2024 POSTAGE
91579	RICOH USA, INC CA	9/25/2024	\$ 542.63	09/01-09/30/2024 OPS COPIER
91580	RJMS CORPORATION	9/25/2024	\$ 99.50	FORKLIFT REPAIR
91581	SANTA CRUZ MUNICIPAL UTILITIES	9/25/2024	\$ 1,201.22	ACCT # 07557 S/P 08/01/24 - 08/31/24 SBF IRRIGATION ACCT 01970 S/P 08/01/24 - 08/31/24 - VER IRRIGATION
91582	SANTA CRUZ STAFFING, LLC	9/25/2024	\$ 7,089.30	TEMP INVOICES W/E 09/08/2024 OPS TEMP INVOICES W/E 09/15/2024 OPS W/E 09/01/2024 SAFETY,SECURITY&RISK W/E 09/08/2024 PURCHASING W/E 09/08/2024 SAFETY,SECURITY&RISK W/E 09/15/2024 PURCHASING W/E 09/15/2024 SAFETY,SECURITY&RISK
91583	SCOTTS VALLEY WATER DISTRICT	9/25/2024	\$ 849.30	ACCT 005533-000 08/01/24 - 08/31/24 SVT
91584	SELF INSURED SERVICES COMPANY	9/25/2024	\$ 49,978.20	ACCT 010072-000 08/01/24 - 08/31/24 SVT 09/2024 Dental 09/2024 RETIREES & COBRA 09/2024 VSP
91585	SENTINEL PRINTERS INC	9/25/2024	\$ 71.34	Business Cards Payment
91586	SHAW YODER ANTIWIH	9/25/2024	\$ 5,700.00	Legislative representation for September 2024
91587	SLINGSHOT CONNECTIONS LLC	9/25/2024	\$ 4,029.65	W/E 07/14/2024 FINANCE W/E 07/21/2024 FINANCE W/E 07/28/2024 FINANCE W/E 09/15/2024 CUSTOMER SERVICE
91588	SONIA MENDEZ-PACHECO	9/25/2024	\$ 2,150.00	INV 1276 8/25/24 CARPET CLEANING WO# 224416
91589	SOQUEL III ASSOCIATES	9/25/2024	\$ 25,502.14	INV 1277 CARPET CLEANING OPS WO# 224704 OCT 24 CAM OCT 24 DEPOSIT INCREASE
91590	SPORTWORKS GLOBAL LLC	9/25/2024	\$ 2,381.52	OCT 24 RENT KIT,DECAL KIT,TRAVEL STOP LAMP,TURN SIGNAL QUADRANT SPRING,TORSION
91591	SPX TECHNOLOGIES,INC.	9/25/2024	\$ 372.26	ANTENNA,PCB & CABLE ASM
91592	TERRYBERRY CO., LLC	9/25/2024	\$ 151.50	Employee anniversary gift for Dario Rocha for wireless waterproof speaker
91593	UNITED PARCEL SERVICE	9/25/2024	\$ 150.56	INV W896X0274 7/6/24 WEEKLY SERV. CHARGE INV W896X0284 7/13/24 UPS PICK-UPS INV W896X0334 8/17/24 UPS PICK-UPS

# Attachment A

Check Num  Payee	Payment Date	Payment Amount	Line Item Description
91594	9/25/2024	\$ 31,296.95	BEARING
VALLEY POWER SYSTEMS NORTH,IN			BEARING,CAMSHAFT(S50)
			CAP SCREW
			COIL,IGNITION
			Core Charge
			CORE CHARGE FOR SE501670R
			CREDIT MEMO K16654 - FOR INVOICE K16654
			DRIVE,ACCESSORY ASM.(S50)
			ECU CORE CHARGE \$666.25
			ECU DDEC4 S50 EPA98(1-2 DAYS LT)
			FILLER ASSEMBLY(S50)
			HARNES,ENG WIRING
			INV K16691 8/14/24 PARTS INV. **CREDIT COMING*
			ISOLATOR,RKR.CVR.(S50)
			KIT,PISTON LINER
			KIT-POWER 450 A
			O-RING,FLNG.OUTPUT
			O-RING,INJ.AUX.(S50)
			PAN GASKET
			RETAINER,LOCKNUT
			ROCKER ARM,EXH.(S50)
			ROCKER ARM,INJ.(S50)
			ROCKER ARM,INT.(S50)
			SEAL,CAM BEARING CAP
			SEAL,DIPSTCK.TUBE
			SEAL,OUTPUT
			SELECTOR,SHIFT(1014)
			SENSOR,TEMP.(S50)
			SENSOR,UJP
			SHAFT,ROCKER ARM(S50)
			SHIELD,HEAT
			SNAP RING
			SPACER,OUTPUT
			SPRING, EXHAUST VALVE (SS FROM 08929415)
			THERMOSTAT
			TURBOCHARGER,REMAN.(8.1L)
			WIRE,LEAD
		\$ 160.04	08-02-24 - 09-01-24 TABLETS OPS ACCT 842646612-00001
VERIZON WIRELESS	9/25/2024	\$	Enterprise Resource Planning (ERP) Software
WORKDAY,INC.	9/25/2024	\$ 428,652.00	Retiree Reimbursement - October
ABACHERLI, ARLETTE	9/27/2024	\$ 87.28	Retiree Reimbursement - October
ADAMS, ELLEN	9/27/2024	\$ 22.41	Retiree Reimbursement - October
ANN, DORICE	9/27/2024	\$ 20.29	Retiree Reimbursement - October
ARCHIBEQUE, ELEANOR	9/27/2024	\$ 19.33	Retiree Reimbursement - October
BAN, MARK	9/27/2024	\$ 40.58	Retiree Reimbursement - October
BARRY, BARTHOLOMEW	9/27/2024	\$ 17.09	Retiree Reimbursement - October
BLAIR, GARY	9/27/2024	\$ 17.09	Retiree Reimbursement - October
BLIGHT, KAREN	9/27/2024	\$ 22.41	Retiree Reimbursement - October



# Attachment A

Check Numl	Payee	Payment Date	Payment Amount	Line	Item Description
91605	BRONDSTATTER, WALLACE	9/27/2024	\$ 44.81	Retiree	Reimbursement - October
91606	BROWN, ERNEST	9/27/2024	\$ 44.81	Retiree	Reimbursement - October
91607	BYTHEWAY, MARY	9/27/2024	\$ 18.30	Retiree	Reimbursement - October
91608	CARLSON, MERRYL	9/27/2024	\$ 17.09	Retiree	Reimbursement - October
91609	CHAVARRIA, JOHNNY	9/27/2024	\$ 17.09	Retiree	Reimbursement - October
91610	CLARKE, PATRICIA	9/27/2024	\$ 22.41	Retiree	Reimbursement - October
91611	CONTRERAS-NAVARRO, FRANCISCO	9/27/2024	\$ 22.41	Retiree	Reimbursement - October
91612	COWELL, RICHARD	9/27/2024	\$ 43.46	Retiree	Reimbursement - October
91613	CRAMBLETT, LAWRENCE	9/27/2024	\$ 22.41	Retiree	Reimbursement - October
91614	CRAWFORD, TERRI	9/27/2024	\$ 22.41	Retiree	Reimbursement - October
91615	CUMMINS, MAJOR	9/27/2024	\$ 44.81	Retiree	Reimbursement - October
91616	DEVIVO, WILLIAM	9/27/2024	\$ 43.46	Retiree	Reimbursement - October
91617	DORFMAN, IRIS	9/27/2024	\$ 22.41	Retiree	Reimbursement - October
91618	DRAKE, JUDITH	9/27/2024	\$ 17.09	Retiree	Reimbursement - October
91619	ELIA, LARRY	9/27/2024	\$ 17.09	Retiree	Reimbursement - October
91620	ESCARCEGA, MIGUEL	9/27/2024	\$ 44.81	Retiree	Reimbursement - October
91621	FALLAU, NICHOLAS	9/27/2024	\$ 51.07	Retiree	Reimbursement - October
91622	FLAGG, PAULA	9/27/2024	\$ 16.24	Retiree	Reimbursement - October
91623	GALLOWAY, SCOTT	9/27/2024	\$ 17.09	Retiree	Reimbursement - October
91624	GARBEZ, MANNY	9/27/2024	\$ 17.09	Retiree	Reimbursement - October
91625	GOSE, JOHN	9/27/2024	\$ 17.09	Retiree	Reimbursement - October
91626	GRANADOS-BOYCE, MARIA	9/27/2024	\$ 40.58	Retiree	Reimbursement - October
91627	GROSSJEAN, DOUGLAS	9/27/2024	\$ 34.17	Retiree	Reimbursement - October
91628	HAMM, CAROLYN	9/27/2024	\$ 17.09	Retiree	Reimbursement - October
91629	HERNANDEZ, MARGARITO	9/27/2024	\$ 17.09	Retiree	Reimbursement - October
91630	HERSHEY, ANDREA	9/27/2024	\$ 43.46	Retiree	Reimbursement - October
91631	HICKLIN, LUCILLE	9/27/2024	\$ 22.41	Retiree	Reimbursement - October
91632	HOLCOMB, MICHAEL	9/27/2024	\$ 44.81	Retiree	Reimbursement - October
91633	HYMAN, JOE	9/27/2024	\$ 44.81	Retiree	Reimbursement - October
91634	JACINTO, FRANK	9/27/2024	\$ 40.58	Retiree	Reimbursement - October
91635	JAHNKE, EILEEN	9/27/2024	\$ 22.41	Retiree	Reimbursement - October
91636	KALE, RICKEY	9/27/2024	\$ 44.81	Retiree	Reimbursement - October
91637	LOGIUDICE, FRED	9/27/2024	\$ 22.41	Retiree	Reimbursement - October
91638	LORENZANO, JAMES	9/27/2024	\$ 88.12	Retiree	Reimbursement - October
91639	LUNA, SUZANNE	9/27/2024	\$ 39.27	Retiree	Reimbursement - October
91640	MCDONALD, JAMIE	9/27/2024	\$ 20.33	Retiree	Reimbursement - October
91641	MCDONALD, KEVIN	9/27/2024	\$ 17.09	Retiree	Reimbursement - October
91642	MCFADDEN, IAN	9/27/2024	\$ 22.41	Retiree	Reimbursement - October
91643	MEYER, DIANE	9/27/2024	\$ 22.41	Retiree	Reimbursement - October
91644	MILLER, FOREST	9/27/2024	\$ 17.09	Retiree	Reimbursement - October
91645	MORGAN, JEANETTE	9/27/2024	\$ 22.41	Retiree	Reimbursement - October
91646	MULLIS, MICHAEL	9/27/2024	\$ 127.55	Retiree	Reimbursement - October
91647	MUNGIOLI, LARRY	9/27/2024	\$ 22.41	Retiree	Reimbursement - October
91648	NABOR, GLEN	9/27/2024	\$ 22.41	Retiree	Reimbursement - October
91649	OJEDA, ROBERTO	9/27/2024	\$ 44.81	Retiree	Reimbursement - October
91650	OWENS, ROLAND	9/27/2024	\$ 87.28	Retiree	Reimbursement - October
91651	PARHAM, WALLACE	9/27/2024	\$ 44.81	Retiree	Reimbursement - October

# Attachment A

Check Numl	Payee	Payment Date	Payment Amount	Line	Item Description
91652	PAULSON, STEVEN	9/27/2024	\$	79.75	Retiree Reimbursement - October
91653	PETERS, TERRIE	9/27/2024	\$	22.41	Retiree Reimbursement - October
91654	PHILLIPS, TYRONE	9/27/2024	\$	17.09	Retiree Reimbursement - October
91655	PRINCE, PETER	9/27/2024	\$	40.58	Retiree Reimbursement - October
91656	PRUDDEN, RICHARD	9/27/2024	\$	44.81	Retiree Reimbursement - October
91657	REGAN, MICHAEL	9/27/2024	\$	40.58	Retiree Reimbursement - October
91658	ROWE, RUBY	9/27/2024	\$	65.71	Retiree Reimbursement - October
91659	ROY, ARLEN	9/27/2024	\$	22.41	Retiree Reimbursement - October
91660	RUIZ, ESTEVAN	9/27/2024	\$	40.58	Retiree Reimbursement - October
91661	SALGUEIRO, MICHAEL	9/27/2024	\$	40.58	Retiree Reimbursement - October
91662	SANDOVAL, ANGEL	9/27/2024	\$	22.41	Retiree Reimbursement - October
91663	SERRATO, JUAN	9/27/2024	\$	40.58	Retiree Reimbursement - October
91664	SLATER, ROBYN	9/27/2024	\$	111.40	Retiree Reimbursement - October
91665	SWART, RANDY	9/27/2024	\$	34.17	Retiree Reimbursement - October
91666	THOMAS, RUSSELL	9/27/2024	\$	44.81	Retiree Reimbursement - October
91667	TOVAR, SERENA	9/27/2024	\$	22.41	Retiree Reimbursement - October
91668	VANDERZANDE, ED	9/27/2024	\$	44.81	Retiree Reimbursement - October
91669	WADSWORTH, RITA	9/27/2024	\$	17.09	Retiree Reimbursement - October
91670	WHITNEY, LUCERE	9/27/2024	\$	44.81	Retiree Reimbursement - October
91671	WYANT, JUDI	9/27/2024	\$	22.41	Retiree Reimbursement - October
91672	YANCY, TERRY	9/27/2024	\$	22.41	Retiree Reimbursement - October
91673	ZENKER, JEFFREY	9/27/2024	\$	51.07	Retiree Reimbursement - October
91674	ABC BUS INC	9/27/2024	\$	952.89	GASKET,FILLER CAP HARNES,ASM.(1014/1219) HOSE,ELBOW KIT,STRAP AND BOLT U JOINT LAMP,STEPWELL(511/04/54) TRANSDUCER,PRESSURE(1594) VALVE,HTR. CNTRL.(1491-1782) Ampad Perforated Pad, Size 5 x 8, Canary Yellow Paper, Jr. Legal, 50 Sheets Per Pad, 12 Pack (20-264) Avery Print-to-The-Edge Printable Address Labels with Sure Feed, 1.25" x 3.75", White, 300 Blank Mailing Labels (06879)
91675	AMAZON CAPITAL SERVICES, INC.	9/27/2024	\$	251.52	Bostitch Office Professional Magnetic Easy Staple Remover, Black (40000M-BLK) Hygenix 3ply Disposable Face Masks PFE 99% Filter Quality Tested by a US lab (Pack of 50 Pcs) Post-it Super Sticky Notes, 3x3 in, 24 Pads, 2x the Sticking Power,Energy Boost Collection, Bright Colors (Orange, Pink, Blue, Green), Recyclable Samsill Earth's Choice Plant-Based Durable Fashion View Binder, 3 Rings, 1" Capacity, 11 x 8.5, Lime, 2/Pack Self Assesed Tax  Sharpie S-Gel, Gel Pens, Drawing Pens, Gel Ink Pens For Journaling, Writing Pens, Coloring Pens, Medium Point Pens (0.7Mm), Green Barrel, Black Gel Ink, 12 Count Sharpie S-Gel, Gel Pens, Medium Point (0.7mm), Blue Ink Gel Pen, 12 Count Ticonderoga Wood-Cased Pencils, 2 HB Soft, Black, 24 Count

# Attachment A

Check Numl	Payee	Payment Date	Payment Amount	Line Item Description
91675	AMAZON CAPITAL SERVICES, INC.	9/27/2024	\$ 251.52	Zebra Pen Z-Grip Retractable Ballpoint Pen, Medium Point, Blue Ink, 24-Pack, Model Number: 12225
91676	ATHENS INSURANCE SERVICE INC	9/27/2024	\$ 4,465.00	September 2024 Monthly Fees
91677	CITY OF WATSONVILLE UTILITIES	9/27/2024	\$ 2,125.52	INV 139261 / ACCT 600421 - S/P 8/14/24-9/10/24 INV 141139 / ACCT 606137 - ORGANICS CART INV 141140 / ACCT 606139 - S/P 8/14/24-9/10/24 INV 141141 / ACCT 606141 - S/O 8/14/24 - 9/10/24 INV 141183 / ACCT 606138 S/P 08/14/24-09/10/24
91678	CLEVER DEVICES LTD.	9/27/2024	\$ 2,010.62	118-403-1001-APC,HEAD INV5 MID
91679	CUMMINS,INC	9/27/2024	\$ 1,622.19	118-403-2001-APC,HEAD INV5 REAR 4383999D CORE,SENSOR POSITION FILTER,FUEL PRI.(4201-4210) FILTER,FUEL SEC.(CNG) GASKET,CONNECTION(8.9) O-RING,VALVE COVER BOLT(8.3/8.9) SENSOR,CAM POSITION(8.9)
91680	DUNCAN PLUMBING	9/27/2024	\$ 1,317.00	INV 77864648 9/3/24 WO# 224651 - OPS
91681	JOHNSON CONTROLS INC	9/27/2024	\$ 719.79	INV 40573680 WO# 224731 WTC
91682	MANSFIELD OIL CO OF GAINSVILLE	9/27/2024	\$ 37,409.17	INV 25606935 DELIVERY 8/1/24 FUEL INV 25672761 FUEL DELIVERY 8/20/24
91683	PACIFIC GAS & ELECTRIC	9/27/2024	\$ 20,231.00	ACCT 0515841499-4 S/P 08/22/24 - 09/22/24 - SBF ELECTRIC ACCT 3507738869-8 S/P 08/23/24 - 09/23/24 ACCT 4265538340-6 S/P 08/23/24 - 09/23/24 - MMF ACCT 7627535591-5 S/P 08/23/24 - 09/23/24 - SBF GAS
91684	PIED PIPER EXTERMINATORS, INC.	9/27/2024	\$ 160.00	INV 1096045 9/21/24 - CEC INV 1096801 9/21/24 - VER
91685	SANTA CRUZ COUNTY ENVIROMENT	9/27/2024	\$ 2,296.00	PACIFIC STATION PROJECT
91686	SLINGSHOT CONNECTIONS LLC	9/27/2024	\$ 6,700.16	INV 447741 WEEK ENDING 7/1/24 JONATHAN FLORES INV 447743 WEEK ENDING 7/1/24 BRYAN AISPURO INV 447841 WEEK ENDING 7/14/24 JONATHAN FLORES INV 447843 WEEK ENDING 7/14/24 JONATHAN FLORES INV 447945 WEEK ENDING 7/21/24 JONATHAN FLORES INV 448052 WEEK ENDING 7/28/24 JONATHAN FLORES INV 448151 WEEK ENDING 8/4/24 JONATHAN FLORES
91687	THE AFTERMARKET PARTS CO LLC	9/27/2024	\$ 9,935.06	DOOR,ACCESS RADIUS ROD DOOR,ACCESS STRG BOX DOOR,DRIVESHAFT ACCESS FAN,ASM,EMP(1491-1782)(006394998R) GAUGE,PRES.HIGH(1219) KIT,CAPTIVE SCREW KIT,SHOCK MOUNT(854-1782) LAMP,CURB(1014-1594)(006446619) LAMP,STEPWELL(1014-1782) LINK,DRAG (SR1739-2034) REGULATOR,CNG(1219-1782) SCREW,HDLMP. ADJ.(1491/1594)(006350789) SENSOR,LOW COOLANT(1491)

# Attachment A

Check Numl	Payee	Payment Date	Payment Amount	Line Item Description
91687	THE AFTERMARKET PARTS CO LLC	9/27/2024	\$ 9,935.06	SENSOR,LOW COOLANT(1491)(000415708) SPEEDOMETER(1014 ONLY) TANK,SURGE(1491/1594) VALVE,QUICK RLS.(QRN2)(511-1782)
91688	UPS STORE #1128	9/27/2024	\$ 840.00	04/12-06/20/2024 LIVE SCANS
91689	UPS STORE #1426	9/27/2024	\$ 1,050.00	07/01-07/15/2024 LIVE SCANS 07/1-08/19/2024 LIVE SCANS
91690	Araseli Campos (1061)	9/27/2024	\$ 181.13	Employee Reimbursement
91691	Christian Mark (1639)	9/26/2024	\$ 350.06	Employee Reimbursement
91692	Christopher Perez (1090)	9/26/2024	\$ 150.00	Employee Reimbursement
91693	Corey Aldridge (1607)	9/17/2024	\$ 2,404.23	Employee Reimbursement
91694	David Medina-Brambila (1640)	9/27/2024	\$ 291.23	Employee Reimbursement
91695	Derek Toups (1517)	9/13/2024	\$ 1,720.77	Employee Reimbursement
91696	Eduardo Montesino (584)	9/13/2024	\$ 410.35	Employee Reimbursement
91697	Elmer Torres (555)	9/26/2024	\$ 250.00	Employee Reimbursement
91698	Freddy Rocha (721)	9/18/2024	\$ 94.65	Employee Reimbursement
91699	Freddy Rocha (721)	9/24/2024	\$ 593.42	Employee Reimbursement
91700	Gustavo Cortes (707)	9/26/2024	\$ 58.00	Employee Reimbursement
91701	Jason LoGiudice (647)	9/18/2024	\$ 171.20	Employee Reimbursement
91702	Marco Carlos-Hernandez (1633)	9/26/2024	\$ 240.34	Employee Reimbursement
91703	Michael Bois (1299)	9/24/2024	\$ 1,339.10	Employee Reimbursement
91704	Monik Delfin (1045)	9/11/2024	\$ 3,355.00	Employee Reimbursement
91705	Suzie Mistry (1400)	9/26/2024	\$ 56.94	Employee Reimbursement
91706	TAMMY MILLER	9/24/2024	\$ 72.00	Employee Reimbursement
Grand Total			\$ 2,648,411.92	



## **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO) BOARD OF DIRECTORS MEETING MINUTES\* SEPTEMBER 27, 2024 – 9:00 AM**

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) convened on Friday, September 27, 2024, as a hybrid meeting.

