



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)  
BOARD OF DIRECTORS AGENDA  
SPECIAL MEETING  
AUGUST 4, 2017 – 9:30 AM  
METRO ADMIN OFFICES  
110 VERNON STREET  
SANTA CRUZ, CA 95060**

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

The Board Meeting Agenda Packet can be found online at [www.SCMTD.com](http://www.SCMTD.com) and is available for inspection at METRO’s Administrative offices at 110 Vernon Street, Santa Cruz, California.

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**BOARD ROSTER**

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

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

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agenda and the agenda packet (including a Spanish language copy of the agenda packet), should contact the Executive Assistant, at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting Santa Cruz METRO regarding special requirements to participate in the Board meeting. For information regarding this agenda or interpretation services, please call Santa Cruz METRO at 831-426-6080.

## **SECTION I: OPEN SESSION**

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

**1 CALL TO ORDER**

**2 ROLL CALL**

**3 ANNOUNCEMENTS**

**4 BOARD OF DIRECTORS COMMENTS**

**5 COMMUNICATIONS TO THE BOARD OF DIRECTORS**

This time is set aside for Directors and members of the general public to address any item not on the Agenda which is within the subject matter jurisdiction of the Board. No action or discussion shall be taken on any item presented except that any Director may respond to statements made or questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. All matters relating to Santa Cruz METRO will be noted in the minutes and may be scheduled for discussion at a future meeting or referred to staff for clarification and report. Any Director may place matters brought up under Communications to the Board of Directors on a future agenda. In accordance with District Resolution 69-2-1, speakers appearing at a Board meeting shall be limited to three minutes in his or her presentation. Any person addressing the Board may submit written statements, petitions or other documents to complement his or her presentation. When addressing the Board, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.

**6 LABOR ORGANIZATION COMMUNICATIONS**

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

## **AGENDA**

**8 CONSIDER ADOPTING A RESOLUTION WHICH AUTHORIZES THE CEO TO SUBMIT A GRANT APPLICATION AND EXECUTE AGREEMENTS TO RECEIVE FUNDS FROM THE FEDERAL TRANSIT ADMINISTRATION'S BUS AND BUS FACILITIES INFRASTRUCTURE INVESTMENT PROGRAM AND TO COMMIT LOCAL MATCHING FUNDS FOR THE FEDERAL GRANT**

**Thomas Hiltner, Grants/Legislative Analyst**

**9 APPROVAL OF METRO STAFF PROCEEDING WITH IMPLEMENTATION OF AN ARTICULATED BUS PILOT PROJECT WITH UCSC**

**Barrow Emerson, Planning and Development Manager**

**10 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**  
**Julie Sherman, General Counsel**

**11 RECESS TO CLOSED SESSION**

**SECTION II: CLOSED SESSION**

**12 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**  
Government Code Section 54956.9 (d)(1) – Parties: Lewis C. Nelson and Sons, Inc. and RNL Design, Inc.

**13 CONFERENCE WITH LABOR NEGOTIATOR**  
Government Code Section 54957.6

Agency Negotiator: Alex Clifford, CEO/General Manager  
Employee Organization: UTU

**RECONVENE TO OPEN SESSION**

**14 REPORT OF CLOSED SESSION ITEMS**  
**Julie Sherman, General Counsel**

**15 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, AUGUST 25, 2017 AT 9:00 AM, METRO ADMIN OFFICES, 110 VERNON STREET, SANTA CRUZ, CA**  
**Jimmy Dutra, Board Chair**

**16 ADJOURNMENT**  
**Jimmy Dutra, Board Chair**

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**DATE:** August 4, 2017

**TO:** Board of Directors

**FROM:** Thomas Hiltner, Grants/Legislative Analyst

**SUBJECT: CONSIDER ADOPTING A RESOLUTION WHICH AUTHORIZES THE CEO TO SUBMIT A GRANT APPLICATION AND EXECUTE AGREEMENTS TO RECEIVE FUNDS FROM THE FEDERAL TRANSIT ADMINISTRATION'S BUS AND BUS FACILITIES INFRASTRUCTURE INVESTMENT PROGRAM & TO COMMIT LOCAL MATCHING FUNDS FOR THE FEDERAL GRANT**

## **I. RECOMMENDED ACTION**

**That the Board of Directors adopt a resolution authorizing the CEO to submit an application and execute agreements to receive federal funding and to commit local matching funds to the Federal Transit Administration Bus and Bus Facilities Infrastructure Investment Program grant**

## **II. SUMMARY**

- The Federal Transit Administration (FTA) announced a funding opportunity for the competitive FY17 Bus and Bus Facilities Infrastructure Investment Program (FTA 5339(b)) on July 20, 2017.
- METRO needs to replace 61 diesel and CNG buses which have exceeded their useful life, and staff recommends submitting an FTA 5339(b) grant application requesting funds to buy nine CNG replacement buses.
- Staff further recommends that the Board commit \$2,728,719 of secured, local funds to provide an overmatch of 50% to the grant request, which requires a minimum 15% match.
- Adopting the attached resolution (Attachment A) authorizes the CEO to submit a grant application and execute agreements to receive FTA 5339(b) funds for nine CNG buses and commits \$2,728,719 in local matching funds to the grant.
- The local match proposed for this grant is assisted by Measure D. Measure D is providing resources in the operating fund which helps to free up STA dollars to be used as a capital match for the Bus and Bus Facilities grant.

## **III. BACKGROUND/DISCUSSION**

The Federal Transit Administration (FTA) published a Notice of Funding Opportunity on July 12, 2017 for its Bus and Bus Facilities Infrastructure Investment Program (FTA 5339(b)). This is a competitive grant program which makes \$226.5 million available nationwide to upgrade public transit rolling stock and support facilities to maintain equipment in a state of good repair. Applications are due August 25, 2017.

METRO needs to replace 61 diesel and CNG buses which are beyond their useful life. Due to the magnitude of capital funds required, METRO must rely upon external funding sources for these urgently needed replacements. A \$5,457,437 project with an FTA 5339(b) grant award of \$2,728,719 combined with \$2,728,719 in local funds would enable METRO to replace nine of the 1998 diesel buses with new CNG buses to lower the average fleet age, increase system reliability and decrease maintenance costs. Purchasing nine CNG replacement buses is in accordance with METRO's Fleet Management Plan, Attachment C.

The FTA's primary criteria for ranking project proposals are the age, condition and performance of vehicles and facilities. In addition, the FTA will evaluate the applicant's need for capital assistance as demonstrated by a backlog of deferred investment or excess reliance upon vehicles beyond their useful life. METRO's dependence upon a 19-year old diesel bus fleet demonstrates its immediate need for capital funding; however, many transit fleets across the county are in similar or worse condition. The Notice of Funding Opportunity for the 5339(b) program also states, "FTA may prioritize projects that have a higher local financial commitment." In order to present a highly competitive project proposal, staff recommends that the Board commit a local overmatch of 50% to the federal grant request rather than the minimum required 15% local match.

METRO has two sources of revenue from which it can commit \$2,728,719 for a 50% local match to the federal award:

1. California's Road Repair and Accountability Act (SB 1 of 2017) is anticipated to generate more than \$3 million in new revenue for capital projects. The FY18 Final Capital Budget (Attachment B) shows this revenue under State Sources of Funds, Transportation Infrastructure Fund (TIF) – New SB1 (\$737,000) and in State Transit Assistance (STA) (\$2,632,682). Project/Activity line items #24, "Bus Replacement (Local Match) Fund" and #36, "Local Projects/Local Match Fund" commit a total of \$3,000,000 to Local Match, which METRO will use for the FTA 5339(b) grant overmatch.
2. The Operations and Sustainability Reserves (currently \$5.65 million) can back-fill the shortfall if SB 1 revenue falls below the anticipated amount.

Staff recommends committing revenue from these two sources in the priority order listed for the local match.

FTA requests "scalable" projects for the 5339(b) program. In an effort to award as many different projects as possible from the limited amount of FTA 5339(b) funds, the FTA will consider awarding applicants less than their funding request while still enabling a viable project. Accordingly, staff proposes a minimum project of three CNG buses at a total cost of \$1,819,146 with equal shares of \$909,573 from the FTA and from METRO local funds. Purchasing less than three buses uses staff labor inefficiently because of the time required to research and create bus specifications for each new procurement.

