

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA MARCH 17, 2000 (Third Friday of Each Month) CITY HALL COUNCIL CHAMBERS *809 CENTER STREET* SANTA CRUZ, CALIFORNIA

SECTION I: OPEN SESSION - 8:30a.m.

1. ROLL CALL
2. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
3. ORAL AND WRITTEN COMMUNICATION REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

1. CONSIDER APPROVAL OF MINUTES OF CLOSED SESSION MEETING OF FEBRUARY 18, 1999.
Minutes: Attached
2. CONFERENCE WITH REAL PROPERTY NEGOTIATOR: Leslie White

PROPERTY: APN 003-032-01; APN 003-081-01; APN 003-121-01, commonly referred to as the Lipton property. Site located on Delaware Avenue between Swift Street and Natural Bridges Drive, Santa Cruz, California.

NEGOTIATING PARTIES: Unilever, Inc.

UNDER NEGOTIATION: Price and Terms of Payment

SECTION III: RECONVENE TO OPEN SESSION - Immediately After Closed Session

1. REPORT OF CLOSED SESSION: District Counsel
2. ORAL AND WRITTEN COMMUNICATIONS:
 - a. Marge Sintetos, RE: MetroBase
 - b. Janet Hennessey, RE: MetroBase
 - c. Bea Dahl, RE: MetroBase
 - d. Peter Bajorek, RE: MetroBase
 - e. D. Smith, RE: MetroBase

* Please note: Location of Meeting Place

- f. Sharon A. Galligan, RE: MetroBase
 - g. Anne/Sam Singer, RE: MetroBase
 - h. Rachel Kliger, RE: MetroBase
 - i. William Stouffer, RE: MetroBase
3. LABOR ORGANIZATION COMMUNICATIONS
 4. METRO USERS GROUP (MUG) COMMUNICATIONS
 5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS
 6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

- 7-1. APPROVE MINUTES OF REGULAR BOARD OF DIRECTORS MEETING OF 2/10/00 AND REGULAR BOARD OF DIRECTORS MEETING OF 2/17/00
Minutes: Attached
- 7-2. ACCEPT AND FILE PRELIMINARY APPROVED CLAIMS
Report: Attached
- 7-3. ACCEPT AND FILE PASSENGER LIFT REPORT FOR FEBRUARY 2000
Report: Attached
- 7-4. CONSIDERATION OF TORT CLAIMS: DENY THE CLAIM OF: CATHY PESCALE
Claim: To Be Included in Add-On Packet
- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 2/17/00
Minutes: Attached
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 2/16/00
Minutes: Attached
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JANUARY 2000 AND APPROVE BUDGET TRANSFERS
Presented by: Elisabeth Ross, Finance Manager
Staff Report: Attached
- 7-8. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JANUARY
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached

- 7-9. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR JANUARY

Presented by: Mark Dorfman, Assistant General Manager

Staff Report: Attached

REGULAR AGENDA

(CLICK THE LINK ABOVE TO JUMP TO THE REGULAR AGENDA)

8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

Presented by: Jan Beutz, Chairperson

Staff Report: Attached

9. CONSIDERATION OF APPROVAL OF FY 00/01 PRELIMINARY LINE ITEM BUDGET

Presented by: Elisabeth Ross, Finance Manager

Staff Report: Attached

10. ACCEPT AND FILE PRESENTATION OF SERVICE PLANNING ISSUES RELATED TO TITLE VI CIVIL RIGHTS

Presented by: Kim Chin, Planning & Marketing Manager

Staff Report: Attached

11. CONSIDERATION OF APPROVAL OF 1999 COMPREHENSIVE BUS EVALUATION FINAL REPORT (ROUTING AND RIDERSHIP)

Presented by: Kim Chin, Planning & Marketing Manager

Staff Report: Attached

PUBLIC HEARING SCHEDULED

12. **DELETED**

13. CONSIDERATION OF ADOPTION OF 5-YEAR OPERATING AND CAPITAL PLAN

Presented by: Mark Dorfman, Assistant General Manager

Staff Report: To Be Included in Add-On Packet

14. CONSIDERATION OF AUTHORIZATION TO APPLY FOR CARL MOYER FUNDS TO ASSIST IN FUNDING COSTS ASSOCIATED WITH CONVERSION TO CNG

Presented by: Mark Dorfman, Assistant General Manager

Staff Report: Attached

15. CONSIDERATION OF AWARD OF RADIO SERVICES CONTRACT (RFP 99-10)

Presented by: Mark Dorfman, Assistant General Manager

Staff Report: To Be Included in Add-On Packet

16. CONSIDERATION OF AWARD OF BID NO. 99-13 FOR SCOTTS VALLEY TRANSIT CENTER JANITORIAL SERVICES
Presented by: David Konno, Manager of Facilities Maintenance
Staff Report: To Be Included in Add-On Packet
17. CONSIDERATION OF CONTRACT WITH NATIONWIDE AUCTION SYSTEM FOR DISPOSAL OF DISTRICT PERSONAL PROPERTY
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: To Be Included in Add-On Packet
18. **CONSIDERATION OF RESPONSE TO GRAND JURY INQUIRY REGARDING METROBASE**
Presented by: Margaret Gallagher, District Counsel
Staff Report: To Be Included in Add-On Packet
19. **CONSIDERATION OF RESOLUTIONS AUTHORIZING SUBMITTAL OF FY 00-01 TRANSIT DEVELOPMENT ACT/STATE TRANSIT ASSISTANCE (TDA/STA) CLAIMS FOR OPERATING COSTS AND CAPITAL PROJECTS, RESPECTIVELY**
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: To Be Included in Add-On Packet

ADJOURN

NOTICE TO PUBLIC

Members of the public may address the Board of Directors on a topic not on the agenda but within the jurisdiction of the Board of Directors or on the consent agenda by approaching the podium during consideration of Agenda Item #1 "Oral and Written Communications", under Section III. Presentations will be limited in time in accordance with District Resolution 69-2-1.

Members of the public may address the Board of Directors on a topic on the agenda by approaching the podium immediately after presentation of the staff report but before the Board of Directors' deliberation on the topic to be addressed. Presentations will be limited in time in accordance with District Resolution 69-2-1.

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.

The Santa Cruz Metropolitan Transit District does not discriminate on the basis of disability. The Santa Cruz City Council Chambers is located in an accessible facility. If you wish to attend this meeting and require special assistance in order to participate, please Dale Carr at 426-6080 at least 72 hours in advance of the Board of Directors meeting.

Marge Sintetos
115 Stockton Avenue
Santa Cruz, CA 95060
(831) 423-6912

Dear members of the SCMTD Board of Directors

As a resident of the West Side, I would like to protest the location of the new MetroBase in the area off Natural Bridges Drive. Although I recognize the need for a MetroBase and appreciate the problems of finding an appropriate location for the facility, I feel that this area is not the right one. It is so close to homes and the Natural Bridges preserve that the inevitable toll it will take on the health of the nearby residents and wildlife will far exceed the present benefit of finding a site of open land without going to further trouble.

Studies have already shown that diesel exhaust can cause damage to heart and lungs and exacerbate respiratory problems. Not only will the nearby residents be affected by these fumes but so will the children on the school playgrounds nearby and the visitors to the state beach—to say nothing of the animals that live in this outlying area. There is also the issue of noise pollution to be considered—which can also have been shown to have a detrimental effect on health to say nothing of undermining the quality of life in a neighborhood.

Locating the Metrobase here may seem like an easy solution right now, but in the long run it will probably not only cause environmental damage and the other problems I have mentioned. Also, after all this publicity, it promises to make the city the target of expensive lawsuits as residents who develop health problems will be all too ready to sue.

I strongly urge that the Metrobase be located in a place that is not so near homes and wildlife sanctuaries.

Sincerely,

Marge Sintetos

MTD Board of Directors

Feb-27, 2000

To all concerned:

I just learned of the proposed plan to put a Metro-Base at Delaware and shift. This is less than a mile from my home in DeLong Adult Community Park and I am alarmed! Breathing diesel fumes has always made me ill. At 80 years of age and living with a badly diseased heart I need to breathe as clean air possible. I cannot follow behind a diesel fueled vehicle on a highway and 250 buses coming and going! The air pollution will be intolerable. But just as bad the increased bus traffic on Mission St. Mission St. is so badly congested now the extra burden of bus traffic is more than it can handle.

The current plan to establish the Metro Base at Shift + Delaware is not a worse one.

Then surely must be 20 acres elsewhere in the County that will be damaging

2016 DELAWARE AVENUE, SANTA CRUZ, CALIFORNIA 95060-6305

2-22-00

DEAR BOARD,

WE WANT TO PROTEST THE BUILDING OF A SMTD FACILITY IN OUR AREA, DELAWARE AVE.

REASONS ARE, INCREASED DIESEL FUMES, NOISE, TRAFFIC ETC. WE HAVE ENOUGH OF THAT ALREADY.

A MORE CENTRAL LOCATION WOULD BE BETTER FOR ALL CONCERNED.

THANK YOU

Sincerely
Paul Meyer

Bill Pahl

RECEIVED

February 28, 2000

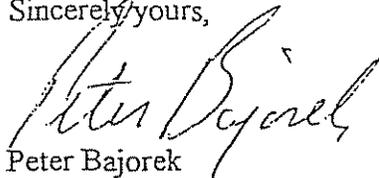
SCMTD Board of Directors
Administrative Services Coordinator
Santa Cruz Metropolitan Transit District
370 Encinal, Suite 100
Santa Cruz, CA 95060

Dear Sir or Madam:

I am writing to let you know that I adamantly oppose the Metrobase Project. I am a local attorney, and I bought my home on the West Side because of the clean air, quiet neighborhood, and unique coastal situation. I am appalled at the thought of diesel particulate pollution and continual noise from buses and bus maintenance in a residential neighborhood. Also, when I consider the danger posed by the fumes and noise to the Natural Bridges State Beach and State Monarch Butterfly Preserve, I am amazed that you are considering this project.

Please let me know how you can justify this plan.

Sincerely yours,



Peter Bajorek
224 Getchell Street
Santa Cruz, CA 95060
(831) 423-9645

zd. 1

D Smith
PO Box 5237
Santa Cruz, CA 95063
831 460-9653

SCMTD Board of Directors
Santa Cruz Metropolitan Transit District
370 Encinal Street
Suite 100
Santa Cruz, CA 95060

Sunday, February 20, 2000

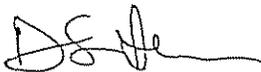
Dear SCMTD,

I am writing to let you know that I disapprove of your plans to use the land on Delaware Street as a central bus facility. I believe that it is a faulty plan for many reasons, many of which have been stated by other people. Mission Street is already chaos. I must use the street every day, as a pedestrian, a bicyclist, and as a car-driver. Yesterday, I was almost run over by a semi-truck. The last thing Mission Street needs at this point is to become a thoroughfare for idle busses. Being a former bus-driver, I have some knowledge of the physical structure of these locations, and the kind of traffic they produce, and I intend to be very vocal if this plan continues to be pursued.

I am opposed to this plan since I enjoy the area around Antonelli pond and the back entrance of Natural Bridges. Although that road has no sidewalk, if you observe carefully, you will see many people walking down that road. Please do not disrupt our solitude with vehicles on this side of town.

A central location would make more sense and do a lot less damage to an inherently beautiful spot. I suspect that many other Westside residents will repeat my sentiment. I expect too, that my city council members will think carefully about this plan.

Respectfully yours,



D. Smith
Westside Resident

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SCMTD Board of Directors
Administrative Services Coordinator
Santa Cruz Metropolitan Transit District
370 Encinal Suite 100
Santa Cruz, CA 95060

Sharon Galligan
328 John Street
Santa Cruz, CA 95060

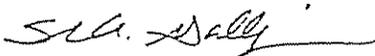
2/25/00

To Whom It May Concern:

I am writing to express my emphatic opposition to a Metrobase located on the West side of Santa Cruz. The area under consideration is too close to residences, schools, businesses and beautiful open space (Natural Bridges State Park for example). This area is just now beginning to show signs of renovation in what was once a bunch of rundown industrial complexes. These newly constructed work places are appropriate for this area and they cause little if any problems in this neighborhood. A large Metrobase facility means noise, increased traffic at all hours and air pollution. It's bad planning to locate a bus facility that serves the whole county at the very north end of the service area. In addition, presumably, the busses would use Mission Street as their main avenue of travel to the central and south ends of the service area and Mission Street is already overburdened with traffic!!! The so called "improvements" to be made on Mission Street have not yet come to fruition and who knows if this is going to solve any of our current traffic problems in the long run. A Metrobase station will surely cancel out any benefits that we might expect to gain from the widening of Mission Street. The thought of using Delaware Avenue as a possible route is a lousy second choice when you consider the number of private residences on that street. How would any of you like to live there and have to listen to busses coming and going from 4:30 in the morning until midnight!

Find another location (preferably in the middle of the County!) where the Metrobase won't impact residents, businesses, and natural areas.

Sincerely,


Sharon A. Galligan

ORIG:	<u>lig</u>
CC:	<u>Richard</u>
	<u>DINE</u>
FILE TO:	<u>KLM</u>

Z.F.1

110 May Court
Santa Cruz, CA 95060
March 4, 2000

RECEIVED

SCMTD Board of Directors
Administrative Services Coordinator
Santa Cruz Metro Transit District
370 Encinita, Suite 100
Santa Cruz, CA 95060

To Whom It May Concern:

We are requesting that you withdraw from considering the Westside location for MetroBase.

There is no question that it would have a negative effect on the 3 public schools in the area Natural Bridges State Beach and the Butterfly Preserve, Antonelli's Pond, Seymour Marine Discovery Center and marine research labs, as well as the dense residential neighborhoods.

As our elected officials please listen and take a stand for your constituents. It behooves you to do so.

P.S. This is a copy of a letter sent to all our elected officials.

Sincerely,
Anne Singer
Sam Singer

March 5, 2000

Les White
General Manager
Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

Dear Mr. White,

Under the Freedom of Information Act, I request the following:

1. Copies of all written documents between the Santa Cruz Metropolitan Transit District (SCMTD) and Lipton, Unilever, Conopco, and/or any other entity representing the Lipton Company
2. Copies of any email messages between anyone on the board of directors of the SCMTD, or employed by or under contract to the SCMTD (e.g., Jennifer Bragar, Eileen Goodwin, Celia Scott, etc.) and Lipton, Unilever, Conopco, or any other entity representing the Lipton Company
3. A copy of the telephone logs noting dates and times of calls between any of the parties mentioned in 1 and 2 above
4. Copies of all written documents between the SCMTD and WaterLeaf Architecture & Interiors
5. Copies of any email messages between anyone employed by, under contract to the SCMTD, or on the board of directors of the SCMTD and WaterLeaf Architecture & Interiors
6. A copy of telephone logs noting dates and times of calls between anyone employed by, under contract to, or on the board of directors of SCMTD and WaterLeaf Architecture & Interiors
7. All written documents between anyone employed by, under contract to, or on the board of directors of the SCMTD and Jennifer Bragar
8. Copies of any email messages between anyone employed by, under contract to, or on the board of directors of the SCMTD and Jennifer Bragar
9. A copy of telephone logs noting dates and times of calls between anyone employed by or under contract to the SCMTD, or on the board of directors of the SCMTD and Jennifer Bragar
10. All written documents between anyone employed by, under contract to, or on the board of directors of the SCMTD and Eileen Goodwin
11. Copies of any email messages between anyone employed by, under contract to, or on the board of directors of the SCMTD and Eileen Goodwin
12. A copy of telephone logs noting dates and times of calls anyone employed by, under contract to, or on the board of directors of the SCMTD and Eileen Goodwin
13. All written documents between anyone employed by, under contract to, or on the board of directors of the SCMTD and any member of the Santa Cruz City Council
14. Copies of any email messages between anyone employed by, under contract to, or on the board of directors of the SCMTD and any member of the Santa Cruz City Council

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15. A copy of telephone logs noting dates and times of calls between anyone employed by, under contract to, or on the board of directors of the SCMTD and any member of the Santa Cruz City Council
16. Copies of all public notices about the Metrobase including newspaper advertisements, flyers, postcards, or other printed materials. Each communication should show the date of publication and where it was published, or how it was posted or distributed.
17. A copy of any and all reports prepared for the SCMTD by the M Commercial or Macken Property Commercial Real Estate firms.
18. A copy of any and all reports prepared for the SCMTD or prepared by the SCMTD relating to the siting of the existing SCMTD facilities including, but not limited to, administration, operations, and maintenance.
19. A copy of any and all reports prepared for the SCMTD or prepared by the SCMTD relating to the Consolidated Operating Facility.

Thank you in advance for your cooperation.

Sincerely,

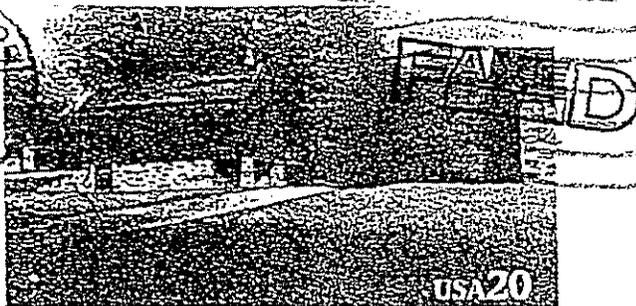
Rachel Kliger

Rachel Kliger
546 Arroyo Seco
Santa Cruz, CA 95060

cc: California State Assemblymember Fred Keeley
California State Senator Bruce McPherson
SCMTD Board of Directors
Santa Cruz City Council
Santa Cruz County Sentinel
Santa Cruz County Supervisor Mardi Wormhoudt
U.S. Congressman Sam Farr



WILLIAM STOFFER
134 SERRA CT
SANTA CRUZ CA 95060-5232



SCMTD board of directors
ASC
370 Encinal, #100
Santa Cruz Ca
95060

I object to the location of the
Metro Base on the west side,

William Stoffer

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

February 11, 2000

A Special Workshop Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, February 11, 2000, at the Holiday Inn, 611 Ocean Street, Santa Cruz, California.

Chairperson Beautz called the meeting to order at 8:41 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Bruce Arthur
Jan Beautz
Kenneth Burch
Bruce Gabriel
Michelle Hinkle
Mike Keogh
Oscar Rios
Mike Rotkin

DIRECTORS ABSENT

Jeff Almquist (arrived 8:57 a.m.)
Katherine Beiers (arrived 8:46 a.m.)
Bart Cavallaro (arrived 8:52 a.m.)
Tim Fitzmaurice (arrived 8:42 a.m.)

STAFF PRESENT

John Aspesi, Fleet Maint. Supervisor
Bryant Baehr, Operations Manager
Paul Chandley, Human Resources Manager
Kim Chin, Planning & Marketing Manager
Mark Dorfman, Assistant General Manager
Marilyn Fenn, Assistant Finance Manager
Linda Fry, Service Planning Supervisor
Terry Gale, MIS Manager

Margaret Gallagher, District Counsel
Tom Hiltner, Transit Planner
David Konno, Facilities Maint. Manager
David Moreau, Bus Operator
LeAna Olson, H. R. Analyst
Elisabeth Ross, Finance Manager
Judy Souza, Base Superintendent
Tom Stickel, Acting Fleet Maint. Manager
Leslie R. White, General Manager

OTHER ATTENDEES

Roger Boldt, Roger Boldt Consulting
Janet Brennan - MBUAPCD
Scott Bugental, Lift Line
Jim Dong, Raymundo Engineering
Spence Erickson, PG&G
David Fairchild, MBUAPCD
Ron Goodman, Neighbor
Debbie Hale, SCCRTC
Stuart Hoffman, Sierra Detroit Diesel
Madelein Hormann, SCCRTC

Ian McFadden, UTU Local 23
Camille Pierce, Bus Rider
Will Regan, VMU Representative
Bob Scott, Construction Engineer
Celia Scott, Attorney
Peter Scott
Wes Scott, UCSC
Michael & Janet Singer, S.C. Walk & Roll
Jon Styner, WaterLeaf Arch. & Engineering
Keith Sugar, Mayor, Santa Cruz City
Tom Tate, Liberty Fuels
Marion Taylor, League of Women Voters

OTHER ATTENDEES

Pattie Korba, SEA President
Jeff LeBlanc, MASTF
Manuel Martinez, PSA Chairperson

Tom Whittaker, WaterLeaf Arch. & Eng.