The Board Meeting agenda packet can be found online at [www.SCMTD.com](http://www.SCMTD.com). \*Minutes are “summary” minutes, not verbatim minutes. Audio recordings of Board meeting open sessions are available to the public upon request.

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**1 CALLED TO ORDER** at 9:01 AM by Board Chair Brown.

**2 SAFETY DEBRIEF**

Gregory Strecker, Safety, Security & Risk Management Director, provided a debriefing on safety, emphasizing METRO’s response to a fire, earthquake and/or medical emergency, evacuation routes, and an active shooter situation.

**3 ROLL CALL**

The following Directors were **present**, representing a quorum:

<b>Director Kristen Brown</b>	<b>City of Capitola</b>
<b>Director Rebecca Downing</b>	<b>County of Santa Cruz</b>
Director Jimmy Dutra	City of Watsonville
<b>Director Shebreh Kalantari-Johnson</b>	<b>City of Santa Cruz</b>
<b>Director Manu Koenig</b>	<b>County of Santa Cruz</b>
<b>Director Donna Lind</b>	<b>City of Scotts Valley</b>
<b>Director Bruce McPherson</b>	<b>County of Santa Cruz</b>
<b>Director Scott Newsome</b>	<b>City of Santa Cruz</b>
<b>Director Larry Pageler</b>	<b>County of Santa Cruz</b>
Director Quiroz-Carter	City of Watsonville
<b>Director Mike Rotkin</b>	<b>County of Santa Cruz</b>
Ex-Officio Director Alta Northcutt	Cabrillo College
<b>Ex-Officio Director Edward Reiskin</b>	<b>UC Santa Cruz</b>
Corey Aldridge	CEO/General Manager
Julie Sherman	General Counsel

**4 ANNOUNCEMENTS**

- 4.1 Today’s meeting is being broadcast by Community Television of Santa Cruz County.
- 4.2 Language Line Services was unable to secure Spanish interpretation services for today’s meeting.

**5 BOARD OF DIRECTORS COMMENTS**

Hearing none, Board Chair Brown moved to the next agenda item.

**6 ORAL AND WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS**

Jordan Vascones, SEA President – SEIU 521, was pleased to announce that wages have increased for a total of 25 SEIU employees, most of whom were at the lower end of the wage scales. As the agency has scaled up in service, it requires proportional scaling on the administrative side; there are currently several vacancies of funded positions. He also requested the Board of Directors (Board) to table Items 10.10 and 13 for one month to provide transparency of the management wage study to ensure fairness and consistency was performed.

Gabriela Gonzales, SEA Vice President – SEIU 521, also requested Item 13 be tabled so that the wage study can be reviewed. She proposed that the revised budget be approved with the exception of Item 13, expressing this would be beneficial to METRO in rebuilding a culture where everyone is held accountable and treated equally while assuring the public that it is receiving the utmost service from our team.

A member of the public requested the Board to provide bathrooms for the Bus Operators and riders in the new downtown location for sanitary reasons.

Hearing nothing further, Board Chair Brown moved to the next agenda item.

**7 LABOR ORGANIZATION COMMUNICATIONS**

Olivia Martinez, SEIU Region 2 Director, expressed concern about METRO's leadership and moral compass in appointing an employee into a management position whom she claims has bullied others and made racist remarks. Other employees, who have been waiting in line for a position such as this to open up, were not provided the same consideration. She requested the Board to hold management accountable for their actions and provide some transparency. SEIU currently has four PERB (Public Employment Relations Board) charges/grievances moving forward against METRO.

Hearing nothing further, Board Chair Brown moved to the next agenda item.

**8 WRITTEN COMMUNICATIONS FROM THE METRO ADVISORY COMMITTEE**

Board Chair Brown noted the letter received from the METRO Advisory Committee Chair Veronica Elsea dated 9/19/24.

**9 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

Having none, Board Chair Brown moved to the next agenda item.

**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.

- 10.1 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF AUGUST 2024  
Chuck Farmer, Chief Financial Officer
- 10.2 ACCEPT AND FILE MINUTES OF:
  - A. AUGUST 21, 2024 METRO ADVISORY COMMITTEE (MAC) MEETING
  - B. AUGUST 23, 2024 BOARD OF DIRECTORS REGULAR MEETING
  - C. SEPTEMBER 13, 2024 FINANCE, BUDGET AND AUDIT STANDING COMMITTEE MEETINGCorey Aldridge, CEO/General Manager
- 10.3 RECEIVE AND FILE: THIRD AMENDMENT TO THE CONTRACT FOR TRANSIT SERVICES WITH CABRILLO COMMUNITY COLLEGE DISTRICT  
John Urgo, Planning and Development Director
- 10.4 ACCEPT AND FILE THE FISCAL YEAR END MONTHLY BUDGET STATUS REPORTS FOR JUNE 30, 2024 AND ADOPTION OF THE PRELIMINARY SCHEDULE OF RESERVE ACCOUNT BALANCES  
Chuck Farmer, Chief Financial Officer
- 10.5 ACCEPT AND FILE: THE YEAR-TO-DATE KEY PERFORMANCE INDICATORS (KPI) REPORT FOR QUARTER FOUR AS OF JUNE 30, 2024  
Chuck Farmer, Chief Financial Officer
- 10.6 APPROVE: RECOMMENDED ACTION ON TORT CLAIMS  
Gregory Strecker, Safety, Security and Risk Management Director
- 10.7 APPROVE: THE TWELFTH AMENDMENT FOR A THREE-YEAR EXTENSION OF THE MEMORANDUM OF UNDERSTANDING FOR THE HIGHWAY 17 CONSOLIDATED TRANSIT SERVICE  
John Urgo, Planning and Development Director
- 10.8 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 2nd CONTRACT AMENDMENT WITH CELTIS VENTURES, INC. TO INCREASE THE CONTRACT TOTAL BY \$400,000.00 FOR GENERAL MARKETING SERVICES  
Danielle Glagola, Marketing and Communications Director
- 10.9 APPROVE: CONSIDER A RESOLUTION DESIGNATING THE CEO/GENERAL MANAGER AS THE AUTHORIZED AGENT TO SUBMIT A PROJECT LIST AND EXECUTE AN AGREEMENT TO RECEIVE FISCAL YEAR 2024-2025 CALIFORNIA STATE OF GOOD REPAIR (SGR) FUNDS  
Derek Toups, Capital Planning and Grants Programs Manager
- 10.10 ADOPTION OF THE REVISED FY25 AND FY26 BUDGET  
Chuck Farmer, Chief Financial Officer
- 10.11 APPROVE: REQUEST FOR AUTHORIZATION OF MAINTENANCE DEPUTY DIRECTOR IN THE FLEET AND FACILITIES DEPARTMENT  
Dawn Crummié, Human Resources Director
- 10.12 APPROVE: WAIVE THE FORMAL COMPETITIVE BIDDING REQUIREMENTS AND AUTHORIZE THE CEO/GENERAL MANAGER TO ENTER INTO DIRECT NEGOTIATIONS WITH VENDORS FOR PROVISION OF A MOBILE HYDROGEN FUEL SOLUTION AND HYDROGEN FUELING SERVICES  
Joan Jeffries, Purchasing Manager

Board Chair Brown pulled Item 10.10 for further discussion.

There were no public comments.

Hearing nothing further, the Board Chair called for a voice vote.

**ACTION: MOTION TO APPROVE THE CONSENT AGENDA, EXCLUDING ITEM 10.10, AS PRESENTED**

**MOTION: DIRECTOR ROTKIN**

**SECOND: DIRECTOR PAGELER**

**MOTION PASSED WITH 9 AYES (Directors Brown, Downing, Kalantari-Johnson, Koenig, Lind, McPherson, Newsome, Pageler, and Rotkin). Directors Dutra and Quiroz-Carter were absent.**

## **REGULAR AGENDA**

**11 PRESENTATION OF EMPLOYEE LONGEVITY AWARD FOR SEPTEMBER: (20 YEARS) CANDIS ALMANZA, PARATRANSIT SUPERVISOR**

Board Chair Brown thanked Ms. Almanza for her years of service to METRO.

There were no public comments.

**12 RETIREE RESOLUTION OF APPRECIATION FOR: THOMAS SZESTOWICKI, SAFETY AND TRAINING PROGRAM SPECIALIST I**

Board Chair Brown congratulated Mr. Szeszowicki on his retirement and thanked him for his years of service to METRO.

There were no public comments.

Hearing nothing further, the Board Chair called for a voice vote.

**ACTION: MOTION TO APPROVE THE RETIREE RESOLUTION OF APPRECIATION FOR THOMAS ZSESTOWICKI**

**MOTION: DIRECTOR ROTKIN**

**SECOND: DIRECTOR KOENIG**

**MOTION PASSED WITH 9 AYES (Directors Brown, Downing, Kalantari-Johnson, Koenig, Lind, McPherson, Newsome, Pageler, and Rotkin). Directors Dutra and Quiroz-Carter were absent.**

*Item 10.10 previously pulled from the Consent Agenda for further discussion.*

**10.10 ADOPTION OF THE REVISED FY25 AND FY26 BUDGET**

Board Chair Brown remarked that she was glad METRO has been successful in recruiting Bus Operators but asked if METRO is filling other funded positions in Attachment D to support those hires (e.g., mechanics, facilities maintenance workers, etc.)? She requested an update on efforts to fill the open positions as a future agenda item. Corey Aldridge, CEO/General Manager, affirmed that will be provided.

She asked Julie Sherman, Legal Counsel, if the Board can approve Items 10.10 and 13 together since they are interconnected to the budget. Legal Counsel Sherman responded with "Yes."

Hearing nothing further, Board Chair Brown moved to Item 13.



**13 APPROVE: REQUEST FOR REVISED WAGE SCALES FOR EXECUTIVE AND SENIOR MANAGEMENT**

Corey Aldridge, CEO/General Manager, spoke to this item and said it has been six years since a wage study has been done for management. In order for METRO to stay competitive as an organization, we need to revisit and reevaluate management positions. Six years is a long time to be showing appreciation to management for the work that they do.

Other Directors agreed that it is important that management and all levels of staffing be compensated for their hard work in an effort to attract and retain employees.

Board Members raised the following concerns:

- Why has METRO waited six years to do a wage study?
- What processes and timelines are in place for management wage studies?
- Does an ad hoc committee need to be created to provide clarity to these wage study processes for both management and the unions for transparency within the agency and to the public?
- How are third-party consultants chosen and how long has METRO been using the current class and comp consultant and when will this contract go out to bid again?
- Do the unions have a role in agreeing to the agencies chosen for these studies?
- If the scope and responsibilities for these management positions has expanded, is that reflected in their job descriptions? It was suggested that the Board review these on a case-by-case basis versus an across-the-board approach. CEO Aldridge confirmed that METRO can do that moving forward.
- Request for information on how METRO compares with other agencies when these studies are done—are we doing well as an agency or are we at risk of losing more people?
- Is there a mentoring program in place to aide in promoting within? If not, one should be created.
- When will these wage scales take effect? CEO Aldridge stated it will be the next pay period.
- Why is there a discrepancy between the numbers presented at the Finance, Budget and Audit Standing Committee and what is being presented in the Board packet. Chuck Farmer, Chief Financial Officer, explained why there was a difference and the reason for presenting the Board with a revised budget.

Dawn Crummié, METRO's Human Resource Director, addressed some of the concerns by describing the consultant procurement process, parameters used in analyzing the wage study, and confirming the union agreed to the 10 agencies chosen in a recent meet and confer.

Discussion also centered on the SEIU Memorandum of Understanding (MOU) and choosing positions to be reviewed (for class and comp) in June and December, being conditionally granted an extension for the June positions, and then denied that extension because the union had still not submitted their positions in a timely manner. Concerns were raised on not providing any leeway while the union was going from a paper system to an electronic system. Ms. Crummié said the twice a year reviews were negotiated with the unions when the contract was bargained. The positions to be submitted now by the union will be for December. It is not

feasible to do June positions anymore due to the time it takes to perform the study, and she is only adhering to the contract language. There was written correspondence with the union that the extension was not granted and acknowledged in writing from Ms. Martinez. More clarification was requested on how the selection of individual or group positions is handled and studied. Monik Delfin, HR Deputy Director, provided an explanation.

Directors Rotkin and Koenig pointed out that the current process of submittals twice a year was part of the bargaining process that the union agreed to and it's almost October now.

Director Rotkin added that unions don't decide the pay scales for management; that is handled by the Board and management team. The fiscal cliff is not that dangerous and shouldn't be used as an excuse that we can't afford to pay the market rate for the work both management and union employees perform. Director Rotkin requested CEO Aldridge to meet with the union to discuss the SEIU concerns. CEO Aldridge agreed to the request. Director Rotkin requested the unions let the Board Members know when internal discussions break down so that they can help facilitate before escalating to PERB charges.

Board Chair Brown suggested a workshop for the Board Members may be helpful to understand who is involved in the wage study process and contract negotiations.

Mr. Vascones commented that he was unaware that the June extension was declined until this meeting. He mentioned that Santa Cruz County has a seamless process in place that helps in avoiding contention and renegotiating things. He acknowledged Director Rotkin's remarks on reaching out to the Board in the future before things escalate to PERB.

Ms. Gonzalez emphasized that the union is not opposed to wage increases but it is questionable how the management group's study was done. Being able to see the consultant's spreadsheet would shine light on understanding how the study was conducted.

A METRO Mechanic addressed the Board and said the Fleet Department needs more mechanics and training on electric and hydrogen buses.

Elmer Torres, SEIU Local 521 Steward, provided context to the management compensation study prepared in 2018. He believes the reason why a study wasn't done on managers prior to 2018 was because management always received the same increases that the unions received. In 2018, management did the class and comp study first and used different agencies than what were used for the unions. METRO struggles when hiring people because many candidates turn down the offer for more money elsewhere. It is not just management that needs good candidates but competitive wages need to be provided for everyone at METRO. When we were negotiating the MOU under CEO Michael Tree, the union was told it can't have more money because METRO is headed towards a fiscal cliff; but now it's okay? We still have a fiscal cliff looming.

Hearing nothing further, the Board Chair Brown reiterated the importance of having processes, procedures, timelines and schedules in place and requested all of these details be included in the process that staff will create. She requested an update on recruitment at the next Board meeting and training plans for the Mechanics. She

also requested the wage scale study for management go to the next Personnel committee and also to the Board for information. She called for a voice vote.

**ACTION: MOTION TO:**

- 1. APPROVE THE REQUEST FOR REVISED WAGE SCALES FOR EXECUTIVE AND SENIOR MANAGEMENT**
- 2. DIRECT THE CEO TO MEET WITH SEIU LEADERSHIP MEMBERS TO DISCUSS THE WAGE STUDY PROCESS**
- 3. DIRECT CEO TO WORK WITH APPROPRIATE PERSONS TO DEVELOP AND ARTICULATE A WAGE STUDY PROCESS FOR MANAGEMENT AND REPORT BACK TO EITHER THE PERSONNEL COMMITTEE OR BOARD OF DIRECTORS**
- 4. ITEM 10.10 – ADOPT THE REVISED FY25 AND FY26 BUDGET**
- 5. PUBLISH THE WAGE STUDY FOR MANAGEMENT IN OUR NEXT BOARD AGENDA PACKET**

**MOTION: DIRECTOR KALANTARI-JOHNSON      SECOND: DIRECTOR KOENIG**

**MOTION PASSED WITH 9 AYES (Directors Brown, Downing, Kalantari-Johnson, Koenig, Lind, McPherson, Newsome, Pageler, and Rotkin). Directors Dutra and Quiroz-Carter were absent.**

**14      CEO ORAL REPORT**

Corey Aldridge, CEO/General Manager mentioned the following:

- METRO earned recognition for five consecutive years of compliance with the City of Santa Cruz “Clean Ocean Program” and was awarded a plaque at the City Awards celebration. Congratulations to the Facilities Department for their great work.
- APTA Leadership Class of 2025 has made their selection for the program and John Urgo, Planning and Development Director, will be representing METRO. This program will kick off this weekend with attendance at the APTA TransFORM Conference.
- Today METRO is participating in the UCSC Downtown Day, setting up a tabling event at the Customer Experience Center on Front Street. This location is included for the scavenger hunt to help get new students acquainted with the area.
- October 2, 2024 – CA Clean Air Day – METRO’s offering free fares countywide that day and encouraging the community to make their own Clean Air Day pledges through our online portal. We will have a tabling event at the Customer Experience Center.
- October 6, 2024 – Blue Innovation Day hosted at the Seymour Center - METRO will be showcasing a One Ride At A Time (ORAT) bus and setting up a booth to promote the environmental benefits of public transit and encourage attendees to sign up for GO Santa Cruz to participate in ORAT.
- October 16, 2024 – Jodi Frediani, one of METRO’s ORAT photographers, will be hosting her “Wild Monterey” book launch at the Exploration Center. METRO will have a tabling event and showcase the orca whale bus.

- October 19, 2024 – Bus Roadeo – A few of the Board Members have signed up to help judge and announce at the event. If anyone else wants to participate, please reach out to Donna. It should be a fun event.
- November 1, 2024 – ParaCruz is celebrating its 20th Anniversary. This event is being held at 2880 Research Park Drive in Soquel on Friday, November 1st, from 11AM – 2PM. More details will follow.
- Effective September 03, 2024, there have been 10 new hires (1 Mechanic, 2 Custodial Service Workers, 2 Paratransit Operators, and 5 Bus Operators) and 1 promotion:
- State Legislative Update – August was a busy month for the Legislature sending Governor Newsom almost 1,000 bills. The Governor has until September 30th to sign, veto, or allow the bills to become law without his signature by taking no action.

Governor Newsom released \$1.9 billion of the \$2.4 billion total to 22 regional entities statewide on July 8 and an additional \$343 million of the \$2.4 billion total to an additional 18 regional entities statewide. The second release amount included RTC's first year share of its SB 125 funding, totaling \$16.4 million.

Michael Pimentel, METRO's state legislative advocate, will join our Board meeting in October as well as our federal legislative advocate, Chris Giglio, to provide more updates.

- Staff went to Monterey on September 26, 2024 for the annual Central Coast Transit Agency Summit. This year four transit agencies participated— Monterey-Salinas Transit, San Luis Obispo Regional Transit Authority, San Benito County Express, and Santa Cruz METRO. We broke out into groups, shared information and challenges, and collaborated to build relationships.

Director Pageler added that the Blue Innovation Day is including a talk about green hydrogen in the afternoon session.