Staff recommends that the Board adopt a resolution (Attachment A) which authorizes the CEO to submit an application and execute agreements necessary to receive funds from the Low and No Emission Bus program and which commits funds from the two different revenue sources to secure a 50% local overmatch to the federal grant.

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

This grant would provide \$2,728,719 in federal financial assistance for the purchase of nine CNG replacement costing \$5,457,437. METRO will contribute \$2,728,719 in local matching funds for the award. Staff will request a Capital Budget amendment upon grant award.

The local match proposed for this grant is assisted by Measure D. Measure D is providing resources in the operating fund which helps to free up STA dollars to be used as a capital match for the Bus and Bus Facilities grant.

#### **V. ALTERNATIVES CONSIDERED**

Alternative 1: Do not submit an application for the FTA 5339(b) program. METRO critically needs capital funding from external agencies to replace 61 buses which are beyond their useful life, and not submitting this application would miss a good opportunity to obtain federal financial assistance. This option is not recommended.

Alternative 2: Submit a FTA 5339(b) for something other than buses. METRO's highest capital need is bus replacements. METRO's 22 diesel buses will no longer be serviceable within three years, and, without replacements, service levels will drop. With bus replacements as the highest priority, other projects can follow. This option is not recommended.

#### **VI. ATTACHMENTS**

**Attachment A:** Resolution authorizing the CEO to submit an application and execute agreements to receive funds from the FTA 5339(b) program and to commit necessary local funding for the matching share of 50%

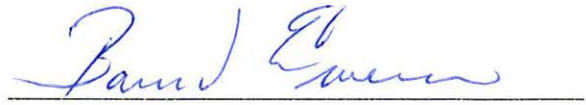
**Attachment B:** Santa Cruz Metropolitan Transit District FY18 Final Capital Budget as of June 23, 2017

**Attachment C:** Fleet Management Plan

Prepared by: Thomas Hiltner, Grants/Legislative Analyst

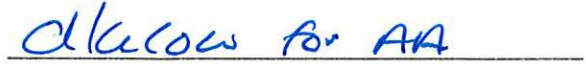
**VII. APPROVALS:**

Barrow Emerson, Planning  
And Development Manager



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

Approved as to fiscal impact:  
Angela Aitken, Finance Manager



A handwritten signature in blue ink, appearing to read "Allow for AA", written over a horizontal line.

Alex Clifford, CEO/General Manager



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



# Attachment A



## 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 A GRANT APPLICATION AND  
EXECUTE AGREEMENTS TO RECEIVE FEDERAL TRANSIT  
ADMINISTRATION SECTION 5339(b) BUS AND BUS FACILITIES  
INFRASTRUCTURE INVESTMENT PROGRAM FUNDS AND TO COMMIT \$3  
MILLION IN LOCAL MATCHING FUNDS TO THE GRANT**

**WHEREAS**, the Federal Transit Administration (FTA) is soliciting grant applications for \$226.5 million available nationwide for its competitive Bus and Bus Facilities Infrastructure Investment Program under Chapter 49 of the United States Code Section 5339(b) (§5339(b)); and

**WHEREAS**, the §5339(b) provides federal funds to purchase new buses and for other capital improvements; and,

**WHEREAS**, Santa Cruz Metropolitan Transit District (METRO) is an eligible direct recipient of 49 USC §5339(b) funds and has an immediate need to replace 61 diesel and CNG buses which have outlived their useful life; and

**WHEREAS**, METRO hereby commits \$3,000,000 in revenue first from its FY18 allocation from the California State Transit Assistance program, and, second, if needed, from its Operations and Sustainability Reserves to provide a 50% local match to the federal award,

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of METRO hereby authorizes Alex Clifford, CEO/General Manager, or his designee, to submit a grant application and execute all agreements necessary to receive funds from the FTA's 5339(b) grant program for nine CNG replacement buses for METRO.

# Attachment A

Resolution No. \_\_\_\_\_

Page 2

**PASSED AND ADOPTED** this 4<sup>th</sup> Day of August, 2017 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

**APPROVED** \_\_\_\_\_  
JIMMY DUTRA  
Board Chair

**ATTEST** \_\_\_\_\_  
ALEX CLIFFORD  
CEO/General Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
JULIE SHERMAN  
General Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

FY18 FINAL CAPITAL BUDGET

AS OF JUNE 23, 2017

PROJECT/ACTIVITY	FEDERAL FUNDS	RESTRICTED	RESTRICTED (1B)	PTMISEA (1B) + INT-PAC STATION PLACEHOLDER	RESTRICTED CAL-OES PROP 1B - TRANSIT SECURITY	RESTRICTED STIP	LCTOP	RESTRICTED (SB 1) TIF	CAPITAL RESTRICTED STA	STA (XFR FROM OPER BUDGET)	UNRESTRICTED	OPERATING & CAPITAL RESERVE FUND	TOTAL
FY17 STA (Xfr from Oper. Budget) - Funds Committed											\$ 370,000		
FY18 STA (Xfr from Oper. Budget)								\$ 737,000			\$ 2,263,000		
Transportation Infrastructure Fund (TIF) - NEW SB1													
Estimated Cash Balance on Hand (if applicable)		N/A	\$ 390,000	\$ 5,989,824	\$ 981,000	N/A	\$ 709,292	\$ -	\$ 45,000	\$ 370,000	\$ 1,256,065		\$ 9,741,181
Amount Available if not Cash on Hand		\$ 6,246,168				\$ 247,950		\$ 737,000		\$ 2,263,000			\$ 9,494,118
<b>Construction Related Projects</b>													
1 Pacific Station/Metro Center - Conceptual Design / MOU	\$ 168,822		\$ 390,000	\$ 5,989,824	\$ 981,000								\$ 3,787,360
2 Metrobase Project - Judy K. Souza - Operations Bldg.	\$ 60,000		\$ 390,000	\$ 1,411,247	\$ 445,000					\$ 42,205			\$ 2,246,247
3 Transit Security Projects	\$ 168,822		\$ 390,000	\$ 4,987,580	\$ 981,000					\$ 42,205			\$ 536,000
Subtotal													\$ 6,569,607
<b>IT Projects</b>													
4 HR Software Upgrade (cont.)									\$ 18,000				\$ 18,000
5 Phone System											\$ 10,000		\$ 10,000
6 Wireless Microphone System-Vernon PA											\$ 3,000		\$ 3,000
Subtotal									\$ 18,000		\$ 13,000		\$ 31,000
<b>Facilities Repair &amp; Improvements</b>													
7 Repaint Watsonville Transit Center (FTA 5339a FY13)	\$ 63,040			\$ 3,576,333					\$ 15,760				\$ 78,800
8 Reseal, Resurface Parking Lots (FTA 5339a FY13)	\$ 60,000			\$ 1,411,247	\$ 445,000					\$ 15,000			\$ 75,000
9 Bus Stop & Fac Improve. TBD (FTA 5339a FY15/16)	\$ 73,380				\$ 536,000								\$ 73,380
10 Maintenance Bldg. Structural Upgrade										\$ 30,000			\$ 30,000
11 Admin Bldg. Engineering & Renovations											\$ 20,000		\$ 20,000
12 Repair Roof at Pacific Station (FTA 5339a FY13)	\$ 12,000								\$ 3,000				\$ 15,000
13 Relocate Mechanics Sink-Golf Club (FTA 5339a FY14)	\$ 7,638									\$ 1,910			\$ 9,548
14 Upgrade Exhaust Evac.-Golf Club (FTA 5339a FY14)	\$ 6,400									\$ 1,600			\$ 8,000
Subtotal	\$ 222,458								\$ 18,760	\$ 48,510	\$ 20,000		\$ 309,768
<b>Revenue Vehicle Replacement &amp; Campaigns</b>													
Electric Bus (3) + Infrastructure & Project Mgmt. (FTA 5339c FY16)	\$ 3,810,348			\$ 575,028			\$ 709,292				\$ 551,136		\$ 4,936,512
Electric Bus (1) - Watsonville ZEB Circulator (FY15/16)				\$ 357,216									\$ 1,066,508
Paracruz Van Replacements (11) (FTA 5339a FY15/16)	\$ 816,000										\$ 827,585		\$ 1,643,585
ONG Bus (1) - (SCCRTC FY17 STBG)	\$ 500,000			\$ 70,000		\$ 247,950							\$ 770,000
Paracruz Van Replacements (3)										\$ 87,786			\$ 87,786
Mid-Life Bus Engine Overhaul (7) (FTA 5339a FY14)	\$ 221,277									\$ 55,319			\$ 276,596
Bus Repair Campaign (36) (FTA 5339a FY14)	\$ 105,467									\$ 26,367			\$ 131,834
Bus Repair Campaign (20) (FTA 5339a FY13)	\$ 58,453									\$ 14,613			\$ 73,066
Paratransit Vehicle - (1) (FTA Section 5310)	\$ 50,400									\$ 12,600			\$ 63,000
24 Bus Replacement (Local Match) Fund								\$ -		\$ 2,263,000			\$ 2,263,000
Subtotal	\$ 5,561,945			\$ 1,002,244		\$ 247,950	\$ 709,292	\$ -	\$ -	\$ 2,469,665	\$ 573,924		\$ 10,555,040
<b>Non-Revenue Vehicle Replacement</b>													
Replace 11 Non-Revenue Vehicles (FTA 5339a FY13)	\$ 171,023									\$ 42,756			\$ 213,779
Replace High Lift Bucket Truck (FTA 5339a FY14)	\$ 75,318									\$ 18,830			\$ 94,148
Propane Fueled Tow Motor (FTA 5339a FY14)	\$ 46,602									\$ 11,651			\$ 58,253
Subtotal	\$ 292,943									\$ 73,237			\$ 370,203
<b>Asset &amp; Maint Equipment</b>													
None	\$ -												\$ -
Subtotal	\$ -												\$ -
<b>Office Equipment</b>													
Business Copy Machine-Operations													\$ 9,000
Subtotal	\$ -												\$ 9,000
Misc.									\$ 8,000				\$ 17,045
30 Ticket Vending Machine-SLV-Installation Costs										\$ 9,045			\$ 9,045