2. ORAL AND WRITTEN COMMUNICATIONS

None

3. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None

4. REGULAR AGENDA

Issue 1 Presentation and Discussion of Management Information System (MIS) Study

Terry Gale, MIS Manager, introduced Roger Boldt, Consultant, to review his findings regarding the District's information technology environment. Mr. Boldt offered credentials from his twenty years of experience and highlighted his participation on the IT Committee of APTA. The objective of Mr. Boldt's review was to make a broad diagnostic of the technology of the system and of the state of technology across the entire organization. Mr. Boldt offered the following advice and changes to better position the District for the future:

- a. Intelligent Transportation System (ITS) - Attempts to use technology to increase capacity (i.e. electronic tolls). Real Time Systems (RTS) are a way to enhance capacity. The benefit from introducing ITS and RTS is seen particularly in paratransit where there is evidence that ridership can be increased as much as four-fold.
- b. Purchasing individual technologies that can be linked together. Commercial operating systems can be bought off-the-shelf.
- c. Intelligent System - Needs to be replaced or sufficiently upgraded every four years in order to keep up with technology.
- d. Current IT environment needs to be enhanced with one position: Database Administrator. To attract and retain IT professionals, pay structure must be more competitive.
- e. Incrementally replace core systems with best of breed vendors.
- f. Continue to evaluate new technological opportunities like ITS and Internet.
- g. Leasing of both technology and hardware is a good idea and cost effective.
- h. Graphical Information Solutions (GIS) enables management to run different scenarios, which gives good information to recommend changes to the system.

Accomplishments in the MIS Department

- a. Aggressively introduced new platform environment replacing the old one. The District is now a UNIX/NT environment that is supportable long term.
- b. New financial system has been acquired.
- c. Bid Dispatch has been upgraded with the same vendors.

- d. Platform and application environments have been tied together into a single LAN/WAN (Local Area Network/Wide Area Network).

Scott Bugental asked if the Automated Vehicle Location (AVL) software can be used with the Trapeze software he is currently utilizing. Mr. Boldt reported that Trapeze and Giro are the two best products on the market. The cost of AVL is approximately \$4.5M; however, the return on the investment is very strong -- within 2 - 2 1/2 years.

Director Fitzmaurice asked how the District can minimally improve the IT system and provide better information to the ridership. Jeff LeBlanc discussed the "talking buses" and the need to prioritize this. Mr. Boldt responded to both issues stating that the infrastructure needs to be complete before addressing these issues.

Director Beiers requested confirmation that the implementation of the recommendations from Mr. Boldt would cost \$107,000, including salary and benefit costs. Les White reported that staff will return to the regular Board of Directors meeting scheduled for February 18th with a report to consider Mr. Boldt's recommendations.

Mr. White further reported that the framework in being put into place which will allow staff to conduct a per trip, per bus, passenger count. It is impractical at this time for the District to look at a Real Time trip using the ITS and RTS systems. Mr. Boldt explained that all RFPs for new technology need to state what the District's existing standards are. Mr. Boldt further stated that a way to keep capital costs down is through a maintenance materials inventory.

Issue 2 Presentation and Discussion of Issues Related to the MetroBase Project

Les White introduced this topic with the history of the Watsonville MOF (Maintenance Operating Facility) which went off-line in 1989 after suffering from earthquake damage. This facility was replaced with a remodeled Kentucky Fried Chicken processing warehouse. Currently, seven service bays are utilized to perform the work that was previously done in seventeen service bays. Mr. White showed a series of slides which conveyed the inadequacies of the current transit district maintenance and bus parking facilities. In 1989 the District's fueling facility went off-line. Staff currently fuels District buses and vehicles at Devco Oil and pays premium market prices. The River Street facility went on-line in 1981 and was designed to house 35-40 buses. Currently, as many buses as possible are parked there, intermingled with employee vehicles. This facility is in a flood zone. Mr. White went into detail regarding the vehicle service workers' working conditions.

- a. Drainage Ditch Relocation Project for the Site

In 1995 Gannett Flemming was hired to find a site location for MetroBase. Other options viewed were the Skyview Drive-in, Neigh Lumber, and Harvey West which would have to be utilized in a clustered configuration. For various reasons, these sites were disqualified. When the Lipton site was initially viewed, only the back half of the property was being considered. An initial study was prepared, a negative declaration was issued and the Board adopted this in 1996. The major challenge at that time was the ditch and the District's need to relocate this

somewhere other than the center part of the property. The Board also adopted a negative declaration regarding traffic, emissions, and systems flow. This project was shelved due to FEMA and was taken off the shelf in the Fall of 1997. At that time, the Mission Linen portion of the property had been sold. The site was reconfigured to add the Union Pacific right-of-way for ingress and egress. The Board of Directors adopted a negative declaration of the current configuration of the property in 1998. The current status is that the ditch relocation is still an issue. WaterLeaf is doing an initial design criteria, non-site specific. Lipton is still desirous of selling the property and wants to perfect the site for the sale. More recently, the Zoning Board denied the District's negative declaration with a 3:1 vote. A wetlands expert stated that the ditch is a man-made channel with no established habitat. Director Fitzmaurice reported that the staff of the Zoning Board felt that the ditch relocation should be brought before the Zoning Board in conjunction with the MetroBase project and that it was inappropriately divided. Director Rotkin reported that it was Lipton who split this issue and asked that the District staff not attend the Zoning Board meeting.

Les White was informed by Mr. Tosta, Lipton's representative, that they plan to divest themselves from this property by:

1. Selling to the Transit District;
2. Selling to someone else;
3. If ditch is non-movable, Lipton will sell it forcibly to the City

Mr. White was also informed that if District staff was at the Zoning Board meeting and something negative happened, Lipton would hold the District responsible. Both Directors Beiers and Beautz voiced their desire to have Board representatives and District Staff present at the Zoning Board meeting and staff was directed to attend this Thursday night meeting. Mr. White stated that the MetroBase project would be subjected, at a minimum, to a focused Environmental Impact Report.

Mr. White discussed the steps for condemnation:

1. Re-assert that there is no other alternative location available to the District.
2. Make a finding of public necessity for the property in that location and no other.
3. The Board would send a formal request to the City Council, which requires a majority on the part of the Board for permission to condemn. If agreed to, condemnation action goes before the Board with a possible 2/3rds vote to take that action.
4. With that, the District would gain possession of the property and work out just compensation to the property owner, through the legal process.
5. If the City Council agrees to allow the District to condemn, the property owner cannot stop this process.

b. Drainage Ditch Setback Requirements' Affect on Design

Les White reported that if the District creates a riparian corridor, a setback of 100' will be required. The design team was asked if the project would still be viable if the District took 200' off the property. WaterLeaf responded that multi-story buildings would be one way to work within this parameter. A 200' setback would accommodate a smaller fleet; a 70' setback would accommodate a fleet of 200 buses. Mr. White reported that the setback requirement is now affecting the schedule and completion of this project and each month this project is pushed back, costs will be increased by \$80,000.

Director Fitzmaurice asked about the ambient noise from the facility and was informed that the noise would be generated from HVAC types of things plus the startup of buses. Tom Whittaker reiterated that an acoustical expert is part of the design team.

Tom Whittaker and Jon Styner of WaterLeaf spoke regarding the 200' setback and the constraints this would have on the site. Some of the constraints would be: 175 buses only on the site, a different angle of parking would need to be utilized with the riparian corridor off to the side, diminished parking for staff and visitors. A 70' setback is doable and the riparian corridor could be presented as a huge opportunity to the community. Mr. White commented that if the 200' setback is required, there will almost definitely be a condemnation process.

CELIA SCOTT REQUESTED THAT ITEM 2-f OUTREACH MEETING BE TAKEN OUT OF ORDER.

f. Discussion of Outreach Meeting (2000)

Les White reported that the MetroBase project currently sits at \$37M with an estimated opening date of November 2002. Mr. White's concern is that the design team will need specifics as it relates to the site for such things as building layouts. With a delay due to no resolution of the site issue, the \$2M in savings from having a consolidated facility will go towards debt incurred and not to service improvements as desired. There are approximately \$12M in mitigation factors, such as noise and sound retention, which should be discussed with the community.

A public meeting was scheduled for Wednesday, March 29, at 7:00 p.m. Location to be determined at a later date.

DIRECTOR RIOS DEPARTED MEETING AT 12:00 NOON
DIRECTOR FITZMAURICE DEPARTED THE MEETING AT 12:09 P.M.

- c. Project Schedule
- d. Choice of Fuel System (CNG, Diesel, Other)

Mark Dorfman introduced David Fairchild and Jeff Brennan from the Monterey Bay Unified Air Pollution Control District, Spence Erickson from PG&E, Jim Dong from Raymundo Engineering who is on the design team, and Stuart Hoffman who is the Detroit Diesel representative. Mark informed the Board that the entire fleet, except for 4 28-foot Champions which are gasoline, are diesel. A study of alternative fuels was conducted in 1993 by Booz-Allen and Hamilton. This study concluded that at that point in time, the District was not in a position to move to alternative fuels since we had no diesel site, no operating budget to support this change, and no capital to buy CNG-capable fueling stations or adding to the price of the bus. The Booz-Allen findings were presented to the Board. These findings were adopted with a proviso requesting that staff continue to look at this, and when it was more economically feasible or when design for a new building was implemented, staff would re-examine this issue. A base assumption which needs to go into the new site is the fuel type. This will affect the height of the bays and heating system, to name but a few.

Mr. Dorfman went on to state that there are two paths the District needs to discuss: Diesel or Alternative Fuel. Diesel emissions have been deemed toxic air contaminants. If the District stays with diesel fuel, emissions would need to be reduced in an accelerated manner. The Air Pollution Control District's goal is to get to a Zero Emissions Bus (ZEB). With a CNG engine the particulants are finer and the impact of these is unknown. European countries have utilized the Clean Diesel approach. The increase in cost of a bus is approximately \$50,000 for the CNG method (i.e. \$275,000-\$280,000 for a 40' diesel bus plus \$50,000 for the CNG choice).

Mr. Dorfman discussed approved grants for buses. The decision of low floor, high floor needs to be made first. If the District converted to a diesel 40' fleet (not articulated) the grant funds would buy 27 buses. If the District converted to a CNG fleet (not articulated) grant funds would buy 23 buses. The year 2007 is when the rehab buses will be scheduled for replacement. Issues to think about are: a) if CNG is chosen, it gives WaterLeaf their direction and a bid can be put out. However, since the District has nowhere to fuel CNG, the buses could not be delivered until MetroBase opens up. b) the District continues to operate diesel, under the circumstances that only low sulfur fuel will be used as it becomes available; nothing will be done to extend the life of the buses; as an engine dies, the District would commit to go to the newest, cleanest technology available.

Issues related to CNG as a fuel source: a) higher vehicle weight due to the tanks; shorter brake line, suspension life, and tire life.

A drawback to CNG is a shorter range that buses can travel. This will be a big issue on the Highway 17 route. The existing low floor buses cannot be converted

to CNG because the roof structure will not support tanks. CNG is susceptible to changes in altitude, however, Jim Dong of Raymundo Engineering feels even at 1800', this would not make much difference. There is a higher fire and explosion factor with CNG. Training is a major component with handling, safety procedure, facility design, alarm systems with sensors which would shut down the power in the entire facility if necessary. CNG will not be stored on site as there is an excellent line of supply on the Lipton site.

DIRECTOR BURCH DEPARTED MEETING AT 12:56 P.M.

Ian McFadden, UTU Representative, asked if the Air Resources Board looked at CNG and was informed that it has not found that CNG fumes are toxic, however, diesel emissions are toxic.

Jim Dong stated that there are two methods of CNG available: Fast fill - anything less than 5-7 minutes; Time fill - 20 minutes or more, which is reserved for overnight filling. Range: A van or sedan can travel 200 miles on a fill-up. A bus can travel 300 miles. Pressure: There are two systems - one for vehicles that will accept up to 3,000 psi, another system for vehicles which will accept up to 3,600 psi. Transit buses are usually at the higher pressure so more fuel can be on-board for greater range. Other alternatives are liquified natural gas and hybrid electric. Hybrid electric is closer to zero emissions because most of the time the vehicle is running on the battery. Fuel cells, the direction most people in the industry feel we will end up at, are very experimental and very expensive. CNG would be the preliminary step for the onset of fuel cells. Spence Erickson stated that funding is available to move towards alternative fuels.

Director Beautz asked if this issue would be addressed at the outreach meeting. Director Rotkin asked if staff would make a recommendation to the Board and questioned if staff will conduct an exhaustive study of the "downside" of CNG prior to a public meeting. He also asked if during the transition there will be above-ground diesel tanks. Les White replied that the vehicle for the recommendation from staff will be the authorization to issue specifications for bus acquisition. This should come to the Board next month. Additional information on safety concerns will be put together by staff. If the Board chooses not to go with articulated buses, staff will go to the Board with a recommendation to reprogram the grant funds away from articulated and into the 40' standard buses. Add to that the additional grant funding we have to issue specifications for CNG powered buses to be delivered in early 2003. Staff will also go back to the Board with a choice: sell the 30 low floors to another transit property to obtain money for replacement. In other words, to go completely CNG when MetroBase opens or should temporary above-ground facilities be made for diesel fueling and transition those diesel buses out in 2010. Director Rotkin feels that the diesel issue would kill the MetroBase project.

Wes Scott of UCSC stated that the university is purchasing CNG equipment on campus and they would be interested in purchasing CNG fuel from the District.

e. Articulated Buses vs. 40' Buses

Tom Stickel, Fleet Maintenance Manager, spoke regarding 60' articulated buses vs. 40' buses. The 60' articulated buses have a possible capacity of 120 passengers which translates to a lower cost per passenger in terms of fuel, and slightly lower maintenance costs since two buses are being replaced with one. The negative side of this is that when an articulated bus is out of service, it requires two 40' buses to replace it. Facility costs would be affected by accommodating articulated buses, such as, the length of maintenance bays, lifting equipment, parking spaces, and bus washer. A major consideration is the current bus pullouts which will inhibit the use of articulated buses in some places, as well as turning radius constraints. The articulated buses would work well on the university routes and 71 route. Another major consideration is that the bus operator cannot see the end of the bus during turns. A 40' diesel bus currently costs approximately \$280,000; an articulated bus will be in the \$400,000 range. With a 40' bus there is a wider selection of manufacturers and a choice of fuel systems. There are no CNG or alternate fuel powered articulated buses.

Ian McFadden commented that on the Route 71 and USCS bus, the frequency of buses would solve the problem instead of a 60' bus. Increasing frequency on campus would also address the quantity of bikes that can be carried. Will Regan, VMU Representative, addressed the problem of increased vandalism on articulated buses as the operators would not have a view of the back portion of the bus.

This item will be brought back at a future Board Meeting.

Issue 3 Presentation and Discussion of Transit Service Development Issues

a. Transit Service Expansion Capabilities

Tom Stickel reported that the District has added 16 buses and 1,000,000 miles of service since 1988. Major areas of concern are maintenance personnel, bus parking, and maintenance bays.

Personnel: There is a shortage of trained technical people in the maintenance field. Strategies to overcome issues: 1) recruitments for mechanics, 2) new ways of recruiting personnel, recruit out of state more aggressively, approach trade schools, job fairs, recruiting agencies, promote a job apprenticeship program, work with other transit districts to see what works for them, possibly work on scholarship program. Director Rotkin suggested that staff work in conjunction with the State and County to fill these positions. Director Arthur suggested job shadowing days which would encourage students to "shadow" a mechanic for a day. Ian McFadden suggested a mentoring program at Juvenile Hall, and initiation of an adult education program.

Bus Parking: David Konno discussed the current parking situation with 60 buses being parked at the Operations Building, which was designed to accommodate 43 buses. Twenty-three buses are currently being parked on Vernon Street, which is suitable for 15 buses only, with a very limited amount of lighting. Staff is in negotiations with Plantronics to expand parking capabilities at their site. Staff is investigating better ways of parking the buses since there is trouble maneuvering them at night. In some instances bus operators need to go to all three facilities in order to find a spot to park. Staff is also investigating on-street parking at Harvey West.

Tom Stickel reported that there has been no increase in maintenance bays or personnel since the expansion of service. Staff is looking into possibly opening up an afternoon shift and/or recruiting adequate personnel to utilize the DuBois facility, and also working in conjunction with SEIU to possibly change the number of hours worked. There are 30 low floor buses that are coming out of warranty, therefore, repairs will need to be made in-house. When the ten Gillig buses return from rehab, Staff hopes to pull the flexible fleet off line since they are past their useful life. When the flexibles are out of service, a huge inventory of parts can be discarded, thereby opening up more space.

Les White listed projects that are being requested immediately to expand service. Mr. White stated that the District has the operating money for these expansions, and staff could acquire additional Golden Gate buses and SanTrans buses to expand the local service. The problem is that there is no where to park these additional buses. Mr. White stated that staff would return to the Board with action reports to implement strategies to work these issues out.

Will Regan discussed the maintenance workforce and positions that have not been replaced since the earthquake. He pointed out that the ten rehabilitated buses did not include engine or transmission work. The fleet is aging, lifts are needed, and so on. Mr. Regan asked for more information regarding the Peer Review Process and reiterated that the most experienced personnel are already District employees. He would like to see VMU be a part of this review. Mr. White clarified that the Peer Review Process is a two-stage process as part of the new facility. Staff will look to industry sources for mechanical, maintenance and management-types of assessments that will help to expand capacity for existing facilities as well as possible recommendations for the new facility. Mr. White did confirm that VMU and mechanics would be involved in this process. A report will be made to Les White regarding internal procedures that might be suggested in order to alleviate some of the challenges in this department. The staff report addresses the need for hoists and staff will bring this to the Board next week as an action item if the Board is comfortable with the outline.

DIRECTOR FITZMAURICE RETURNED TO THE MEETING AT 2:20 P.M.

Patti Korba, SEIU President, commented that personnel needs to run on a parallel track with the MetroBase facility.

7-1.9

b. Low Floor Buses vs. High Floor Buses

Tom Stickel provided "pros" and "cons" related to each style of bus. Staff will give a recommendation to the Board as to preference. The recommendation will apply to the next fleet of buses the District procures. The specifications from the staff report will be given to both MUG and MASTF for their comments. Les White stated that this item will probably go before the Board in March.

DIRECTOR GABRIEL DEPARTED THE MEETING AT 2:44 P.M.

Issue 4 Presentation and Discussion of Financial Issues

a. Five Year Capital/Operating Plan

Elisabeth Ross reported that the District forecasts having \$1.9M in the bank at the end of 6/30/00 and is projecting most costs will increase by approximately 4%. Five percent was used for sales tax and TDA. On the expense side, 5% was used for fringe benefits, 4% for the labor components, and 12% for paratransit. Operating expenses are increasing from \$25.5M up to \$32M. Ms. Ross reported that the budget is in balance and includes \$150,000 of expansion each year. Anticipated revenues were reviewed, including CMAQ/STP funds of \$1.2M which represents 30% of what the Transportation Commission has available. Funding that was not included last year is SB45 funding. STA funding is straight lined at \$700,000. Over a five-year period, funds in the amount of \$17.4M will come into the District. Ms. Ross reviewed Attachment E of the staff report which reflects earmark funds in the amount of \$32.8M. The Metro Center rehab project is projected to cost \$6M. Director Rotkin inquired about expenditures for new buses and if these expenditures reflect costs of mechanics, drivers, etc. Ms. Ross pointed out that the expanded service line items include these factors.