Board Chair Brown encouraged others to attend the Bus Roadeo and relayed that it was a lot of fun last year.

There were no public comments.

Hearing nothing further, Board Chair Brown moved to the next agenda item.

**15 ANNOUNCEMENT OF NEXT MEETING:**

Board Chair Brown announced the next regular Board meeting will be on Friday, October 25, 2024, at 9:00 AM at the METRO Admin Office, 110 Vernon Street, Santa Cruz, CA

**16 ADJOURNMENT**

Board Chair Brown adjourned the meeting at 10:22 AM.

Respectfully Submitted,

Donna Bauer  
Executive Assistant



**DATE:** October 25, 2024  
**TO:** Board of Directors  
**FROM:** Gregory Strecker, Safety, Security and Risk Management Director  
**SUBJECT: RECOMMENDED ACTION ON TORT CLAIMS**

**I. RECOMMENDED ACTION**

**That the Board of Directors approve staff recommendations for claims for the month of October 2024, as reflected in Section VIII of this report**

**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 three claims for the month of October 2024 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 VIII.

**IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

This report pertains to METRO's Financial Stability, Stewardship and Accountability.

**V. FINANCIAL CONSIDERATIONS/IMPACT**

None

**VI. CHANGES FROM COMMITTEE**

N/A

**VII. 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)).

**VIII. DESCRIPTION OF CLAIM**

Claimant	Claim #	Description	Recommended Action
Tico Construction Company	24-0020	Claimant alleges that METRO is liable for expenses related to company Vehicle. Amount of claim: \$32,067.	Reject
Carl Gronau	24-0022	Claimant alleges that METRO is liable for damages to their property.  Amount: \$1047	Reject
Cameron Abrams	24-0023	Claimant alleges that METRO is liable for expenses related to injury's. Amount: >35,000	Reject

Prepared by: Gregory Strecker, Safety Security, and Risk Management Director

**IX. APPROVALS**

Gregory Strecker, Safety, Security  
and Risk Management Director



Corey Aldridge,  
CEO/General Manager



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**DATE:** October 25, 2024  
**TO:** Board of Directors  
**FROM:** Chuck Farmer, Chief Financial Officer  
**SUBJECT: ACCEPT AND FILE THE YEAR-TO-DATE MONTHLY FINANCIAL REPORT AS OF SEPTEMBER 30, 2024**

**I. RECOMMENDED ACTION**

**That the Board of Directors accept and file the Year-to-Date Monthly Financial Report as of September 30, 2024**

**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 (Board) 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 September 30, 2024."

Staff recommends that the Board accept and file the attached report.

**III. DISCUSSION/BACKGROUND**

Below are the written explanations of the various charts and graphs in the attached Year-to-Date Monthly Financial Report as of September 30, 2024. The fiscal year has elapsed 25%.

Slide 1

(Cover) Year-to-Date Monthly Financial Report as of September 30, 2024

Slide 2

September 2024 Key Financial Highlights

- Service
  - Fixed Route (including Hwy 17) Cost per Revenue Service Hour is \$222 vs Budget of \$351
    - 18 canceled trips, 15 due to mechanical issues
  - ParaCruz Cost per Trip is \$82 vs Budget of \$85
  - Non-Student/Hwy 17 Passengers is 89,943 vs Budget of 172,200
  - Kids Ride Free is 34,604

- Financials
  - 0.6M, fringe of \$0.7M, and non-personnel of \$0.2M; partially offset by higher OT of \$0.2M
  - Non-Operating Revenues of \$9.1M are \$1.5M favorable vs budget of \$7.5M driven primarily by higher than anticipated interest income, and grant drawdowns
- Capital
  - Capital spend of \$51K primarily for Hydrogen Fueling Station, ERP System, and Web Site Redesign
- Personnel
  - 399 Active Personnel vs 443\* Funded Personnel
  - 44 Vacancies at the end of September
  - Currently Recruiting for Customer Service Representative (2 FTE), Custodial Service Worker, Van Operator (3 FTE), Dispatcher/Scheduler, Transit Supervisors (3 FTE), Provisional Bus Operators (21 FTE), Mechanic I/II (4 FTE),
  - Recruitment completed for Business Systems Programs Manager, Administrative Assistant

### Slide 3

(Cover) September 30, 2024 MTD Pre-Close Financials

### Slide 4

September FY25 Monthly Operating Surplus/(Deficit) Actual\* vs. Budget

- Actuals are \$1.3M favorable to budget – excludes UAL/Bond Payment and COVID related costs
  - Passenger Fares – favorable by \$13K
  - Labor, Regular – favorable by \$566K, due to funded/vacant positions
  - Labor, OT – unfavorable by \$228K, increased overtime, primarily for Bus Operators
  - Fringe Benefits – favorable by \$716K due to retirement and medical insurance savings from funded/vacant positions
  - Non-Personnel – favorable by \$213K, primarily due to timing of spending

### Slide 5

September 30, 2024 Monthly Operating Revenue and Expenses

- Operating Revenue, net favorable by \$13K
  - Passenger Fares - unfavorable by \$17K
  - Special Transit Fares – favorable by \$30K

- Operating Expense, net favorable by \$1,266K – Favorable wages/fringe driven by funded/vacant positions
  - Labor Regular – favorable by \$566K
  - Labor OT – unfavorable by \$228K
  - Fringe Benefits – favorable by \$716K, excludes UAL related costs
  - Non-Personnel – favorable by \$213K, excludes Bond payment related costs
- Operating Deficit lower by \$1,279K
  - Farebox Recovery – 13.6% vs 10.7% budget
- Non-Operating Revenue/(Expense), net favorable by \$1,521K, primarily due to higher interest revenue and grant drawdowns
  - Sales Tax/including Measure D – unfavorable by \$115K
  - Federal/State Grants – favorable by \$1,547K
  - Pension UAL/Bond Payment costs – no variance
  - All Other Revenues – favorable by \$90K
- Operating Surplus before Transfers higher by \$2,800K
- Bus Replacement Fund – lower by \$21K due to decreased Measure D sales tax revenues
  - Bus Replacement Fund – Minimum \$3M annual commitment from Measure D sales tax and STA-SGR; FY25 budgeted transfer is \$3.2M
- Operating Surplus after Transfers higher by \$2,821K

Slide 6

(Cover) September 2024, YTD Pre-Close Financials

Slide 7

September YTD FY25 Operating Surplus/(Deficit) Actual vs. Budget

- Actuals are \$1.3M favorable to budget – excludes UAL/Bond Payment and COVID related costs
  - Passenger Fares – unfavorable by \$72K
  - Labor, Regular – favorable by \$847K, due to funded/vacant positions
  - Labor, OT – unfavorable by \$957K, increased overtime primarily for Bus Operators
  - Fringe Benefits – favorable by \$713K due to retirement and medical insurance savings from funded/vacant positions
  - Non-Personnel – favorable by \$747K, primarily due to timing of spending

### Slide 8

#### September 30, 2024 YTD Operating Revenue and Expenses

- Operating Revenue, net unfavorable by \$72K
  - Passenger Fares - unfavorable by \$20K
  - Special Transit Fares – unfavorable by \$52K
- Operating Expense, net favorable by \$1,349K– Favorable wages and fringe driven by shortage of bus drivers and other vacant positions; partially offset by increased OT
  - Labor Regular – favorable by \$847K
  - Labor OT – unfavorable by \$957K
  - Fringe Benefits – favorable by \$713K, excludes UAL related costs
  - Non-Personnel – favorable by \$747K, excludes Bond payment related costs
- Operating Deficit lower by \$1,278K
  - Farebox Recovery – 12.7% vs 12.2% budget
- Non-Operating Revenue/(Expense), net favorable by \$683K - Sales tax of \$8.3M is 4.1% higher than budget
  - Sales Tax/including Measure D – unfavorable by \$799K
  - Federal/State Grants – favorable by \$1,583K
  - Pension UAL/Bond Payment costs – favorable by \$2K
  - All Other Revenues – favorable by \$295K
- Operating Deficit lower by \$2,358K
- Bus Replacement Fund – lower by \$51K due to decreased Measure D sales tax revenues
  - Bus Replacement Fund – Minimum \$3M annual commitment from Measure D sales tax and STA-SGR; FY25 budgeted transfer is \$3.2M
- Operating Deficit after Transfers lower by \$2,410K

### Slide 9

#### (Cover) Year End June 2025, Forecast Financials

### Slide 10

#### Full Year FY25 Operating Revenue and Expenses Estimate based on Q1 Spending and Revenues

- Operating Revenue, net unfavorable by \$72K
  - Passenger Fares - unfavorable by \$20K
  - Special Transit Fares – unfavorable by \$52K

- Operating Expense, net favorable by \$1,349K– Favorable wages and fringe driven by funded/vacant positions; partially offset by increased OT
- Labor Regular – favorable by \$847K
- Labor OT – unfavorable by \$957K
- Fringe Benefits – favorable by \$713K, excludes UAL related costs
- Non-Personnel – favorable by \$747K, excludes Bond payment related costs
- Operating Deficit lower by \$1,278K
  - Farebox Recovery – 12.2% vs 12.1% budget
- Non-Operating Revenue/(Expense), net unfavorable by \$5,397K - Sales tax of \$33.0M is 2.5% lower than budget
  - Sales Tax/including Measure D – unfavorable by \$799K
  - Federal/State Grants – unfavorable by \$4,894, Drawdowns based on Q1 data, subject to change when Bus Drivers are increased
  - Pension UAL/Bond Payment costs – favorable by \$2K
  - All Other Revenues – favorable by \$295K
- Operating Surplus/(Deficit) before Transfers lower by \$4,119K
- Bus Replacement Fund – lower by \$51K due to decreased Measure D sales tax revenues
  - Bus Replacement Fund – Minimum \$3M annual commitment from Measure D sales tax and STA-SGR; FY25 budgeted transfer is \$3.2M
- All Other Transfers: \$2M UAL, \$1.3M Operations Sustainability Reserve, \$4.3M Operations & Capital Reserve
- Transfers from COVID Reserve higher by \$4,068K

Slide 11

Full Year FY25 Operating Revenue Surplus/(Deficit), net favorable by \$0.06M

- Passenger Fares – unfavorable by \$72K
- Labor, Regular – favorable by \$847K, due to funded/vacant positions
- Labor, OT – unfavorable by \$957K, increased overtime primarily for Bus Operators
- Fringe Benefits – favorable by \$713K due to retirement and medical insurance savings from funded/vacant positions
- Non-Personnel – unfavorable by \$747K, primarily due timing of spend

Slide 12

(Cover) Capital Spending & Project Completion

Slide 13

September 30, 2024 Capital Budget Spend

Total Capital Projects spending month to date is \$51K against full year budget of \$115.4M

- Construction Related Projects – spending of \$22K against budget of \$38,273K
- IT Projects – spending of \$28K against budget of \$1,541K
- Facilities Repair & Improvements – spending of \$1K against budget of \$2,546K
- Revenue Vehicle Replacement – no spending against budget of \$71,943K
- Revenue Vehicle Electrification Projects – no spending, no budget
- Non-Revenue Vehicle Replacement – no spending against budget of \$140K
- Fleet & Maintenance Equipment – no spending against budget of \$755K
- Miscellaneous – no spending against budget of \$202K

Slide 14

(Cover) Questions

**IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

This report pertains to METRO’s Financial Stability, Stewardship & Accountability.

**V. FINANCIAL CONSIDERATIONS/IMPACT**

Favorable budget variances in Operating Revenues and Expenses contribute to favorable budget variance in Operating Balance, Year-to-Date as of September 30, 2024.

**VI. CHANGES FROM COMMITTEE**

N/A

**VII. ALTERNATIVES CONSIDERED**

There are no alternatives to consider, as this is an accept and file Year-to-Date Monthly Financial Report.

**VIII. ATTACHMENTS**

**Attachment A:** Year-to-Date Monthly Financial Report as of September 30, 2024 Presentation

Prepared by: Cathy Downes, Sr. Financial Analyst

**IX. APPROVALS**

Chuck Farmer, Chief Financial Officer



Corey Aldridge, CEO/General Manager



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# **Year to Date Monthly Financial Report as of September 30, 2024**

**Board of Directors**

***October 25, 2024***

**Chuck Farmer, Chief Financial Officer**

# September 2024 Key Financial Highlights

- Fixed Route (including Hwy 17) Cost per Revenue Service Hour is \$222 vs Budget of \$351

- 18 canceled trips, 15 due to mechanical issues
- ParaCruz Cost per Trip is \$82 vs Budget of \$85
- Non-Student/Hwy 17 Passengers is 89,943 vs Budget of 172,200
- Kids Ride Free is 34,604

- Total Operating Surplus/(Deficit) is favorable \$1.3M driven by lower wages of \$0.6M, fringe of \$0.7M, and non-personnel of \$0.2M; partially offset by higher OT of \$0.2M

- Non-Operating Revenues of \$9.1M are \$1.5M favorable vs budget of \$7.5M driven primarily by higher than anticipated interest income, and grant drawdowns

- Capital spending of \$51K primarily for Hydrogen Fueling Station, ERP System, and Web Site Redesign

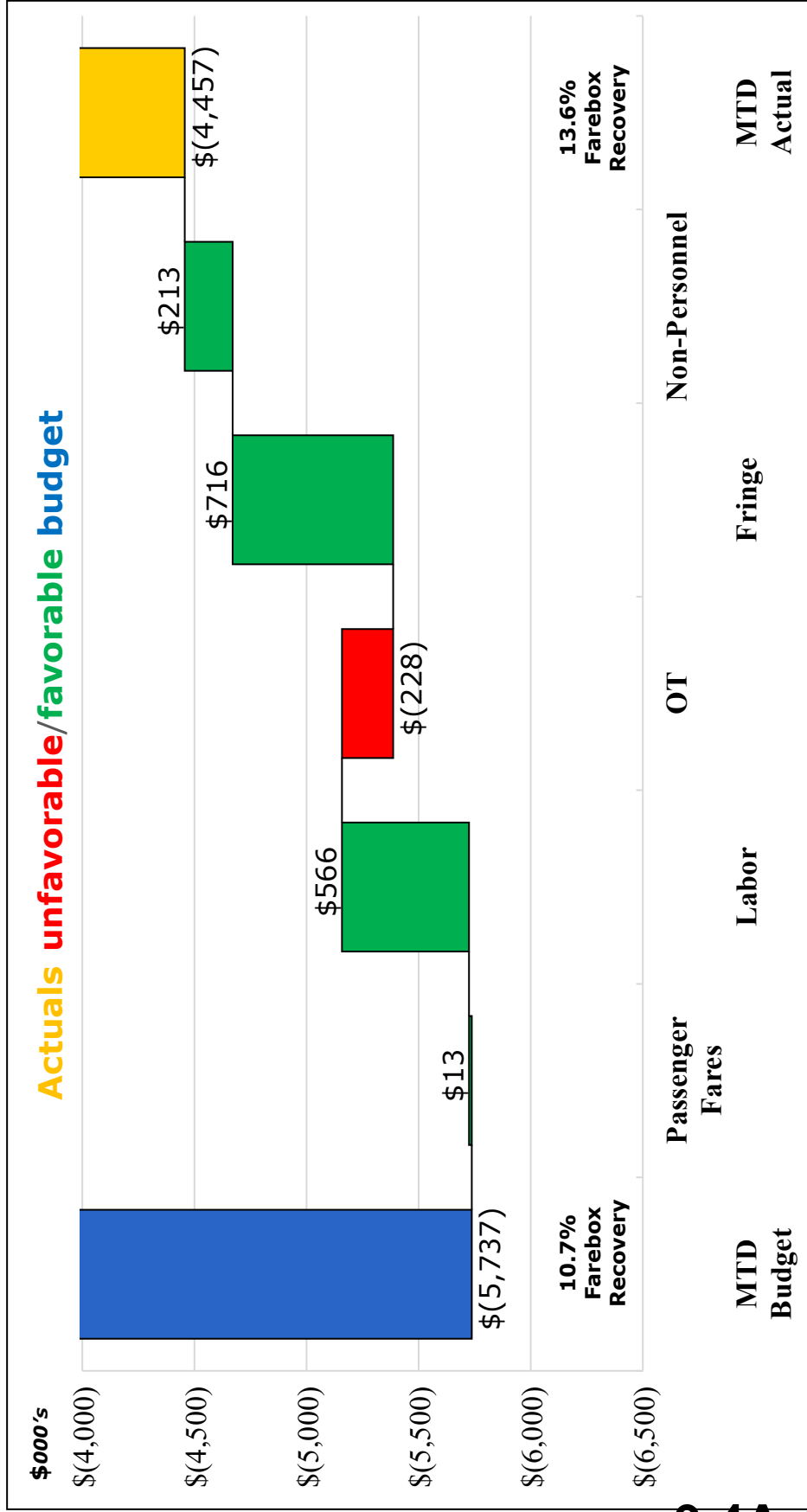
- 399 Active Personnel vs 443\* Funded Personnel
  - 44 Vacancies at the end of September
- Currently Recruiting for Customer Service Representative (2 FTE), Custodial Service Worker, Van Operator (3 FTE), Dispatcher/Scheduler, Transit Supervisors (3 FTE), Provisional Bus Operators (21 FTE), Mechanic I/II (4 FTE),
- Recruitment completed for Business Systems Programs Manager, Administrative Assistant

# September 2024, MTD Pre-Close Financials

# September FY25 Monthly Operating Surplus/(Deficit)

## Actual\* vs. Budget

**Overall \$1.3M favorable**



9.4A.4

\* Pre-close financials, subject to adjustments post close; may not foot due to rounding

# September 30, 2024

## Monthly Operating Revenue and Expenses

- Total Operating Surplus/(Deficit) is favorable \$1.3M driven by lower wages of \$0.6M, fringe of \$0.7M, and non-personnel of \$0.2M; partially offset by higher OT of \$0.2M
- Non-Operating Revenues of \$9.1M are \$1.5M favorable vs budget of \$7.5M driven primarily by higher than anticipated interest income, and grant drawdowns
- Sales tax of \$2.5M is 4.4% lower than budget
- Interest Income higher than anticipated

	Actual*	Budget	Fav / (Unfav)
<b>Operating Revenue</b>			
Passenger Fares	\$ 204	\$ 221	(\$ 17)
Special Transit Fares	498	468	30
<b>Total Operating Revenue</b>	<b>\$ 702</b>	<b>\$ 689</b>	<b>\$ 13</b>
<b>Operating Expense</b>			
Labor - Regular	\$ 1,892	\$ 2,458	\$ 566
Labor - OT	305	77	(228)
Fringe (Excludes UAL)	1,546	2,263	716
Non-Personnel	1,416	1,629	213
<b>Total OpEx</b>	<b>\$ 5,160</b>	<b>\$ 6,426</b>	<b>\$ 1,266</b>
<b>Operating Surplus/(Deficit)</b>	<b>(\$ 4,458)</b>	<b>(\$ 5,737)</b>	<b>\$ 1,279</b>
	13.6%	10.7%	2.9%
<b>Non-Operating Revenue/(Expense)</b>			
Sales Tax/including Measure D	\$ 2,509	\$ 2,624	(\$ 115)
Federal/State Grants	6,422	4,875	1,547
Pension UAL/Bond Interest Payment	(133)	(133)	-
All Other	268	178	90
<b>Total Non-Operating Revenue/(Expense)</b>	<b>\$ 9,066</b>	<b>\$ 7,545</b>	<b>\$ 1,521</b>
<b>Operating Surplus/(Deficit) before Transfers</b>	<b>\$ 4,608</b>	<b>\$ 1,808</b>	<b>\$ 2,800</b>
<b>Transfers and Other</b>			
Transfers to Bus Replacement Fund	(\$ 173)	(\$ 194)	\$ 21
<b>Operating Surplus/(Deficit) after Transfers</b>	<b>\$ 4,435</b>	<b>\$ 1,614</b>	<b>\$ 2,821</b>