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY18 FINAL CAPITAL BUDGET  
 AS OF JUNE 23, 2017

PROJECT/ACTIVITY	RESTRICTED	FEDERAL FUNDS	RESTRICTED	PTMISEA (1B)	RESTRICTED	PTMISEA (1B) + INT-PAC STATION PLACEHOLDER	RESTRICTED	CAL-OES PROP 1B - TRANSIT SECURITY	RESTRICTED	STIP	LCTOP	RESTRICTED	(SB 1) TIF	CAPITAL RESTRICTED STA	STA (XFR FROM OPER BUDGET)	UNRESTRICTED	OPERATING & CAPITAL RESERVE FUND	TOTAL	
31 Ticket Vending Machine-Cash Devices & Components																		\$ 10,750	\$ 10,750
32 Misc. Emergency Capital Items \$1K to \$5K																		\$ 10,000	\$ 10,000
33 ID Card Printer																		\$ 5,000	\$ 5,000
34 Ticket Vending Machine-Software/Pin Pad Upgrade																		\$ 4,250	\$ 4,250
35 AEDs (local match for 6)																		\$ 5,750	\$ 5,750
36 Local Projects / Local Match Fund													\$ 737,000					\$ 737,000	\$ 737,000
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 737,000	\$ 8,000	\$ 9,045	\$ 35,750	\$	\$ 789,795	\$ 789,795
<b>TOTAL CAPITAL PROJECTS</b>	\$ 6,246,168	\$ 390,000	\$ 5,989,824	\$ 981,000	\$ 247,950	\$ 709,292	\$ 737,000	\$ 44,760	\$ 2,632,682	\$ 655,697	\$ 18,634,373								



# Attachment B

Fund Title	Explanation and Use:	Balance at 6/30/16	ESTIMATED Additions/ (Withdrawals) in FY17	ESTIMATED Balance at 6/30/17	Board Adopted Minimum or Target Level	% Funded	Surplus / (Deficient)	Suggested Guidelines:	Board Adopted Recommendation:
<b>Operating and Capital Reserve Fund</b> (formerly - Operating / Capital Reserves)	Liquid and unrestricted assets that an organization can use to support its operations in the event of an unanticipated loss of revenue or increase in expenses. Alternative Fuel Tax Rebates transferred from the Operating Budget	\$ 972,922	\$ (711,313)	\$ 261,609	N/A	N/A	N/A	Any use of Operating and Capital Reserves above CEO executive authority will be brought to the BOD for consideration. To be used as the local match for capital grants.	There is no Board Adopted Minimum Balance established; this fund shall not be used to support recurring operating expenditures.
<b>Operations Sustainability Reserve Fund</b> (formerly - Operating Reserves)	Funds set aside to protect the organization's essential services and funding requirements during periods of economic downturn or natural disasters. Target = two month's operating expenses (Payroll and Accounts Payable).	\$ 5,659,556	\$ -	\$ 5,659,556	\$ 7,300,000	78%	\$ (1,640,444)	GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.	Fund Operations Sustainability Reserve Fund to target level that equals two (2) months of the average operating expenses for the most current fiscal year's budget, to be adjusted annually through the budget process.
<b>Cash Flow Reserve Fund</b> (formerly - Cash Flow Reserves)	Funds set aside to "cash flow" capital and/or operating expenses incurred before receiving reimbursements from various funding sources (Annual FTA 5307 (& STIC), STA, SLPP, etc).	\$ 3,000,000	\$ -	\$ 3,000,000	\$ 3,000,000	100%	\$ -	Staff will manage flexibility of Cash Flow Reserve Fund, according to project levels and capital needs as they fluctuate from year to year.	Fund Cash Flow Reserve Fund to minimum or target levels; set annually through the budget process.
<b>Carryover</b>	Net excess revenue to be used as per BOD direction.	\$ -	\$ -	\$ -	\$ -	N/A	N/A	1.) Move to (replenish) other Reserve accounts 2.) Move to Unfunded Projects / Mandates 3.) Use as revenue in next fiscal year	If carryover exists - distribution options will be reviewed on an annual basis to determine the best use of funds.
<b>Workers Compensation Reserve Fund</b> (formerly - Workers Compensation Reserves)	Funds set aside to finance the (discouraged) long term portion of workers' compensation liability, as of the end of the fiscal year.	\$ 2,131,419	\$ -	\$ 2,131,419	\$ 3,372,272	63%	\$ (1,240,853)	GASB #10 requires Santa Cruz METRO to accrue a liability on its financial statements for the ultimate cost of claims and expenses associated with all reported and unreported workers' compensation claims.	Fund Workers' Comp Reserves to minimum or target levels; a bi-annual study of potential liability areas and risk shall be the basis for determining minimum reserves.
<b>Liability Insurance Reserve Fund</b> (formerly - Liability Insurance Reserves)	Funds set aside to pay the cost of outstanding liability and physical damage claims + proposed employment practices liability claims. (Self Insured Retention - SIR - \$250K)	\$ 660,919	\$ -	\$ 660,919	\$ 660,919	100%	\$ -	GASB #10 requires Santa Cruz METRO to accrue a liability on its financial statements for the ultimate cost of claims and expenses associated with all reported and unreported liability and physical damage claims.	Fund Liability Insurance Reserves to minimum or target levels; calculated annually based on the 5-year rolling average of outstanding claims at fiscal year end.
		\$ 12,424,815	\$ (711,313)	\$ 11,713,502			\$ (2,881,298)		

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**Santa Cruz Metropolitan Transit District  
Fleet Management Plan**

**FY 2017 – FY 2040**

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**June, 2017**



# Attachment C



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

Resolution No. 17-05-02  
On the Motion of Director: John Leopold  
Duly Seconded by Director: Bruce McPherson  
The Following Resolution is Adopted:

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT MAKING A COMMITMENT TO ACHIEVE A FULLY ZERO-EMISSION BUS FLEET BY 2040