Les White discussed earmarked funds and that the District has full-time representation in Washington, DC, to stay in front of Congress advising them what is needed by the District. Director Rotkin confirmed that from the state funds the District would not be asking just for general money but will ask Fred Keeley for the CNG project itself. Mr. White reported that Fred Keeley has indicated an interest in working for this.

b. Reserves and Federal Operating Assistance

Elisabeth Ross discussed why money left at the end of the year goes into reserves rather than utilizing it as operating money. Federal operating assistance for last year was approximately \$500,000 and is the same for this year. The restrictions attached to Federal operating dollars are widespread, especially in purchasing when vendors will not bid on items due to the paperwork involved. To ensure the District qualifies for this assistance, a deficit must be shown at the end of the year. Many years, because the District does not have a true deficit, staff retires money to reserves to create this deficit. Ms. Ross asked whether was it worth it to

7-1.10

continue taking this operating assistance, or should Metro take Federal dollars on the capital side? Ms. Ross confirmed that there are no restrictions on how the District spends sales tax money so if this were needed, staff could backfill the hole created in the operating budget if the Federal operating assistance was not pursued. Mr. White stated that staff would bring this issue back before the Board with a revised 5-year operating plan.

c. Continued Use of Bus Advertising

Kim Chin reported that the District is currently in the third year of a five-year contract with Obie Advertising for selling advertising space, both interior and exterior, on buses. Over the course of the last two years, no interior advertising has been sold at all. Terms negotiated with Obie Advertising are either 50% of gross revenues or a minimum annual guarantee, whichever is greater. Over the last two years, the minimum annual guarantee has been greater than the gross revenues. The District will receive a minimum of \$712,000 over the life of the contract. Currently, the District has 81 buses available for advertising, which constitutes 237 spots. Of the 237 available spots, 164 are sold. Buses not included in the advertising fleet are the 8 Golden Gate, 7 Discovery, and 10 Samtrans buses. There are currently 8 ads running on the buses; this constitutes about 5% of the total ads.

There is a new self-promotional program whereby the District pays for the production costs only and District ads are run on a space available basis. Mr. Chin is expecting to negotiate 15-20 spots to promote the Transit District. Mr. Chin highlighted some of the stipulations for ads; namely, no bus number can be covered up, no ads will be accepted that promote alcohol, tobacco or pornography. There are, however, no restrictions on auto-related ads which constitute 20% of the total ads sold. Mr. Chin discussed the "full wrap" which is the current advertising that covers the windows of the buses. The District would have to negotiate with Obie Advertising to eliminate this type of advertising and this elimination would affect the District's guarantee.

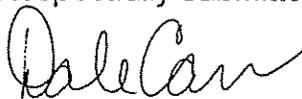
A letter of concern from Mr. Jerry Kiser regarding the advertising was distributed. Mr. Kiser was responsible for bringing this matter to the attention of KSBW TV. Both Kim Chin and Les White were interviewed earlier by KSBW on this subject. Mr. Kiser was present to voice his concerns about how the advertising affects the bus riders and to ask for restraint on the part of the District regarding auto ads and "full wrap" advertising. There was concern that when the advertising is removed, the paint is removed with it. Mr. Chin replied that Obie Advertising is responsible for the cost of repainting the buses. Ian McFadden expressed his desire to keep the advertisements below the windows on the High Fliers in order to increase visibility for the bus operators. Director Beiers would like the staff to scale down on the advertisements and to be more selective on the auto advertising. Staff was directed to return to the Board with a strategy on this matter. Director Rotkin asked what revenues the District would lose by turning down "full wrap"

advertising. Mr. White proposed that staff would talk with Obie Advertising and return to the Board in March with Obie's response.

ADJOURN

There being no further business, Chairperson Beautz adjourned the meeting at 3:28 p.m.

Respectfully submitted,



DALE CARR
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

February 18, 2000

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, February 18, 2000, at the City Hall Council Chambers, 809 Center Street, Santa Cruz, California.

Vice Chairperson Rotkin called the meeting to order at 8:33 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Jeff Almquist
Bruce Arthur
Katherine Beiers
Tim Fitzmaurice
Bruce Gabriel
Michelle Hinkle
Mike Keogh
Oscar Rios
Mike Rotkin

DIRECTORS ABSENT

Jan Beautz
Kenneth Burch
Bart Cavallaro

STAFF PRESENT

Bryant Baehr, Operations Manager	Terry Gale, MIS Manager
Kim Chin, Planning & Marketing Manager	Margaret Gallagher, District Counsel
Mark Dorfman, Assistant General Manager	Leslie R. White, General Manager

2. ORAL AND WRITTEN COMMUNICATION REGARDING CLOSED SESSION

None

SECTION II: CLOSED SESSION

Vice Chairperson Rotkin adjourned to Closed Session at 8:34 a.m. and reconvened to Open Session at 9:32 a.m.

DIRECTOR BEAUTZ ARRIVED AT 8:41 A.M.

DIRECTOR CAVALLARO ARRIVED AT 8:48 A.M.

SECTION III: RECONVENE TO OPEN SESSION

DIRECTORS PRESENT

Jeff Almquist
Bruce Arthur

Tim Fitzmaurice
Bruce Gabriel

7-1.13

Jan Beautz
Katherine Beiers
Bart Cavallaro
Michelle Hinkle

Mike Keogh
Oscar Rios
Mike Rotkin

DIRECTORS ABSENT

Kenneth Burch, Ex Officio

STAFF PRESENT

Bryant Baehr, Operations Manager
Wally Brondstatter, Bus Operator
Kim Chin, Planning & Marketing Manager
Paul Chandley, Human Resources Manager
Mark Dorfman, Assistant General Manager
Marilyn Fenn, Asst. Finance Mgr.
Linda Fry, Service Planning Supervisor
Margaret Gallagher, District Counsel

Terry Gale, MIS Manager
David Konno, Facilities Maint. Manager
David Moreau, Bus Operator
LeAna Olson, H. R. Analyst
Elisabeth Ross, Finance Manager
Judy Souza, Base Superintendent
Tom Stickel, Acting Fleet Maint. Manager
Leslie R. White, General Manager

OTHER ATTENDEES

Scott Bugental, Lift Line
Ian McFadden, UTU President
Debbie Hale, SCCRTC
Patti Korba, SEA President

Bob Scott, Consultant
Wes Scott, UCSC
Manuel Martinez, PSA Chairperson

1. REPORT ON CLOSED SESSION - District Counsel

District Counsel Gallagher reported that in Closed Session the Board discussed whether to set a price and terms of payment to negotiate an option to purchase the Lipton property. The Board unanimously decided not to set a price to negotiate the option for purchase of the property.

District Counsel Gallagher further reported that the claim of Jamie Goldman was discussed, and the Board, on a 6 to 5 vote, deemed that the claim should not be settled because fault rests with Jamie Goldman. Those voting to support this determination were Director Rotkin, Director Almquist, Director Gabriel, Director Hinkle, Director Arthur, and Director Keogh. Those voting to settle the claim were Director Cavallaro, Director Beautz, Director Fitzmaurice, Director Beiers, and Director Rios.

2. ORAL AND WRITTEN COMMUNICATIONS

- Chairperson Beautz received a request to add an emergency item to the agenda since this matter came to the attention of the Board after the agenda was posted and there is a need to take action. District staff is recommending the award of the bid for the purchase of replacement vehicles in the amount of \$57,783.49 to S&C Ford of San Francisco, CA and \$21,421.64 to Lasher Auto Center of Woodland, CA. The Staff Report was distributed to the Board.

7-1-14

ACTION: MOTION: Director Almquist SECOND: Director Rotkin

A Motion was made to add this Staff Report as a necessary emergency item to the agenda.

The Motion passed unanimously.

- Director Cavallaro reported that he attended the Aptos Chamber Forum and was distressed to hear one of the candidates discuss deleting 50 buses for transit allocation and putting the funds into roads. This candidate also made a statement regarding ".....belching transit buses" and that Aptos does not have the need for them. Director Cavallaro thought that Les White could inform all the candidates on the need for transit services in the County.

Written Communications:

- a. Correspondence from Winona Hubbard
RE: Service to San Jose Airport
- b. Correspondence from Board of Supervisors
RE: Committee and Commission Appointments
- c. Correspondence from Gerry Kiser
RE: Exterior Bus Advertising

3. LABOR ORGANIZATION COMMUNICATIONS

None

4. METRO USERS GROUP (MUG) COMMUNICATIONS

Director Gabriel reported that at MUG's last meeting there were lengthy discussions regarding MetroBase and that the MUG committee passed a motion similar to that passed by MASTF which basically was to co-sponsor a meeting regarding MetroBase.

Director Fitzmaurice referred to previous MUG Minutes which discussed a Spanish translation of Headways and also Spanish on the website. Translation of the bus signs in some areas would also be useful. Director Gabriel reported that time has been set aside prior to the March MUG meeting to discuss redesigning the Headways to include Spanish translation.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

Jeff LeBlanc reported that MASTF passed a motion supporting the demonstration grant proposal submitted by Lift Line for training in the community vehicle program and MASTF recommends that the Metro Board support this program. A letter of support for the grant proposal will be sent by MASTF to the Santa Cruz County Regional Transportation Commission.

7-1.15

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA:

DELETE ITEM #6-10 Accept and File Quarterly Performance Report, Second Quarter 1999/00
(Deferred to March meeting)

DELETE ITEM #6-11 Accept and File Quarterly Ridership Report, Second Quarter 99/00
(Deferred to March meeting)

REGULAR AGENDA:

ADD TO ITEM #14: Consideration of Authorization to Amend the 111 DuBois Lease to Include Remainder of Leasable Space
(Staff Report Attached)

ADD TO ITEM #18: Consideration of a Resolution for Applications to the Santa Cruz County Regional Transportation Commission for FY 2002 and FY 2003 Surface Transportation Program (STP) and Congestion Mitigation and Air Quality Improvements (CMAQ) Programs
(Staff Report Attached)

CONSENT AGENDA

Review Consent Agenda Items 6-1 through 6-15

- 6-1. Approve Minutes of Regular Board of Directors Meeting of 1-14-00 and Regular Board of Directors Meeting of 1-21-00.
- 6-2. Accept and File Preliminary Approved Claims
- 6-3. Accept and File Passenger Lift Report for January 2000
- 6-4. Consideration of Tort Claims: Deny the Claim of: Shoreline Property Management, William Cellitti, Jamie Goldman
- 6-5. Accept and File Minutes of MASTF Committee Meeting of 1/20/00
- 6-6. Accept and File Minutes of MUG Committee Meeting of 1/19/00
- 6-7. Accept and File Monthly Budget Status Report for December 1999 and Approve Budget Transfers
- 6-8. Accept and File Highway 17 Status Report for December
- 6-9. Accept and File Status Report on ADA Paratransit Program for December
- 6-10. Deleted
- 6-11. Deleted
- 6-12. Consideration of Resolution Authorizing a Deposit Account and Facsimile Signature Agreement with Coast Commercial Bank
- 6-13. Consideration of Approval of Revised Employee Incentive Program
- 6-14. Accept and File Status Report - WTC Property Management RFP
- 6-15. Consideration of Authorization to Operate a Shuttle for the United Transportation Union (UTU) Senior Dinner

7-1-16

ACTION: MOTION: DIRECTOR BEIERS SECOND: DIRECTOR RIOS

A Motion was made to accept the Consent Agenda.

Director Beautz requested that Items 6-10 and 6-11 of the Consent Agenda, Quarterly Performance and Ridership Reports, be left off the agenda until the following month if the reports are not ready.

The Motion passed unanimously.

REGULAR AGENDA

7. CONSIDERATION OF RESOLUTION AUTHORIZING REVISION TO FY 1999-2000 BUDGET

Summary:

Elisabeth Ross asked the Board to revise the budget for the current year. All changes are listed in Exhibit A of the Staff Report. Ms. Ross reported that there is an increase of \$680,000 in operating revenue, mostly due to sales tax interest income and special allocation from commission. However, there are also expenses which will consume this additional revenue.

ACTION: MOTON: DIRECTOR ROTKIN SECOND: DIRECTOR RIOS

A Motion was made to adopt a resolution revising the FY 1999-2000 budget.

The Motion passed unanimously.

8. CONSIDERATION OF ACCEPTANCE OF FINANCIAL STATEMENTS AND REPORTS OF INDEPENDENT AUDITOR FOR YEAR ENDING JUNE 30, 1999.

Summary:

Kim McCormick of Grant Thornton, LLP reported on the audited financial statements for year-ending June 30, 1999. Ms. McCormick stated that two types of audits were conducted: Financial Statement and Internal controls with how Federal monies are spent. The Financial Statements were accurately stated. There were no findings regarding the Federal audit. Adjustments were made to property, equipment, and fixed assets. The District will conduct a physical count of all property and equipment since this is a requirement because of Federal fund assets.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEIERS

A Motion was made to accept financial statements and reports of the independent auditor for year ending June 30, 1999.

7-1.17

The Motion passed unanimously.

9. CONSIDERATION OF AGREEMENT WITH THE SANTA CRUZ SEASIDE COMPANY FOR THE PROVISION OF LATE-NIGHT SERVICE

Summary:

Mark Dorfman reported that last year the District operated a late-night trip on Route 71 in conjunction with the Boardwalk. The Seaside Company only paid a portion of this service, however. The District paid a portion of this also in order to have this service available for the full bid. This route was successful and was added into the schedule. Seaside Company is requesting this service again but with an earlier departure time and initiating at the Boardwalk. They have a limited interest in the number of days but have agreed to underwrite the entire cost for the leg from the Boardwalk to the Metro Center for the duration of the bid.

Discussion:

Mr. Dorfman informed Director Rios that the change involves an 11:30 p.m. trip going to Watsonville. Director Arthur was informed by Bryant Baehr that 25-28 passengers per trip rode this bus into Watsonville last year.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEIERS

A Motion was made to approve the agreement with the Santa Cruz Seaside Company for the provision of late-night service.

The Motion passed unanimously.

10. CONSIDERATION OF APPROVAL FOR SANTA CRUZ BEACH SHUTTLE SERVICE

Summary:

Mark Dorfman requested authorization from the Board to approach the agencies that funded the beach shuttle service last year. Last year the District's share of the cost was 23%. County Parks traded the use of their parking lot for parking the cars in return for bus passes. If the District cannot achieve 100% funding participation, staff will bring this issue back before the Board.

Discussion:

Director Rotkin inquired about the cost increase from \$28,000 last year to a projected \$36,135 this year. Bryant Baehr responded that since last year, the District has gone through labor agreements, rate adjustments, and is experiencing large increases in diesel costs. Director Almquist stated that discussion should focus on how to increase participation from the businesses that benefit from the shuttle. Les White assured the Board that staff would report back regarding the contributors and their level of participation, or shortfall, if any. At that time the Board would decide whether to approve the shuttle service or backfill any shortfalls with

7-1.18

general fund money. Suggestions of contributors to contact: contributors from last year, the Beach Area Association, Santa Cruz Chamber of Commerce via Michael Schmidt, the Downtown Business Association, and the Santa Cruz County Business Council. Mr. White asked if it would be appropriate to have City staff work with District staff on the requests so it is viewed as a joint request and was informed that it is appropriate and City staff would have to be given that instruction as well. Director Cavallaro suggested that since these shuttles are such a success, the District should include in future budgets 50% of the cost of operation. Director Rotkin suggested that a meeting be initiated to talk with all the parties involved at one time.

Ian McFadden stated that signage on Ocean Street should be clearer, possibly flags advertising the free beach shuttle as in past years. Debbie Hale of the Transportation Commission reported that due to the number of requests for supplemental sponsors last year, there is now a new process for sponsors. Going forward, all sponsor requests must be received by the Transportation Commission by August 1st and their participation will be based on the TDA revenue at that time. Director Rios asked if all jurisdictions will be notified of this new process and was informed that they would. Director Beiers stated that this shuttle is out of sync with the adoption process and that one of the District Board members should bring this request to the Transportation Commission.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ALMQUIST

A Motion was made to direct staff to work with other agencies to find a way to obtain a funding packet for this shuttle.

The Motion passed unanimously.

11. CONSIDERATION OF AWARD OF BID OF PIPE RAIL FENCE PROJECT - SCOTTS VALLEY TRANSIT CENTER

Summary:

David Konno reported that bids were sent out for this project in October. No responses were received. Bids were once again sent out in January and staff received four responses. Staff is recommending that the contract be awarded to Golden Bay Fence in San Leandro, CA for the amount of \$9,472.50.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR CAVALLARO

A Motion was made to approve staff's recommendation.

Discussion:

Director Keogh asked what the financial limits are on a project that staff is authorized to execute and was informed that construction projects of \$10,000 or less do not require Board approval. Mr. Dorfman noted that in this instance, the initial estimates for this project were above the \$10,000 limit. David Konno also stated that the pipe rail is skateboard proof. Les White confirmed that the stairway at the Scotts Valley Transit Center has been removed.

7-1.19

The Motion passed unanimously.

12. CONSIDERATION OF AWARD OF PURCHASING CONTRACT 99-08 CONCRETE REPAIR WORK - SANTA CRUZ METRO CENTER

Summary:

David Konno reported that this project is to repair areas at the Metro Center. Staff is recommending the contract be awarded to T. Boyd Construction of Boulder Creek, CA.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR ROTKIN

A Motion was made to approve staff's recommendation.

The Motion passed unanimously.

13. CONSIDERATION TO AMEND HAZARDOUS WASTE DISPOSAL CONTRACT TO EXTEND CONTRACT TO JANUARY 31, 2001

Summary:

David Konno reported that this is a recurring contract for disposal of hazardous waste. Staff is recommending that the General Manager be authorized to execute an amendment to the contract with Evergreen Environmental to extend the term of the contract for one year.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR ROTKIN

A Motion was made to approve staff's recommendation.

The Motion passed unanimously.

14. CONSIDERATION OF AUTHORIZATION TO AMEND THE 111 DUBOIS LEASE TO INCLUDE REMAINDER OF LEASABLE SPACE

Summary:

David Konno reported that staff recommends acquiring additional space at 111 DuBois for the Fleet Maintenance Department.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ALMQUIST

A Motion was made to approve staff's recommendation.

The Motion passed unanimously.

7-1.20

15. CONSIDERATION OF RESTRUCTURE OF MIS DEPARTMENT

Summary:

Les White reported that this issue was discussed at the Workshop meeting of February 11, 2000. The District employed the services of Roger Boldt to look at the long-term Management Information System needs both in terms of hardware, software, and integration of IT System into the other operations of the District. Some of the challenges are revenue collection, automatic vehicle locate, monitoring requirements including updated maintenance practices with state-of-the-art operating coaches, and automatic passenger counter installation. In order to accomplish these things, the basic structure of our system needs to be in place and the District needs to be properly staffed and structured for the purpose of executing a long-term plan.

DIRECTOR ROTKIN LEFT THE MEETING AT 10:29 A.M.

The output of Roger Boldt's report are included in the staff report with a recommendation from staff that the MIS Dept. be reorganized with a staff increase of one position and recraft the job descriptions and salary levels to be consistent with outside positions. The other product of the report was an articulation of budget recommendation for the capital and operating plan that would support these other activities. Staff Report recommends adjusting the MIS budget by half of the \$107,000, to accept the modified job descriptions and salary levels, and to recognize in the budgeting process that staff would come in with multi-year recommendations with regard to hardware, software and system integration.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR RIOS

DIRECTOR ROTKIN RETURNED TO THE MEETING AT 10:31 A.M.

Director Fitzmaurice inquired about website management Mr. Dorfman reported that the work on the website has never been funded. There are two facets to the website: the hardware side which would fall into the IT side and the information or marketing side of the website. Staff will need to look at a mechanism for melding of these two facets in the coming year. Director Fitzmaurice recommends that the website requirements be added to the job descriptions.

DIRECTOR RIOS LEFT THE MEETING AT 10:37 A.M.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR KEOGH

A Motion was made to approve the staff recommendation with the job description change to reflect website management.

The Motion was passed unanimously with Director Rios absent.

DIRECTOR RIOS RETURNED TO THE MEETING AT 10:39 A.M.

7-1-21

16. CONSIDERATION OF AUTHORIZATION TO DONATE PRIZES FOR RIDESHARE WEEK

Summary:

Mark Dorfman reported that the date in the Discussion area of the staff report should be updated to reflect the current year. The reason this is before the Board is to set this as a public purpose for the donation so it is not considered a gift of public funds. Director Rotkin stated that this donation would encourage ridership on public transportation.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ALMQUIST

A Motion was made to approve this item.

Director Almquist asked why the District is combining these into three one-year gifts rather than having 38 per month gifts. Mr. Dorfman responded that it is a bigger prize to say free rides for an entire year. Director Almquist stated that offering 28 one-month gifts or 19 two-month gifts would convert more people into bus riders.