9.4A.5

\* Pre-close financials, subject to adjustments post close

# September 2024, YTD Pre-Close Financials

# September YTD FY25 Operating Surplus/(Deficit)

## Actual\* vs. Budget

Overall \$1.3M favorable



# September 30, 2024

## YTD Operating Revenue and Expenses

- Operating Deficit lower by \$1.3M driven by vacant/funded positions and lower Non- Personnel spending due to timing; partially offset by increased OT
- Non-Operating Revenues of \$14.5M are \$1.1M favorable vs budget of \$13.4M driven primarily by higher than anticipated interest income, and grant drawdowns
- Sales tax of \$7.6M is 9.5% lower than budget
- Bus Replacement Fund lower than budget by \$51K

\$ 000's	Actual*	Budget	Fav / (Unfav)
<b>Operating Revenue</b>			
Passenger Fares	\$ 656	\$ 677	(\$ 20)
Special Transit Fares	1,554	1,606	( 52)
<b>Total Operating Revenue</b>	<b>\$ 2,210</b>	<b>\$ 2,282</b>	<b>(\$ 72)</b>
<b>Operating Expense</b>			
Labor - Regular	\$ 6,503	\$ 7,350	\$ 847
Labor - OT	1,165	209	(957)
Fringe (Excludes UAL)	6,035	6,748	713
Non-Personnel	3,701	4,447	747
<b>Total OpEx</b>	<b>\$ 17,405</b>	<b>\$ 18,754</b>	<b>\$ 1,349</b>
<b>Operating Surplus/(Deficit)</b>	<b>(\$ 15,194)</b>	<b>(\$ 16,472)</b>	<b>\$ 1,278</b>
	<i>12.7%</i>	<i>12.2%</i>	<i>0.5%</i>
			<i>Farebox Recovery</i>
<b>Non-Operating Revenue/(Expense)</b>			
Sales Tax/including Measure D	\$ 7,642	\$ 8,442	(\$ 799)
Federal/State Grants	6,459	4,875	1,583
Pension UAL/Bond Interest Payment	(399)	(401)	2
All Other	795	501	295
<b>Total Non-Operating Revenue/(Expense)</b>	<b>\$ 14,498</b>	<b>\$ 13,417</b>	<b>\$ 1,081</b>
<b>Operating Surplus/(Deficit) before Transfers</b>	<b>(\$ 696)</b>	<b>(\$ 3,055)</b>	<b>\$ 2,358</b>
<b>Transfers and Other</b>			
Transfers to Bus Replacement Fund	(\$ 572)	(\$ 624)	\$ 51
<b>Operating Surplus/(Deficit) after Transfers</b>	<b>(\$ 1,269)</b>	<b>(\$ 3,678)</b>	<b>\$ 2,410</b>

9.4A.8

\* Pre-close financials, subject to adjustments post close



# **Year End June 2025, Forecast Financials**

# June 30,

## Full Year Operating Revenue and Expenses\*

	Forecast*	Budget	Fav / (Unfav)
<b>\$ 000's</b>			
<b>Operating Revenue</b>			
Passenger Fares	\$ 2,683	\$ 2,703	(\$ 20)
Special Transit Fares	6,189	6,241	( 52)
<b>Total Operating Revenue</b>	<b>\$ 8,872</b>	<b>\$ 8,944</b>	<b>(\$ 72)</b>
<b>Operating Expense</b>			
Labor - Regular	\$ 27,440	\$ 28,287	\$ 847
Labor - OT	1,852	896	(957)
Fringe (Excludes UAL)	27,386	28,099	713
Non-Personnel	16,025	16,772	747
<b>Total OpEx</b>	<b>\$ 72,704</b>	<b>\$ 74,054</b>	<b>\$ 1,349</b>
<b>Operating Surplus/(Deficit)</b>	<b>(\$ 63,832)</b>	<b>(\$ 65,110)</b>	<b>\$ 1,278</b>
	12.2%	12.1%	0.1%
<b>Non-Operating Revenue/(Expense)</b>			
Sales Tax/including Measure D	\$ 31,009	\$ 31,808	(\$ 799)
Federal/State Grants	33,721	38,615	(4,894)
Pension UAL/Bond Interest Payment	(4,841)	(4,843)	2
All Other	2,790	2,496	295
<b>Total Non-Operating Revenue/(Expense)</b>	<b>\$ 62,679</b>	<b>\$ 68,076</b>	<b>(\$ 5,397)</b>
<b>Operating Surplus/(Deficit) before Transfers</b>	<b>(\$ 1,153)</b>	<b>\$ 2,966</b>	<b>(\$ 4,119)</b>
<b>Transfers and Other</b>			
Transfers to Bus Replacement Fund	(\$ 2,299)	(\$ 2,351)	\$ 51
Transfers to Capital, UAL/OPEB Funds, and Reserves Replenishment	(\$ 7,390)	(\$ 7,390)	-
Transfers (to) / from COVID Reserve Fund	\$ 10,843	\$ 6,774	\$ 4,068
<b>Operating Surplus/(Deficit) after Transfers</b>	<b>\$ 0</b>	<b>(\$ 0)</b>	<b>\$ 0</b>

- Revenues unfavorable due to lower Grant drawdowns partially offset by higher Interest Income
- Expenses favorable due to lower labor/fringe costs as a result of vacant positions; partially offset by higher OT costs as a result of unfilled vacancies
- Bus Replacement Fund unfavorable due to net Measure D sales tax revenues lower by \$0.1M (less average of 12 Bus Operators' compensation)
- All Other Transfers: \$2M UAL, \$4.0M Operations/Capital Reserves, \$1.3M Operations Sustainability Reserve, and \$10.8M from COVID Recovery

9.4A.10

\* Estimated year end financials based on Q1 Spending and Revenues

# Full Year FY25 Operating Revenue Surplus/(Deficit)

Overall \$1.3M favorable



9.4A.11

\* Pre-close financials, subject to adjustments post close; may not foot due to rounding

# Capital Spending

9.4A.12

# September 30, 2024 Capital Budget Spend

Project Category:	Month to Date	Full Year	
	Actuals*	Budget**	% Spend
Construction Related Projects	\$ 22	\$ 38,273	0.1%
IT Projects	28	1,541	1.8%
Facilities Repair & Improvements	1	2,546	0.0%
Revenue Vehicle Replacement	-	71,943	0.0%
Revenue Vehicle Electrification Projects	-	-	0.0%
Non-Revenue Vehicle Replacement	-	140	0.0%
Fleet & Maintenance Equipment	-	755	0.0%
Misc.	-	202	0.0%
	<b>Total \$</b>	<b>\$ 115,400</b>	<b>0.0%</b>

\* Current month spending of \$51K primarily for Hydrogen Fueling Station, ERP System, and Web Site Redesign

**Questions?**



**DATE:** October 25, 2024  
**TO:** Board of Directors  
**FROM:** Corey Aldridge, CEO/General Manager  
**SUBJECT: CONSIDERATION OF REAPPOINTMENTS TO THE METRO ADVISORY COMMITTEE (MAC)**

**I. RECOMMENDED ACTION**

**The Board of Directors approve the reappointments of Michael Pisano and Becky Taylor to the Metro Advisory Committee (MAC) for a term ending December 31, 2028.**

**II. SUMMARY**

- There are currently two seats on the METRO Advisory Committee (MAC) expiring on December 31, 2024.
- The MAC Ad Hoc Committee recommends the reappointment of Michael Pisano and Becky Taylor to fill the seats expiring on December 31, 2024 for an additional four-year term expiring on December 31, 2028.

**III. DISCUSSION/BACKGROUND**

Section 3.1 of the MAC Bylaws states “The MAC shall be composed of no greater than 7 members appointed by the Board of Directors.” Two members’ terms expire on December 31, 2024.

A 30-day nomination period opened on September 1, 2024 to solicit and accept Board nominees and citizen applications to fill those seats. The MAC Ad Hoc Committee met on October 14, 2024 to review all applications. After considerable review, the MAC Ad Hoc Committee recommends the METRO Board of Directors consider the reappointment of Michael Pisano and Becky Taylor to serve as committee members on MAC (applications attached). If approved by the Board of Directors, the reappointments would conclude on December 31, 2028.

**IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

This report pertains to METRO’s Strategic Alliances and Community Outreach.

**V. FINANCIAL CONSIDERATIONS/IMPACT**

None.

**VI. CHANGES FROM COMMITTEE**

N/A

**VII. ALTERNATIVES CONSIDERED**

None. The goal is to attain a seven-member committee.

**VIII. ATTACHMENTS**

**Attachment A:** MAC Applications: Michael Pisano and Becky Taylor

**Attachment B:** MAC Bylaws

Prepared by: Elizabeth Rocha, Administrative Specialist



**IX. APPROVALS**

Corey Aldridge, CEO/General Manager



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# Attachment A



## Ticket #765322

### Volunteer To Serve on MAC

Status	Open	Name	Michael Pisano
Priority	Normal	Email	mpisanoful@gmail.com
Department	MAC	Phone	(925) 234-8591
Create Date	9/18/24 10:19 AM	Source	Web
Assigned To	MAC	Help Topic	Volunteer To Serve on MAC
SLA Plan	CS SLA	Last Response	
Due Date	10/1/24 9:19 AM	Last Message	

### Volunteer To Serve on MAC

What is your occupation?: Payroll Administrative Specialist

Are you aware of any conflicts of interest that would prevent you from serving on MAC if appointed? : No

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

What interests and experience do you have that would make you an effective MAC member? : Several years on the MAC & E&D TAC, and a general interest in transportation & housing.

Contact Name : Michael Pisano  
Street Address:: 4300 Soquel Dr Spc74  
City:: Soquel  
Zip Code:: 95073

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

# Attachment A



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

Weekly

What are your particular transit interests?:

Consistent multi-modal transit service connections

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

First mile & Last mile, and possibly discount services (i.e. senior fares & low income fares)

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

A general interest in transportation, housing, and urban planning.

Additional Comments::

I have enjoyed my years of volunteer service on the MAC & other Santa Cruz County committees, and hope to continue to do so. I think I bring a lot to the MAC, and have a general interest in transportation, housing, and urban planning. Thank you for your time and consideration.

# Attachment A



## Ticket #217967

### Volunteer To Serve on MAC

Status	Open	Name	Becky Taylor
Priority	Normal	Email	beckytaylor@tutor@gmail.com
Department	MAC	Phone	(831) 421-9284
Create Date	9/19/24 8:11 AM	Source	Web
Assigned To	MAC	Help Topic	Volunteer To Serve on MAC
SLA Plan	CS SLA	Last Response	
Due Date	10/1/24 4:11 PM	Last Message	

### Volunteer To Serve on MAC

What is your occupation?: unemployed

Are you aware of any conflicts of interest that would prevent you from serving on MAC if appointed? : no

Please outline your availability in terms of meeting times/dates and total time per month you can devote to MAC activities:: I'm a current MAC member

What interests and experience do you have that would make you an effective MAC member? : I have a lifetime of riding the bus.

Contact Name : Becky Taylor  
Street Address:: 1010 Pacific Ave., apartment 324  
City:: Santa Cruz  
Zip Code:: 95060  
Do you ride Santa Cruz METRO fixed route or Paracruz Service ? : Both

# Attachment A



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

Monthly

What are your particular transit interests?:

Getting fixed route buses closer to more neighborhoods.

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

Getting riders back to the buses

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

I'm on other Commissions,. So, I think I can share information with and about the MAC.



# **BYLAWS**

**Metro Advisory Committee**

**ADOPTED JANUARY 26, 2018**

# 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.



# Attachment B

- c. "Staff" means staff members that are assigned to support the MAC Committee by the METRO CEO/General Manager.

## **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.

# Attachment B

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

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 31<sup>st</sup> of the year in which the seat expires. Members may be considered by the Board Ad Hoc Committee for reappointment for additional terms, as approved by the METRO Board of Directors.
- b. Effective January 2018, seat term limits shall follow the following term schedule in order to ensure quorum in future election years as follows:

Seat 1: December 31, 2021

Seat 2: December 31, 2021

Seat 3: December 31, 2021

Seat 4: December 31, 2019

Seat 5: December 31, 2020

Seat 6: December 31, 2020

Seat 7: December 31, 2019

Thereafter, each seat's term will be four years from appointment or re-appointment.

- c. 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

# Attachment B

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 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. In election years when MAC members' terms expire, the Chair and Vice Chair shall be elected at the first meeting after METRO Board appointments and/or reappointments of MAC members have been made, establishing a quorum.

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

# Attachment B

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 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"

# Attachment B

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. In election years when MAC members' terms expire, it shall establish at the MAC's last meeting of the calendar year the first meeting of the following year. The remaining meetings for that calendar year shall be established once METRO Board appointments and/or reappointments have been made, establishing a quorum. MAC's regular meeting schedule shall be posted on the METRO website once adopted by the MAC.

## **§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

# Attachment B

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 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.

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## **§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.

## **§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](http://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.



# Attachment B

## 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

### §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**  
**Amended/Adopted 1/26/18**

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**DATE:** October 25, 2024  
**TO:** Board of Directors  
**FROM:** Kristina Mihaylova, Finance Deputy Director  
**SUBJECT: CONSIDERATION OF AUTHORIZING FUNDING FOR ONE (1) ADDITIONAL SENIOR FINANCIAL ANALYST IN THE FINANCE DEPARTMENT**

**I. RECOMMENDED ACTION**

**That the Board of Directors authorize funding for one (1) additional Senior Financial Analyst in the Finance Department**

**II. SUMMARY**

- To address the needs of Santa Cruz Metropolitan Transit District (METRO), staff is requesting the funding for one (1) additional Senior Financial Analyst.
- Due to the implementation of the budgeting and forecasting module of the recently deployed METRO's Enterprise Resource Planning System (ERP), and in attempt to facilitate succession planning in the Finance Department, staff has determined the need for an additional Senior Financial Analyst.
- Staff is recommending the Board of Directors (Board) approve an increase in the number of Senior Financial Analysts from one (1) to two (2).

**III. DISCUSSION/BACKGROUND**

METRO is the process of implementing new budgeting, financial planning and modeling Enterprise performance management (EPM) software with anticipated go live date at the end of the calendar year. To prepare for a smooth and successful transition between our legacy budgeting and financial modeling process and the new system, an additional Senior Financial Analyst needs to be hired.

Also, the current Senior Financial Analyst is expected to retire the end of 2025 calendar year. This new Senior Financial Analyst will be able to go through a full year of budget cycle, reporting cycles, and get the mentoring from the other Senior Financial Analyst prior to their retirement.

The Senior Financial Analyst is the advanced level professional class in the Financial Analyst series responsible for highly complex and specialized finance and budget related work with greater system wide impact. Succession planning for complex duties and responsibilities is critical for the successful deployment of the new EPM software and the continuity of financial planning and reporting at METRO. To that end METRO has identified the need for an additional Senior Financial Analyst in the Finance Department.

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

This item aligns with the following Strategic Plan Priorities:

- Service Quality and Delivery
- Fiscal Stability, Stewardship, Accountability
- Employee Engagement: Attract, Retain and Develop

#### **V. FINANCIAL CONSIDERATIONS/IMPACT**

The adoption of the recommendation contained in this report will require additional budget funding, estimated as follows: \$100K in FY25 (8 months) and \$166K in FY26. Due to the funded vacant position in the Finance Department, the additional funding needed for the new Senior Financial analyst position is available in the recently adopted revised FY25 & FY26 Operating Budget.

#### **VI. ALTERNATIVES CONSIDERED**

- Do nothing is an alternative. Staff does not recommend this option. This position meets the needs of METRO.

#### **VII. ATTACHMENTS**

**Attachment A:** Senior Financial Analyst Job Description

**Attachment B:** Senior Financial Analyst Wage Scale

Prepared by: Kristina Mihaylova, Finance Deputy Director

**VIII. APPROVALS**

Approved as to fiscal impact:  
Chuck Farmer, Chief Financial Officer



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

Corey Aldridge, CEO/General Manager



A handwritten signature in black ink, appearing to read "Corey", is written over a horizontal line.

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# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

*Class Code: P0206*  
*FLSA Status: Exempt*

### Senior Financial Analyst

#### Bargaining Unit: SEA

#### **DEFINITION:**

Under minimal supervision, the Sr Financial Analyst is responsible for the analysis of highly complex and specialized finance and budget related work, which carry significant consequence of error, responsible for Santa Cruz METRO budgetary and other financial functions, processes and projects; plans and coordinates the annual organization wide budget process and prepares budget documents; researches, analyzes and forecasts trends related to budget, project, financial and accounting issues; participates in strategic planning activities related to projected revenues and expenditures; performs periodic and ongoing operational financial analysis and reporting; and performs related work as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The Sr Financial Analyst is the advanced level professional class in the Financial Analyst series. An incumbent in this series performs highly complex and technical analytical and financial analysis to provide accurate and timely financial reports to management, other governmental agencies, and the public, to support sound decision-making and ensure appropriate public disclosure and accountability. Work requires the exercise of a high degree of independent judgement based a on thorough knowledge of business activities and financial management practices and procedures.

The Sr. Financial Analyst position is distinguished from the Financial Analyst position in that the Sr. Financial Analyst serves as a subject expert, and performs more difficult, complex, and sensitive work of greater system wide impact. Assignment at this level requires the use of considerable knowledge, expertise, discretion, judgement and interpersonal skills. Unlike the Financial Analyst, the Senior Financial Analyst is expected to initiate and recommend studies and projects that would assist Management in decisions that have organizational impact.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

*The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.*

- Plans and coordinates the annual organization-wide budget process; gathers information from various internal and external data sources; analyzes past trends; coordinates with department directors and budget support personnel to prepare departmental non-personnel budgets; develops the labor and fringe benefit budget projections; develops and prepares budget documents as assigned.
- Forecasts expenditures in accordance with current labor contracts, laws and economic conditions; develops budget revenue projections using statistical models, historical revenue and ridership data, as well as current economic indicators.
- Participates in the development of Santa Cruz METRO's five and ten-year Strategic Plan; researches, analyzes and summarizes information for management consideration and planning; provides financial recommendations and forecasts.
- Writes monthly budget status reports; prepares presentations to inform the Board of Directors and the public regarding Santa Cruz METRO's actual revenues and expenses in relation to the adopted operating and capital budgets.



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

- Systems Administrator for Santa Cruz METRO's timekeeping software by providing and editing user access and security permissions, creating new pay policies and pay codes, auditing system outputs and coordinating with Information Technology staff to identify business needs and resolve technical problems.
- Calculates pay rates for purposes of labor negotiations, wage surveys and classification and compensation studies; advises management on the operating cost impacts of potential labor contracts and service enhancement; prepares multi-year scenarios and forecasts.
- Prepares invoices and trust warrants for union-related payments and charges.
- Prepares the annual budget book and automated budget tracking templates; uploads budget files for purchasing and accounting software.
- Coordinates and performs special projects.
- Develops and maintains a wide variety of financial records, reports, reporting tools and other documents; prepares correspondence; makes presentations to individuals and groups.
- Provides information to employees and the public.
- Operates standard office equipment; utilizes standard business computer software in performing job tasks.
- May utilize specialized Santa Cruz METRO software.
- Drive a Santa Cruz METRO vehicle to perform assignments.
- Performs related work as required

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

- Advanced principles, practices, forms and techniques of professional public sector finance, budgeting and accounting.
- Advanced principles and best practices of public agency budgeting, including revenue forecasting
- Principles and practices of operational and financial research and analysis.
- Public sector best practices regarding record-keeping and reporting.
- Laws and regulations applicable to public sector finance, taxes, payroll reporting and transit agencies.
- Financial and statistical reporting and analysis.
- Business law principles and practices.
- Advanced public sector accounting terminology and methods.
- Modern office practices, procedures and equipment.
- Business correspondence, formatting and report writing.
- Advanced methods of maintaining information in computerized or hard copy files.
- Professional methods of researching, gathering, organizing and reporting data.
- Project management methods.
- Methods of prioritizing, planning and organizing work.
- Advanced time management techniques.
- Customer service techniques.
- Intermediate mathematics, including percentages, intermediate statistics, and financial data conventions.
- The effective use of modern office equipment, personal computers, and standard business software, including specialized financial applications.





# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

#### **Ability to:**

- Plan, organize, coordinate, prepare and control budgets.
- Coordinate and perform a wide variety of complex, professional financial analysis tasks and studies in compliance with applicable laws, regulations and policies.
- Evaluate, interpret and apply laws, regulations, policies, procedures and requirements pertaining to organizational financial activities.
- Analyze complex financial, statistical, accounting and payroll information and formulate sound conclusions and recommendations.
- Assess economic conditions and determine economic assumptions for financial forecasts.
- Maintain complex financial and statistical data and records.
- Consult with and advise management on a wide variety of financial issues.
- Utilize financial and budgeting software, including spreadsheet, database, finance and payroll applications, at an advanced level.
- Apply advanced professional fiscal control procedures to maintain budgetary accounts.
- Perform financial calculations quickly and accurately.
- Adhere to established work schedules and timelines.
- Work independently using good judgment and tact.
- Balance multiple assignments simultaneously and effectively.
- Utilize standard office equipment and computer software and learn to use specialized Santa Cruz METRO software if assigned.
- Maintain confidentiality of materials, records, files and other privileged information.
- Communicate clearly and effectively in both oral and written form.
- Establish and maintain effective working relationships within the department and with other divisions, departments, agencies, suppliers, vendors, and the public.

#### **MINIMUM QUALIFICATIONS:**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education, Training, and Experience:**

Bachelor's degree from an accredited college or university in finance, accounting, economics, business administration or a related field.

**AND**

Five (5) years of professional financial analytical experience, preferably in a public agency.

#### **LICENSES AND CERTIFICATES:**

A valid California Driver's License will be required at the time of appointment and throughout employment.

Must be able to obtain and maintain a current, valid California Class "C" Driver's License.

#### **SPECIAL REQUIREMENTS:**

- Must maintain strictest confidentiality of information.
- May require occasional travel.



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

**PHYSICAL AND MENTAL DEMANDS:**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this job, the employee is frequently required to reach with hands and arms; walk, sit and stand; use finger dexterity; talk and hear, and use a keyboard. Work often requires the repetitive use of both hands to grasp and feel objects; stooping at the waist, and standing. Work may require lifting up to 20 pounds unaided. Specific visual abilities required for this job include close vision, distance vision, the ability to see colors and shades, and the ability to perceive depth.

**Mental Demands**

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

**Work Environment:**

The employee typically works in a standard office environment where the noise level is usually moderate.

**OTHER CONDITIONS OF EMPLOYMENT:**

- Must pass a requisite background check.
- May occasionally work extended hours or hours outside of the regular schedule.

*Adopted:	12-11-18
*BOD Approved:	08-23-19
*Revised:	00-00-00
*Job Family:	Financial Professional
*Job Series:	Financial Analyst
*Job Series Level:	Advanced
*Confidential:	No



# Attachment B

FY24: 5% wage increase, effective June 22, 2023/Adopted by the Board as of August 11, 2023

UNION	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	21.83	22.92	24.01	22.92	24.07	25.22	24.07	25.27	26.47	25.27	26.53	27.79	26.53	27.86	29.19	27.86	29.25	30.64
SES	33.89	35.58	37.27	35.58	37.36	39.14	37.36	39.23	41.10	39.23	41.19	43.15	41.19	43.25	45.31	43.25	45.41	47.57
SES	33.59	35.27	36.95	35.27	37.03	38.79	37.03	38.88	40.73	38.88	40.82	42.76	40.82	42.86	44.90	42.86	45.00	47.14
SES	30.80	32.34	33.88	32.34	33.96	35.58	33.96	35.66	37.36	35.66	37.44	39.22	37.44	39.31	41.18	39.31	41.28	43.25
SES	23.61	24.79	25.97	24.79	26.03	27.27	26.03	27.33	28.63	27.33	28.70	30.07	28.70	30.14	31.58	30.14	31.65	33.16
SES	21.24	22.30	23.36	22.30	23.42	24.54	23.42	24.59	25.76	24.59	25.82	27.05	25.82	27.11	28.40	27.11	28.47	29.83
SES	39.55	41.53	43.51	41.53	43.61	45.69	43.61	45.79	47.97	45.79	48.08	50.37	48.08	50.48	52.88	50.48	53.00	55.52
SES	43.98	46.18	48.38	46.18	48.49	50.80	48.49	50.91	53.33	50.91	53.46	56.01	53.46	56.13	58.80	56.13	58.94	61.75
SES	33.89	35.58	37.27	35.58	37.36	39.14	37.36	39.23	41.10	39.23	41.19	43.15	41.19	43.25	45.31	43.25	45.41	47.57
SES	29.79	31.28	32.77	31.28	32.84	34.40	32.84	34.48	36.12	34.48	36.20	37.92	36.20	38.01	39.82	38.01	39.91	41.81
SES	27.01	28.36	29.71	28.36	29.78	31.20	29.78	31.27	32.76	31.27	32.83	34.39	32.83	34.47	36.11	34.47	36.19	37.91
SES	45.11	47.37	49.63	47.37	49.74	52.11	49.74	52.23	54.72	52.23	54.84	57.45	54.84	57.58	60.32	57.58	60.46	63.34
SES	50.89	53.43	55.97	53.43	56.10	58.77	56.10	58.91	61.72	58.91	61.86	64.81	61.86	64.95	68.04	64.95	68.20	71.45
SES	45.63	47.91	50.19	47.91	50.31	52.71	50.31	52.83	55.35	52.83	55.47	58.11	55.47	58.24	61.01	58.24	61.15	64.06
SES	46.25	48.56	50.87	48.56	50.99	53.42	50.99	53.54	56.09	53.54	56.22	58.90	56.22	58.93	61.84	58.93	61.98	64.93
SES	34.22	35.93	37.64	35.93	37.73	39.53	37.73	39.62	41.51	39.62	41.60	43.58	41.60	43.68	45.76	43.68	45.86	48.04
SES	38.01	39.91	41.81	39.91	41.91	43.91	41.91	44.01	46.11	44.01	46.21	48.41	46.21	48.52	50.83	48.52	50.95	53.38
SEV	35.16	36.92	38.68	36.92	38.77	40.62	38.77	40.71	42.65	40.71	42.75	44.79	42.75	44.89	47.03	44.89	47.13	49.37
SEV	36.82	38.66	40.50	38.66	40.59	42.52	40.59	42.62	44.65	42.62	44.75	46.88	44.75	46.99	49.23	46.99	49.34	51.69
SEV	30.24	31.75	33.26	31.75	33.34	34.93	33.34	35.01	36.68	35.01	36.76	38.51	36.76	38.60	40.44	38.60	40.53	42.46
SEV	25.32	26.59	27.86	26.59	27.92	29.25	27.92	29.32	30.72	29.32	30.79	32.26	30.79	32.33	33.87	32.33	33.95	35.57
SEV	27.61	28.99	30.37	28.99	30.44	31.89	30.44	31.96	33.48	31.96	33.56	35.16	33.56	35.24	36.92	35.24	37.00	38.76
SEV	30.68	32.21	33.74	32.21	33.82	35.43	33.82	35.51	37.20	35.51	37.29	39.07	37.29	39.15	41.01	39.15	41.11	43.07
SEV	33.75	35.44	37.13	35.44	37.21	38.98	37.21	39.07	40.93	39.07	41.02	42.97	41.02	43.07	45.12	43.07	45.22	47.37
SEV	25.21	26.47	27.73	26.47	27.79	29.11	27.79	29.18	30.57	29.18	30.64	32.10	30.64	32.17	33.70	32.17	33.78	35.39
SEV	25.32	26.59	27.86	26.59	27.92	29.25	27.92	29.32	30.72	29.32	30.79	32.26	30.79	32.33	33.87	32.33	33.95	35.57
SEV	27.84	29.23	30.62	29.23	30.69	32.15	30.69	32.22	33.75	32.22	33.83	35.44	33.83	35.52	37.21	35.52	37.30	39.08
SEV	23.18	24.34	25.50	24.34	25.56	26.78	25.56	26.84	28.12	26.84	28.18	29.52	28.18	29.59	31.00	29.59	31.07	32.55
SEV	18.97	19.92	20.87	19.92	20.92	21.92	20.92	21.97	23.02	21.97	23.07	24.17	23.07	24.22	25.37	24.22	25.43	26.64
SEV	21.15	22.21	23.27	22.21	23.32	24.43	23.32	24.49	25.66	24.49	25.71	26.93	25.71	27.00	28.29	27.00	28.35	29.70

12.00%

**Special Handling - filled positions as of 10/26/2019**

UNION	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	34.35	36.07	37.79	36.07	37.87	39.67	37.87	39.76	41.65	39.76	41.75	43.74	41.75	43.84	45.93	43.84	46.03	48.22
SEV	28.07	29.47	30.87	29.47	30.94	32.41	30.94	32.49	34.04	32.49	34.11	35.73	34.11	35.82	37.53	35.82	37.61	39.40
SEV	19.20	20.16	21.12	20.16	21.17	22.18	21.17	22.23	23.29	22.23	23.34	24.45	23.34	24.51	25.68	24.51	25.74	26.97

**Longevity Pay is based only on length of service.**

Notes: \* Adding Customer Service Assistant to the SEA Chapter. Position and wage approved on BOD 06.26.2020. Adding HR Analyst I to the SEA Chapter. Position and wage approved on BOD 01.28.2022. Adding IT Project Coordinator to the SEA Chapter. Position and wage approved on BOD 03.25.2022. Adding Mobility Training Coordinator. Position and wage approved on BOD 06.24.2022. Adding Accountant III. Position and wage approved on BOD 09.23.2022. Adding Maintenance Trainer. Position and wage approved on BOD 02.24.2023. Adding Payroll Administrator and Payroll Supervisor. Positions and wages approved on BOD 10.27.2023. Adding Marketing Specialist Position and wages approved on BOD 12.15.2023.













**DATE:** October 25, 2024  
**TO:** Board of Directors  
**FROM:** Dawn Crummié, Chief Human Resources Officer  
**SUBJECT: CONSIDERATION OF AUTHORIZING FUNDING FOR ONE (1) ADDITIONAL FLEET MAINTENANCE SUPERVISOR IN THE MAINTENANCE DEPARTMENT**

**I. RECOMMENDED ACTION**

**That the Board of Directors authorizes defunding the Maintenance Trainer position and approve moving that funding to a Fleet Maintenance Supervisor position in the Maintenance Department**

**II. SUMMARY**

- To address the needs of Santa Cruz Metropolitan Transit District (METRO), staff is requesting funding for one (1) additional Fleet Maintenance Supervisor due to the increase in vehicle miles in relation to Reimagine METRO Phase 1 and 2. Additionally, the Maintenance Department has reverted back to a previous third shift in the department to address the increased revenue mileage related to Reimagine METRO Phase 1 and 2.
- Due to the increase of Bus Operators and METRO's Reimagine phasing of service, and the additional third shift in the Fleet Maintenance Department, staff is asking for one (1) additional Fleet Maintenance Supervisor to assist with maintaining and supervising METRO's vehicles and staff.
- Prior to COVID, METRO had three shifts in the Fleet Maintenance Department with three supervisors. It has been determined that we need to revert back to that schedule with three supervisors.

**III. DISCUSSION/BACKGROUND**

METRO is in the process of rolling out Phase 1 of Reimagine METRO and this coming Winter will complete the rollout of Phase 2. To manage the 20% increase in vehicle mileage, an additional Fleet Maintenance Supervisor will need to be hired.

Currently METRO has two (2) Fleet Maintenance Supervisors approved in the Budget. METRO has already started to increase the hiring of Bus Operators, and the goal is to have two hundred fifty (250) Bus Operators on staff by Winter 2024. This would add an additional 70,000 miles per month to the current vehicle mileage.

Additionally, this aligns with the approved hiring of additional Bus Operators from the December 2023 Board meeting.

METRO staff has identified the need to increase the current budget by one (1) Fleet Maintenance Supervisor to assist with supervising mechanics and to supplement METRO's maintenance staff.

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

These contracts align to the following strategic priorities:

- Service Quality and Delivery
- Employee Engagement: Attract, Retain and Develop

#### **V. FINANCIAL CONSIDERATIONS/IMPACT**

The staff is recommending the Board defund the Maintenance Trainer position in the Maintenance Department and approve moving funding to the Fleet Maintenance Supervisor position. If the recommendations contained in this report are adopted, the total Labor and Fringe Benefits cost of this position will be \$107,000 for the remainder of FY25.

#### **VI. ALTERNATIVES CONSIDERED**

- Doing nothing is an alternative. Staff does not recommend this option. The additional position meets the needs of METRO.

#### **VII. ATTACHMENTS**

**Attachment A:** Fleet Maintenance Supervisor Job Description

**Attachment B:** Fleet Maintenance Supervisor Wage Scale

Prepared by: Margo Ross, Chief Operations Officer and  
Dawn Crummié, Chief Human Resources Officer

**VIII. APPROVALS**

Dawn Crummié, Chief HR Officer



Approved as to fiscal impact:  
Chuck Farmer, CFO



Corey Aldridge, CEO/General Manager



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# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

Class Code: OA204  
FLSA Status: Non-exempt

### Fleet Maintenance Supervisor

#### Bargaining Unit: PSA

#### DEFINITION:

Under direction, a Fleet Maintenance Supervisor performs supervisory and skilled maintenance work related to the repair, alteration, and servicing of Santa Cruz METRO vehicles and equipment; supervises and evaluates Fleet Maintenance staff; coordinates and develops safety and training programs for department; develops, implements and supervises department record keeping and information systems; and performs related work as required.

#### DISTINGUISHING CHARACTERISTICS:

Fleet Maintenance Supervisor is a supervisory level class. An incumbent in this class supervises, performs, and coordinates fleet maintenance repair, and renovation work for Santa Cruz METRO vehicles to ensure that they are in a safe, clean, and operational condition.

#### EXAMPLES OF DUTIES AND RESPONSIBILITIES:

*The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.*

- Supervises the work of subordinate staff; schedules, assigns, directs, and monitors work; provides staff training; evaluates employee performance; participate in staff selection; may initiate or have significant input into disciplinary actions.
- Instructs and trains employees regarding improved work techniques and safety measures; recommends employees for training; evaluates training options; determines training required by Federal, State, and local laws and regulations; plans, assists and conducts training as appropriate.
- Plans, organizes and schedules the maintenance, repair, and alteration of Santa Cruz METRO vehicles and related equipment; reviews, prioritizes and assigns work orders; estimates the supplies, equipment and hours needed for projects; ensures that staff has the resources needed to complete their work.
- Ensures that assigned areas comply with Federal, State, and local laws and regulations.
- Assists in the development of department policies, procedures, work standards, rules, and budgets; enforces Santa Cruz METRO and department rules, regulations, policies, procedures, and work standards.
- Develops and implements record-keeping systems for vehicle maintenance, repairs, inspections, road calls, service, fuel consumption, and parts and labor costs; prepares periodic reports on maintenance activities and projects; monitors maintenance standards and performance in areas of oil/fuel analysis, road calls, labor costs, bus cleanliness, vehicle inspections, and shop safety; reviews repair work estimates.
- Develops, implements, and maintains a preventive maintenance program for transit vehicles and equipment; monitors vehicle failure trends and suggests corrective actions as needed.
- Solicits and receives quotes from outside vendors as needed to complete jobs.
- Monitors budgets; assists in departmental planning by projecting expenditures and determining staffing needs.



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

- Assists in the diagnosis of the more complex mechanical failures and recommends solutions; assists in developing specifications for the purchase of equipment, vehicles, and tools.
- Represents the department at meetings; may serve as a liaison to other departments, the public, and outside agencies; reviews, investigates, and responds to complaints regarding fleet mechanical or safety problems.
- Investigates vehicle accidents, prepares damage reports and reviews accident reports; determines mechanical problems and recommends corrective action; prepares employee injury reports.
- Ensures that proper safety practices and procedures are followed including the proper use of personal protective equipment (PPE).
- Performs data entry to update and maintain information in digital files; compiles and prepares data for statistical and accounting reports; create spreadsheets and other tools to track information.
- Type correspondence and other documents; answers telephones, greet visitors, and provides information to employees and the public.
- Operates standard office equipment; utilizes computer software in performing job tasks.
- Drives a Santa Cruz METRO vehicle to perform assignments.
- Performs related works as required.

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

- Principles and practices of employee supervision, including performance evaluation and progressive discipline.
- Policies, procedures, rules, regulations, and labor contracts that affect employees.
- Techniques, procedures, equipment, tools, and materials used for the maintenance, repair, and service of transit vehicles, including buses.
- Preventive vehicle maintenance practices and methods.
- Mechanical, electrical, air, and hydraulic systems of transit buses and vehicles.
- Applicable Federal and State codes and regulations regarding buses, vehicles, and equipment, including employee safety requirements.
- Proper handling procedures for hazardous materials, health and safety regulations, safe work practices and proper equipment operating procedures.
- Safe operation and maintenance of hand and power tools.
- Methods of maintaining information in digital or hard copy files.
- Manual and automated record-keeping systems.
- Methods of researching, gathering, organizing and reporting data.
- Methods of prioritizing, planning and organizing work.
- Time management techniques.
- Customer service techniques.
- Basic mathematics including percentages and basic statistics.
- The effective use of modern office equipment, personal computers, and applicable standard business software.



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

#### **Ability to:**

- Supervise and motivate subordinate staff effectively.
- Provide safety-related and other training to staff and ensure a safe work environment.
- Read and interpret mechanical schematics and technical manuals.
- Diagnose and troubleshoot equipment problems.
- Learn and instruct others in the safe operation of the Alternative Fueling Facility.
- Estimate costs and determines materials and equipment needed to make vehicle repairs.
- Develop, write and implement operational procedures.
- Use manual and power tools and equipment safely.
- Make quick decisions in an emergency.
- Ensure the safe handling of hazardous items and materials.
- Maintain records and control systems with accuracy and attention to detail.
- Input data into a database.
- Adhere to established work schedules and timelines.
- Work independently using good judgment and discretion.
- Effectively balance multiple assignments simultaneously.
- Perform mathematical calculations, including ratios and percentages.
- Utilize standard office equipment and computer software and learn to use specialized Santa Cruz METRO software if assigned.
- Communicate clearly and effectively in both oral and written form.
- Establish and maintain effective working relationships within the department and with other divisions, departments, agencies, suppliers, vendors, and the public.

#### **MINIMUM QUALIFICATIONS:**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education, Training, and Experience:**

Five (5) years of progressively responsible experience in heavy-duty equipment and/or alternative fuel mechanic repair work, rebuilding heavy-duty engines, and related components.

**AND**

Three (3) years of supervisory or lead experience

Two (2) years course work from an accredited college in business, transit management, hazardous materials technology, industrial technology, and/or behavioral science is desirable.

#### **LICENSES AND CERTIFICATES:**

A valid California Driver's License will be required at the time of appointment and throughout employment.

Must be able to obtain and maintain a current, valid California Class "B" Driver's License with "P" Passenger endorsement.



**Attachment A**  
**HUMAN RESOURCES DEPARTMENT**  
**Santa Cruz METRO**

**SPECIAL REQUIREMENTS:**

- Driving record will be reviewed as part of the application process.

**PHYSICAL AND MENTAL DEMANDS:**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit, walk and stand; reach, twist, turn, kneel, bend, squat and stoop; talk and hear; use hands to grasp, manipulate, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is regularly required to bend and twist at the neck, reach with hands and arms. Occasional overhead reaching and lifting up to 80 pounds aided is required. Specific visual abilities required for this job include close vision, distance vision, the ability to see colors and shades, and the ability to perceive depth.

**Mental Demands**

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

**Work Environment:**

The employee works in a shop or outdoor environment where the noise level is usually loud. The employee may be exposed to inclement weather, fumes, dust, grease, air contaminants, and hazardous materials and chemicals during the course of work. May work in the field when needed.

**OTHER CONDITIONS OF EMPLOYMENT:**

- Must pass a requisite background check.
- Required to be able to respond to emergency situations seven days per week, 24 hours per day.
- Required to work a variety of shifts, which may include weekdays or weekends; and day, swing and/or graveyard shifts.
- This position is considered a safety sensitive position and requires participation in Santa Cruz METRO’s drug and alcohol testing program.
- This position requires the use of personal protective equipment (PPE) based on the tasks assigned; safety shoes are required at all times.
- May occasionally work extended hours or hours outside of regular schedule.