**WHEREAS**, the Governor of California enacted the Global Warming Solutions Act of 2006 (AB 32) to mandate reduction in greenhouse gas emissions (GHGs) from all economic sectors including transportation; and

**WHEREAS**, AB 32 charged the California Air Resources Board with directing implementation of the law through statewide agencies including the Environmental Protection Agency, the California Energy Commission and the California Department of Transportation, which collectively have adopted regulations governing the fueling and exhaust emissions of public transit fleets; and

**WHEREAS**, the California Air Resources Board established the California Greenhouse Gas Reduction Fund with revenue from the Cap-and-Trade program to provide financial assistance for projects that reduce GHGs, including the purchase of battery-electric buses; and

**WHEREAS**, the Federal Transit Administration established programs and financial assistance to support the early deployment of zero-emission buses, including battery-electric buses; and

**WHEREAS**, the California Air Resources Board in 2015 drafted an Advanced Clean Transit rule, which may establish targets for acquiring zero-emission buses beginning in 2018 with a goal to achieve fully zero-emission transit fleets by 2040; and

**WHEREAS**, the Santa Cruz Metropolitan Transit District needs to replace 61 diesel and CNG fueled buses and has already received funds from the state and federal Departments of Transportation to purchase battery-electric buses; and

**WHEREAS**, the Santa Cruz Metropolitan Transit District adopted an *Electric Bus Strategic Implementation Plan* in 2015 to pursue grant funding to acquire battery-electric buses; and



# Attachment C

Resolution No. 17--05-02  
Page 2

**WHEREAS**, in order to further the goals and strategy set forth above, staff recommends that the Board adopt a goal to achieve a fully zero-emission bus fleet by 2040 and to support a Fleet Management Plan, which phases out the purchase of CNG buses by 2030.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Santa Cruz Metropolitan Transit District, in recognition of the need, and the financial support available, to acquire zero-emission replacement buses, hereby adopts a goal to achieve a fully zero-emission bus fleet by 2040 and to support a Fleet Management Plan, which phases out the purchase of CNG buses by 2030.

**PASSED AND ADOPTED** this 19<sup>th</sup> Day of May 2017 by the following vote:

**AYES:** Directors Bottorff, Chase, Dutra, Leopold, Lind, Mathews, McPherson, Rios, Rothwell & Rotkin  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** Director Hagen

Approved:  
Jimmy Dutra, Chair

Attest:  
Alex Clifford, CEO/General Manager

Approved as to form:  
Julie A. Sherman, General Counsel

# Attachment C

## Introduction

The Fleet Management Plan schedules the logical replacement of revenue vehicles to maintain all buses in a state of good repair. The Federal Transit Administration established 14 years as the benchmark useful life for maintaining a full-size transit bus in a state of good repair. While much of METRO's fleet currently exceeds that age, the forward-looking fleet management plan attempts to schedule bus replacements within 12 to 15 years.

METRO's current fleet consists of 97, 35' and 40' diesel and CNG-fueled buses manufactured by New Flyer Industries and Orion Bus Industries plus one 24' cutaway. The average fleet age in 2017 is 12.5 years; the oldest sub fleet is 19 years, the last set of diesel buses in the yard. METRO currently has a spare ratio of 19.5%, and this long-range plan seeks to maintain a spare ratio at or below that level for the duration.

Experience with different manufacturers and different fuel types dictate when a particular sub fleet should be replaced. CNG fueled buses have not demonstrated the reliability of diesel buses, and METRO continues to maintain the diesel buses as essential spares for the CNGs. Regardless of maintenance effort, however, the diesel fleet can operate for only about three more years and will be the next sub fleet replaced.

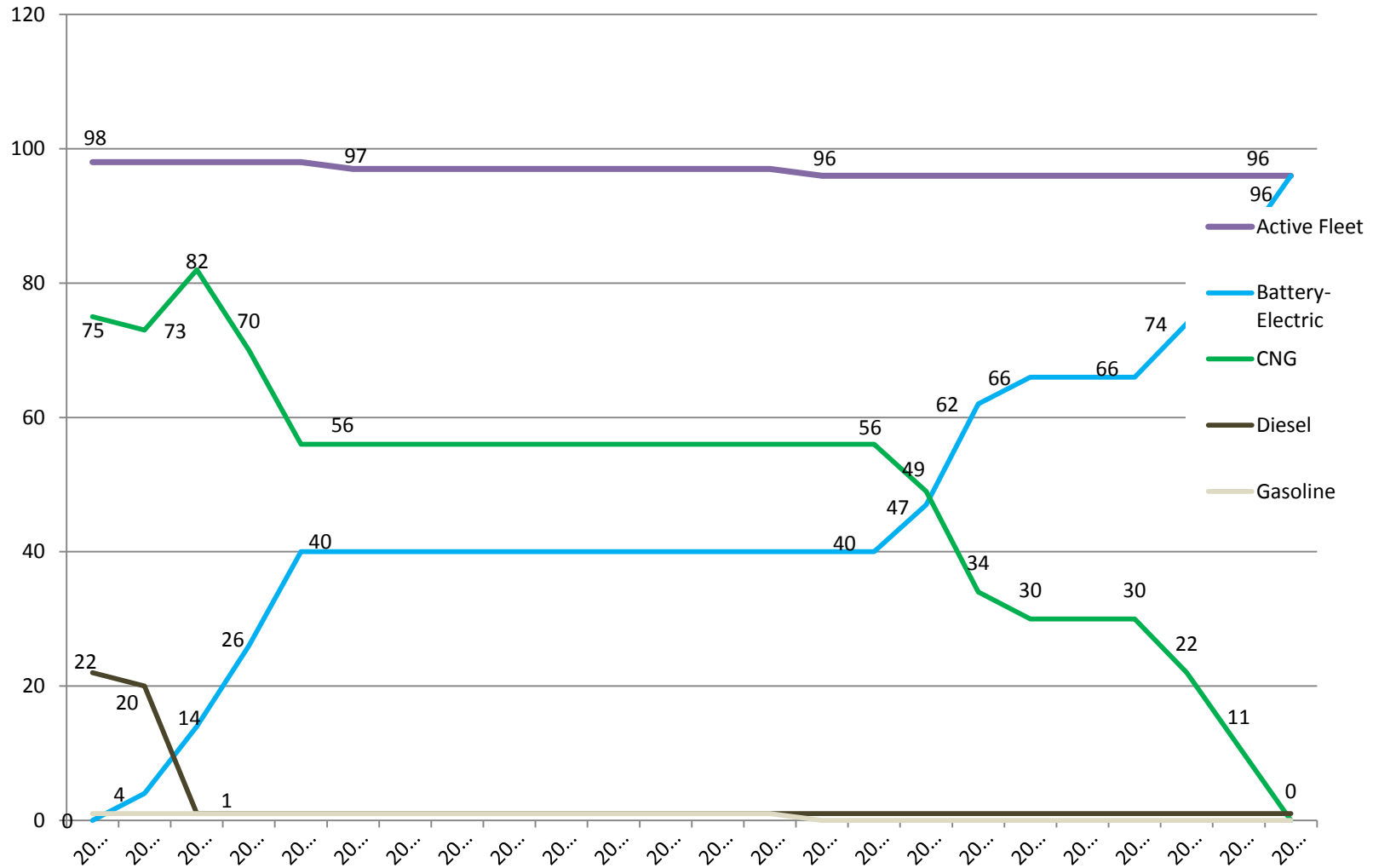
METRO embarked upon a transition from 100% diesel to alternative fuel for its fixed-route coaches in 2002. The current fleet composition is 75 CNGs, 22 diesels, and one gasoline coach, and METRO is ready to make the next transition into zero-emission, battery-electric buses. This plan shows METRO's first four BYD battery-electric buses arriving in 2018 and then presents a "fast track" and a "slow track" fleet management strategy to reach 100% zero-emission fleet by 2040.