Ian McFadden spoke advocating "free fare day" and stated that Rideshare Week would be the perfect time to initiate this. Mr. Dorfman reported that when "free fare day" was held approximately six years ago, Taco Bell underwrote the cost of the free rides for that day. The problem with "free fare day" is that staff would require waivers from Cabrillo and UCSC stating they would continue to give the amounts they normally would. Both Cabrillo and UCSC cooperated with this request. Elisabeth Ross reported that in the late 70's and early 80's the District offered four free fare days per year; the general fund was utilized in that instance. Another challenge with the "free fare day" is that monthly bus pass buyers feel they should be rebated for the free day(s). Director Beiers asked that the "free pass day" be agendized. Debbie Hale expressed interest in being a part of this discussion. Director Almquist discussed a managed program of promotions to increase ridership, such as "free fare day", and asked that this be agendized for a future meeting.

The Motion passed unanimously.

17. CONSIDERATION OF AGREEMENT WITH PACIFIC GAS AND ELECTRIC COMPANY FOR ENGINEERING AND INVESTIGATION RESEARCH FOR GAS AND ELECTRIC SERVICE REQUIREMENTS FOR METROBASE AT THE LIPTON PROPERTY SITE

Summary:

Margaret Gallagher reported that Bob Scott, Consultant to the District, requested PG&E to proceed with preliminary work for gas and electric service requirements at the Lipton site. There is a \$3,000 deposit required. Counsel Gallagher further reported that if the work is stopped or if the deposit is not used, the District will be refunded the remaining deposit. If additional money is needed, an amended agreement will be drawn up.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ALMQUIST

A Motion was made to approve the agreement with Pacific Gas & Electric.

7-1.22

Director Keogh asked Bob Scott if the District is just asking for available capacity in surrounding energy delivery system? Mr. Scott confirmed that PG&E is looking at available resources and our demands, as staff looks at using CNG as a fuel. PG&E is also putting some engineering time into this. If the District does use PG&E services, this amount will be credited to Metro at that time.

The Motion passed unanimously.

18. CONSIDERATION OF A RESOLUTION FOR APPLICATIONS TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR FY 2002 AND FY 2003 SURFACE TRANSPORTATION PROGRAM (STP) AND CONGESTION MITIGATION AND AIR QUALITY IMPROVEMENTS (CMAQ) PROGRAMS

Summary:

Mark Dorfman reported that there is a two-year funding cycle of money available in the STP/CMAQ funds. From these Federal funds that are available to Santa Cruz County, the District is asking for funds for replacement buses. Our first priority is to request a total of \$2.8M in STP/CMAQ money which requires an 11.47% match. From these funds, the District would be able to acquire over \$3M worth of buses. Staff is stating "clean fuel vehicles" in the request for funds. This will allow the District to go with either clean diesel or CNG. The second project is a request for \$840,000 of STP/CMAQ funds from UCSC who is providing a match of \$244,894.00. These funds are for reworking of bus stops to accommodate large buses on campus and will allow for implementation of two-way service, which is a major improvement of service on campus.

ACTION: MOTION: DIRECTOR GABRIEL SECOND: DIRECTOR FITZMAURICE

A Motion was made to move for unanimous resolution.

The Motion passed unanimously.

19. CONSIDERATION OF A RESOLUTION AUTHORIZING AN APPLICATION AND CLAIM TO THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FOR TDA DEMONSTRATION PROGRAM FUNDS

Summary:

Les White reported that Cabrillo College approached the District requesting that the District submit an application as the host agency for financial support for development of a Transportation Management Plan directed toward increasing the use of alternative transportation to Cabrillo. Mr. White further reported that this would establish a working group, including District staff, that would develop a trip reduction/trip management plan for the college. If Cabrillo's Board adopts this plan, it would be a guiding principle for how they design their facilities. Cabrillo's Campus Capital Plan includes a parking garage, however, according to

7-1.23

Cabrillo sources, they want to make a strong commitment to increasing the volume of students coming to campus by alternative means of transportation.

Discussion:

Since the District would be a working member of the group, Director Gabriel asked if staff would be able to negotiate a mandatory pass system. Mr. White reported that at this time Cabrillo staff is resistant to the mandatory pass program, however, the District could provide incentives in place of the mandatory pass program and Mr. White feels this would be a subject of discussion.

Director Keogh volunteered to be a member of the working group provided Les White is also a member.

ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR ROTKIN

A Motion was made to approve the staff recommendation with Director Keogh and Les White as members of the working group.

Motion was passed unanimously.

20. CONSIDERATION OF THE PURCHASE OF NEW VEHICLES

Summary:

Staff is recommending that S&C Ford of San Francisco and Lasher Auto Center of Woodland be awarded the bids for replacement vehicles in the amount of \$57,783.48 and \$21,421.64, respectively.

Mark Dorfman reported that thirty-five bids were sent out and four were received.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR BEIERS

A Motion was made to approve staff recommendation.

Motion was passed unanimously.

ADJOURN

There being no further business, Chairperson Beautz adjourned the meeting at 11:00 .m.

Respectfully submitted,


DALE CARR
Administrative Services Coordinator

7-1.24

DATE: 02/01/00 THRU 02/29/00

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
50692	02/15/00	-13,018.75	002686	WATERLEAF ARCHITECTURE	68052	VOID CHECK # 050692	-13,018.75	PRE-PAID
				VOID CHECK # 050692				
50770	02/02/00	100.00	001824	GABRIEL, BRUCE	67889	JANUARY MEETINGS	100.00	
50771	02/02/00	281.00	056	GREEN LINE	67887	PUMP GREASE TRAP-WTC	281.00	
50772	02/04/00	1,234.55	002629	HOLIDAY INN	67892	BOB WORKSHOP MTG	1,234.55	
50773	02/04/00	66.50	344	SCC CAFE	67891	LUNCH INTRVIEW PANEL	66.50	
50774	02/11/00	73.85	001	PACIFIC BELL/SAC	67985	JAN PHONE - OPS	20.03	
					67986	JAN PHONE - SVTC	33.62	
					68046	JAN PHONE - HRD	20.20	
50775	02/11/00	8,477.57	001043	VISION SERVICE PLAN	67987	VISION INSURANCE	8,477.57	
50776	02/11/00	3,128.87	001063	NEW FLYER INDUSTRIES LIMITED	67893	REV VEH PARTS 220	220.32	
					67894	REV VEH PARTS 109	108.85	
					67895	REV VEH PARTS 2800	2,799.70	
50777	02/11/00	5,385.81	001177	ROSSI'S TIRE AND AUTO SERVICE	67988	TIRES & TUBES- FLEET	5,385.81	
50778	02/11/00	1,218.61	001230	CAPITOL CLUTCH AND BRAKE, INC	67896	OUT REPAIR REV VEH	1,218.61	
50779	02/11/00	156.55	001315	WASTE MANAGEMENT OF S C	67989	JAN-MAR LOMOND/HWY 9	34.80	
					67990	JAN - KINGS VLG RD	86.95	
					67991	JAN-MAR BIG BASIN/HW	34.80	
50780	02/11/00	83,352.56	001316	DEVCO OIL	67897	FUELS & LUBRICANTS	83,352.56	
50781	02/11/00	2,184.00	001332	LIEBERT, CASSIDY & FRIERSON	67898	MEMBERSHIP 2000	2,184.00	
50782	02/11/00	23.28	001458	AT&T	67992	LONG DISTANCE-HRD	8.46	
					67993	LONG DISTANCE-HRD	11.73	
					67994	LONG DISTANCE-OPS	3.09	
50783	02/11/00	29,911.05	001616	UNUM	67995	LONG TERM DISABILITY	29,911.05	
50784	02/11/00	1,016.25	001708	SANTA CRUZ AREA THA	67996	MEMBERSHIP DUES 2000	1,016.25	
50785	02/11/00	4,324.75	001745	ITT HARTFORD	67997	LIFE & AD & D INSUR.	4,324.75	
50786	02/11/00	5,721.00	001774	FIRM SOLUTIONS, INC.	67998	W/C MONTHLY SVC FEE	5,721.00	
50787	02/11/00	774.89	001800	THERMO KING OF SALINAS, INC	67899	REV VEH PARTS	774.89	
50788	02/11/00	171.25	001837	VIKING OFFICE PRODUCTS	67999	OFFICE SUPPLIES- OPS	171.25	
50789	02/11/00	69.00	001911	SANTA CRUZ POLICE DEPARTMENT	67900	POLICE REPORTS	69.00	
50790	02/11/00	2,766.96	001991	BAY STAFFING	67901	TEMP HELP W/E 1/2 & 9	1,344.00	
					67902	TEMP HELP W/E 1/2	294.00	
					67903	TEMP HELP W/E 12/26	470.40	
					67904	TEMP HELP W/E 01/02	282.24	
					67905	TEMP HELP W/E 1/2	376.32	
50791	02/11/00	103.91	002063	COSTCO	67906	COMP GAS DUSTER	103.91	
50792	02/11/00	870.78	002069	A TOOL SHED, INC.	67909	PLATFORM LIFTS, ETC	588.90	
					67910	SKIP LADDER, TRAILER	281.88	
50793	02/11/00	37,679.00	002123	BIRD, INC.	67911	HASTUS SOFTWARE	29,354.00	
					68001	SOFTWARE MAINTENANCE	8,315.00	
50794	02/11/00	65.00	002130	ENVIRONMENTAL DEVELOPMENT CORP	67912	ENVIRNMT GUIDE	65.00	
50795	02/11/00	505.00	002168	TYCHO NETWORKS, INC.	67913	FEB CENTRIX LINE	505.00	
50796	02/11/00	5,066.85	002287	CALIFORNIA SERVICE EMPLOYEE	68002	MEDICAL INSURANCE	5,066.85	
50797	02/11/00	20,770.17	002295	FIRST ALARM	67914	SECURITY SERVICES	20,770.17	
50798	02/11/00	2,000.00	002352	UNITED STATES POSTAL SERVICE	68003	POSTAGE FOR METER	2,000.00	
50799	02/11/00	55.00	002354	ARCHITECTURE	67915	ONE YR SUBSCRIPTION	55.00	
50800	02/11/00	135.00	002380	MOBILE STORAGE GROUP, INC.	67916	EQUIPMENT RENTAL	135.00	
50	2/11/00	500.00	002399	FREEDOM SHEET METAL, INC.	67917	JAN QUARTERLY SVC	500.00	
506	2/11/00	534.82	002412	BORDEN DECAL CO., INC.	67918	200 DECALS - FLEET	534.82	
50803	02/11/00	125.98	002441	A BETTER BEEP	68046	JANUARY PAPERS	125.98	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR PACIFIC WESTERN BANK

DATE: 02/01/00 THRU 02/29/00

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
50804	02/11/00	215.00	002448	CLEARVIEW WINDOWS	67919	JAN/QTRLY SVC/WTC	215.00	
50805	02/11/00	1,870.00	002495	CURIALE DELLAVERSON HIRSCHFELD	68004	SURVEY OF INSURANCE	1,870.00	
50806	02/11/00	1,575.00	002602	GOLDEN GATE UNIVERSITY	67920	SUPERVISORY CERTIF.	1,575.00	
50807	02/11/00	558.49	002639	NEXTEL COMMUNICATIONS	67921	MONTHLY SERVICE CHGS	558.49	
50808	02/11/00	4,880.00	002657	SURF SOFTWARE LLC	67922	DATABASE CONSULTING	4,880.00	
50809	02/11/00	155.00	002684	JANE BROSSHAN REPORTING SVCS.	67923	TRANSCRIPT SERVICE	155.00	
50810	02/11/00	399.60	002690	HILTON HOTEL	67924	HOTEL/2 NIGHTS/	399.60	
50810P	02/15/00	-399.60	002690	HILTON HOTEL	68055	VOID CHECK # 050810	-399.60	PRE-PAID
				VOID CHECK # 050810				
50811	02/11/00	687.50	002693	MELVIN D. SILVER, INC.	67925	DEPOSITION SERVICES	687.50	
50812	02/11/00	219.00	002694	RANCO ENGINEERING, INC.	67926	REV VEH PARTS 219	219.00	
50813	02/11/00	648.00	002695	CALIFORNIA SERVICE EMPLOYEES	67927	MED INS-MAR & APR 00	648.00	
50814	02/11/00	108.23	002696	UNITED BUS CORPORATION	67928	VENT GLASS WINDOW	54.00	
					67929	REV VEH PARTS	54.23	
50815	02/11/00	1,112.47	002698	NORMAC	68005	DRINKING FOUNTAIN	1,112.47	
50816	02/11/00	380.00	002699	SAN LORENZO VALLEY BUSINESS	68006	AD - DISTRICT PROMO	380.00	
50817	02/11/00	304.92	004	NORTH BAY FORD LINC-MERCURY	67930	REV VEH PARTS FLEET	304.92	
50818	02/11/00	3,378.50	009	PACIFIC GAS & ELECTRIC	68007	12/28-1/28 SAKATA LN	76.99	
					68008	12/30-2/1 BEACH ST	90.59	
					68009	12/30-2/1 RODRIGUEZ	205.50	
					68010	12/30-2/1 RODRIGUEZ	1,025.63	
					68011	1/3-2/2 - 111 DUBOIS	1,409.54	
					68012	12/28-1/28 SAKATA LN	13.42	
					68013	1/3-2/2 370 ENCINAL	556.83	
50819	02/11/00	2,037.89	013	UNIVERSAL COACH PARTS INC	67931	REV VEH PARTS FLEET	17.30	
					67932	REV VEH PARTS FLEET	2,020.59	
50820	02/11/00	900.00	017	SUN MICROSYSTEMS, INC.	67933	SOFTWARE SUPPORT	900.00	
50821	02/11/00	4,466.79	018	SALINAS VALLEY FORD SALES	67934	REV VEH PARTS FLEET	1,051.63	
					67935	REV VEH PARTS FLEET	2,415.16	
50822	02/11/00	411.54	020	ADT SECURITY SYSTEMS,	67936	FEB/FIRE ALARMS/SMC	160.53	
					67937	FEB/FIRE ALARMS/HOF	82.98	
					67938	FEB/FIRE ALARMS/GOLF	45.78	
					67939	FEB/FIRE ALARMS/SVTC	26.38	
					67940	FEB/FIRE ALARMS/OPS	38.23	
					68014	FEB/FIRE ALARM/DUB	28.82	
					68015	FEB/FIRE ALARM/WTC	28.82	
50823	02/11/00	45.25	021	WHOLY WATER PURIFICATION SERV.	67941	INSTALL WATER COOLER	45.25	
50824	02/11/00	36.56	036	KELLY-MOORE PAINT CO INC.	68016	RED MARKER PAINT-FAC	36.56	
50825	02/11/00	1,354.43	039	KINKO'S INC.	67942	PRINTING - FLEET	68.04	
					67943	PRINTING - ADMIN	803.09	
					67944	PRINTING/HAD/EEC PLN	483.30	
50826	02/11/00	1,506.83	041	MISSION UNIFORM	68017	UNIFORMS & LAUNDRY	153.28	
					68018	UNIFORMS & LAUNDRY	791.76	
					68019	UNIFORMS & LAUNDRY	362.28	
					68020	UNIFORMS & LAUNDRY	199.51	
50827	02/11/00	27.18	042	ORCHARD SUPPLY HARDWARE	67945	TIMER MOTOR & OUTLET	27.18	
50828	02/11/00	367.33	081	KAR PRODUCTS	67946	PARTS & SUPPLIES	367.33	
50829	02/11/00	148.57	095	SCHTD PETTY CASH/ B&B	67947	PETTY CASH REIMBURSE	148.57	
50830	02/11/00	43,662.62	101	FIRM SOLUTIONS	68021	W/C TRUST ACCOUNT	43,662.62	
50831	02/11/00	1,807.90	107	SAN LORENZO LUMBER CO., INC.	67948	PARTS & SUPPLIES	1,579.17	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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 ALL CHECKS FOR PACIFIC WESTERN BANK

DATE: 02/01/00 THRU 02/29/00

HECK UMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
				67949	PARTS & SUPPLIES	129.41	
				67950	PARTS & SUPPLIES	5.32	
				68022	INSULATION RE-STOCK	100.00	
50832	02/11/00	20.63	123 BAY PHOTO LAB INC	68049	PHOTO PROCESSING-LEG	20.63	
50833	02/11/00	2,762.92	130 WATSONVILLE CITY WATER DEPT.	67951	12/1-1/4 RODRIGUEZ	16.96	
				67952	CONTAINER/RODRIGUEZ	2,240.00	
				67953	11/1-1/3 RODRIGUEZ	392.16	
				67954	11/1-1/3 RODRIGUEZ	59.96	
				67955	11/1-1/3 RODRIGUEZ	53.82	
50834	02/11/00	919.20	134 MOBILE RADIO ENGINEERS	67956	HAND HELD RADIOS	919.20	
50835	02/11/00	3,231.90	135 SANTA CRUZ AUTO PARTS, INC.	67957	TIRE IMPACT GUN-FLT	855.49	
				67958	PARTS & SUPPLIES	2,376.41	
50836	02/11/00	24.19	144 BOSS MANUFACTURING CO.	67959	SAFETY SUPPLIES/FLT	24.19	
50837	02/11/00	451.01	148 ZEP MANUFACTURING COMPANY	67960	BIOHAZARD EXP PACKET	451.01	
50838	02/11/00	397.44	156 PRINT GALLERY, THE	67961	PRINTING - PLANNING	397.44	
50839	02/11/00	51.84	161 OCEAN CHEVROLET INC	67962	REV VEH PARTS FLEET	51.84	
50840	02/11/00	340.97	175 NEOPART	67965	REV VEH PARTS FLEET	340.97	
50841	02/11/00	150.00	205 AIRTOUCH PAGING	68023	FEB/EQUIPT RACK/FAC	150.00	
50842	02/11/00	1,686.32	211 BOWMAN DISTRIBUTION	67964	PARTS & SUPPLY 1686	1,686.32	
50843	02/11/00	932.40	216 LABOR READY, INC.	67966	TEMP HELP 1/3- 1/7	518.00	
				67967	TEMP HELP 1/10-1/14	414.40	
50844	02/11/00	58.32	225 MISSION PRINTERS	67968	BUSINESS CARDS	58.32	
50845	02/11/00	35.00	241 NETWORK SOLUTIONS, INC.	68024	WEB ADDRESS RENEWAL	35.00	
50846	02/11/00	218.81	282 GRAINGER INC, W. W.	67969	FLUSH VALVE - FAC	218.81	
50847	02/11/00	656.25	292 NORTH COUNTY RECOVERY & TOWING	67970	OUT REPAIR REV VEH	656.25	
50848	02/11/00	1,249.78	294 ANDY'S AUTO SUPPLY	67971	PARTS & SUPPLIES	1,249.78	
50849	02/11/00	3,102.32	306 MINT COMPUTER RESOURCES	67972	PERSONAL COMPUTER	1,134.00	
				67973	PERSONAL COMPUTER	1,968.32	
50850	02/11/00	450.00	356 AC TRANSIT	68047	REGISTRATION FEE	450.00	
50851	02/11/00	74.50	372 FEDERAL EXPRESS	68050	DECEMBER SHIPPING	74.50	
50852	02/11/00	2,125.00	376 MULTISYSTEMS, INC	67974	SOFTWARE MAINTENANCE	2,125.00	
50853	02/11/00	531.39	378 SIERRA DETROIT DIESEL ALLISON	67975	GEAR - FLEET	189.51	
				67976	REV VEH PARTS FLEET	172.12	
				67977	REV VEH PARTS FLEET	169.76	
50854	02/11/00	550.00	378A SIERRA DETROIT DIESEL ALLISON	68025	REG CLASS 2/21-24	550.00	
50855	02/11/00	569.92	384 DIRECT SAFETY	67978	PARTS & SUPPLIES 570	569.92	
50856	02/11/00	445.32	436 WEST GROUP PAYMENT CTR	68026	MONTHLY CHGS JUN-SEP	445.32	
50857	02/11/00	535.00	497A APTA - MEETINGS DEPARTMENT	68027	REG TRANSP CONFERENCE	535.00	
50858	02/11/00	133,397.86	502 PUBLIC EMPLOYEES'	68028	MEDICAL INSURANCE	133,397.86	
50859	02/11/00	1,025.52	579 LAB SAFETY SUPPLY INC.	67979	SHITTY GLOVE-FL 1026	1,025.52	
50860	02/11/00	36,758.07	633 PRUDENTIAL HEALTHCARE	68029	DENTAL INSURANCE	36,758.07	
50861	02/11/00	58.50	667 CITY OF SCOTTS VALLEY	67980	11/15-1/15 KINGS VLG	58.50	
50862	02/11/00	7.72	708A CALIFORNIA HIGHWAY PATROL	67981	INSPECTION GUIDE	7.72	
50863	02/11/00	114.00	717 HISPANIC HOTLINE	68030	AD - LEGAL SEC	114.00	
50864	02/11/00	328.99	731 KENT-MOORE TOOL GROUP	67982	SMALL TOOLS - FLEET	328.99	
50865	02/11/00	158.80	788 SCHTD PETTY CASH - FINANCE	68051	PETTY CASH - FINANCE	158.80	
50866	02/11/00	618.59	794 MCBRIDE & ASSOCIATES	67983	TRANSCRIPTS	618.59	
50867	02/11/00	74.00	826 ENR - ENGINEERING NEWS RECORD	67984	SUBSCRIPTION - ENR	74.00	
50868	02/11/00	47.94	E002 STICKEL, TOM	68031	MECH INTERVIEW PANEL	47.94	
50869	02/11/00	89.66	E016 MANGINI, LAURA	68032	COFFEE SUPPLIES	89.66	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
CHECK JOURNAL DETAIL BY CHECK NUMBER
ALL CHECKS FOR PACIFIC WESTERN BANK