*Adopted:	12-11-18
*BOD Approved:	08-23-19
*Revised:	00-00-00
*Job Family:	Maintenance
*Job Series:	Maintenance
*Job Series Level:	Supervisor
*Confidential:	No

















**DATE:** October 25, 2024  
**TO:** Board of Directors  
**FROM:** Corey Aldridge, CEO/General Manager  
**SUBJECT: CONSIDERATION OF AWARD OF CONTRACT TO CFM ADVOCATES FOR FEDERAL LEGISLATIVE REPRESENTATIVE SERVICES NOT TO EXCEED \$239,151**

**I. RECOMMENDED ACTION**

**That the Board of Directors authorize the CEO/General Manager to:**

- 1) Execute the contract with CFM Advocates for Federal Legislative Representative Services in an amount not to exceed \$239,151 for a three-year period, with options to extend the contract for a total term of nine years; and**
- 2) Execute future amendments with CFM Advocates for the options to extend, increasing the contract total for each option year as required, not to exceed (NTE) a total value of \$779,585 for the full nine years.**

**II. SUMMARY**

- The Santa Cruz Metropolitan Transit District (METRO) has a need for Federal Legislative Representative Services.
- A formal Request for Proposals (RFP) was conducted to solicit proposals from qualified firms. Four (4) firms submitted proposals for METRO's review.
- A five-member evaluation team composed of METRO staff reviewed and evaluated the proposals, and is recommending that the Board of Directors (Board) award a contract to the highest ranked proposer, CFM Advocates.

**III. DISCUSSION/BACKGROUND**

METRO requires the services of a Federal Legislative Representative to represent and advocate its positions and policies before the U.S. Congress and the U.S. Department of Transportation. Required services include and are not limited to:

- Represent and advocate the positions and policies of Santa Cruz METRO before Congress and the U.S. Department of Transportation.
- Monitor transportation committees and other committees as appropriate and represent Santa Cruz METRO before such committees as directed.

- Advise Santa Cruz METRO on federal legislative strategy and serve as an advisor to management and the Board of Directors.
- Coordinate advocacy efforts with Santa Cruz METRO's Board of Directors and staff, including scheduling and coordinating the itinerary for key visits in-district and in Washington, D.C. with congressional representatives (House and Senate) and their transportation staff, and with the FTA Administrator and key FTA staff.

Capital Edge Advocacy, Inc. is METRO's current provider for these services; however, this existing contract will expire on October 31, 2024, with no further options to renew.

On August 9, 2024, METRO legally advertised RFP No. 25-04, distributed notices via Bonfire (METRO's e-procurement portal) to 66 firms, including 32 Disadvantaged Business Enterprises (DBEs), and sent email notices to all Mailchimp subscribers. On September 9, 2024, proposals were received and opened from four (4) firms. A list of these firms is provided in Attachment A. A five-member evaluation team composed of METRO staff has reviewed and evaluated the proposals.

The evaluation team used the following criteria as contained in the RFP:

<b>Evaluation Criteria</b>	<b>Points</b>
Qualifications and Experience	30
Key Staff	30
Technical Approach	20
References	20
Cost	20
Sustainability Initiative	5
<b>Total Points Possible</b>	<b>125</b>

CFM Advocates was determined to be the highest ranked firm whose proposal fulfills the requirements of the RFP, with costs that are fair and reasonable. CFM reduced their usual rates by 25%, and included an additional 5% discount towards participation in METRO's Sustainability Initiative.

Staff is recommending that the Board award a three-year contract to CFM Advocates for Federal Legislative Representative Services in an amount not to exceed \$239,151 and authorize the CEO/General Manager to execute the CFM Advocates contract. Staff is also recommending that the Board authorize the CEO to execute future contract extensions with CFM Advocates for a total anticipated



contract value not to exceed \$779,585 and a total term not to exceed nine (9) years.

CFM Advocates will provide all services meeting all METRO's specifications and requirements of the contract. Corey Aldridge, CEO/General Manager, will serve as the Contract Administrator and will ensure contract compliance.

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

The award of this contract would align with the following Strategic Priorities:

- Financial Stability, Stewardship & Accountability
- Strategic Alliances and Community Outreach

#### **V. FINANCIAL CONSIDERATIONS/IMPACT**

The base value of the contract is \$239,151 for the first three years. Should all options be exercised, the total nine-year value of the contract is anticipated to be approximately \$779,585. Funds to support this contract are included in the current fiscal year's Administration Operating budget, within the Administration Legislative Services (503032) account. Since this is a multi-year contract, the Department Manager will be accountable for budgeting the cost in future years, including any option years exercised.

#### **VI. CHANGES FROM COMMITTEE**

N/A

#### **VII. ALTERNATIVES CONSIDERED**

- The Board could decline to have any legislative representation at the federal level, but staff does not recommend this option.

#### **VIII. ATTACHMENTS**

**Attachment A:** List of Responding Firms

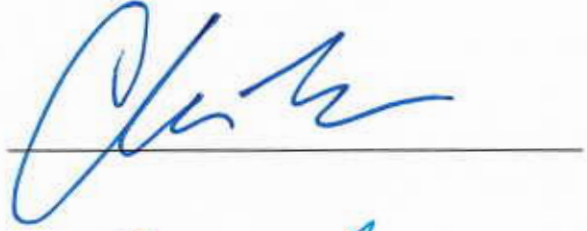
**Attachment B:** Contract with CFM Advocates

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

Prepared by: Tanya Gilliam, Purchasing Agent

**IX. APPROVALS**

Approved as to fiscal impact:  
Chuck Farmer, CFO



Corey Aldridge, CEO/General Manager



# Attachment A



**Responding Firms for RFP No. 25-04**

## **Federal Legislative Representative Services**

**Received by September 9, 2024 at 5:00 PM**

Capital Edge Advocacy	Washington D.C.
Carpi & Clay	Washington D.C.
CFM Strategic Communications	Washington D.C.
Squire Patton Boggs	Washington D.C.

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# Attachment B

## PROFESSIONAL SERVICES CONTRACT FOR FEDERAL LEGISLATIVE REPRESENTATIVE SERVICES (25-04)

THIS CONTRACT is made effective on October 25, 2024 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (“Santa Cruz METRO”), a political subdivision of the State of California, and CFM STRATEGIC COMMUNICATIONS, INC. d/b/a CFM Advocates (“Consultant”).

### 1. RECITALS

#### 1.1 Santa Cruz METRO’s Primary Objective

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

#### 1.2 Santa Cruz METRO’s Need for Federal Legislative Representative Services

Santa Cruz METRO has the need for federal legislative representative services. In order to obtain these services, Santa Cruz METRO issued a Request for Proposals, dated August 9, 2024, setting forth specifications for such services. The Request for Proposals is attached hereto and incorporated herein by reference as Exhibit A.

#### 1.3 Consultant’s Proposal

Consultant is a firm qualified to provide federal legislative representative services and whose principal place of business is 311 Massachusetts Avenue NE, Washington DC 20002. Pursuant to the Request for Proposals issued by Santa Cruz METRO, Consultant submitted a proposal for Federal Legislative Representative Services, which is attached hereto and incorporated herein by reference as Exhibit B.

#### 1.4 Selection of Consultant and Intent of Contract

On October 25, 2024, Santa Cruz METRO selected Consultant as the Proposer whose proposal was most advantageous to Santa Cruz METRO to provide the Federal Legislative Representative Services described herein. This Contract is intended to fix the provisions of these services.

Santa Cruz METRO and Consultant agree as follows:

### 2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

#### 2.1 Documents Incorporated in this Contract

This Contract shall consist of the following documents, all of which are incorporated herein and made a part hereof by reference thereto. This writing constitutes the final expression of

# Attachment B

the parties' Contract, and it is a complete and exclusive statement of the provisions of that Contract, except for written amendments mutually agreed by both parties.

1) This Contract

2) Exhibit A

Santa Cruz METRO's "Request for Proposals" dated August 9, 2024.

3) Exhibit B (Consultant's Proposal)

Consultant's Proposal to Santa Cruz METRO for Federal Legislative Representative Services, as accepted by Santa Cruz METRO.

## 2.2 Conflicts

In the event of conflict between or among the terms of the Contract Documents, the order of precedence, from highest to lowest, will be this Contract; Exhibit A; Exhibit B.

## 2.3 Recitals

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

## 3. **DEFINITIONS**

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

3.1.1 **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 12.15 of the General Conditions to the Contract.

3.1.2 **CONSULTANT** – The Proposer selected by Santa Cruz METRO for this project in accordance with the Request for Proposals issued August 9, 2024.

3.1.3 **CONSULTANT'S STAFF** – Employees of Consultant.

3.1.4 **DAYS** – Calendar days.

3.1.5 **PROPOSER** – Consultant whose proposal was accepted under the terms and conditions of the Request for Proposals issued August 9, 2024.

3.1.6 **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.

3.1.7 **SCOPE OF WORK (OR "WORK")** – The entire obligation under the Contract, including, without limitation, all labor, equipment, materials, supplies,

# Attachment B

transportation, services, and other work products and expenses, express or implied, in the Contract.

## 4. DESCRIPTION OF SERVICES, STAFFING AND WORK SCHEDULE

Consultant must provide to Santa Cruz METRO the services at the time, places and in the manner described and under the terms and conditions set forth herein.

Consultant shall provide legislative services as set for in Consultant's response to the RFP and as requested by Santa Cruz METRO.

Services may not begin until Santa Cruz METRO's Chief Executive Officer/General Manger (hereinafter "CEO") issues a Notice to Proceed, which may be either oral or written.

Consultant agrees that Joel Rubin will be principally responsible for performing the services requested by Santa Cruz METRO, assisted as needed by other members in the firm who may perform the services.

Consultant must consult with the CEO on all matters within the scope of this Contract.

Consultant must obtain prior approval if any services within the scope of this Contract are proposed to be performed by other persons or firms.

## 5. TIME OF PERFORMANCE

The term of this Contract will be for a period not to exceed **three (3)** years and shall commence upon the execution of the Contract by Santa Cruz METRO. At the option of Santa Cruz METRO, this Contract may be renewed for three (3) additional two (2) year terms.

Option terms may be exercised by Santa Cruz METRO in single or multiple year periods.

Prior to each anniversary date for the option years, Consultant shall be allowed to request an increase in rates for services. Increases may not exceed the annual percentage change in the San Francisco-Oakland-San Jose Consumer Price Index for all urban consumers, up to 3.5%. In all cases, Santa Cruz METRO may deny the increase, or cancel the Contract if a requested price increase is not acceptable.

## 6. COMPENSATION

Santa Cruz METRO shall compensate Consultant an annual fee of \$79,717, payable in twelve monthly installments of \$6,643, for services performed in accordance with the terms of this Contract. The Contract fee includes all out-of-pocket expenses incurred by Consultant. The total consideration payable to Consultant may not exceed the sum of \$79,717 annually, including any reimbursable expenses. Santa Cruz METRO shall reasonably determine whether work has been successfully performed for purposes of payment.

Consultant understands and agrees that if it exceeds the \$239,151 maximum amount authorized under this Contract, it does so at its own risk. Consultant may not provide

# Attachment B

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 this Contract.

## 7. METHOD OF PAYMENT

Consultant shall invoice Santa Cruz METRO monthly for services performed in accordance with the terms of this Contract. All invoices are due no later than 45 days after completion and acceptance of the work under this 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, Consultant 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.

Payment of each approved invoice will be made by Santa Cruz METRO within 30 days after receipt, subject to the maximum consideration set forth in Article 6 of this Contract. All payments are made in arrears.

## 8. SANTA CRUZ METRO-REQUESTED CHANGES

Santa Cruz METRO may, by written order, authorize changes to the Scope of Services described in this Contract. If such changes cause an increase in the cost or time required for performance of the agreed-upon services, an equitable adjustment to the total compensation and/or to the Contract term will be made by a written amendment to this Contract.

## 9. CONSULTANT-REQUESTED CHANGES

Consultant will not be compensated for work outside the Scope of Services described in this Contract, unless, prior to the commencement of such services, the following actions occur: 1) Consultant notifies Santa Cruz METRO in writing that it believes a change to the Scope of Services is necessary; such notice will explain the circumstances giving rise to such belief and will set forth a proposed course of action, including a breakdown of any proposed adjustment in compensation resulting therefrom; 2) Santa Cruz METRO approves the additional services as being outside the Scope of Services and the proposed amount of additional compensation; and 3) the parties execute an amendment describing the additional service and compensation therefor.

## 10. 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.



# Attachment B

Santa Cruz METRO

Santa Cruz Metropolitan Transit District  
110 Vernon Street  
Santa Cruz, CA 95060

Attention: Corey Aldridge, CEO/General Manager

Consultant

CFM Strategic Communications, Inc.  
311 Massachusetts Avenue NE  
Washington, DC 20002

Attention: Joel Rubin

## 11. ACCEPTANCE OF ELECTRONIC SIGNATURES AND COUNTERPARTS

The parties agree that this Contract, agreements ancillary to this Contract, and related documents to be entered into this Contract will be considered executed when the signature of a party is delivered by facsimile or other electronic method by either of the parties, and each party agrees that the electronic signatures, whether digital or encrypted, of the parties included in this Contract are intended to authenticate this writing and to have the same force and effect as manual signatures. Each party further agrees that this Contract may be executed in two or more counterparts, each of which will be deemed an original, and all of which constitute one and the same instrument.

## 12. **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.

SIGNATURES ON NEXT PAGE

# Attachment B

Signed on \_\_\_\_\_

Santa Cruz METRO –  
SANTA CRUZ METROPOLITAN TRANSIT  
DISTRICT

Corey Aldridge, CEO/General Manager

\_\_\_\_\_

Consultant –  
CFM STRATEGIC COMMUNICATIONS, INC.

Joel Rubin, Partner

*Joel Rubin*

\_\_\_\_\_

Approved as to Form:

Julie A. Sherman, General Counsel

*Julie A. Sherman*

\_\_\_\_\_



**DATE:** October 25, 2024  
**TO:** Board of Directors  
**FROM:** Derek Toups, Deputy Director of Planning & Innovation  
**SUBJECT:** **AUTHORIZE THE CEO/GENERAL MANAGER TO EXECUTE A SUBAWARD AGREEMENT WITH CALIFORNIA'S ALLIANCE FOR RENEWABLE CLEAN HYDROGEN ENERGY SYSTEMS (ARCHES) H2 LLC AND TAKE SUCH OTHER ACTIONS AS MAY BE NECESSARY TO RECEIVE GRANT FUNDS IN AN AMOUNT UP TO \$25,000,000**

**I. RECOMMENDED ACTION**

**That the Board of Directors:**

**1) Authorize the CEO/General Manager to execute a subaward agreement with California's Alliance for Renewable Clean Energy Systems (ARCHES) H2 LLC, in a form approved by legal counsel, and take such other actions as are necessary to receive grant funds in an amount up to \$25,000,000.**

**II. SUMMARY**

- The Santa Cruz Metropolitan Transit District (METRO) has begun its zero emissions bus (ZEB) transition and is actively pursuing grant funds to support its hydrogen fueling infrastructure and its fleet of hydrogen fuel cell electric buses (FCEBs).
- In July of 2024, ARCHES and the U.S. Department of Energy executed a landmark \$12.6 billion agreement for the development and expansion of clean energy infrastructure in California.
- METRO was selected as one of 13 regional transit agencies to receive grant funds to support its FCEB purchases and the development of hydrogen fueling infrastructure.
- In order to receive the grant funds, staff recommends that the Board of Directors authorize the CEO/General Manager to execute a subaward agreement with ARCHES H2 LLC, in a form approved by legal counsel, and take such other actions as are necessary to receive grant funds in an amount up to \$25,000,000.

### **III. DISCUSSION/BACKGROUND**

By purchasing 53 FCEBs in December 2023, METRO initiated one of the nation's most ambitious ZEB transitions. This purchase will result in the conversion of over half of METRO's compressed natural gas (CNG) and diesel fleet to zero-emissions technology. To support the ZEB transition, METRO must also develop hydrogen fueling infrastructure because there are currently no hydrogen fueling services or stations anywhere in Santa Cruz County.

METRO has been actively pursuing state and federal grants to support the ZEB transition and development of hydrogen infrastructure. In July of 2024, ARCHES and the U.S. Department of Energy executed a landmark \$12.6 billion agreement for the development and expansion of clean energy infrastructure in California, including \$30 million for the first tranche of funding to begin Phase 1.

METRO was selected as one of 13 regional transit agencies partnering on the ARCHES transportation project, which is comprised of the development of over 60 hydrogen stations and the transition to FCEB fleets. METRO anticipates receiving up to \$25,000,000 to support the procurement of its FCEBs, hydrogen infrastructure development, and workforce training needs.

METRO has also received other State and Federal grants since 2023 to develop supporting liquid hydrogen fueling infrastructure and is now ready to begin applying these different grant funding sources to the hydrogen infrastructure contracts.

In order to receive the ARCHES grant funds, the CEO/General Manager must execute a subaward agreement, in a form approved by legal counsel.

### **IV. FINANCIAL CONSIDERATIONS/IMPACT**

If the Board approves this request to enter into the subaward agreement with ARCHES, METRO will work with ARCHES to prepare a Subrecipient Deployment Plan during Phase 1 that would identify the exact amount of funding METRO will receive in future Phases and its intended uses. METRO would subsequently be issued funding authorizations to execute the approved Plan.

METRO is still working with ARCHES on the details of the options between procuring additional FCEB rolling stock versus applying the ARCHES funding to the hydrogen infrastructure and workforce training contracts. Preliminary estimates included in the ARCHES \$12.6 billion plan indicate that METRO could receive grant funds up to \$25,000,000 for the purposes described above. Once those funds are authorized, METRO would amend its budget to incorporate the funding and associate these funds to one or more METRO Capital and/or Operating projects.

## **V. STRATEGIC PLAN PRIORITIES ALIGNMENT**

The award of this contract would align with the following Strategic Priorities:

1. Safety First Culture
2. Financial Stability, Stewardship & Accountability
3. Service Quality and Delivery
4. Internal and External Technology
5. State of Good Repair
6. Strategic Alliances and Community Outreach

## **VI. CHANGES FROM COMMITTEE**

N/A

## **VII. ALTERNATIVES CONSIDERED**

- Not executing the subaward agreement would compromise METRO's ability to fund the ZEB transition.

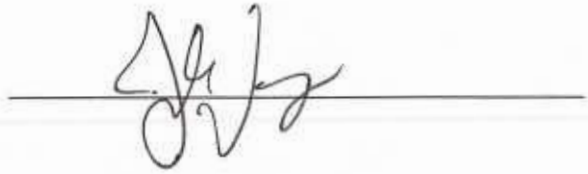
## **VIII. ATTACHMENTS**

N/A

Prepared by: Derek Toups, Deputy Director of Planning & Innovation

**IX. APPROVALS**

John Urgo, Chief Planning and  
Innovation Officer



Approved as to fiscal impact:  
Chuck Farmer, CFO



Corey Aldridge, CEO/General Manager





**DATE:** October 25, 2024  
**TO:** Board of Directors  
**FROM:** John Urgo, Chief Planning and Innovation Officer  
**SUBJECT:** **CONSIDERATION OF ADOPTING A RESOLUTION TO AUTHORIZE THE CEO/GENERAL MANAGER TO SUBMIT A GRANT APPLICATION AND EXECUTE AN AGREEMENT TO RECEIVE FUNDS FROM THE CALIFORNIA TRANSPORTATION COMMISSION (CTC) SENATE BILL 1 (SB1) SOLUTIONS FOR CONGESTED CORRIDORS PROGRAM (SCCP) FOR IMPLEMENTING RAPID BUS ENHANCEMENTS ALONG THE ROUTE 1 AND 2 CORRIDORS**

**I. RECOMMENDED ACTION**

**That the Board of Directors approve a resolution authorizing the CEO/General Manager to submit a grant application and execute an agreement for funding from the CTC SB1 SCCP to implement rapid bus enhancements along the Route 1 and 2 corridors**

**II. SUMMARY**

- The Santa Cruz Metropolitan Transit District (METRO) in partnership with the Santa Cruz County Regional Transportation Commission (RTC) and the County of Santa Cruz Department of Public Works (DPW) seeks the Board of Directors approval to submit a grant application and execute an agreement for funding from the California Transportation Commission (CTC) Senate Bill 1 (SB1) Solutions for Congested Corridors Program (SCCP) for implementing rapid bus enhancements along the Route 1 and 2 corridors.
- The CTC announced a funding opportunity for the SCCP on August 15, 2024. This grant solicitation offers METRO, RTC, and DPW an opportunity to submit a grant application for the Watsonville-Santa Cruz Multimodal Corridor Program Cycle 4 Project, which includes auxiliary lane, coastal rail trail, rapid bus enhancements and other multimodal improvements. The grant proposal is due to the CTC on November 19, 2024.
- The project budget for new rapid bus enhancements is approximately \$23 million and includes shelters, lighting, real-time arrival displays, in-lane bus boarding platforms, and transit signal priority on the Route 1 and 2 corridors serving Watsonville, Aptos, Soquel, Capitola, Live Oak and Santa Cruz. METRO has secured \$7.784 million through other funding sources and is requesting approximately \$13 million from the SCCP. Although projects funded

by the SCCP do not require a match, staff recommends that the Board commit \$2,400,000 of local funds to submit a highly competitive project proposal.