## Fleet Management Plan Contents

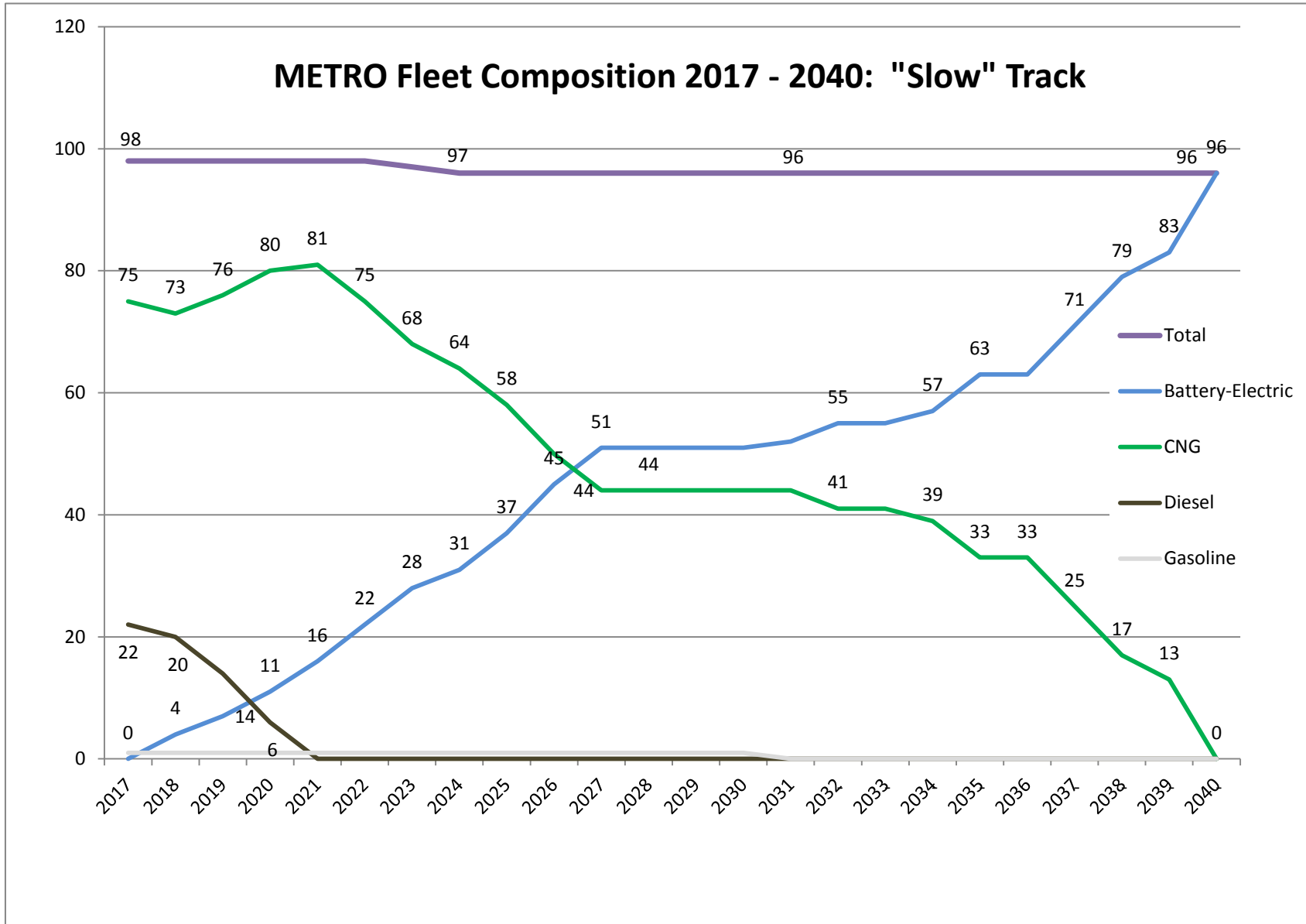
- METRO Fleet Composition 2017 – 2040: Fast Track and Slow Track (Line Charts)
- 2018 - 20140 Fleet Management Strategy Fast Track and Slow Track
  - Fleet Mix
  - Additions, Replacements, Disposals and Contingency Fleet by year
  - Spare Ratio by year
  - Fleet composition data table
- The Fixed-Route Vehicle Listing (June 1, 2017)
- Contingency Fleet Procedure.

# Attachment C

## METRO Fleet Composition 2017 - 2040: "Fast" Track



# Attachment C



# Attachment C

## METRO Fleet Management Strategy - "Fast" Track 2018 - 2028

Sub Fleet	6-1-17	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
1998 35' New Flyer Diesel	11	(1)	(9)									
1998 40' New Flyer Diesel	11	(1)	(10)									
2006 24' Gasoline	1		(1)									
2002 35' New Flyer diesel/CNG	15		-	(15)								
2002 40' New Flyer diesel/CNG	14			(11)	(3)							
2003 Orion H17 CNG	9	(3)		(2)	(4)							
2006 Orion H17 CNG.	2				(2)							
2008 New Flyer H17 CNG	5				(5)							
2008 40' New Flyer CNG	8							(8)				
2010 New Flyer H17 CNG	5									(5)		
2012 40' New Flyer CNG	11									(3)		(8)
2013 35' New Flyer CNG	6										(6)	
[2018-2030] 35' CNG	32	1	9	16							6	
[2018-2030] 40' CNG	19							8		3		8
[2018-2030] H17 CNG	5									5		
[2018-2030] 24' Gasoline	1		1									
[2018-2030] 35' Battery-Electric	0											
[2018-2030] 40' Battery-Electric	25	1	10	10	4							
[2018-2030] H17 Battery-Electric	15	3		2	10							
[2031-2040] 35' Battery-Electric	27											
[2031-2040] 40' Battery-Electric	54											
[2031-2040] H17 Battery-Electric	15											

Fleet Mix	6-1-17	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
35' count	32	32	32	33	33	33	33	33	33	33	33	33
40' count	44	44	44	43	44	44	44	44	44	44	44	44
H17 count	21	21	21	21	20	20	20	20	20	20	20	20
24' Gasoline count	1	1	1	1	1	1	1	1	1	1	1	1
<b>Active Fleet</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>
+ New		5	20	28	14	0	0	8	0	8	6	8
- Contingency	-	(4)					(4)			-	(1)	(1)
- Disposal		(1)	(20)	(28)	(14)	-	4	(8)	-	(8)	(5)	(7)
<b>Active Fleet</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>
Maximum Pullout	82	82	82	82	82	82	82	82	82	82	82	83
Spare Ratio	19.5%	19.5%	19.5%	19.5%	19.5%	19.5%	19.5%	19.5%	19.5%	19.5%	19.5%	18.1%
Contingency Fleet	0	4	4	4	4	4	8	8	8	8	9	10
<b>Total Fleet</b>	<b>98</b>	<b>102</b>	<b>102</b>	<b>102</b>	<b>102</b>	<b>102</b>	<b>106</b>	<b>106</b>	<b>106</b>	<b>106</b>	<b>107</b>	<b>108</b>

Fuel Mix	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Diesel	22	20	1	1	1	1	1	1	1	1	1	1
Gasoline	1	1	1	1	1	1	1	1	1	1	1	1
CNG	75	73	82	70	56	56	56	56	56	56	56	56
Battery-Electric	0	4	14	26	40	40	40	40	40	40	40	40
<b>Active Fleet</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>97</b>	<b>97</b>	<b>97</b>	<b>97</b>	<b>97</b>	<b>97</b>	<b>97</b>

# Attachment C

## METRO Fleet Management Strategy - "Fast" Track 2029 - 2040

Sub Fleet	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
1998 35' New Flyer Diesel												
1998 40' New Flyer Diesel												
2006 24' Gasoline												
2002 35' New Flyer diesel/CNG												
2002 40' New Flyer diesel/CNG												
2003 Orion H17 CNG												
2006 Orion H17 CNG.												
2008 New Flyer H17 CNG												
2008 40' New Flyer CNG												
2010 New Flyer H17 CNG												
2012 40' New Flyer CNG												
2013 35' New Flyer CNG												
[2018-2030] 35' CNG			-		(7)	(15)	(4)				(3)	(3)
[2018-2030] 40' CNG										(8)	(3)	(8)
[2018-2030] H17 CNG											(5)	-
[2018-2030] 24' Gasoline			(1)									
[2018-2030] 35' Battery-Electric												
[2018-2030] 40' Battery-Electric				(5)	(11)	(7)	(7)					
[2018-2030] H17 Battery-Electric							(10)					
[2031-2040] 35' Battery-Electric					7	10	4				3	3
[2031-2040] 40' Battery-Electric				5	11	12	7			8	3	8
[2031-2040] H17 Battery-Electric				-			10				5	