DATE: 02/01/00 THRU 02/29/00

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
50870	02/11/00	34.00	E081 REGAN, MICHAEL		68033	DMV FEES - FLEET	34.00	
50871	02/11/00	69.00	E101 LYNCH, GLENN		68034	REPLACE GLASSES/ACCD	69.00	
50872	02/11/00	44.00	E194 LAWHON, MARJORIE		68035	DMV/VTT FEES - OPS	44.00	
50873	02/11/00	70.00	E210 PEREZ, JOHN		68036	SUPERVISOR SHIRTS	70.00	
50874	02/11/00	69.94	E323 GALE, TERRY		68037	WINDOWS NT TERM SVR	69.94	
50875	02/11/00	21.13	E373 DORFMAN, MARK		68038	TRAVEL EXP-GM CONF	21.13	
50876	02/11/00	10.00	E377 CUMMINS, MAJOR BUDDY		68039	DMV/VTT FEES	10.00	
50877	02/11/00	80.00	E377 GALLAGHER, MARGARET		68040	CEB SEMINAR	80.00	
50877P02/15/00		-80.00	E377 GALLAGHER, MARGARET VOID CHECK # 050877		68034	VOID CHECK # 050877	-80.00	PRE-PAID
50878	02/11/00	34.00	E470 DAY, LONI		68041	DMV/VTT FEES	34.00	
50879	02/11/00	59.98	E495 WHITE, LES		68042	TRAVEL EXP / SAC RTD	8.48	
					68043	TRAVEL EXP / APTA	51.50	
50880	02/11/00	160.00	E521 HERNANDEZ, JAINE		68044	TRAVEL ADV 2/21-24	160.00	
50881	02/11/00	28.00	E882 FERRICK, MARY		68045	SUPERVISOR SHIRT	28.00	
50882	02/15/00	13,018.75	002686 WATERLEAF ARCHITECTURE		68053	METROBASE PROF SVCS	13,018.75	
50883M02/18/00		1,611.00	080 BOARD OF EQUALIZATION 90% JAN USE TAX		68287	90% JAN TAX BILL	1,611.00	MANUAL
50884	02/25/00	3,703.22	001 PACIFIC BELL/SAC		68056	JAN PHONE - FLEET	21.72	
					68057	FEB PHONE - OPS	81.89	
					68058	FEB PHONE - OPS	81.62	
					68059	FEB PHONE - OPS	139.07	
					68060	FEB PHONE - FAC	82.48	
					68061	FEB SUMMARY PHONE	3,296.44	
50885	02/25/00	8,623.26	001043 VISION SERVICE PLAN		68184	VISION INSURANCE	8,623.26	
50886	02/25/00	317.44	001052 MID VALLEY SUPPLY		68062	VEH CLEANING SUPPLY	317.44	
50887	02/25/00	4,122.83	001063 NEW FLYER INDUSTRIES LIMITED		68063	REV VEH PARTS 178	177.62	
					68064	REV VEH PARTS 672	671.77	
					68065	REV VEH PARTS 1024	1,023.79	
					68066	REV VEH PARTS 994	993.80	
					68067	REV VEH PARTS 123	122.93	
					68068	REV VEH PARTS 18	17.92	
					68069	REV VEH PARTS 1115	1,115.00	
50888	02/25/00	60.91	001112 BRINK'S TROPHY SHOPPE		68070	NAMEPLATES - ADMIN	22.68	
					68071	ENGRAVING BADGES	38.23	
50889	02/25/00	1,272.82	001119 MACERICH PARTNERSHIP, LP, THE		68183	LEASE- CAPITOLA MALL	1,272.82	
50890	02/25/00	15.00	001271 DEPARTMENT OF MOTOR VEHICLES		68072	EMPLOYER TESTING	15.00	
50891	02/25/00	100.00	001331 RIOS, OSCAR		68285	FEBRUARY MEETINGS	100.00	
50892	02/25/00	687.81	001379 SAFETY-KLEEN CORP		68073	MMF/5 UNITS/SERVICE	687.81	
50893	02/25/00	673.59	001407 RED WING SHOE STORE		68186	BOOTS - FAC & FLEET	673.59	
50894	02/25/00	415.65	001433 MOORE MATERIAL HANDLING GROUP		68074	TUNE-UP/SERVICE UNIT	415.65	
50895	02/25/00	357.00	001492 EVERGREEN		68075	HAZEROUS WASTE DISP	357.00	
50896	02/25/00	1,381.84	001529 AMERICAN MAIL - WELL ENVELOPE		68076	ENVELOPES - OPS	1,381.84	
50897	02/25/00	3,020.00	001573 SCOTT P.E., ROBERT W.		68077	JAN PROF SERVICES	3,020.00	
50898	02/25/00	29,374.77	001616 UNUM		68187	LONG TERM DISABILITY	29,374.77	
50899	02/25/00	10.53	001648 STEVE'S UNION		68078	FUELS & LUBRICANTS	10.53	
50900	02/25/00	100.00	001675 BEIERS, KATHERINE		68279	FEBRUARY MEETINGS	100.00	
50901	02/25/00	4,340.25	001745 ITT HARTFORD		68188	LIFE INSURANCE	4,340.25	
50902	02/25/00	157,347.24	001762 FOOD & NUTRITION SERVICES, INC		68189	DISTPATCH FEE	33,930.00	
					68190	ADA PARATRANSIT	123,417.24	

7-2.4

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50903	02/25/00	100.00	001824	GABRIEL, BRUCE	68282	FEBRUARY MEETINGS	100.00	
50904	02/25/00	100.00	001829	ROTKIN, MICHAEL	68286	FEBRUARY MEETINGS	100.00	
50905	02/25/00	424.00	001844	BRINKS INCORPORATED	68191	FEB SERVICES	424.00	
50906	02/25/00	900.00	001887	HUMPHREY, YVONNE A.	68192	RENT VERNON ST LOT	900.00	
50907	02/25/00	251.39	001936	WORLDCOM TECHNOLOGIES, INC.	68079	JAN LONG DISTANCE	251.39	
50908	02/25/00	100.00	001956	HINKLE, MICHELLE	68283	FEBRUARY MEETINGS	100.00	
50909	02/25/00	535.95	001976	SPORTWORKS NORTHWEST, INC.	68080	REV VEH PARTS 150	150.30	
					68081	REV VEH PARTS 30	385.65	
50910	02/25/00	5,883.50	001991	BAY STAFFING	68193	TEMPS W/E 1/23	191.10	
					68194	TEMPS W/W 1/23	470.40	
					68195	TEMPS W/E 1/23	280.00	
					68196	TEMPS W/E 1/23	358.40	
					68197	TEMPS W/E 1/23	358.40	
					68198	TEMPS W/E 1/16	452.20	
					68199	TEMPS W/E 1/23	505.68	
					68200	TEMPS W/E 1/16	2,443.00	
					68201	TEMPS W/E 12/19	824.32	
50911	02/25/00	545.59	002006	INSI	68082	TURBOCAD VERSION 6.0	545.59	
50912	02/25/00	1,864.65	002035	BOWMAN & WILLIAMS	68202	UNION PACIFIC PROP.	1,864.65	
50913	02/25/00	277.60	002063	COSTCO	67907	FILM PROCESSING	11.76	
					67908	FILM PROCESSING- OPS	21.14	
					68203	PHOTO PROCESSING	131.00	
					68204	PHOTO PROCESSING	51.14	
					68205	PHOTO PROCESSING	31.01	
					68206	PHOTO PROCESSING	12.96	
					68207	PHOTO PROCESSING	18.59	
50914	02/25/00	71.00	002077	TERMINIX INTERNATIONAL	68000	FEB PEST CONTROL/SMC	68.00	
					68083	UNDERPAY FOR AUG 99	3.00	
50915	02/25/00	91.00	002084	BIG SUR BOTTLED WATER, INC	68208	WATER - ENCINAL BLDG	91.00	
50916	02/25/00	26,499.11	002116	HINSHAW, EDWARD & BARBARA	68209	RENT 370 ENCINAL ST	20,831.51	
					68210	RENT 120 DUBOIS	5,667.60	
50917	02/25/00	8,461.58	002117	IULIANO, NICK	68211	RENT 111 DUBOIS	8,461.58	
50918	02/25/00	100.00	002167	BEAUTZ, JAN	68278	FEBRUARY MEETINGS	100.00	
50919	02/25/00	10,802.90	002192	BAY EQUIPMENT & REPAIR	68084	OUT REPAIR REV VEH	10,802.90	
50920	02/25/00	1,541.00	002247	DINERS CLUB	68212	3888-300190-3702	1,541.00	
50921	02/25/00	1,250.00	002267	GERBER, SHAW & YODER	68085	BEC/JAN LEGISLATIVE	1,250.00	
50922	02/25/00	5,066.85	002287	CALIFORNIA SERVICE EMPLOYEE	68213	MEDICAL INSURANCE	5,066.85	
50923	02/25/00	865.00	002302	SCOTT, CELIA	68086	JAN PROF SERVICES	865.00	
50924	02/25/00	220.32	002311	QUICK CRETE PRODUCTS CORP.	68087	TRASH CAN LINERS	220.32	
50925	02/25/00	1,250.00	002346	CHANEY, CAROLYN & ASSOC., INC.	68088	FEB PROF SERVICES	1,250.00	
50926	02/25/00	1,750.00	002373	MILLER, PAUL D., ASSOC., INC.	68214	APPRAISAL REPORT	1,750.00	
50927	02/25/00	390.00	002382	CENTRAL COAST WELDING	68089	REPAIR FUEL TANK	390.00	
50928	02/25/00	100.00	002452	ALMQUIST, JEFF	68276	FEBRUARY MEETINGS	100.00	
50929	02/25/00	260.00	002527	SOLAR DESIGN	68090	JAN LANDSCAPING SVC	260.00	
50930	02/25/00	1,358.00	002564	WESTERN DESIGN FLOOR	68215	FLOOR - DISPATCH	1,358.00	
50931	02/25/00	872.90	002565	DAYS INN	68091	HOTEL/FERRICK/BAUER	872.90	
50932	02/25/00	1,520.00	002610	FREDERICK ELECTRONICS CORP.	68216	RENT 375 ENCINAL	1,520.00	
50933	02/25/00	1,063.68	002627	CDW GOVERNMENT, INC.	68092	COMPUTER SUPPLIES	1,063.68	
50934	02/25/00	215.00	002634	FITNEY WORKS	68217	POSTAGE BY PHONE	215.00	
50935	02/25/00	266.49	002643	IDS CAPITAL	68218	COPIER CHARGES	266.49	

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50936	02/25/00	6,832.00	002657 SURF SOFTWARE LLC	68093	DATABASE CONSULTING	2,440.00	
				68094	DATABASE CONSULTING	2,440.00	
				68095	DATABASE CONSULTING	1,952.00	
50937	02/25/00	373.75	002667 ALAMEDA, MARGARET A.	68096	PAINT COLORS PROJECT	373.75	
50938	02/25/00	64,863.73	002686 WATERLEAF ARCHITECTURE	68097	METROBASE PROJECT	64,863.73	
50939	02/25/00	4,250.00	002697 PLANET PRODUCTS	68098	TRASH CANS/BUS STOPS	4,250.00	
50940	02/25/00	1,674.00	002700 SANTA CRUZ COUNTY	68099	HMMP/2 HAZ CLASSES	208.00	
				68100	HMMP FILING FEE/UST	987.00	
				68101	HMMP FILING FEE/CR2	479.00	
50941	02/25/00	6,305.80	002701 MCLEAN CONSULTING & ASSOC, INC.	68102	JAN CONSULTING	6,305.80	
50942	02/25/00	199.22	002702 SANTISTEVAN, JOSE	68103	EXPENSES- INTERVIEW	199.22	
50943	02/25/00	204.51	002703 EDDY, PHILLIP	68104	EXPENSES- INTERVIEW	204.51	
50944	02/25/00	198.66	002704 DRISCOLL, TOM	68219	EXPENSES FLEET MNGR	198.66	
50945	02/25/00	7,995.00	002705 PACIFIC TRANSIT MANAGEMENT	68220	DATA TITLE VI SURVEY	7,995.00	
50946	02/25/00	104.00	002706 BEIERS, KATHERINE	68221	LEGISLATIVE CONF.	104.00	
50947	02/25/00	518.15	004 NORTH BAY FORD LINC-MERCURY	68105	REPAIR HEATER CONTRL	79.95	
				68106	REPAIR BRAKE PEDAL	438.20	
50948	02/25/00	200.11	007 UNITED PARCEL SERVICE	68222	FREIGHT OUT - FLEET	200.11	
50949	02/25/00	2,774.65	009 PACIFIC GAS & ELECTRIC	68107	1/3 - 2/2 GOLF CLUB	934.95	
				68108	1/3 - 2/2 RIVER ST	186.52	
				68109	1/6 - 2/7 PACIFIC AV	816.53	
				68110	1/6 - 2/7 PACIFIC AV	308.08	
				68111	1/6 - 2/7 PACIFIC AV	14.24	
				68112	1/6 - 2/7 PACIFIC AV	61.71	
				68113	1/6 - 2/7 PACIFIC AV	253.42	
				68114	1/12 - 2/11 KINGS VL	169.67	
				68115	1/12 - 2/11 KINGS VS	11.23	
				68116	12/31-1/31 NAT GAS	18.30	
50950	02/25/00	791.66	013 UNIVERSAL COACH PARTS INC	68117	REV VEH PARTS FLEET	62.79	
				68118	REV VEH PARTS FLEET	99.79	
				68119	MANUALS / OPERATORS	629.08	
50951	02/25/00	1,238.74	018 SALINAS VALLEY FORD SALES	68120	REV VEH PARTS FLEET	627.89	
				68223	REV VEH PARTS -FLEET	610.85	
50952	02/25/00	492.20	037 USOP NORTHERN CALIFORNIA	68224	OFFICE SUPPLIES-C/S	492.20	
50953	02/25/00	265.43	038 SANTA CRUZ FLORAL	68121	FLOWERS/EMP INCENTIVE	265.43	
50954	02/25/00	329.00	041 MISSION UNIFORM	68225	UNIFORMS & LAUNDRY	329.00	
50955	02/25/00	51.78	042 ORCHARD SUPPLY HARDWARE	68122	FOAM INHIBITORS	51.78	
50956	02/25/00	1,196.98	043 PALACE ART & OFFICE SUPPLY	68123	COPY PAPER - ADMIN	516.24	
				68124	COPY PAPER - OPS	127.06	
				68125	OFFICE SUPPLY - OPS	277.62	
				68126	OFFICE SUPPLY - HRD	41.73	
				68226	OFFICE SUPPLIES	232.33	
50957	02/25/00	147.15	045 ROYAL WHOLESALE ELECTRIC	68127	ELECTRICAL SUPPLY	562.67	
				68128	ELECTRICAL SUPPLIES	54.30	
				68129	CREDITS ON ACCOUNT	-780.97	
				68130	ELECTRICAL SUPPLIES	311.15	
50958	02/25/00	214.00	050 PITNEY BOWES INC.	68227	MAINTENANCE - EQUIPT	214.00	
50959	02/25/00	930.96	059 BATTERIES U.S.A. INC.	68131	REV VEH PARTS FLEET	930.96	
50960	02/25/00	236.09	061 REGISTER PAJARONIAN	68228	ADVERTISING - HRD	49.28	
				68229	ADVERTISING - ADMIN	186.81	

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50961	02/25/00	100.00 064	KEOGH, MICHAEL	68284	FEBRUARY MEETINGS	100.00
50962	02/25/00	85.00 065	ATLANTIC COMPUTER GROUP	68132	17 INCH MONITOR-MIS	85.00
50963	02/25/00	100.00 070	CAVALLARO, BART	68280	FEBRUARY MEETINGS	100.00
50964	02/25/00	149.15 075	COAST PAPER & SUPPLY INC.	68133	CUSTODIAL CLEANING	149.15
50965	02/25/00	19.18 079	SANTA CRUZ MUNICIPAL UTILITY	68134	DUMP FEES - FACIL.	19.18
50966	02/25/00	856.63 083	THYSSEN DOVER ELEVATOR	68135	REPAIR ELEVATOR/SVC	856.63
50967	02/25/00	9,519.15 085	DIXON & SON, INCORPORATED	68136	TIRES & TUBES	9,519.15
50968	02/25/00	241.75 090	CRYSTAL SPRINGS WATER CO.	68137	WATER - DUBIOS	241.75
50969	02/25/00	1,400.00 110	TRANSMART	68230	CUSTODIAN SERVICES	1,400.00
50970	02/25/00	4,114.81 111	ENERGY SYSTEMS	68231	STATOR FOR GENERATOR	4,114.81
50971	02/25/00	2,436.00 116	SANTA CRUZ COMMUNITY	68232	EMPLOYEE ASST PRGB	2,436.00
50972	02/25/00	3,719.66 117	GILLIG CORPORATION	68138	REV VEH PARTS FLEET	2,419.88
				68139	REV VEH PARTS FLEET	897.53
				68140	REV VEH PARTS FLEET	402.25
50973	02/25/00	185.00 126	EUCALYPTUS COMMERCIAL SERVICES	68141	SWEEP PARKING LOT SV	185.00
50974	02/25/00	86.46 130	WATSONVILLE CITY WATER DEPT.	68142	1/4-2/1 SAKATA LN	12.00
				68143	1/4-2/1 RODRIGUEZ ST	8.48
				68144	1/4-2/2 SAKATA LN	65.98
50975	02/25/00	828.00 134	MOBILE RADIO ENGINEERS	68145	FEB MAINTENANCE	828.00
50976	02/25/00	798.62 147	ZEE MEDICAL SERVICE	68146	FIRST AID SUPPLIES	798.62
50977	02/25/00	799.20 148	ZEP MANUFACTURING COMPANY	68147	VEH CLEANING SUPPLY	799.20
50978	02/25/00	904.22 149	SANTA CRUZ SENTINEL	68233	ADVERTISING	904.22
50979	02/25/00	1,444.51 161	OCEAN CHEVROLET INC	68148	REPAIR ENGINE -FLEET	356.95
				68149	REPAIR VEHICLE-FLEET	1,087.56
50980	02/25/00	3,717.36 163	COMMUNITY PRINTER, INC.	68150	LETTERHEAD ENVELOPES	669.60
				68151	PRINTING - OPS	3,047.76
50981	02/25/00	444.96 166	HOSE SHOP, INC.,THE	68152	MECHANICAL SUPPLY	39.14
				68153	MECHANICAL SUPPLIES	39.05
				68154	REV VEH PARTS FLEET	366.77
50982	02/25/00	422.15 170	TOWNSEND'S AUTO PARTS	68155	PARTS & SUPPLIES	422.15
50983	02/25/00	90.72 172	CENTRAL WELDERS SUPPLY, INC.	68156	SAFETY SUPPLIES	90.72
50984	02/25/00	68.91 186	WILSON, GEORGE H., INC.	67963	COPPER FITTINGS/PIPE	65.45
				68234	COPPER FITTINGS	3.46
50985	02/25/00	2,605.69 191	GOLDEN GATE PETROLEUM	68157	FUELS & LUBRICANTS	2,605.69
50986	02/25/00	167.22 195	NEOPART	68235	REV VEH PARTS	167.22
50987	02/25/00	100.00 209	FITZMAURICE, TIM	68281	FEBRUARY MEETINGS	100.00
50988	02/25/00	75.55 211	BOWMAN DISTRIBUTION	68158	PARTS & SUPPLIES	75.55
50989	02/25/00	211.20 215	IKON OFFICE SOLUTIONS	68236	COPIER CHARGES	211.20
50990	02/25/00	1,346.80 216	LABOR READY, INC.	68159	TEMP HELP-FACILITIES	1,036.00
				68160	TEMP HELP-FACILITIES	310.80
50991	02/25/00	100.00 222	ARTHUR, BRUCE	68277	FEBRUARY MEETINGS	100.00
50992	02/25/00	667.00 271	CARLSON, BRENT D., M.D., INC.	68161	JAN/FEB PRGF SERVICE	667.00
50993	02/25/00	511.79 282	BRAINER INC, W. W.	68162	SMALL TOOLS- FLEET	177.18
				68163	SMALL TOOLS-FLEET	334.61
50994	02/25/00	798.16 288	MUNCIE RECLAMATION & SUPPLY	68164	REV VEH PARTS	798.16
50995	02/25/00	1,513.95 290	NAPA GLOVE COMPANY, INC	68165	UNIFORMS / LAUNDRY	1,513.95
50996	02/25/00	55.00 299	STANEK, RICHARD	68166	REPAIR TYPEWRITER	55.00
50997	02/25/00	5,041.08 314	GOODWIN, EILEEN	68167	JAN PRGF SERVICES	5,041.08
50998	02/25/00	2,462.50 315	J&S ASSOCIATES	68168	JAN/FEB CONSULTING	2,462.50
50999	02/25/00	619.23 316	WATSONVILLE AUTO SUPPLY	68169	REV VEH PARTS FLEET	619.23