- Staff is requesting the Board of Directors adopt a resolution (Attachment A) that authorizes the CEO/General Manager to submit a grant application and execute an agreement necessary to receive the CTC's SB1 SCCP funds to implement the Route 1 and 2 rapid bus enhancements.

### III. DISCUSSION/BACKGROUND

On August 15, 2024, the CTC released \$480,956,000 statewide from the 2024 SCCP to be allocated to projects designed to achieve a balanced set of transportation, environmental, and community access improvements within highly congested travel corridors throughout the state. This grant solicitation offers METRO, RTC and DPW an opportunity to submit applications for new rapid bus enhancements along the Route 1 and 2 corridors ("Proposed Project").

Routes 1 and 2 travel along Freedom Boulevard and Main Street in Watsonville, Soquel Drive and Capitola Road in Santa Cruz County, and Water Street and Soquel Avenue in the City of Santa Cruz. These corridors connect most of the major employment centers in Santa Cruz County and are the primary transit corridors for METRO's intercity routes, with high annual ridership and above-average productivity. The corridors also connect the County's more affordable housing in the south with local employment centers in the north, making them a critical link for low-income families. However, these corridors are heavily congested due to overflow traffic from Highway 1, resulting in significant delays for transit buses. Transit service along the corridors is slow and unreliable, suffering from a lack of transit priority and a pedestrian environment that is not supportive of transit use in many locations.

In 2024, METRO, supported by a Caltrans Sustainable Transportation Planning Grant, conducted a Watsonville-Santa Cruz Intercity Transit Speed and Reliability Study aimed to improve the quality of service and accessibility of METRO's core intercity routes. Robust community engagement was an integral component of the Project and community feedback on desired improvements was instrumental in shaping the Project and defining the recommended improvements. Over the span of 15 months, METRO worked with the community, bus operators, and stakeholders to identify solutions aimed at making these routes faster, more reliable, and easier to access.

The recommended improvements included replacing the bus routes between Santa Cruz and Watsonville (69A, 69W, and 71) with two new rapid routes and implementing transit supportive strategies along each of the routes (the proposed rapid routes were implemented in Phase 1 of the Reimagine METRO project, which went effect in December 2023). A review of the existing conditions along the



rapid routes identified both stop and route challenges. A toolkit of industry best practices was used to develop transit supportive strategies to improve the efficiency, reliability, and customer access of the proposed rapid routes. The recommended strategies included: enhanced bus stop amenities, relocation/consolidation of bus stops, bus bulbs and transit islands, transit signal priority (TSP), enhanced pedestrian crossings, queue jumps, and road intersection improvements. The recommended strategies are expected to increase the number of people within a quarter mile of a high-quality bus stop by 15% and reduce travel time by up to 40%.

The Proposed Project is consistent with the SCCP objectives. The primary objective of the SCCP is to fund projects designed to reduce congestion in highly traveled and highly congested corridors through performance improvements that balance transportation improvements, community impacts, and that provide environmental benefits.

The Watsonville-Santa Cruz Multimodal Corridor Program is a comprehensive set of multimodal and transformative projects on the three main north to south routes through Santa Cruz County (Highway 1, Soquel Avenue/Soquel Drive/Freedom Boulevard, and the Santa Cruz Branch Rail Line), of which the rapid bus enhancements is but one component. The other components include: completion of the final 2.6 miles of the 7.5-mile auxiliary lane facility on Highway 1; construction of 1.25 miles of the Coastal Rail Trail along the Santa Cruz Branch Rail Line; and rapid bus multimodal improvements

The project's total cost is estimated at \$252.3 million with \$112.9 million in matching funds committed to the project from the Federal Highway Administration, Caltrans, the RTC, the County, and METRO representing 45% in matching funds towards project costs. For its part, METRO's project budget for the aforementioned improvements is approximately \$22,922,000, for which METRO has already secured \$7,784,000 in funds for the project from the 2023 Transit and Intercity Rail Capital Program (TIRCP) and the 2024 SB 125/TIRCP. METRO, together with DPW and RTC, is requesting approximately \$13 million in 2024 SCCP funds for METRO's project. Although projects funded by the SCCP do not require a match, staff recommends that the Board commit \$2,400,000 of local funds to submit a highly competitive project proposal.

Staff is also seeking the Board of Directors adopt a resolution (Attachment A) that authorizes the CEO/General Manager to submit a grant application and execute an agreement for funding from the SCCP to implement rapid bus enhancements along the Soquel Drive/Main Street corridor.

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

The actions taken in this report tie to METRO's Financial Stability, Stewardship and Accountability, Service Quality and Delivery, and State of Good Repair Strategic Priorities.

#### **V. FINANCIAL CONSIDERATIONS/IMPACT**

If awarded, the planning grant from CTC's SCCP would provide revenue necessary to implement rapid bus enhancements along the Route 1 and 2 corridors to provide faster and more reliable service. METRO will contribute \$2,400,000 in local matching funds for the award. This funding is already included in the FY25 Capital Budget.

#### **VI. CHANGES FROM COMMITTEE**

N/A

#### **VII. ALTERNATIVES CONSIDERED**

Do not submit a SCCP grant application. METRO is seeking capital funding from external sources to implement the Proposed Project. The current CTC's SCCP solicitation presents an opportunity to acquire funds for rapid bus enhancements along the Route 1 and 2 corridors to provide faster and more reliable service. Forgoing this opportunity will increase traffic congestion on the corridor and continue to degrade transit travel times and on-time performance. This alternative is not recommended.

#### **VIII. ATTACHMENTS**

**Attachment A:** Resolution authorizing the CEO/General Manager to submit a grant application and execute an agreement for funding from the CTC SB1 SCCP for implementing rapid bus enhancements along the Route 1 and 2 rapid corridors.

Prepared by: John Urgo, Chief Planning and Innovation Officer

**IX. APPROVALS**

John Urgo, Chief Planning  
and Innovation Officer



Approved as to fiscal impact:  
Chuck Farmer, CFO



Corey Aldridge, 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 AND EXECUTE AGREEMENTS NECESSARY TO RECEIVE GRANT FUNDS FROM THE CALIFORNIA TRANSPORTATION COMMISSION (CTC) SENATE BILL 1 (SB1) CYCLE 4, AND COMMIT THE LOCAL MATCH FOR IMPLEMENTING RAPID BUS ENHANCEMENTS ALONG THE ROUTE 1 AND ROUTE 2 CORRIDORS**

**WHEREAS**, the 2024 Solutions for Congested Corridors Program (SCCP) and Local Partnership Program (LPP) are administered by the California Transportation Commission (CTC) to provide state funding for projects designed to achieve a balanced set of transportation, environmental, and community access improvements within highly congested travel corridors throughout the state; and,

**WHEREAS**, the Santa Cruz Metropolitan Transit District (METRO) is an eligible recipient of SB1 Cycle 4 grant funds from the CTC; and,

**WHEREAS**, METRO needs capital funding to implement Rapid Bus enhancements along the Route 1 and Route 2 corridors; and,

**WHEREAS**, METRO, together with Santa Cruz County Regional Transportation Commission (RTC), the County of Santa Cruz Department of Public Works (DPW), and Caltrans has prepared an application requesting SB1 Cycle 4 funding in the amount of \$13 million to implement rapid bus enhancements along the Soquel Drive/Main Street corridor; and,

**WHEREAS**, a \$2.4 million local match for the construction of the project is proposed and is available from FY25 Capital Budget.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of METRO hereby authorizes Corey Aldridge, CEO/General Manager, or his designee, to submit grant applications for funds, execute an agreement for funding from the CTC SB1 Cycle 4 programs, and commit the local match for implementing Rapid Bus enhancements

# Attachment A

along the Route 1 and Route 2 corridors, and take any further related actions to give effect to this Resolution.

**PASSED AND ADOPTED** this 25<sup>th</sup> Day of October 2024 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

**APPROVED** \_\_\_\_\_

KRISTEN BROWN  
Board Chair

**ATTEST** \_\_\_\_\_

COREY ALDRIDGE  
CEO/General Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
JULIE SHERMAN  
District Counsel



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

# **CERTIFICATE OF APPRECIATION**

TO

## **ESMERALDA ARIAS**

### **CUSTOMER SERVICE REPRESENTATIVE**

**FOR THE COMPLETION OF 20 YEARS OF SERVICE  
BETWEEN 2004 AND 2024**

**GIVEN THIS 25TH DAY OF OCTOBER 2024**

  
BOARD CHAIR

  
CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

# **CERTIFICATE OF APPRECIATION**

To

**PAUL CAMACHO  
DISPATCHER / SCHEDULER**

**FOR THE COMPLETION OF 20 YEARS OF SERVICE  
BETWEEN 2004 AND 2024**

**GIVEN THIS 25TH DAY OF OCTOBER 2024**

  
BOARD CHAIR

  
CEO / GENERAL MANAGER





THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

# **CERTIFICATE OF APPRECIATION**

To

**MIGUEL ESCARCEGA JR.  
PARATRANSIT OPERATOR**

**FOR THE COMPLETION OF 20 YEARS OF SERVICE  
BETWEEN 2004 AND 2024**

**GIVEN THIS 25TH DAY OF OCTOBER 2024**

*Kristen Brown*  
BOARD CHAIR

*Coyle*  
CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

# **CERTIFICATE OF APPRECIATION**

To

**ALMA GUTIERREZ  
PARATRANSIT OPERATOR**

**FOR THE COMPLETION OF 20 YEARS OF SERVICE  
BETWEEN 2004 AND 2024**

**GIVEN THIS 25TH DAY OF OCTOBER 2024**

  
BOARD CHAIR

  
CEO / GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

# **CERTIFICATE OF APPRECIATION**

To

**ROBERT MALDONADO**  
**BUS OPERATOR**

FOR THE COMPLETION OF 20 YEARS OF SERVICE  
BETWEEN 2004 AND 2024

GIVEN THIS 25TH DAY OF OCTOBER 2024

  
BOARD CHAIR

  
CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

# **CERTIFICATE OF APPRECIATION**

To

**LUIS ROCHA  
MECHANIC II**

**FOR THE COMPLETION OF 20 YEARS OF SERVICE  
BETWEEN 2004 AND 2024**

**GIVEN THIS 25TH DAY OF OCTOBER 2024**

  
BOARD CHAIR

  
CEO / GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

# **CERTIFICATE OF APPRECIATION**

TO

**BRENDA ROMAN  
PARATRANSIT OPERATOR**

FOR THE COMPLETION OF 20 YEARS OF SERVICE  
BETWEEN 2004 AND 2024

GIVEN THIS 25TH DAY OF OCTOBER 2024

*Kristen Brown*  
BOARD CHAIR

*Coyle*  
CEO / GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

# **CERTIFICATE OF APPRECIATION**

To

**DANIEL ZARAGOZA**

**DEPUTY DIRECTOR OF OPERATIONS**

**FOR THE COMPLETION OF 20 YEARS OF SERVICE  
BETWEEN 2004 AND 2024**

**GIVEN THIS 25TH DAY OF OCTOBER 2024**

A handwritten signature in blue ink, appearing to read "Kristen Brown".

BOARD CHAIR

A handwritten signature in blue ink, appearing to read "Craig".

CEO / GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS


# **CERTIFICATE OF APPRECIATION**


To

**ISRAEL ZARAGOZA**  
**PARATRANSIT OPERATOR**

FOR THE COMPLETION OF 20 YEARS OF SERVICE  
BETWEEN 2004 AND 2024

GIVEN THIS 25TH DAY OF OCTOBER 2024

  
BOARD CHAIR

  
CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

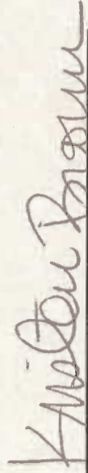
# CERTIFICATE OF APPRECIATION

To

**MARIO ESPINOZA  
BUS OPERATOR**

FOR THE COMPLETION OF 40 YEARS OF SERVICE  
BETWEEN 1984 AND 2024

GIVEN THIS 25TH DAY OF OCTOBER 2024

  
Kathleen Brown  
BOARD CHAIR

  
CEO/GENERAL MANAGER





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

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

**RESOLUTION OF APPRECIATION FOR THE SERVICES OF  
CANDIS ALMANZA AS PARATRANSIT SUPERVISOR FOR THE  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

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

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

**WHEREAS**, METRO, requiring an employee with expertise and dedication, appointed Candis Almanza to serve in the position of Paratransit Supervisor, and

**WHEREAS**, Candis Almanza served as a member of the Paratransit Department of METRO for the time period of September 30, 2004 to October 10, 2024, and

**WHEREAS**, Candis Almanza provided METRO with dedicated service and commitment during the time of her employment, and

**WHEREAS**, Candis Almanza served METRO with distinction, and

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

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

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

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

**BE IT FURTHER RESOLVED**, that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

**PASSED AND ADOPTED** this 25<sup>th</sup> Day of October 2024 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

Approved:

Kristen Brown, Board Chair

\_\_\_\_\_

Attest:

Corey Aldridge, CEO/General Manager

\_\_\_\_\_

Approved as to form:

Julie Sherman, General Counsel

\_\_\_\_\_



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

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

**RESOLUTION OF APPRECIATION FOR THE SERVICES OF  
JOSE LEONEL HERRERA AS PARATRANSIT OPERATOR FOR THE  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

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

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

**WHEREAS**, METRO, requiring an employee with expertise and dedication, appointed Jose Leonel Herrera to serve in the position of Paratransit Operator, and

**WHEREAS**, Jose Leonel Herrera served as a member of the Paratransit Department of METRO for the time period of December 19, 2006 to September 6, 2024, and

**WHEREAS**, Jose Leonel Herrera provided METRO with dedicated service and commitment during the time of employment, and

**WHEREAS**, Jose Leonel Herrera served METRO with distinction, and

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

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

**WHEREAS**, the quality of life in Santa Cruz County was improved dramatically as a result of the exemplary service provided by Jose Leonel Herrera.

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

**BE IT FURTHER RESOLVED**, that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

**PASSED AND ADOPTED** this 25<sup>th</sup> Day of October 2024 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

Approved:

Kristen Brown  
Board Chair

---

Attest:

Corey Aldridge  
CEO/General Manager

---

Approved as to form:

Julie Sherman, General Counsel

---



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

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

**RESOLUTION OF APPRECIATION FOR THE SERVICES OF  
JESS MARTINEZ AS FLEET MAINTENANCE SUPERVISOR FOR THE  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

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

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

**WHEREAS**, METRO, requiring an employee with expertise and dedication, appointed Jess Martinez to serve in the position of Fleet Maintenance Supervisor, and

**WHEREAS**, Jess Martinez served as a member of the Maintenance Department of METRO for the time period of June 3, 2019 to October 1, 2024, and

**WHEREAS**, Jess Martinez provided METRO with dedicated service and commitment during the time of his employment, and

**WHEREAS**, Jess Martinez served METRO with distinction, and

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

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

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

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

**BE IT FURTHER RESOLVED**, that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

**PASSED AND ADOPTED** this 25<sup>th</sup> Day of October 2024 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

Approved:

Kristen Brown, Board Chair

\_\_\_\_\_

Attest:

Corey Aldridge, CEO/General Manager

\_\_\_\_\_

Approved as to form:

Julie Sherman, General Counsel

\_\_\_\_\_



# State Legislative Update

Santa Cruz Metropolitan Transit District

Shaw Yoder Antwih Schmelzer & Lange

October 25, 2024

**12.1**

# SYASL Advocacy Team



Michael Pimentel  
Legislative Advocate



# Legislative Session

- Second year of 2023-24 legislative session ended: **August 31, 2024**
- Bill signing period ended: **September 30, 2024**
- Organizing session for 2025-26 session held: **December 2, 2024**
- First year of 2025-26 session begins: **January 6/7, 2025**
- Governor releases proposed budget: **January 10, 2025**

**12.3**

# Bill Signing Period

- **1,206** bills sent to Governor Newsom in final weeks of legislative session
  - **1,017** bills signed into law
  - **189** bills vetoed
- Most bills vetoed were held due to fiscal impacts to the state

**12.4**

01

# Funding and Accountability

2023-2024 Legislative Session

12.5

# Budget Act of 2024

- Balances the state budget for Fiscal Years 2024-25 and 2025-26
  - Includes **\$46.8B** in “budget solutions” for budget year
  - Relies on **\$12.2B** draw from Rainy Day Fund
- Maintains core programs, including majority of discretionary expenditures approved in FY 2023-24

**12.6**

# Budget Act of 2024: Transit Funding

- Extends appropriation timeline for AB 102 / SB 125 funding
  - Provides **\$4B** over three years for Transit and Intercity Rail Capital Program
    - Population-based distribution (PUC 99313)
    - Includes 100% flexibility for transit operations
    - Appropriates \$1B in FY 2024-25 (beyond \$2B in FY 2023-24)
  - Provides **\$1.1B** over five years for Zero-Emission Transit Capital Program
    - Population- and revenue-based distribution (PUC 99313 + 99314)
    - Includes 100% flexibility for transit operations
- 12.7** ▪ Provides **\$34.7 million over 5 years to SCCRTC for transit and rail projects/services**

# Budget Act of 2024: Transit Funding (Cont.)

- First tranche of funding released by CalSTA on July 8 and August 30
- Provides **\$2.2B** to regional entities and transit agencies
  - Benefits 40 regional entities
  - SCO processing payments
- Second tranche of funding to be released by CalSTA by April 30, 2025

**12.8**

## California invests more than \$2 billion to boost public transit

**What you need to know:** More than \$2.2 billion total is going to support public transportation in communities throughout the state as part of the second wave of funding from the \$5.1 billion transit recovery package in last year's state budget.

SACRAMENTO – California is sending billions of dollars to help boost public transit throughout the state.

Governor Gavin Newsom today announced the approval of an additional \$343 million to support public transportation. The funding was approved by the California State Transportation Agency (CalSTA) and is the second wave of funding from the transit recovery package in the 2023-24 state budget. This is on top of the first wave of \$1.9 billion in funding announced last month.

The Governor's commitment to public transit is a key part of his build more, faster agenda delivering critical infrastructure upgrades throughout California. Find projects in your community at [build.ca.gov](http://build.ca.gov).

"Our message to California's transit agencies is clear: we have your backs. California is committed to investing billions of dollars in public transit because millions rely on this clean, safe and reliable way to get to their destinations."