Fleet Mix	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
35' count	33	33	33	33	33	28	28	28	28	28	28	28
40' count	44	44	44	44	44	49	49	49	49	49	49	49
H17 count	20	20	20	20	20	20	20	20	20	20	20	20
24' Gasoline count	1	1	0	0	0	0	0	0	0	0	0	0
<b>Active Fleet</b>	<b>98</b>	<b>98</b>	<b>97</b>	<b>97</b>	<b>97</b>	<b>97</b>	<b>97</b>	<b>97</b>	<b>97</b>	<b>97</b>	<b>97</b>	<b>97</b>
+ New	0	0	0	5	18	22	21	0	0	8	11	11
- Contingency												
- Disposal	-	-	(1)	(5)	(18)	(22)	(21)	-	-	(8)	(11)	(11)
<b>Active Fleet</b>	<b>98</b>	<b>98</b>	<b>97</b>	<b>97</b>	<b>97</b>	<b>97</b>	<b>97</b>	<b>97</b>	<b>97</b>	<b>97</b>	<b>97</b>	<b>97</b>
Maximum Pullout	83	83	83	83	83	83	83	83	83	83	83	84
Spare Ratio	18.1%	18.1%	16.9%	16.9%	16.9%	16.9%	16.9%	16.9%	16.9%	16.9%	16.9%	15.5%
Contingency Fleet	10	10	10	10	10	10	10	10	10	10	10	10
<b>Total Fleet</b>	<b>108</b>	<b>108</b>	<b>107</b>	<b>107</b>	<b>107</b>	<b>107</b>	<b>107</b>	<b>107</b>	<b>107</b>	<b>107</b>	<b>107</b>	<b>107</b>

Fuel Mix	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Diesel	1	1	1	1	1	1	1	1	1	1	1	1
Gasoline	1	1	0	0	0	0	0	0	0	0	0	0
CNG	56	56	56	56	49	34	30	30	30	22	11	0
Battery-Electric	40	40	40	40	47	62	66	66	66	74	85	96
<b>Active Fleet</b>	<b>97</b>	<b>97</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>

# Attachment C

## METRO Fleet Management Strategy - "Slow" Track 2018 - 2028

Sub Fleet	6-1-17	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
1998 35' New Flyer Diesel	11	(1)		(4)	(6)							
1998 40' New Flyer Diesel	11	(1)	(6)	(4)								
2006 24' Gasoline	1		(1)									
2002 35' New Flyer diesel/CNG	15				(2)	(10)	(3)					
2002 40' New Flyer diesel/CNG	14						(7)	(7)				
2003 Orion H17 CNG	9	(3)						(4)	(2)			
2006 Orion H17 CNG.	2								(2)			
2008 New Flyer H17 CNG	5								(5)			
2008 40' New Flyer CNG	8									(8)		
2010 New Flyer H17 CNG	5										(5)	
2012 40' New Flyer CNG	11											(8)
2013 35' New Flyer CNG	6										(6)	
[2018-2030] 35' CNG	20	1		4	3	4	3				5	
[2018-2030] 40' CNG	21		3					7				8
[2018-2030] H17 CNG	3								3			
[2018-2030] 24' Gasoline	1		1									
[2018-2030] 35' Battery-Electric	11				5	6						
[2018-2030] 40' Battery-Electric	22	1	3	4			6			8		
[2018-2030] H17 Battery-Electric	15	3						3	6		6	
[2031-2040] 35' Battery-Electric	32											
[2031-2040] 40' Battery-Electric	32											
[2031-2040] H17 Battery-Electric	12											

Fleet Mix	6-1-17	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
35' count	32	32	32	32	32	32	32	32	32	32	31	31
40' count	44	44	44	44	44	44	43	43	43	43	43	43
H17 count	21	21	21	21	21	21	21	20	20	20	21	21
24' Gasoline count	1	1	1	1	1	1	1	1	1	1	1	1
<b>Active Fleet</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>97</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>
+ New		5	7	8	8	10	9	10	9	8	11	8
- Contingency	-	(4)					(4)			-	(1)	(3)
- Disposal		(1)	(7)	(8)	(8)	(10)	(6)	(11)	(9)	(8)	(10)	(5)
<b>Active Fleet</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>98</b>	<b>97</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>
Maximum Pullout	82	82	82	82	82	82	82	82	82	82	82	83
Spare Ratio	19.5%	19.5%	19.5%	19.5%	19.5%	19.5%	18.3%	17.1%	17.1%	17.1%	17.1%	15.7%
Contingency Fleet	0	4	4	4	4	4	8	8	8	8	9	12
<b>Total Fleet</b>	<b>98</b>	<b>102</b>	<b>102</b>	<b>102</b>	<b>102</b>	<b>102</b>	<b>105</b>	<b>104</b>	<b>104</b>	<b>104</b>	<b>105</b>	<b>108</b>

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Total	98	98	98	98	98	98	97	96	96	96	96	96
Diesel	22	20	14	6	-	-	-	-	-	-	-	-
Gasoline	1	1	1	1	1	1	1	1	1	1	1	1
CNG	75	73	76	80	81	75	68	64	58	50	44	44
Battery-Electric	0	4	7	11	16	22	28	31	37	45	51	51

# Attachment C

## METRO Fleet Management Strategy - "Slow" Track 2029 - 2040

Sub Fleet	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
1998 35' New Flyer Diesel												
1998 40' New Flyer Diesel												
2006 24' Gasoline												
2002 35' New Flyer diesel/CNG												
2002 40' New Flyer diesel/CNG												
2003 Orion H17 CNG												
2006 Orion H17 CNG.												
2008 New Flyer H17 CNG												
2008 40' New Flyer CNG												
2010 New Flyer H17 CNG												
2012 40' New Flyer CNG	(3)											
2013 35' New Flyer CNG												
[2018-2030] 35' CNG	-		-			(2)	(6)		(8)		-	(4)
[2018-2030] 40' CNG	3			(3)						(8)	(4)	(6)
[2018-2030] H17 CNG												(3)
[2018-2030] 24' Gasoline			(1)									
[2018-2030] 35' Battery-Electric								(11)				
[2018-2030] 40' Battery-Electric					(4)	(4)			(3)	-	-	
[2018-2030] H17 Battery-Electric		(3)									(9)	
[2031-2040] 35' Battery-Electric			1			2	6	11	8		-	4
[2031-2040] 40' Battery-Electric				3	4	4	-		3	8	4	6
[2031-2040] H17 Battery-Electric		3									9	3

Fleet Mix	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
35' count	31	31	32	32	32	32	32	32	32	32	32	32
40' count	43	43	43	43	43	43	43	43	43	43	43	43
H17 count	21	21	21	21	21	21	21	21	21	21	21	21
24' Gasoline count	1	1	0	0	0	0	0	0	0	0	0	0
<b>Active Fleet</b>	96	96	96	96	96	96	96	96	96	96	96	96
+ New	3	3	1	3	4	6	6	11	11	8	13	13
- Contingency												
- Disposal	(3)	(3)	(1)	(3)	(4)	(6)	(6)	(11)	(11)	(8)	(13)	(13)
<b>Active Fleet</b>	96	96	96	96	96	96	96	96	96	96	96	96
Maximum Pullout	83	83	83	83	83	83	83	83	83	83	83	84
Spare Ratio	15.7%	15.7%	15.7%	15.7%	15.7%	15.7%	15.7%	15.7%	15.7%	15.7%	15.7%	14.3%
Contingency Fleet	12	12	12	12	12	12	12	12	12	12	12	12
<b>Total Fleet</b>	108	108	108	108	108	108	108	108	108	108	108	108

	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Total	96	96	96	96	96	96	96	96	96	96	96	96
Diesel	-	-	-	-	-	-	-	-	-	-	-	-
Gasoline	1	1	0	0	0	0	0	0	0	0	0	0
CNG	44	44	44	41	41	39	33	33	25	17	13	0
Battery-Electric	51	51	52	55	55	57	63	63	71	79	83	96