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51000	02/25/00	1,344.65	318	WALLACE ENTERPRISES	68170	PROF SERVICES - JAN	348.30	
					68171	PROF SERVICES - JAN	120.00	
					68172	PROF SERVICES - JAN	876.35	
51001	02/25/00	975.00	351	BEI CORPORATION	68173	SOFTWARE MAINTENANCE	975.00	
51002	02/25/00	16,284.68	378	SIERRA DETROIT DIESEL ALLISON	68174	REV VEH PARTS FLEET	13,674.38	
					68175	REV VEH PARTS FLEET	2,604.72	
					68176	PARTS & SUPPLIES	5.58	
51003	02/25/00	234.92	389	KENS AUTO PARTS, INC.	68177	PARTS & SUPPLIES	234.92	
51004	02/25/00	577.52	403	QUALITY AUTOMOTIVE	68178	REPAIR VEH BRAKES	577.52	
51005	02/25/00	327.92	447	FERRIS HOIST & REPAIR INC.	68179	REPAIR SEAL- SHAFT	327.92	
51006	02/25/00	2,835.61	480	DIESEL MARINE ELECTRIC	68180	REV VEH PARTS FLEET	2,835.61	
51007	02/25/00	133,482.54	502	PUBLIC EMPLOYEES'	68237	MEDICAL INSURANCE	133,482.54	
51008	02/25/00	94.17	546	GRANITE ROCK COMPANY	68181	CONCRETE - FAC MAINT	94.17	
51009	02/25/00	292.60	570	SCHTD PETTY CASH -CUST SVC	68182	PETTY CASH-METRO CNT	292.60	
51010	02/25/00	37,498.65	633	PRUDENTIAL HEALTHCARE	68238	DENTAL INSURANCE	37,498.65	
51011	02/25/00	6.00	708	CALIFORNIA HIGHWAY PATROL	68239	CHP ACCIDENT REPORT	6.00	
51012	02/25/00	16.20	932	LEASE CO., A.L. INC.	68183	PLUMBING SUPPLIES	16.20	
51013	02/25/00	31.88	E016	MANGINI, LAURA	68240	COFFEE CLUB SUPPLIES	31.88	
51014	02/25/00	352.23	E030	FENN, MARILYN	68241	TRAVEL-PROF ETHICS	159.42	
					68242	OFFICE SUPPLIES	192.81	
51015	02/25/00	330.00	E047	SLOAN, FRANK	68243	VMU TOOL ALLOWANCE	330.00	
51016	02/25/00	45.00	E054	WILLIS, DARRELL	68244	HOULTING KITS	45.00	
51017	02/25/00	330.00	E059	LEE, HENRY	68245	VMU TOOL ALLOWANCE	330.00	
51018	02/25/00	330.00	E067	SMART, RANDY	68246	VMU TOOL ALLOWANCE	330.00	
51019	02/25/00	330.00	E071	CERVANTES, PEDRO	68247	VMU TOOL ALLOWANCE	330.00	
51020	02/25/00	330.00	E073	LOGUIDICE, FRED	68248	VMU TOOL ALLOWANCE	330.00	
51021	02/25/00	330.00	E076	HANSEN, MARK	68249	VMU TOOL ALLOWANCE	330.00	
51022	02/25/00	330.00	E077	PEREZ, RICARDO	68250	VMU TOOL ALLOWANCE	330.00	
51023	02/25/00	330.00	E078	JENSEN, MERAL	68251	VMU TOOL ALLOWANCE	330.00	
51024	02/25/00	330.00	E081	REGAN, MICHAEL	68252	VMU TOOL ALLOWANCE	330.00	
51025	02/25/00	330.00	E083	TOLINE, DONALD	68253	VMU TOOL ALLOWANCE	330.00	
51026	02/25/00	330.00	E084	RODRIGUEZ, VAL	68254	VMU TOOL ALLOWANCE	330.00	
51027	02/25/00	330.00	E085	HALL, JIM	68255	VMU TOOL ALLOWANCE	330.00	
51028	02/25/00	330.00	E119	GABRIEL, RICHARD	68256	VMU TOOL ALLOWANCE	330.00	
51029	02/25/00	185.72	E131	CHIN, KIM	68257	FILM AND SLIDES	185.72	
51030	02/25/00	330.00	E226	HOWARD, WARD	68258	VMU TOOL ALLOWANCE	330.00	
51031	02/25/00	330.00	E235	THOMAS, RUSSELL	68259	VMU TOOL ALLOWANCE	330.00	
51032	02/25/00	200.00	E271	BAUER, FRANK	68260	BUS COLLISION CLASS	200.00	
51033	02/25/00	330.00	E279	SCILLA, JOSEPH	68261	VMU TOOL ALLOWANCE	330.00	
51034	02/25/00	330.00	E284	HOLDNICK, JAMES	68262	VMU TOOL ALLOWANCE	330.00	
51035	02/25/00	330.00	E288	OJEDA, ROBERTO	68263	VMU TOOL ALLOWANCE	330.00	
51036	02/25/00	330.00	E299	CRAIG, CRAIG	68264	VMU TOOL ALLOWANCE	330.00	
51037	02/25/00	330.00	E308	FALLAU, NICHOLAS	68265	VMU TOOL ALLOWANCE	330.00	
51038	02/25/00	149.30	E323	SALE, TERRY	68266	PRIVATE NETWORKS	26.75	
					68267	WINDOWS NT/SOFTWARE	122.55	
51039	02/25/00	34.00	E378	GRANADDS-BOYCE, MARIA	68268	DMV/VTT FEES	34.00	
51040	02/25/00	330.00	E395	GARCIA, SAMUEL	68269	VMU TOOL ALLOWANCE	330.00	
51041	02/25/00	57.44	E397	GALLAGHER, MARGARET	68270	APTA EXPENSES	57.44	
51042	02/25/00	10.00	E479	LEWIS, PETER	68271	DMV/VTT FEES	10.00	
51043	02/25/00	170.61	E495	WHITE, LES	68272	EXPENSES - MTG	10.61	

7-2.B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
CHECK JOURNAL DETAIL BY CHECK NUMBER
ALL CHECKS FOR PACIFIC WESTERN BANK

DATE: 02/01/00 THRU 02/29/00

CHEK NUMBR	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
						68273	LEGISLATIVE CONF	160.00	
51044	02/25/00	330.00	E521	HERNANDEZ, JAIME		68274	VMU TOOL ALLOWANCE	330.00	
51045	02/25/00	200.00	EBB2	FERRICK, MARY		68275	BUS COLLISION CLASS	200.00	
TOTAL		1,133,200.43		PACIFIC WESTERN BANK			TOTAL CHECKS	279	1,133,200.43

7-2.9

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 OPERATIONS DIVISION - PASSENGER LIFT USAGE REPORT
FEBRUARY 2000

<u>ACCESSIBLE ROUTES:</u>	<u>CURRENT MO.</u>	<u>LAST MO.</u>
ROUTE #1/7 UCSC/BEACH	23	26
ROUTE #1/3B/4/7 - UCSC/MISSION/HARVEY WEST/ BEACH - WEEKENDS	4	0
ROUTE #8/1 EMELINE/UCSC - WEEKDAYS	8	33
ROUTE 12A/12B/UCSC/EASTSIDE "DIRECT" - WEEKDAYS	4	9
ROUTE #30/31/6/36 SCOTTS VALLEY/SEABRIGHT - WEEKDAYS	53	52
ROUTE #30/6/2/3A/4/6 WESTERN/MISSION ST/HARVEY WEST/SEABRIGHT - WEEKENDS	2	9
ROUTE #33/34 FELTON/LOMPICO/ZAYANTE - WEEKDAYS	0	0
ROUTE #35/35A/36 SANTA CRUZ/BOULDER CREEK	100	90
ROUTE #40/41 DAVENPORT/BONNY DOON - WEEKDAYS	0	3
ROUTE #40/41/42 DAVENPORT/BONNY DOON - WEEKENDS	0	3
ROUTE #51/52/60/63/81/42 CAPITOLA/SOQUEL/ DOMINICAN - WEEKDAYS	159	122
ROUTE #54/59/60 LA SELVA/CAPITOLA/SOQUEL - WEEKENDS	2	6
ROUTE #2/3A/3B/4/7/65/66/67 MISSION/WESTERN/ HARVEY WEST/BEACH/LIVE OAK - WEEKDAYS	268	251
ROUTE #65/66/67 LIVE OAK - WEEKENDS	27	50
ROUTE #1/3N/54/69/69N/69W UCSC/APTOS/CABRILLO - WEEKDAYS	243	214
ROUTE #69A/69W SANTA CRUZ/WATSONVILLE - WEEKENDS	27	38
ROUTE #70/81/36 CABRILLO/SANTA CRUZ/CAPITOLA MALL/ WATSONVILLE - WEEKDAYS	41	28
ROUTE #71 SANTA CRUZ/WATSONVILLE	266	219
ROUTE #72/73/75/78/79 WATSONVILLE/LOCAL	103	87

ROUTE #91/81 COMMUTER EXPRESS/CAPITOLA MALL/
WATSONVILLE - WEEKDAYS

52 46

TOTAL LIFT PASSENGERS

1382 1286

NO. OF MECHANICAL FAILURES OF LIFTS IN-SERVICE

0 0

TOTAL NO. OF HOURS DROPPED DUE TO LIFT FAILURE

0:00 0:00

NO. OF PASSENGERS PASSED UP DUE TO NON-FUNCTIONING
LIFT ON ACCESSIBLE ROUTES

0 0

NO. OF TIMES DISTRICT BACK-UP LIFT VAN UTILIZED

0 0

REVISED 12/09/99

BUS OPERATOR LIFT TEST *PULL-OUT* (ACCESSIBLE FLEET ONLY)

VEHICLE CATEGORY	TOTAL BUSES	AVG# DEAD IN GARAGE	AVG# AVAIL. FOR SERVICE	AVG# IN SERVICE	AVG# SPARE BUSES	AVG# LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLXIBLE	7	2	5	3	2	3	100%
FLYER	63	11	52	48	4	48	100%
Gillig	19	4	15	10	5	10	100%
GMC	8	2	6	4	2	4	100%
CHAMPION	4	1	3	2	1	2	100%

BUS OPERATOR LIFT TEST *PULL-IN* (ACCESSIBLE FLEET ONLY)

VEHICLE CATEGORY	TOTAL BUSES	AVG# DEAD IN GARAGE	AVG# AVAIL. FOR SERVICE	AVG# IN SERVICE	AVG# SPARE BUSES	AVG# LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLXIBLE	7	n/a	n/a	2	n/a	2	100%
FLYER	63	n/a	n/a	42	n/a	42	100%
GILLIG	19	n/a	n/a	6	n/a	6	100%
GMC	8	n/a	n/a	3	n/a	3	100%
CHAMPION	4	n/a	n/a	1	n/a	1	100%

BIKE AND RIDE REPORT

	<u>THIS MONTH</u>	<u>LAST MONTH</u>
TOTAL BICYCLES CARRIED	<u>12255</u>	<u>13343</u>
*TOTAL BICYCLES CARRIED INSIDE OF BUS	<u>0</u>	<u>0</u>

THIS TOTAL IS INCLUDED IN THE TOTAL BICYCLES CARRIED ABOVE.

7-3.2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

LIFT REPORT
(Passenger Lift Problems)

MONTH OF FEBRUARY, 2000

DATE	DAY	BUS #	REASON
02/01/00	TUESDAY	8096F	LIFT GETS HUNG UP BEFORE IT'S STOWED
02/02/00	WEDNESDAY	8055G	LIFT NOT WORKING
02/03/00	THURSDAY	8083F	LIFT DEAD
02/07/00	MONDAY	863GR	PLATFORM WILL NOT LOWER
02/07/00	MONDAY	9806LF	PROBLEM WITH LIFT
02/09/00	WEDNESDAY	8108GM	PROBLEM WITH LIFT
02/14/00	MONDAY	863GR	LIFT WON'T DEPLOY
02/14/00	MONDAY	9833G	KNEEL WON'T RAISE SOMETIMES
02/14/00	MONDAY	8092F	LIFT WON'T STOW
02/15/00	TUESDAY	8088F	LIFT ONLY BEEPS, DOES NOTHING ELSE.
02/15/00	TUESDAY	8065G	STOW NEEDS LUBRICATION OR ADJUSTMENT
02/16/00	WEDNESDAY	8063G	BARRIER DOESN'T GO DOWN TO THE GROUND
02/18/00	FRIDAY	8098F	NO PASSENGER LIFT
02/18/00	FRIDAY	8063G	NO PASSENGER LIFT
02/18/00	FRIDAY	8088F	LIFT NOT WORKING/"UP" POSITION IS NOT IN FAR ENOUGH
02/21/00	MONDAY	8061G	PROBLEM WITH LIFT
02/22/00	TUESDAY	8051G	LIFT WILL NOT GO UP OR DOWN
02/23/00	WEDNESDAY	8088F	COULD NOT GET LIFT TO WORK
02/24/00	THURSDAY	8055G	KNEEL DOESN'T STAY IN KNEEL POSITION.
02/24/00	THURSDAY	8076F	PLASTIC COVER CAME OFF KNEEL SWITCH.
02/25/00	FRIDAY	8086F	LIFT WON'T WORK W/OUT SHIFTING DOWN & RESTARTING
02/25/00	FRIDAY	8076F	BUS WILL ONLY KNEEL IN GEAR, NOT IN NEUTRAL

F New Flyer
 G Gillig
 GR Grumman
 C Champion
 LF Low Floor Flyer
 GM GMC

Note: Lift operating problems that cause delays of less than 30 minutes.

GOVERNMENT TORT CLAIM

Santa Cruz Metropolitan
Transit District

RECOMMENDED ACTION



TO: Board of Directors

FROM: District Counsel

RE: Claim of Cathy Pescale Received 3/3/00
Claim # 00-0005 DOI 9/23/99

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

- 1. Deny the claim.
- 2. Deny the application to file a late claim.
- 3. Grant the application to file a late claim.
- 4. Reject the claim as untimely filed.
- 5. Reject the claim as insufficient.
- 6. Approve the claim in the amount of \$ _____ and reject it as to the balance, if any.

By Margaret Gallagher
Margaret Gallagher
DISTRICT COUNSEL

Date: March 8, 2000

I, Dale Carr, do hereby attest that the above claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of March 17, 2000.

Dale Carr
Recording Secretary

Date

7-4.1

LAW OFFICES OF
HOWARD KIM GRAHAM
518 OCEAN STREET, SUITE C
SANTA CRUZ, CALIFORNIA 95060
(831) 457-2733
FAX (831) 426-0419

1625 THE ALAMEDA, SUITE 409
SAN JOSE CALIFORNIA 95126
(408) 999-0228

PLEASE RESPOND TO
SANTA CRUZ OFFICE

March 2, 2000

MAR - 3 2000

Board Of Directors
Santa Cruz Metropolitan Transit District
Attn: Secretary to the Board of Directors
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

Re: Cathy Pescale
DOL: September 23, 1999

Dear Board of Directors:

Please find enclosed your *Government Claim* form on behalf of Ms. Pescale. A copy is also enclosed for a filed confirmed copy to be sent back to us in the enclosed pre paid envelope.

Thank you for your continued cooperation in this matter. Please advise if you have any questions.

Sincerely,



H.K. Graham, Esq.

HKG/jc

Enclosures

C:\KIM\LET\Pescale ltr\Boardofdirectors 01 wpd

7-4.2

METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF)
(* An official Advisory group to the Metro Board of Directors
and the ADA Paratransit Program)

MINUTES

The Metro Accessible Services Transit Forum met for its monthly meeting on Thursday February 17, 2000 at the Louden Nelson Community Center, 301 Center Street, Santa Cruz CA.

MASTF MEMBERS PRESENT: Cynthia Adams, Sharon Barbour, Scott Bugental, Jim Bosso, Ted Chatterton, Connie Day, Shelly Day, Michael Doern, Glen Eldred, Kasandra Fox, Jeff LeBlanc, Thom Onan, Laura Scribner, Caryn Simons.

METRO STAFF PRESENT:

John Aspesi, Fleet Maintenance Supervisor
Bryant Baehr, Operations Department Manager
Kim Chin, Planning and Marketing Department Manager
John Daugherty, Accessible Services Coordinator
Jim Hobbs, S.E.I.U. Representative
Steve Paulson, U.T.U. Representative

BOARD MEMBERS PRESENT:

Bruce Gabriel
Michelle Hinkle

***** MASTF MOTIONS RELATED TO THE METRO BOARD OF DIRECTORS**

MASTF recommends that a community meeting on Metro Base issues be held at a Westside Santa Cruz location. MASTF will co sponsor this community event with the Metro Users Group (MUG), the Transportation Think Tank and other interested parties.

MASTF supports the demonstration grant proposal submitted by Lift Line for training for the Community Vehicle Program. MASTF recommends that the METRO Board support the Community Vehicle Program. A letter from MASTF supporting the grant proposal will be sent to the Santa Cruz County Regional Transportation Commission.

RELEVANT ATTACHMENTS: None.

***MASTF MOTIONS RELATED TO METRO MANAGEMENT**

MASTF recommends that signs posted in the securement areas of some buses that advise passengers that wheelchair users have priority seating in the securement area be posted inside all bus models.

I. CALL TO ORDER AND INTRODUCTIONS

Chairperson Jeff LeBlanc called the meeting to order at 2:14 p.m. Mr. LeBlanc announced that Dennis Papadopulo and Mike Edwards would not be present at the meeting. He noted that Mr. Edwards was recently hired as a teaching assistant at Cabrillo College. Mr. Edwards told Mr. LeBlanc this week that he will not be able to continue service as Bus Stop Improvement Committee Chairperson. Mr. LeBlanc stated that the MASTF Executive Committee would review the situation and place it on next month's agenda if there is a recommendation.