Governor Gavin Newsom

Taking Score:

66.7% of total funding appropriated

43% of total funding allocated

# Transit Transformation Task Force

- Established by CalSTA, pursuant to SB 125, in December 2023 to develop recommendations to improve transit and grow ridership
- Required to prepare and submit a report of findings and policy recs. to the Legislature on or before October 31, 2025
  - Includes focus on Transportation Development Act Reform
- Task Force meeting every two months
  - Most recent meeting: August 29, 2024 in Los Angeles
  - Next meeting: October 28, 2024 in Monterey

**12.9**

02

# Legislation

2023-2024 Legislative Session

12.10



# SB 960 (Wiener)

- Requires Caltrans to develop a transit priority policy and design guidance for the state highway system
- **Signed by Governor Newsom**

12.11

# SB 1420 (Caballero)

- Establishes expedited judicial review for hydrogen production and storage facilities that receive federal or state funding
- **Signed by Governor Newsom**

12.12

# Questions?

12.13



# Contact Information

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**Michael Pimentel**

[michael@SYASLpartners.com](mailto:michael@SYASLpartners.com)

**12.14**





# State Legislative Update

Santa Cruz Metropolitan Transit District

Shaw Yoder Antwih Schmelzer & Lange

October 25, 2024

**12.15**

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# FEDERAL UPDATE



OCTOBER 2024



# FY 2024 DOT Budget



- Finally enacted 3/23/24; five months into the fiscal year
- Federal Transit Formula Programs: 2.6% increase
  - METRO had 4.2% increase
- Bus Competitive Programs at FTA:
  - Funded at IIJA authorized levels
  - No “plus-ups” like previous years
- RAISE Discretionary Program: \$1.845 billion (+\$345m)

13.2





# FY 2025 DOT Budget



- FY 2025 began on October 1; no budget enacted yet
- Continuing Resolution funding government through 12/20/24
- Appropriations Committees have completed their FY25 budgets
  - Both propose authorized levels for FTA formula programs (2% increase)
  - Senate proposes “plus-up” of \$84 million for FTA bus programs
  - Senate proposes “plus-up” of \$550 million for DOT RAISE (\$2.05 billion)
- Biggest difference between House and Senate is Amtrak and New Starts
- Results of November elections will impact end-of-year negotiations

# Looking Ahead



- FY 2025 Budget will be focus of “lame duck” session in Nov-Dec
- Infrastructure law/reauthorization goes through FY 2026
  - Policy discussions will hopefully start in 2025
  - Recent history says an extension may be needed
  - New Admin could impact IIJA programmatic priorities
- 119<sup>th</sup> Congress begins in January
  - House and Senate majorities almost certain to be narrow
  - New Senate GOP leader to be chosen
  - Transportation leadership likely stable

# Federal Update



# Questions?



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**DATE:** October 25, 2024  
**TO:** Board of Directors  
**FROM:** Derek Toups, Deputy Director of Planning & Innovation  
**SUBJECT:** **CONSIDERATION OF AWARD OF CONTRACT TO PLUG PROJECT HOLDING CO., LLC FOR DELIVERY AND MAINTENANCE OF A MOBILE HYDROGEN FUEL SOLUTION AND TO FURNISH LIQUID HYDROGEN FUEL IN AN AMOUNT NOT TO EXCEED \$4,563,303 AND APPROVE A CONTRACT CONTINGENCY OF \$456,330, FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$5,019,633**

**I. RECOMMENDED ACTION**

**That the Board of Directors:**

- 1) Award a contract to Plug Project Holding Co., LLC (“Plug Power”) to furnish and maintain a Mobile Hydrogen Fuel Solution (MHFS) and provide liquid hydrogen (LH2) fuel in an amount not to exceed \$4,563,303 and authorize the CEO/General Manager to execute the Plug Power contract in a form approved by legal counsel, and**
- 2) Approve a contingency budget of \$456,330 for unforeseen changes and optional/maintenance services beyond the first 12 months, including the future relocation of the MHFS, and authorize the CEO/General Manager to execute amendments exercising any such options up to the contingency amount.**

**II. SUMMARY**

- The Santa Cruz Metropolitan Transit District (METRO) has an immediate need for interim hydrogen fueling infrastructure and fueling services to support its new fleet of hydrogen fuel cell electric buses (FCEBs) that will be delivered beginning this quarter and continuing through 2025.
- METRO conducted two hydrogen fuel infrastructure procurements in order to ensure a reliable supply of hydrogen fuel would be available on premises when the FCEBs arrive and during the construction of the permanent fuel storage, compression and dispensing facility.
- The first procurement was aimed at MHFSs that could serve this interim need until the permanent facility is ready.

**III. DISCUSSION/BACKGROUND**

- METRO issued Request for Proposals (RFP) 24-19 on April 4, 2024 for provision of a MHFS and Fueling Services. Two firms submitted proposals by the proposal submission deadline of May 20, 2024.

- A five-member evaluation team composed of METRO staff reviewed and evaluated the proposals. One proposer was found to be non-responsive, and the bid was rejected. The evaluation team scored the remaining proposal and entered into negotiations with the sole remaining proposer. After several weeks of negotiations, METRO requested a Best and Final Offer (BAFO) from the proposer, but the proposer did not submit a BAFO and instead retracted its original offer, citing supply chain/subcontractor challenges as the primary reason it could not proceed with the project.
- At its Board of Directors meeting on September 27, 2024, the METRO Board of Directors waived the formal competitive bidding requirement and authorized the CEO/General Manager to enter into direct negotiations with vendors for the provision of an MHFS and hydrogen fueling services.
- METRO staff have been negotiating with several other vendors who manufacture MHFS equipment and identified Plug Power as the preferred vendor who can provide the services meeting METRO's specifications and requirements for the contract within the specified timelines.

#### **IV. SINGLE SOURCE JUSTIFICATION**

Pursuant to state law and METRO's Procurement Policy, METRO may directly negotiate a contract if the Board finds that waiving the formal bidding requirements for the Project is in METRO's best interest and that competitive bidding would be unavailing, not in furtherance of the purposes of the competitive bidding statutes and METRO's Procurement Policy.

METRO went through the competitive procurement process and received one non-responsive proposal and one responsive proposal – and the firm submitting the responsive proposal has informed METRO that it is unwilling to go further in the process. The procurement process was widely publicized and should have generated interest from many proposers, but it did not. There is no reason to think that republishing the RFP immediately after the first one failed will have better results. Issuing another RFP for the work at this stage would be an inefficient and ineffective use of public resources. Additionally, the FCEBs are arriving imminently and there is not sufficient time for another full procurement. METRO was not a cause of the delay to obtain the Project, and must respond accordingly to meet its operational needs. Therefore, on September 27, 2024, the METRO Board of Directors waived the formal competitive bidding requirement and authorized the CEO/General Manager to enter into direct negotiations with vendors for the provision of an MHFS and hydrogen fueling services.

Staff is recommending that the Board award a single source contract, in a form approved by legal counsel, to Plug Power based on the prior unsuccessful solicitation and the urgent need to have an MHFS in place to fuel METRO's FCEBs. Under the contract, Plug Power will furnish, maintain and provide LH2 fuel for the MHFS for an initial contract term of 12 months, for an amount not to exceed \$4,563,303.

Staff is also recommending that the Board approve a 10% contingency budget of \$456,330 to maintain schedule progress in the event unforeseen changes in the scope of work arise during the project, to cover the cost of Plug Power's extended warranty and/or maintenance services beyond the initial 12-month term and other options, such as the eventual relocation of the MHFS to a secondary site should METRO find it necessary for efficient operations of its Zero Emission Bus (ZEB) fleet.

## **V. STRATEGIC PLAN PRIORITIES ALIGNMENT**

The award of this contract would align with the following Strategic Priorities:

1. Safety First Culture
2. Financial Stability, Stewardship & Accountability
3. Service Quality and Delivery
4. Internal and External Technology
5. State of Good Repair
6. Strategic Alliances and Community Outreach

## **VI. FINANCIAL CONSIDERATIONS/IMPACT**

The value of the proposed contract to furnish, maintain, and provide LH2 fuel for the MHFS for one year is \$4,563,303. Plug Power also proposed optional services including an extended warranty/maintenance term, the option of relocating the MHFS to another site of METRO's choosing, and the provision of hydrogen fuel and fuel delivery services. Staff is proposing adding a 10% contract contingency of \$456,330 to cover the cost of those optional services, should they be required during the course of the contract. The total value of the proposed contract including optional scope items and project contingency is \$5,019,633.

METRO recently secured conditional award of a \$2.8 million grant from the California Energy Commission's (CEC) Energy Infrastructure Incentives for Zero-Emission (EnerGIIZE) Commercial Vehicles Project Transit Set Aside funding lane. The CEC EnerGIIZE funding requires a 10% local match. METRO will utilize funding from its FY25 & FY26 Capital and Operating Reserve Fund and/or from the Alliance for Renewable Clean Hydrogen Energy Systems (ARCHES) H2, LLC Subaward Agreement to cover any additional funding for this contract.

The proposed contract includes a provision for Plug Power to supply METRO with LH2 Fuel and Fueling Services, which has been accounted for in METRO's adopted FY25-FY27 operating budget. The total value of such LH2 fuel and fueling services is unknown at this time but will be partially offset by reduced usage of diesel and compressed natural gas (CNG) fuel. Plug Power has proposed to supply LH2 fuel at an initial unit price of \$11.25/kilogram. One kilogram of LH2 fuel has an energy density that is roughly equivalent to two gallons of diesel fuel. Staff will continue to seek alternative sources that could supply LH2 at a reduced unit price.

Item	Description	Funding Source(s)	Base* Scope	Option Scope	Amount
1	Furnish, Install and Maintain MHFS for 1 year	CEC EnergiIZE Transit Set-Aside, ARCHES Phase 2, METRO Operating & Capital Reserve	X		\$3,260,724
2	Relocation of MHFS to secondary site			X	\$8,231
3	MHFS Extended Warranty/ Extended Maintenance Term			X	\$100,000/yr.
4	LH2 Fuel Supply and Fueling Services (@ \$11.25/kilogram)	Annual Budget		X	\$1,294,348
<b>TOTAL CONTRACT VALUE – NOT TO EXCEED (NTE)</b>					<b>\$5,019,633</b>
*includes 10% Contingency on Items 1, 2 and 4 (excludes item 3)					

Funds to support items #1, #2, and #3 will be provided from METRO’s pending CEC EnergiIZE grant (Fiscal Year 25 Capital Budget Portfolio project 25-0002)

Funds to support item #4 would be provided from METRO’s FY25-FY27 Operating Budget and Plan (Department Fleet Maintenance; Spend Category: Hydrogen Fuel)

**VII. CHANGES FROM COMMITTEE**

N/A

**VIII. ALTERNATIVES CONSIDERED**

- Not awarding the contract would compromise METRO's ability to use its FCEBs and meet the State's zero emissions fleet mandate.

**IX. ATTACHMENTS**

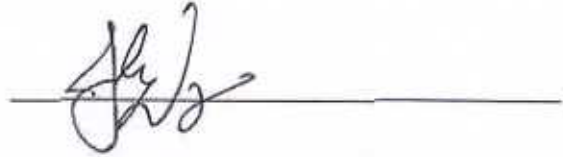
None

Prepared by: Derek Toups, Deputy Director of Planning & Innovation



**X. APPROVALS**

John Urgo, Chief Planning  
and Innovation Officer



Approved as to fiscal impact:  
Chuck Farmer, CFO



Corey Aldridge, CEO/General Manager



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**DATE:** October 25, 2024  
**TO:** Board of Directors  
**FROM:** Derek Toups, Deputy Director of Planning & Innovation  
**SUBJECT:** **CONSIDER AWARD OF CONTRACTS TO MESSER, LLC (“MESSER”) TO: (1) DESIGN AND BUILD A HYDROGEN FUEL STORAGE, COMPRESSION, AND DISPENSING FACILITY (FSCD) IN AN AMOUNT NOT TO EXCEED \$10,516,134 WITH A CONTRACT CONTINGENCY OF \$1,051,613, FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$11,567,747; AND (2) TO PERFORM MAINTENANCE SERVICES FOR THE FSCD AND FURNISH LIQUID HYDROGEN (LH2) FUEL AND FUELING SERVICES AT FIXED UNIT PRICES FOR UP TO NINE (9) YEARS IN AN AMOUNT NOT TO EXCEED \$54,947,942**

**I. RECOMMENDED ACTION**

**That the Board of Directors:**

- 1) Approve the use of the Design-Build project delivery method to procure and maintain the FSCD, and**
- 2) Award a Design-Build contract to Messer to construct the FSCD at METRO’s Judy K. Souza (JKS) Operations facility in an amount not to exceed \$10,516,134 and authorize the CEO/General Manager to execute the contract in a form approved by legal counsel, and**
- 3) Approve a contingency budget of \$1,051,613 for unforeseen construction changes and authorize the CEO/General Manager to execute amendments up to the contingency amount, and**
- 4) Award a Maintenance and fuel delivery contract to Messer to maintain the FSCD and supply METRO with LH2 fuel and fueling services at fixed unit prices for up to nine years in an amount not-to-exceed \$54,947,942; and authorize the CEO/General Manager to execute the contracts in a form approved by legal counsel.**

**II. SUMMARY**

- METRO has a need for hydrogen fueling infrastructure and maintenance and fueling services to support its new fleet of hydrogen fuel cell electric buses (FCEBs).
- METRO utilized a two-step process to procure the FSCD, including maintenance and provision of LH2 fuel. In the first step, METRO issued a Request for Qualifications (RFQ) requesting qualifications to complete the project. METRO then short-listed respondents to the RFQ and invited them to the second step of the solicitation process. In the second step, METRO issued a Request for Proposals (RFP) to the short-listed respondents and received proposals from three firms.
- A five-member evaluation team composed of METRO staff reviewed and evaluated the proposals and is recommending awards to Messer, the highest ranked firm.

### III. DISCUSSION/BACKGROUND

METRO is undertaking an ambitious zero emissions bus (ZEB) transition that includes the purchase of 53 FCEBs, nearly half its fleet. In 2023, METRO received a Transit and Intercity Rail Capital Program (TIRCP) grant from the California State Transportation Agency (CalSTA) to develop supporting hydrogen fueling infrastructure. METRO is also one of 13 California transit agencies that are subrecipients of the Alliance for Renewable Clean Hydrogen Energy Systems' (ARCHES) \$12.6 billion Hydrogen Hub project that will accelerate the development of renewable hydrogen projects across the state and help reduce greenhouse gas emissions and air pollution from heavy-duty vehicles. There are currently no hydrogen fueling services or stations anywhere in Santa Cruz County.

To support the FCEBs, METRO requires the FSCD to fill the FCEBs. METRO also needs maintenance services for the FSCD and to purchase LH2 fuel and fueling services for the FCEBs. Utilizing a design-build project delivery method, METRO issued an RFQ to all interested parties requesting qualifications to complete the project. METRO received Statements of Qualifications from five firms and short-listed four firms to provide substantive proposals for the project.

On July 19, 2024, METRO distributed RFP No. 24-16 to the four short-listed firms who were pre-qualified through the RFQ process. On September 11, 2024, proposals were received and opened from three firms: Cissell Mueller Construction, Inc. (CMCI), located in St. Peters, MO; Clean Energy Fuels Corporation (Clean Energy), located in Newport Beach, CA; and Messer, located in Bridgewater, NJ.

A five-member evaluation team composed of METRO staff reviewed and evaluated the proposals. The evaluation team used the following criteria as contained in the RFP:

<b>Evaluation Criteria</b>	<b>Points</b>
Draft Project Management Plan	5
Understanding of Key Issues / Challenges	5
Preliminary Project Schedule	15
Design Approach and Technology Solution	15
Innovation / Alternative Ideas	5
Team Structure and Qualifications	15
Implementation Plan	10
Price Proposal	30
Participation in Sustainability Initiative (Bonus)	5
<b>Total Points Possible</b>	<b>105</b>

Messer was determined to be the highest ranked firm whose proposal fulfills the requirements of the RFP, with an acceptable project schedule and costs that are fair and reasonable. Staff is recommending that the METRO Board award a contract to Messer to design and build the FSCD in an amount not to exceed \$10,516,134. Staff is also recommending that the Board approve a 10% contingency budget of \$1,051,613 to maintain schedule progress in the event unforeseen changes in the scope of work of the project arise during construction.

A separate contract will include maintenance services for the facility and LH2 fuel and fueling services for up to a nine-year term and for an amount not to exceed \$54,947,942.

The actual cost of LH2 fuel and fueling services is unknown at this time but will be partially offset by reduced usage of diesel and compressed natural gas (CNG) fuel and is accounted for in METRO’s Annual Operating Budget. Messer has proposed to supply LH2 fuel for an initial three-year term at a fixed price of \$11.37/kilogram. Messer’s price for LH2 fuel is proposed to diminish over time, to \$9.88/kilogram. One kilogram of LH2 fuel has an energy density that is roughly equivalent to two gallons of diesel fuel. METRO will seek to add a price matching provision to the contract should the market price for LH2 fuel drop during the term of the Messer maintenance contract.

Messer will provide the services meeting METRO’s specifications and requirements for the contracts. METRO is hiring a construction manager consultant to serve as project manager during construction and to ensure contract compliance.

**IV. FINANCIAL CONSIDERATIONS/IMPACT**

The value of the proposed FSCD Design-Build contract is \$10,226,134. This amount includes an optional Boil-off Gas Compressor that will reduce by up to 10% fuel losses associated with the venting of hydrogen gas during fuel delivery and dispensing activities and is expected to pay for itself within the base term of the contract. METRO has also included a performance incentive of up to \$250,000 for early delivery and a project contingency of 10% of the project value. The total value of the proposed design build contract including optional scope items, performance incentive and project contingency is \$11,567,747.

METRO will execute a separate contract with Messer for the maintenance and LH2 fuel supply/fueling services for up to a nine-year term and for an amount not to exceed \$54,947,942.

Item	Description	Funding Source(s)	Base Scope	Option Scope	Amount
1	FSCD Design-Build Contract	TIRCP Cycle 6, ARCHES Phase 2, METRO Operating & Capital Reserve	X		\$9,361,024
2	FSCD Design Build Contract Boil-Off Gas Compressor			X	\$905,110
3	FSCD Early Completion Bonus and Contract Contingency			X	\$1,276,613
4	FSCD Maintenance Contract, up to 9-year term, excluding LH2 Fuel Supply and Fueling Services.		X	X	\$2,932,309
5	LH2 Fuel Supply/Fueling Services, Years 1-3 @ \$11.37/kilogram	FY26 -FY35 Annual Operating Budget	X		\$15,352,506
6	LH2 Fuel Supply/Fueling Services, Years 4-6 @ \$10.33/kilogram			X	\$16,801,142
7	LH2 Fuel Supply/Fueling Services, Years 7-9 @ \$ 9.88/kilogram			X	\$19,861,985
<b>TOTAL VALUE OF CONTRACTS – NOT TO EXCEED (NTE)*</b> (*amount excludes LH2 Fuel Supply and Fueling Services)					<b>\$66,490,689</b>

Funding to support items #1, #2, and #3 above are expected to come from METRO’s FY23 TIRCP Cycle 6 grant (Fiscal Year 25 Capital Budget Portfolio project 23.0005-B) and from the ARCHES H2 LLC Subaward Agreement, subject to local match requirements.

Funding to support item #4 is expected to come from METRO's FY24 & FY25 Capital and Operating Reserve Fund and/or from the ARCHES H2 LLC Subaward Agreement, subject to local match requirements and ARCHES/U.S. Department of Energy funding authorization.

Funding to support items #5, #6, and #7 will be authorized under separate Board actions at the time of adoption of METRO's FY26-FY35 Operating Budgets (Department Fleet Maintenance account 504012).

**V. STRATEGIC PLAN PRIORITIES ALIGNMENT**

The award of this contract would align with the following Strategic Priorities:

1. Safety First Culture
2. Financial Stability, Stewardship & Accountability
3. Service Quality and Delivery
4. Internal and External Technology
5. State of Good Repair
6. Strategic Alliances and Community Outreach

**VI. CHANGES FROM COMMITTEE**

N/A

**VII. ALTERNATIVES CONSIDERED**

- Not awarding the contracts would compromise METRO's ability to use its FCEBs and meet the State's zero emissions fleet mandate.

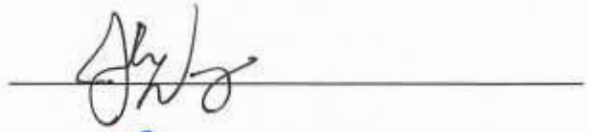
**VIII. ATTACHMENTS**

None

Prepared by: Derek Toups, Deputy Director of Planning & Innovation

**IX. APPROVALS**

John Urgo, Chief Planning  
and Innovation Officer



Approved as to fiscal impact:  
Chuck Farmer, CFO



Corey Aldridge, CEO/General Manager



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VERBAL PRESENTATION

CEO ORAL REPORT

Corey Aldridge

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