**Attachment C**  
**Santa Cruz METRO**  
**Fixed-Route Bus Inventory**  
**May 25, 2017**

Fleet #	Make	Model	Fuel	Age	Miles	Condition	Seats	WC
9801	NEW FLYER	1998	DIESEL	19	724,105	Poor	30	2
9804	NEW FLYER	1998	DIESEL	19	786,198	Poor	30	2
9805	NEW FLYER	1998	DIESEL	19	754,014	Poor	30	2
9806	NEW FLYER	1998	DIESEL	19	694,076	Poor	30	2
9810	NEW FLYER	1998	DIESEL	19	708,254	Poor	30	2
9811	NEW FLYER	1998	DIESEL	19	758,977	Poor	30	2
9813	NEW FLYER	1998	DIESEL	19	775,796	Poor	30	2
9815	NEW FLYER	1998	DIESEL	19	761,649	Poor	30	2
9816	NEW FLYER	1998	DIESEL	19	734,416	Poor	30	2
9817	NEW FLYER	1998	DIESEL	19	732,915	Poor	30	2
9818	NEW FLYER	1998	DIESEL	19	777,086	Poor	30	2
9819	NEW FLYER	1998	DIESEL	19	731,750	Poor	39	2
9820	NEW FLYER	1998	DIESEL	19	621,409	Poor	39	2
9821	NEW FLYER	1998	DIESEL	19	658,691	Poor	39	2
9823	NEW FLYER	1998	DIESEL	19	641,919	Poor	39	2
9824	NEW FLYER	1998	DIESEL	19	771,374	Poor	39	2
9825	NEW FLYER	1998	DIESEL	19	718,131	Poor	39	2
9826	NEW FLYER	1998	DIESEL	19	624,639	Poor	39	2
9827	NEW FLYER	1998	DIESEL	19	661,429	Poor	39	2
9828	NEW FLYER	1998	DIESEL	19	699,777	Poor	39	2
9829	NEW FLYER	1998	DIESEL	19	687,202	Poor	39	2
9830	NEW FLYER	1998	DIESEL	19	687,419	Poor	39	2
	76					714,147		
2210	NEW FLYER	2003	CNG (JD)	14	496,327	Poor	30	2
2211	NEW FLYER	2003	CNG (JD)	14	677,285	Poor	30	2
2212	NEW FLYER	2003	CNG (JD)	14	640,019	Poor	30	2
2213	NEW FLYER	2003	CNG (JD)	14	508,633	Poor	30	2
2214	NEW FLYER	2003	CNG (JD)	14	695,760	Poor	30	2
2215	NEW FLYER	2003	CNG (JD)	14	605,664	Poor	30	2
2216	NEW FLYER	2003	CNG (JD)	14	606,942	Poor	30	2
2217	NEW FLYER	2003	CNG (JD)	14	534,821	Poor	30	2
2218	NEW FLYER	2003	CNG (JD)	14	654,986	Poor	30	2
2219	NEW FLYER	2003	CNG (JD)	14	641,864	Poor	30	2
2220	NEW FLYER	2003	CNG (JD)	14	507,812	Poor	30	2
2221	NEW FLYER	2003	CNG (JD)	14	609,075	Poor	30	2
2222	NEW FLYER	2003	CNG (JD)	14	593,064	Poor	30	2
2223	NEW FLYER	2003	CNG (JD)	14	639,898	Poor	30	2
2224	NEW FLYER	2003	CNG (JD)	14	586,397	Poor	30	2
2225	NEW FLYER	2003	CNG (JD)	14	616,555	Poor	39	2
2226	NEW FLYER	2003	CNG (JD)	14	480,441	Poor	39	2
2227	NEW FLYER	2003	CNG (JD)	14	503,223	Poor	39	2
2228	NEW FLYER	2003	CNG (JD)	14	520,160	Poor	39	2
2229	NEW FLYER	2003	CNG (JD)	14	555,154	Poor	39	2
2230	NEW FLYER	2003	CNG (JD)	14	572,199	Poor	39	2
2231	NEW FLYER	2003	CNG (JD)	14	522,538	Poor	39	2
2232	NEW FLYER	2003	CNG (JD)	14	512,397	Poor	39	2
2233	NEW FLYER	2003	CNG (JD)	14	535,642	Poor	39	2
2234	NEW FLYER	2003	CNG (JD)	14	474,690	Poor	39	2
2235	NEW FLYER	2003	CNG (JD)	14	446,487	Poor	39	2
2236	NEW FLYER	2003	CNG (JD)	14	451,283	Poor	39	2
2237	NEW FLYER	2003	CNG (JD)	14	428,072	Poor	39	2
2238	NEW FLYER	2003	CNG (JD)	14	529,849	Poor	39	2

**Attachment C**  
**Santa Cruz METRO**  
**Fixed-Route Bus Inventory**  
**May 25, 2017**

Fleet #	Make	Model	Fuel	Age	Miles	Condition	Seats	WC
2301	ORION	2003	CNG (JD)	14	629,829	Poor	43	2
2303	ORION	2003	CNG (JD)	14	510,272	Poor	43	2
2304	ORION	2003	CNG (JD)	14	573,828	Poor	43	2
2305	ORION	2003	CNG (JD)	14	570,428	Poor	43	2
2306	ORION	2003	CNG (JD)	14	565,487	Poor	43	2
2307	ORION	2003	CNG (JD)	14	540,534	Poor	43	2
2308	ORION	2003	CNG (JD)	14	460,009	Poor	43	2
2310	ORION	2003	CNG (JD)	14	511,617	Poor	43	2
2311	ORION	2003	CNG (JD)	14	461,185	Poor	43	2
2406	FORD/GOSHEN	2003	GAS	14	122,650	Poor	15	1
2601	NEW FLYER	2006	CNG (C)	11	298,254	Fair	39	2
2602	NEW FLYER	2006	CNG (C)	11	308,871	Fair	39	2
2801	NEW FLYER	2008	CNG (C)	9	336,760	Fair	36	2
2802	NEW FLYER	2008	CNG (C)	9	365,310	Fair	36	2
2803	NEW FLYER	2008	CNG (C)	9	367,475	Fair	36	2
2804	NEW FLYER	2008	CNG (C)	9	361,168	Fair	36	2
2805	NEW FLYER	2008	CNG (C)	9	390,552	Fair	36	2
2806	NEW FLYER	2008	CNG (C)	9	316,598	Fair	39	2
2807	NEW FLYER	2008	CNG (C)	9	262,768	Fair	39	2
2808	NEW FLYER	2008	CNG (C)	9	351,736	Fair	39	2
2809	NEW FLYER	2008	CNG (C)	9	311,230	Fair	39	2
2810	NEW FLYER	2008	CNG (C)	9	361,576	Fair	39	2
2811	NEW FLYER	2008	CNG (C)	9	285,990	Fair	39	2
2812	NEW FLYER	2008	CNG (C)	9	326,338	Fair	39	2
2813	NEW FLYER	2008	CNG (C)	9	299,205	Fair	39	2
1001	NEW FLYER	2010	CNG (C)	7	343,183	Excellent	39	2
1002	NEW FLYER	2010	CNG (C)	7	359,360	Excellent	39	2
1003	NEW FLYER	2010	CNG (C)	7	316,049	Excellent	39	2
1004	NEW FLYER	2010	CNG (C)	7	335,250	Excellent	39	2
1005	NEW FLYER	2010	CNG (C)	7	335,486	Excellent	39	2
1201	NEW FLYER	2011	CNG (C)	6	264,597	Excellent	39	2
1202	NEW FLYER	2011	CNG (C)	6	232,350	Excellent	39	2
1203	NEW FLYER	2011	CNG (C)	6	231,226	Excellent	39	2
1204	NEW FLYER	2011	CNG (C)	6	218,963	Excellent	39	2
1205	NEW FLYER	2011	CNG (C)	6	246,362	Excellent	39	2
1206	NEW FLYER	2011	CNG (C)	6	230,670	Excellent	39	2
1207	NEW FLYER	2011	CNG (C)	6	241,129	Excellent	39	2
1208	NEW FLYER	2011	CNG (C)	6	216,832	Excellent	39	2
1209	NEW FLYER	2011	CNG (C)	6	250,227	Excellent	39	2
1210	NEW FLYER	2011	CNG (C)	6	212,448	Excellent	39	2
1211	NEW FLYER	2011	CNG (C)	6	227,999	Excellent	39	2
1301	NEW FLYER	2013	CNG (C)	4	89,746	Excellent	28	2
1302	NEW FLYER	2013	CNG (C)	4	101,829	Excellent	28	2
1303	NEW FLYER	2013	CNG (C)	4	102,648	Excellent	28	2
1304	NEW FLYER	2013	CNG (C)	4	91,675	Excellent	28	2
1305	NEW FLYER	2013	CNG (C)	4	97,058	Excellent	28	2
1306	NEW FLYER	2013	CNG (C)	4	95,994	Excellent	28	2
98			Average	12.5	475,400			