II. APPROVAL OF THE JANUARY 20, 2000 MASTF MINUTES

Two corrections were made to the Minutes:

- Jim Bosso clarified the statement attributed to Laura Scribner on Page Seven: "There is no excuse for drivers not to be trained." His notes showed that she had said, "There is no excuse for drivers not to be paid for training and they should be."
- Scott Bugental noted that the MASTF Motion first written on Page Two needed a one word change. The word "step" should be replaced by "stop" so that the Motion reads: "... When the bus reaches the first stop after the express leg of the trip..."

MASTF Motion: That the January 20, 2000 MASTF Minutes be approved as corrected.

M/S/PU: Fox, Barbour

III. AMENDMENTS TO THE AGENDA

Mr. LeBlanc described a flyer titled "*Westside Neighborhood Alert!*" to the group. This flyer was recently distributed to Santa Cruz residents by Santa Cruz Residents Against MetroBase (SCRAM). After discussion, the following emergency Motion was approved:

MASTF Motion: That "MetroBase Issues" be added to the Agenda as emergency item 6.0.

M/S/PU: Barbour, Kramer

IV. ORAL COMMUNICATION AND CORRESPONDENCE

Bruce Gabriel asked that the Metro Base issue be moved up the agenda since he could not stay long at the meeting.

Mr. LeBlanc circulated copies of the *Westside Neighborhood Alert!* he had just described.

Kasandra Fox and John Daugherty described the Nomination Form ("Attachment A") recently distributed by the Santa Cruz County Regional Transportation Commission (SCCRTC). The Form is used to nominate businesses, groups and individuals that have contributed to improving transportation in Santa Cruz County during 1999. Nominations are due at the SCCRTC Office by March 17th. More information is available by calling 460-3200.

V. ONGOING BUSINESS

5.0 Metro Base Issues

Mr. LeBlanc explained that the Transportation Think Tank – a group including Michael and Janet Singer – have marked March 29th as a tentative date for a community meeting to share information on the Metro Base Program. Mr. LeBlanc noted that a westside location for the meeting would place it where concerned neighbors live.

Mr. Gabriel noted that the important issue facing the Metro Base Program is approval of the Program by the Santa Cruz City Council. Sharon Barbour raised concern that opponents of the Program do not "believe us" when impacts and benefits of the Program are described. Other persons discussed the

number of meetings that would be appropriate, perceptions of the Metro Base and benefits of the Program.

The following Motion to the Board concluded discussion:

MASTF Motion: MASTF recommends that a community meeting on Metro Base issues be held at a Westside Santa Cruz location. MASTF will co sponsor this community event with the Metro Users Group (MUG), the Transportation Think Tank and other interested parties.

M/S/PU: Fox, Barbour

5.1 Paratransit Update

a) ADA Paratransit Report (Scott Bugental)

Scott Bugental reported that during this "grant writing season" Lift Line was putting several proposals forward. Goals of the proposals included acquiring six or seven expansion vehicles. There was discussion of the merits and drawbacks to acquiring Dodge mini van type vehicles.

Mr. Bugental noted that Lift Line was applying for a demonstration grant to start up a Community Vehicle Program. This Program would make two vans available to community groups so that transportation for occasional events could be provided. Mr. Bugental added that Lift Line would train persons driving the vans. Mr. Bugental also noted that the SCCRTC did not recommend support for the demonstration grant.

After discussion, the following Motion to the Board was approved:

MASTF Motion: MASTF supports the demonstration grant proposal submitted by Lift Line for training for the Community Vehicle Program. MASTF recommends that the METRO Board support the Community Vehicle Program. A letter from MASTF supporting the grant proposal will be sent to the Santa Cruz County Regional Transportation Commission.

M/S/PU: Fox, C. Day

Mr. Bugental and Mr. Bosso noted that Yellow Cab drivers and Lift Line staff had their first meeting to work out changes in the training of paratransit service drivers. One goal was to train some Yellow and Courtesy Cab drivers so that they became trainers for other drivers. Mr. Bosso noted that drivers were coming to these meetings on their own time. The next meeting was scheduled for February 25th.

Mr. Bugental reported that the number of "turn downs" has increased since December. He explained that a turn down occurs when a person calling to make a reservation for a paratransit trip is told that the reservation can not be booked due to capacity constraints. Mr. Bugental noted that 25 turndowns occurred during December and 40 were noted during January. He noted that these turndowns occurred after a one and a half year period of no turndowns. A discussion of the background of the turndown numbers and the scheduling of vehicles during peak times of demand followed Mr. Bugental's remarks.

Cynthia Adams reported that a paratransit user attending a weekly meditation class at her home has experienced delays in service. A recent scheduled ride for the person arrived one and half-hours late for pick up. She noted that the person stated that participation in the class could not continue with such

delays that tested pain tolerance. Ms. Adams pointed out that waiting for long periods for a ride is painful for some persons with disabilities.

Ms. Adams noted that drivers and dispatchers were often "helpless" to assist persons waiting for rides. She asked if they could be involved in the process of evaluating how service is delivered. She described the process called Total Quality Management (TQM) that she discovered being used at Cabrillo College. Mr. Bugental noted that keeping up with the demand for service is a "constant catch up game" that is assisted by vehicle acquisition and scheduling flexibility for ride requests.

Several people raised the topic of how paratransit users are informed of other transportation options. Discussion concluded when Mr. LeBlanc suggested that Mr. Bugental and Ms. Adams confer on the concerns raised by Ms. Adams.

b) Transportation Advocacy (Thom Onan)

Thom Onan reported that he had received three complaints this month that are being investigated. He noted that the number of complaints suggested that more people are willing to contact the Central Coast Center for Independent Living (CCCIL) with transportation concerns.

Mr. Onan also reported that progress was being made between himself and Lift Line staff to complete the work on signs to be posted inside Lift Line vans that notify consumers about the agencies they can direct concerns to.

Mr. Onan asked Mr. Chin when paratransit recertification would begin. Mr. Chin noted the request for proposal documentation is complete and estimated that recertification would begin four to five months after a consultant is hired. Other steps in the development of a recertification process include the consultant's work to draft a recertification plan with community input, a MASTF recommendation and Board approval.

Mr. Onan announced that CCCIL staff has been invited to participate in disability awareness training for Lift Line employees that is scheduled for March 18th. He noted that Lift Line riders interested in serving on a panel that assists the training should contact him at 462-8720.

5.2 Cabrillo Bus Pass

Mr. LeBlanc tabled this item until next month's meeting.

COMMITTEE REPORTS

5.3 Training and Procedures Committee Report

Mr. LeBlanc reported that Mr. Gabriel had informed him that some new drivers had touched Mr. Gabriel's wheelchair without his permission recently. Mr. LeBlanc noted that Mr. Gabriel had reported the incidents to METRO.

Michael Doern and Ms. Fox reported that training sessions for veteran bus operators had occurred since the January MASTF meeting. Mr. Doern noted that the need for the bus operator to ask permission before touching a passenger's wheelchair had been brought up during a training session yesterday.

5.4 Bus Service Committee Report (Sharon Barbour)

a) Metro Users Group (MUG)

Ms. Barbour reported that MUG had devoted much of its meeting time yesterday to *Headways* design issues. She noted that there would be a pre MUG meeting session at Kim Chin's office at 11:30 a.m. on March 15th to review *Headways* issues in detail. Mr. Chin noted that participants can contact METRO staff at the Information Booth (920 Pacific Avenue in Santa Cruz) to be guided to his office.

Ms. Barbour also noted that Metro Base and restrictions on Amtrak service had also been discussed. She shared that METRO General Manager Les White had described three options for the future of Amtrak service:

- There is no change in the law effective January 1st. One result would be that the number of Amtrak Connector trips from the Santa Cruz Metro Center would drop from 17 to seven a day so that the service does not compete with Greyhound.
- The Amtrak service can transport anyone without advance tickets as long as the service does not run at the same time as Greyhound.
- METRO takes over the Amtrak Connector Service. Mr. LeBlanc noted that METRO might be overextended now and unable to fulfil this option.

Ms. Barbour added that this issue would be discussed during the Elderly and Disabled Transportation Advisory Committee meeting next month.

Ms. Barbour reported that she has observed that some buses have signs posted in the securement areas that inform passengers that wheelchair users have priority seating in those areas and some buses do not have the signs posted. She noted that the signs provide guidance to passengers.

After discussion, the following Motion was forwarded to Management:

MASTF Motion: MASTF recommends that signs posted in the securement areas of some buses that advise passengers that wheelchair users have priority seating in the securement area be posted inside all bus models.

M/S/PU: Barbour, Doern

5.5 Bus Stop Improvement Committee Report

Mr. LeBlanc noted that the improvement of bus stops and the installation of bus shelters have moved "awful slow" during the last several months. He also noted that the improvement of bus stops was important since METRO was approaching the time to decide future bus purchases. Brief discussion on the progress of bus stop improvements and the installation of bus shelters concluded this topic.

5.6 U.T.U. Report

No report.

5.7 S.E.I.U. Report

No report.

5.8 Commission on Disabilities Report (Jeff LeBlanc)

Mr. Daugherty reported that the Commission was preparing a follow up letter to City of Santa Cruz staff regarding unresolved accessibility concerns about the Soquel Avenue Bridge. He noted that Commission members disagreed with City staff that the Bridge met all access law requirements. Mr. Bugental suggested that the Commission and the Elderly and Disabled Transportation Advisory Committee be coordinated.

5.9 Elderly and Disabled Transportation Advisory Committee Report

Ms. Barbour reported that the next Committee meeting is set for March 14th. Mr. Bugental suggested that one item the Committee will discuss – the four year Regional Transportation Plan – be placed on the MASTF agenda for next month.

5.10 Board Working Group Session and Board Meeting Reports (Jeff LeBlanc)

Mr. LeBlanc described highlights of the planning session on February 11th. Topics covered included Metro Base and a comparison of the advantages and disadvantages of high floor vs. low floor buses. He noted that the Board would soon face a decision on the type of bus to order for METRO. He suggested that "New Bus Review" become an agenda item for the MASTF meeting next month.

VI New Business

6.1 Bus Stop Announcements

Mr. LeBlanc shared that Bryant Baehr and Mr. Chin had informed him that METRO staff planned to contract out the installation and programming work for the Talking Signs Program. Mr. Chin pointed out that putting out the work to bid would "speed up the process" of installing the signs.

Mr. LeBlanc tabled further consideration of this topic until next month.

6.2 MASTF Goals for the Year 2000

Before discussion began Mr. LeBlanc shared the recommendation of the MASTF Executive Committee that following two goals listed for 1999 be deleted:

- For the MASTF Executive Committee to develop a strategic planning tool to complete outstanding MASTF issues
- Conduct and/or co-sponsor one community event

During discussion the following goals were added to the list:

- Assist improvement of METRO's radio system
- Continue to participate in new bus inspections
- Continue working to resolve bicycle capacity constraints in the METRO system
- MASTF representation on the Service Review Committee
- Review bus service changes in a timely manner
- Improved explanation for the paratransit advocate/ombudsman in *Headways*
- Restore more Holiday bus service
- Continue to participate in development of the paratransit recertification program and completion of the paratransit service audit

Mr. LeBlanc noted that a revised list of goals for the year 2000 ("Attachment B") would be included in the March MASTF meeting packet. He added that review and approval of the goals would occur during the MASTF meeting next month.

6.3 Restrictions on Amtrak Connector Service

This topic was covered earlier in the meeting.

6.4 Next Month's Agenda Items

Noted during the meeting: New Bus Review, Four Year Regional Transportation Plan, Report on Bus Evaluation Study.

Items continued: Cabrillo bus pass/Transportation Letter, Bus Stop Announcements, Approval of MASTF Goals for the Year 2000, Restrictions on Amtrak Connector Service.

VII Adjournment

The meeting was adjourned at 4:03 p.m.

NOTE: NEXT MAST MEETING IS: Thursday March 16, 2000,
2:00-4:00 p.m., at the Loudon Nelson Community Center, 301 Center Street, Santa Cruz, CA.

NOTE: NEXT S.C.M.T.D. SPECIAL BOARD MEETING/WORKSHOP IS: Friday March 10, 2000 at
8:30 a.m. at the S.C.M.T.D. Administrative Offices, 370 Encinal Street, Santa Cruz, CA.

NOTE: NEXT S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday, March 17, 2000 at 9:00
a.m. at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

Santa Cruz Metropolitan Transit District

Minutes-Metro Users Group

February 16, 2000

The Santa Cruz Metropolitan Transit District Metro Users Group met at 2:20 p.m. on Wednesday, February 16, 2000, at the District's Encinal Conference Room, 370 Encinal Street, Suite 100, Santa Cruz.

MEMBERS PRESENT

Bruce Gabriel, Chair
Sharon Barbour
G. Ted Chatterton
Sandra Coley
Michelle Hinkle
Jeff LeBlanc
Janet Singer
Michael Singer

VISITORS PRESENT

Michael Clark

SCMTD STAFF PRESENT

Bryant Baehr, Operations Manager
Kim Chin, Planning & Marketing Manager
Tom Stickel, Acting Fleet Maintenance Manager
Les White, General Manager

MUG RESOLUTIONS TO METRO BOARD OF DIRECTORS

MUG recommends to the Board of Directors that a community meeting be held on the Westside sponsored primarily by Think Tank, MUG, MASTF and any other supporting groups on MetroBase and that District staff and the Board of Directors be invited as guests and to answer questions from the public.

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MUG RESOLUTIONS TO METRO MANAGEMENT

None.

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1. CALL TO ORDER AND INTRODUCTION
 2. ADDITIONS AND DELETIONS TO THE AGENDA

The following item was added to the Agenda under New Business:

- 7b. Bus Inspection

7-6.1

3. ORAL AND WRITTEN COMMUNICATIONS AND ANNOUNCEMENTS

4. CONSENT AGENDA

Ted Chatterton noted that the minutes be amended to read under Item 3, Oral and Written communications, "the word "Express" should be deleted from Routes 36 and 91 in Headways.

ACTION: MOTION: Jeff LeBlanc SECOND: Sandra Coley

Approve the following items accepted by the Committee:

- a) Receive and Accept January Meeting Minutes
- b) Monthly Attendance Report
- c) Review of Minutes of Board of Directors Meeting
- d) Review of Board Meeting Agenda Items:
 - 1. Quarterly Performance Report
 - 2. Quarterly Ridership Report

The committee voted unanimously.

5. ON-GOING ITEMS

a) Review of Headways Redesign Issues

Kim Chin reported that the last couple of MUG meetings there has been discussion of printing Headways in English and Spanish. He indicated that he has two proposals that he would like to discuss with the committee, a short-term and long-term redesign process.

Mr. Chin stated the long-term process is a major undertaking. Currently, there are no funds budgeted this year, but that he is recommending that funds be budgeted for next fiscal year. In the mean time, he has received copies of several bus schedules from various transit systems from around the country. The schedules have good examples from which he feels the committee can get ideas from. He said that a lot of the transit systems around the country have very good books and good examples as to what can be done.

Mr. Chin proposes that for the short-term process, minor improvements can be made and the long-term process, the committee can look through the books to get ideas about how they want Headways redesigned.

7-6-2

Mr. Chin is also proposing that a working group be implemented to work on the short-term refinements and also on the long-term process on redesign issues if the funds budgeted for next fiscal year are approved.

Jeff LeBlanc felt that the timing is right because the District is beginning the preliminary budget planning for next fiscal year. He stated that one of the main concerns that the committee expressed was that it might be time to look at having a separate Spanish version of Headways, rather than adding more text which would create more clutter in Headways making it difficult to understand. He pointed out that there is a large Hispanic ridership in the community and Headways needs to be more user friendly for them to be able to utilize bus service. That is one of the issues that should be discussed at the working group.

Kim Chin stated that there was discussion at the Service Review Committee this morning regarding service improvements. For example, the Route 91, if you look at the schedule not every route operates in the same manner throughout the entire service day and would be confusing for passengers who are not familiar with the Headways schedule. Given the nature of the system and given the nature of the route design it would be quite a challenge to try and incorporate everything in English and Spanish together on one route schedule.

Sandra Coley suggested that it would be a good idea funding purposes, students from the Pajaro Valley Unified School District do the translation as a school project. She felt it would be a great project for the students at Watsonville High School.

Kim Chin suggested that before doing the translation that the group should work on whether there is a better way to write the schedule more clearer in English first and once that is done, provide the translation in Spanish to make it user friendly.

Chairperson Gabriel suggested a subcommittee be implemented and that the subcommittee consist of not more than four members from MUG. He suggested that Jeff LeBlanc, Ted Chatterton, Sharon Barbour and himself be on this subcommittee and that they meet at 11:00 a.m. the same day as the MUG meeting. He suggested meeting at the Encinal Office.

Jeff LeBlanc suggested that the subcommittee meet at Kim Chin's office downtown at the Metro Center. It would be easier for all of them to meet the bus downtown.

ACTION: MOTION: Jeff LeBlanc SECOND: Janet Singer

MUG recommends that a subcommittee be implemented to discuss Headways issues and that they meet at the downtown offices of Metro Center at 11:30 a.m. the same day as the MUG meeting.

The committee voted unanimously.

The working group will report back to the regularly scheduled MUG meeting as to what was discussed at their meeting.

Chairperson Gabriel asked if anybody had questions on the short-term and long-term process.

Kim Chin also reported that Headways is in production for the Spring Service changes. He suggested to members that at the end of the meeting, to pick up a copy of Headways and look through it and come up with any ideas the group would want to change in Headways. The members can send him the changes or call him with their feedback.

Janet Singer asked if it was possible to change the "WD/ WE" to Saturday and Sunday, and the "ST". She asked if this was something that could be done in the short-term process.

Kim Chin stated that the changes could be done and will try for the Spring Services Changes and if not, will try for the Summer Service changes.

Bryant Baehr stated that the District SLV's schedule including their minimum days. He stated that when SLV changes their minimum days they do not notify the District. So you have buses showing up on the scheduled minimum day and no buses on the minimum day that changed.

Kim Chin stated that they have a similar issue with Cabrillo College. They have been pretty good about trying to change their class times so that it fits better with the bus schedule.

Chairperson Gabriel asked staff if it would be possible to call all the schools and ask if they have any plans to change their schedule.

Kim Chin stated that they check with all the schools, sometimes they change the scheduled after Headways is printed.

Bryant Baehr suggested that a letter could be sent to all school superintendents thanking them for providing their schedules and also

asking that they contact the District should a change occur in the schedule.

Sandra Coley asked if someone other than the school superintendent should be contacted.

Mike Clark suggested the Transportation Department of the schools should be notified.

b) Service and Planning Update

Kim Chin reported that the Service Review Committee met this morning and service planning is a little more sophisticated, because the District can now plan service for entire year instead of looking at one quarter at a time. He stated that at the Board Workshop last Friday, the Board had a chance to look at service and the ability to provide service for the future.

One of the key challenges that the District has right now is we don't have a lot of space to park buses- The District is currently using leased facilities on a month to month basis and can lose the leases at any time. The District does not have sufficient maintenance facilities to service the buses we currently have. He stated that Chairperson Gabriel has mentioned many times the importance of MetroBase and that this is a critical time for MetroBase. From a service perspective we need to be careful about making service revisions that we cannot sustain. One of the things that we don't want to do is to put service out there and take it away later. That's going to cause a lot of problems for passengers. We want to make cautious decisions about where we put service and make sure the service we do put out is sustained and is a critical factor for the District.

Kim Chin stated that the District just completed a Comprehensive Route Study. The study basically gives the District a much better database from which the District can work from to see what we are doing on different routes, different times during the day. He indicated that this will be going to the Board in March or April for approval.

c) Marketing – Ticket/Advertising

Kim Chin stated that the SCCRTC has a Rideshare Program with a budget allocated for a variety of programs related to the Rideshare Program. He also stated the Highway 17 Express service is operating well, but that trips coming back from San Jose are not well utilized. The District is interested in conjunction with the SCCRTC to develop a joint marketing program that will promote ridership on Highway 17. The District

would also like to work with the SCCRTC to promote transit within Santa Cruz County on underutilized routes. One part of the campaign is to involve printed flyers and transit advertising on the buses to promote transit in English and Spanish. Mr. Chin stated that the next issue of Headways, the Highway 17 Express service will be on the cover.