Regulation #: 41-8
Effective Date: 3/4/2016
Amendment Date: 4/28/2016
Computer Title:
Pages: 2

## **Contingency Fleet Procedure**

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### **1.0 Purpose**

The purpose of this procedure shall be to define Maintenance Department responsibilities as applicable to the storage, maintenance and management of the Contingency Fleet.

### **2.0 Procedure**

As outlined by the F.T.A., the contingency fleet is made up of coaches that are over 12 years in age and/or have over 500,000 miles of service. The contingency fleet will be as follows: contingency buses will be kept in safe, reliable operating condition, needing only minor interior cleaning. Use of the contingency fleet is outlined below.

- 2.1 Emergency service during natural or man-made disasters.
- 2.2 Service during fuel shortage situations resulting in sudden and unusual increases in demand.
- 2.3 Provision of temporary additions to existing service, to compensate to unplanned service increases and for procurement lead times.
- 2.4 Short-term replacements for active buses when they are taken out of service for major repair or modification campaigns.
- 2.5 Testing of new service without the need to initially procure new equipment.

### **3.0 Maintenance of Contingency Vehicles**

When contingency buses are assigned for one of the above reasons, Fleet will perform all required maintenance on these vehicles. When buses are assigned to the contingency fleet, maintenance will be coordinated through fleet maintenance day shifts. Maintenance will coordinate inspections of the ready buses monthly, evaluate the defects, and assign work to be performed.

Approval:	
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# Attachment C

## 4.0 **Ready Bus Criteria**

All ready buses in contingency fleet will be service ready within 4 hours. Each bus will have a working radio and fare box, needing only an interior wipe down, bus wash and safety inspection.

## 5.0 **Contingency Bus Fleet and Storage**

All contingency buses will be stored at SCMTD maintenance facility at 138 Golf Club Drive Santa Cruz, CA 95060.

## 6.0 **Introduction of Vehicles into the Contingency Fleet**

When vehicles enter the contingency fleet, preparations are made for storage. Listed below are the items to be performed.

- A. Top-off fluid levels and probe fare box
- B. Record mileage
- C. Check for open work orders
- D. Close and secure all doors and windows
- E. Cover exhaust stack
- F. Disconnect batteries

## 7.0 **Documenting Contingency Fleet Usage**

Maintenance day shift Supervisor is responsible for maintaining an activity log of contingency bus usage. This log shall contain the following information:

- A. Current list of buses in contingency fleet
- B. Date of use
- C. Bus used
- D. Bus replaced
- E. Reason for use
- F. Mileage out and mileage in/returned to contingency status
- G. Date returned to contingency fleet

-END OF PROCEDURE-



**DATE:** August 4, 2017  
**TO:** Board of Directors  
**FROM:** Barrow Emerson, Planning & Development Manager  
**SUBJECT: APPROVAL OF METRO STAFF PROCEEDING WITH  
IMPLEMENTATION OF AN ARTICULATED BUS PILOT PROJECT WITH  
UCSC**

**I. RECOMMENDED ACTION**

**That the Board of Directors direct METRO staff to proceed with implementation of an articulated bus pilot project with UCSC, subject to resolution of Article 37.09 of the United Transportation Union Labor Agreement**

**II. SUMMARY**

- Santa Cruz Metropolitan Transit District (METRO) bus services to the University of California Santa Cruz (UCSC) often suffer from overcrowding leading to standing loads and passenger pass-bys due to lack of capacity.
- UCSC desires additional capacity to meet their service needs.
- METRO is unable, because of budgetary constraints, to implement additional trips for UCSC service at this time.
- In February 2017, UCSC funded a two-day demonstration, where METRO successfully operated an articulated bus along all of the UCSC routes, which provided additional capacity per bus.
- In support of a student transportation fee ballot measure in Spring 2018, UCSC would like to fund the operation of three articulated buses on UCSC routes during the Winter and Spring quarters of 2018 to show the potential improvements to the school service possible with additional funding.
- UCSC is committed to funding the cost of this pilot project, including vehicle leasing, Operator training, and possible special vehicle pay.
- Resolving issues related to project costs are time sensitive as lead time is necessary to lease vehicles and finalize contractual arrangements with UCSC.
- Finalizing this proposal is subject to resolution of Article 37.09 (Special Vehicle Pay) of the United Transportation Union (UTU) Labor Agreement.

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

Over the years, METRO morning bus services to UCSC have often suffered from overcrowding leading to stranding passengers and pass-bys due to lack of capacity. Historically, METRO has been able to add service to meet this demand via morning trippers.

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

In an effort to address this issue, UCSC funded a two-day demonstration in February 2017, running a higher-capacity articulated bus on each of the five UCSC routes. Approximately six METRO Operators were trained and certified to operate these vehicles by the METRO Safety and Training Coordinator. The Operators were able to effectively operate the articulated buses along all of the routes and the vehicles had sufficient capacity to meet the demand at all stops without pass-bys.

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

The three articulated buses would be leased from Complete Coach Works (CCW), the same company which provided the bus for the February 2017 demonstration. METRO would train and certify all Operators. UCSC would fund the cost of the vehicle leases and the Operator training, as well as any other additional costs associated with operating the vehicles, including possible special vehicle pay for Operators.

This issue is time sensitive as sufficient lead time is necessary to lease vehicles and finalize contractual arrangements with UCSC so that vehicles can be on property by November to allow for an appropriate training program to be implemented prior to proposed introduction of the vehicles into service in early January 2018. Finalizing this proposal is subject to resolution of Article 37.09 of the UTU Labor Agreement.

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

There will be no additional costs for METRO to implement this pilot project as UCSC will fund all costs beyond METRO's normal costs for operating these trips.

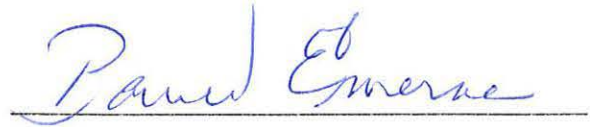
## **V. ALTERNATIVES CONSIDERED**

UCSC and METRO could choose not to pursue this pilot project and accept the reduced quality of service in terms of overcrowding and passenger pass-bys. In addition, student frustration with this situation could negatively affect the outcome of the Spring 2018 student transportation fee ballot measure, impacting UCSC's ability to fund METRO bus service to the level needed to meet the school's needs. This is not recommended.

Prepared By: Barrow Emerson, Planning & Development Manager

VI. APPROVALS:

Barrow Emerson, Planning  
and Development Manager



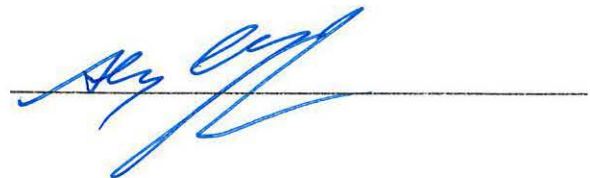
A handwritten signature in blue ink, appearing to read "Barrow Emerson", written over a horizontal line.

Approved as to fiscal impact:  
Angela Aitken, Finance Manager



A handwritten signature in blue ink, appearing to read "aka low for AA", written over a horizontal line.

Alex Clifford, CEO/General Manager



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