Sharon Barbour asked why is there less ridership coming back from San Jose.

Kim Chin stated that it is a reverse commute. On peak a.m. trips, passengers go to San Jose to go to work and to school, but when the buses come back to Santa Cruz they do not have the same level of ridership.

d) COF - MetroBase

Chairperson Gabriel stated that a "Westside Neighborhood Alert" flyer is being distributed to Westside residents who live around the proposed MetroBase site. He found the flyer very discouraging.

Janet Singer stated that they got this flyer from their neighbor's door. The Singers distributed copies of the flyer to MUG members.

Kim Chin stated that the District is planning a public outreach meeting tentatively scheduled for March 29th, to offer the public accurate information about the project and to also provide the public an opportunity to ask District staff and members of the Board of Directors questions on MetroBase. Mr. Chin would like MUG members to attend this meeting and will asking MASTF members tomorrow at their meeting to show their support at the public meeting. There is the possibility the meeting may be rescheduled to April 5th to get more support from UCSC. He stated that there is a vocal minority of people who oppose this project, but also a large number of people who are proponents of the project who support this, mainly people who use the service everyday.

Mr. Chin also stated that if we do not have MetroBase, a number of things will have to happen. The District cannot continue to operate the same level as we do today, which will mean some form of eliminating service. We currently operate 110 buses, and in order to meet the expectations of the community and the Major Transportation Investment Study (MTIS) the District needs the capacity to house between 175 and 200 buses.

Janet Singer stated that the Think Tank had been talking since last September about having a community forum to try to get the facts out to

the Westside neighbors. They have talked to MUG about co-sponsoring the community forum and also have MASTF to co-sponsor it as well. They also talked with Jennifer Bragar to help organize this forum.

Kim Chin reported that flyers announcing the public meeting will be put posted inside the buses and the news media will be contacted. Mr. Chin also reported that the Board has indicated that they want to take a visible role at the March 29th meeting. At the Board Workshop last Friday, the Board indicated there is a need for more outreach where the Board and staff members can answer questions from the community.

Janet Singer stated that this was first discussed at the Think Tank, because the meeting is held at Emily's bakery and the owner has had people come in and ask her questions because she sits on the City Transportation Commission. She felt that if they received sponsorship for the community forum from MUG and MASTF, they would like to have Board members and District staff to attend the meeting as guests and answer questions regarding neighborhood concerns. She stated that MUG had made a motion a few months ago to co-sponsor the Think Tank and MASTF also agreed to co-sponsor together with MUG.

Jeff LeBlanc stated that MASTF had made a motion to support MetroBase at one of the previous meetings.

She asked do we want to recommend to staff that instead of this being a Board sponsored event and that it become a MUG, MASTF and Think Tank sponsored event and the Board of Directors and District staff be guests at this meeting.

Chairperson Gabriel felt that since he is a Board member, he should not vote on this issue.

Jeff LeBlanc stated the people involved with the Think Tank are capable of putting on an event and certainly with Metro staff help it would not be difficult to do. A decision as to where it is to be held was not resolved at the Board meeting. He felt that MUG make a recommendation that the community forum meeting be held at Bayside School or somewhere on the Westside where it would seem like a community event rather than a government event. The Think Tank has been talking about doing this informational meeting in cooperation with the Transit District for about six months. He suggested that the members of the Board and District staff be invited as guests to the community forum. Mr. LeBlanc stated he agrees with the Singers that it might be more appropriate to do it on the Westside at Bayview School, for example.

Les White stated that they can make that suggestion to the Board. The Board wants to hold a meeting on March 29th and are looking to hold this meeting at the Santa Cruz Police Station's Community Room. The Board would be responsive to their input and that they should communicate their concerns to the Board at the Board meeting on Friday.

ACTION: MOTION: Jeff LeBlanc SECOND: Sharon Barbour

MUG recommends to the Board of Directors that a community meeting be held on the Westside sponsored primarily by Think Tank, MUG, MASTF and any other supporting groups on MetroBase and that District staff and the Board of Directors be invited as guests and to answer questions from the public.

The committee voted unanimously.

Chairperson Gabriel stated that he is a Board member and is not going to vote on this motion. He stated that he read motions made by MUG to the Board at the regular Board of Directors meeting.

5e. Cabrillo College

Deferred until next month.

6. UPDATES

- a) **New Service**
 - **Holiday**
 - **Late Night 7N**
- b) **ADA Recertification**
- c) **Courtesy Stop Policy**
- d) **Highway 17 - Bikes on Buses**

Les White stated that he met with AMTRAK officials yesterday, and will speak with Assemblymember Keeley and Senator McPherson staff in Sacramento tomorrow regarding SB 804, which is restrictions onboard the AMTRAK connector buses.

He also stated that OSHA came by the SCMTD facilities and found several major violations, which relate to the need to replace the Maintenance facilities. They are going to continue to follow up on the SCMTD facilities and maintenance operations and condition of the District facilities.

7. NEW BUSINESS

8. OPEN DISCUSSION

Chairperson Gabriel stated that Director Tim Fitzmaurice asked for clarification of the MUG minutes. He stated that at one of the previous MUG meetings, under the MetroBase item, Chairperson Gabriel recalled asking MUG members to write letters to the City Council members. He stated that he said Katherine Beiers was a swing vote, Christopher Krohn and Keith Sugar were supportive of the neighbors and that Director Tim Fitzmaurice did not support it. He also stated that Director Tim Fitzmaurice was quoted last Sunday saying he did not think MetroBase would work.

9. ADJOURNMENT

The meeting adjourned at 3:55 p.m.

Respectfully submitted,

Debbie Guerrero

DEBBIE GUERRERO
Administrative Secretary

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 17, 2000
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
**SUBJECT: MONTHLY BUDGET STATUS REPORT FOR JANUARY 2000
AND APPROVAL OF BUDGET TRANSFERS**

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve the budget transfers for the period of February 1-29, 2000.

II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$14,940,273 or \$9,801 over the amount of revenue expected to be received during the first seven months of the fiscal year.
- Total operating expenses for the year to date, including pass through grant programs, in the amount of \$13,166,192, are at 49.6% of the budget. Day to day operating expenses total \$13,119,441 or 51.3% of the budget.
- A total of \$453,227 has been expended through January 31st for the FY 99-00 Capital Improvement Program.

III. DISCUSSION

An analysis of the District's budget status is prepared monthly in order to apprise the Board of Directors of the District's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year. The attached monthly revenue and expense report represents the status of the District's FY 99-00 budget as of January 31, 2000. The fiscal year is 58.3% elapsed.

A. Operating Revenues.

Revenues are \$9,801 over the amount expected to be received for the period, based on the revised budget adopted by the Board last month. Sales tax revenue is \$5,498 ahead of budget projections. General fund interest income is \$15,560 ahead of budget projections. Variances are explained in the notes following the report.

B. Operating Expenses.

Day to day operating expenses for the year to date (excluding grant-funded programs, capital transfers and pass-through programs) total \$13,119,441 or 51.3% of the budget, with 58.3% of the year elapsed. Variances are explained in the notes following the report.

C. Capital Improvement Program.

For the year to date, a total of \$453,227 has been expended on the Capital Improvement Program. Only 3.2% of budgeted purchases for the year have been completed.

IV. FINANCIAL CONSIDERATIONS

Approval of the budget transfers will increase some line item expenses and decrease others. Overall, the changes are expense-neutral.

V. ATTACHMENTS

Attachment A: Revenue and Expense Report for January, and Budget Transfers

MONTHLY REVENUE AND EXPENSE REPORT
OPERATING REVENUE -
JANUARY 2000

Operating Revenue	FY 99-00 Budgeted for Month	FY 99-00 Actual for Month	FY 99-00 Budgeted YTD	FY 98-99 Actual YTD	FY 99-00 Actual YTD	YTD Variance from Budgeted	
Passenger Fares	\$ 230,012	\$ 240,990	\$ 1,773,631	\$ 1,709,063	\$ 1,783,804	\$ 10,173	See Note 1
Paratransit Fares	\$ 16,667	\$ -	\$ 100,000	\$ 66,124	\$ 83,522	\$ (16,478)	See Note 1
Special Transit Fares	\$ 178,624	\$ 173,203	\$ 848,727	\$ 820,799	\$ 864,040	\$ 15,313	See Note 1
Purch Transp Rev/Hwy 17	\$ 61,031	\$ 58,896	\$ 459,077	\$ 399,452	\$ 432,332	\$ (26,745)	See Note 1
Advertising Income	\$ 12,000	\$ 12,000	\$ 72,000	\$ 51,667	\$ 72,000	\$ -	
Other Aux Transp Rev	\$ 958	\$ 764	\$ 5,250	\$ 6,682	\$ 7,283	\$ 2,033	
Rent Income	\$ 9,729	\$ 6,329	\$ 56,903	\$ 74,656	\$ 61,105	\$ 4,202	
Interest - General Func	\$ 55,036	\$ 80,655	\$ 473,638	\$ 381,796	\$ 489,198	\$ 15,560	
Non-Transportation Rev	\$ 200	\$ 45,287	\$ 42,865	\$ 2,079	\$ 46,202	\$ 3,337	
Sales Tax Income	\$ 985,700	\$ 952,500	\$ 8,216,039	\$ 7,707,868	\$ 8,221,537	\$ 5,498	
TDA Funds	\$ -	\$ -	\$ 2,337,031	\$ 2,227,564	\$ 2,337,032	\$ 1	
MBUAPCD Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Local Funding - TDA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
State Transit Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
State Guideway Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other State Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FTA Op Asst - Sec 5303	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FTA Op Asst - Sec 5307	\$ -	\$ -	\$ 505,614	\$ -	\$ 505,614	\$ -	
FTA Op Asst - Sec 5311	\$ -	\$ -	\$ 39,697	\$ -	\$ 36,604	\$ (3,093)	
Other Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Operating Revenue	\$ 1,549,957	\$ 1,570,624	\$ 14,930,472	\$ 13,447,750	\$ 14,940,273	\$ 9,801	

7-7.A-1

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING EXPENSE SUMMARY - JANUARY 2000**

	FY 99-00 Final Budget	FY 99-00 Revised Budget	FY 98-99 Expended YTD	FY 99-00 Expended YTD	Percent Expended of Budget	
PERSONNEL ACCOUNTS						
Administration	\$ 561,863	\$ 544,477	\$ 339,135	\$ 227,163	41.7%	
Finance	\$ 519,039	\$ 521,653	\$ 233,530	\$ 224,142	43.0%	
Planning & Marketing	\$ 783,679	\$ 775,137	\$ 362,858	\$ 385,336	49.7%	
Human Resources	\$ 369,946	\$ 369,481	\$ 199,143	\$ 198,701	53.8%	
IT	\$ 214,991	\$ 216,004	\$ 99,646	\$ 114,494	53.0%	
District Counsel	\$ 289,116	\$ 280,296	\$ 118,826	\$ 107,216	38.3%	
Facilities Maintenance	\$ 900,719	\$ 906,456	\$ 395,958	\$ 449,739	49.6%	
Operations	\$ 1,520,903	\$ 1,666,453	\$ 793,608	\$ 871,530	52.3%	
Bus Operators	\$ 8,723,228	\$ 9,261,317	\$ 4,540,500	\$ 5,147,234	55.6%	
Fleet Maintenance	\$ 2,850,147	\$ 2,873,267	\$ 1,392,687	\$ 1,473,850	51.3%	
Retired Employees Benefits	\$ 296,711	\$ 299,839	\$ 145,310	\$ 133,784	44.6%	
Total Personnel	\$ 17,030,342	\$ 17,714,380	\$ 8,621,201	\$ 9,333,189	52.7%	
NON-PERSONNEL ACCOUNTS						
Administration	\$ 507,498	\$ 532,856	\$ 192,054	\$ 276,351	51.9%	
Finance	\$ 432,310	\$ 427,942	\$ 195,072	\$ 229,487	53.6%	
Planning & Marketing	\$ 200,458	\$ 213,458	\$ 77,652	\$ 89,583	42.0%	
Human Resources	\$ 84,265	\$ 94,296	\$ 31,822	\$ 52,557	55.7%	
IT	\$ 94,510	\$ 119,510	\$ 53,621	\$ 72,799	60.9%	See Note 2
District Counsel	\$ 131,605	\$ 171,605	\$ 36,187	\$ 59,759	34.8%	
Facilities Maintenance	\$ 189,287	\$ 209,487	\$ 143,403	\$ 104,448	49.9%	
Wats TC Operation	\$ 76,013	\$ 74,513	\$ 42,143	\$ 37,995	51.0%	
Santa Cruz Metro Center	\$ 205,488	\$ 211,288	\$ 90,006	\$ 123,542	58.5%	
Scotts Valley TC	\$ 116,493	\$ 111,693	\$ 31,841	\$ 63,060	56.5%	
Paratransit Program	\$ 2,231,632	\$ 2,445,530	\$ 772,310	\$ 983,032	40.2%	See Note 3
Operations	\$ 1,321,600	\$ 654,947	\$ 621,271	\$ 535,130	81.7%	See Note 4
Bus Operators	\$ 2,250	\$ 2,250	\$ -	\$ 2,224	98.8%	See Note 5
Fleet Maintenance	\$ 2,215,809	\$ 2,417,132	\$ 887,011	\$ 1,204,850	49.8%	
Op Prog/SCCIC	\$ 21,100	\$ 21,100	\$ 31,641	\$ 75	0.4%	
Reserve for Service Additions	\$ 150,000	\$ 150,000	\$ -	\$ -	0.0%	
Pre-Paid Expense Adjustment	\$ -	\$ -	\$ (44,541)	\$ (48,644)		See Note 6
Total Non-Personnel	\$ 7,980,318	\$ 7,857,601	\$ 3,161,493	\$ 3,786,248	48.2%	
Subtotal Operating Expense	\$ 25,010,660	\$ 25,571,981	\$ 11,782,694	\$ 13,119,441	51.3%	
Grant Funded Studies/Programs	\$ 106,340	\$ 97,500	\$ -	\$ 37,518	38.5%	
Transfer to/from Cap Program	\$ 300,000	\$ 428,519	\$ 6,948	\$ 9,233	2.2%	
Retirement to Reserves	\$ -	\$ -	\$ -	\$ -		
Pass Through Programs	\$ 450,000	\$ 450,000	\$ 13,873	\$ -	0.0%	
Total Operating Expense	\$ 25,867,000	\$ 26,548,000	\$ 11,803,515	\$ 13,166,192	49.6%	
YTD Operating Revenue Over YTD Expense				\$ 1,774,081		

**CONSOLIDATED OPERATING EXPENSE
JANUARY 2000**

	FY 99-00 Final Budget	FY 99-00 Revised Budget	FY 98-99 Expended YTD	FY 99-00 Expended YTD	% Exp YTD of Budget	
LABOR						
Operators Wages	\$ 4,670,670	\$ 4,791,437	\$ 2,415,622	\$ 2,773,212	57.9%	
Operators Overtime	\$ 469,521	\$ 669,521	\$ 283,160	\$ 444,335	66.4%	See Note 7
Other Salaries & Wages	\$ 4,949,627	\$ 4,830,284	\$ 2,323,424	\$ 2,445,002	50.6%	
Other Overtime	\$ 109,600	\$ 276,520	\$ 113,865	\$ 174,244	63.0%	See Note 8
	\$ 10,199,418	\$ 10,567,762	\$ 5,136,071	\$ 5,836,793	55.2%	
FRINGE BENEFITS						
Medicare/Soc Sec	\$ 83,925	\$ 90,570	\$ 39,743	\$ 49,188	54.3%	
PERS Retirement	\$ 765,023	\$ 785,219	\$ 558,248	\$ 399,022	50.8%	
Medical Insurance	\$ 1,639,232	\$ 1,733,662	\$ 797,203	\$ 834,364	48.1%	
Dental Plan	\$ 387,494	\$ 428,907	\$ 152,095	\$ 207,511	48.4%	
Vision Insurance	\$ 101,322	\$ 106,376	\$ 46,739	\$ 56,824	53.4%	
Life Insurance	\$ 56,010	\$ 60,266	\$ 29,467	\$ 28,367	47.1%	
State Disability Ins	\$ 26,261	\$ 38,854	\$ 17,959	\$ 20,029	51.5%	
Long Term Disability Ins	\$ 239,540	\$ 320,281	\$ 121,643	\$ 127,977	40.0%	
Unemployment Insurance	\$ 49,707	\$ 51,135	\$ 15,199	\$ 18,081	35.4%	
Workers Comp/Incurred WC	\$ 1,291,048	\$ 1,373,823	\$ 502,489	\$ 599,949	43.7%	
Absence w/Pay	\$ 2,130,594	\$ 2,130,594	\$ 1,172,855	\$ 1,146,972	53.8%	
Other Fringe Benefits	\$ 60,769	\$ 26,926	\$ 31,490	\$ 8,114	30.1%	
	\$ 6,830,924	\$ 7,146,612	\$ 3,485,130	\$ 3,496,398	48.9%	
SERVICES						
Acctng/Admin/Bank Fees	\$ 261,550	\$ 261,550	\$ 94,066	\$ 113,207	43.3%	
Prof/Legis/Legal Services	\$ 306,448	\$ 466,081	\$ 90,425	\$ 104,094	22.3%	
Temporary Help	\$ 42,862	\$ 95,955	\$ 68,970	\$ 71,491	74.5%	See Note 9
Uniforms & Laundry	\$ 46,652	\$ 47,912	\$ 15,605	\$ 19,957	41.7%	
Security Services	\$ 274,244	\$ 274,244	\$ 101,081	\$ 151,893	55.4%	
Outside Repair - Bldgs/Eqmt	\$ 146,157	\$ 146,362	\$ 71,385	\$ 78,120	53.4%	
Outside Repair - Vehicles	\$ 243,762	\$ 243,262	\$ 85,783	\$ 124,652	51.2%	
Waste Disp/Ads/Other	\$ 150,609	\$ 156,555	\$ 59,862	\$ 71,574	45.7%	
	\$ 1,472,284	\$ 1,691,921	\$ 587,177	\$ 734,988	43.4%	
CONTRACT TRANSPORTATION						
Contract Transportation	\$ 400	\$ 400	\$ 1,488	\$ -	0.0%	
Paratransit Service	\$ 2,230,032	\$ 2,293,930	\$ 771,262	\$ 983,032	42.9%	See Note 3
Hwy 17 Service	\$ 1,100,000	\$ 412,827	\$ 525,270	\$ 412,827	100.0%	See Note 10
	\$ 3,330,432	\$ 2,707,157	\$ 1,298,020	\$ 1,395,859	51.6%	
MOBILE MATERIALS						
Fuels & Lubricants	\$ 835,509	\$ 906,059	\$ 280,051	\$ 481,926	53.2%	
Tires & Tubes	\$ 130,000	\$ 150,642	\$ 42,641	\$ 103,789	68.9%	See Note 11
Body/Upholstery Supplies	\$ 7,500	\$ 7,500	\$ 1,774	\$ 1,295	17.3%	
Revenue Vehicle Parts	\$ 533,885	\$ 570,718	\$ 230,330	\$ 275,462	48.3%	
Inventory Adjustment	\$ -	\$ -	\$ (10,564)	\$ (52,750)		See Note 12
	\$ 1,506,894	\$ 1,634,919	\$ 544,232	\$ 809,722	49.5%	

7-7.A-3

**CONSOLIDATED OPERATING EXPENSE
JANUARY 2000**

	FY 99-00 Final Budget	FY 99-00 Revised Budget	FY 98-99 Expended YTD	FY 99-00 Expended YTD	% Exp YTD of Budget	
OTHER MATERIALS						
Postage & Mailing/Freight	\$ 16,267	\$ 18,297	\$ 9,491	\$ 7,159	39.1%	
Printing	\$ 94,880	\$ 93,894	\$ 37,176	\$ 38,227	40.7%	
Office/Computer Supplies	\$ 56,009	\$ 55,509	\$ 27,293	\$ 35,520	64.0%	See Note 13
Safety Supplies	\$ 14,462	\$ 13,632	\$ 7,980	\$ 6,873	50.4%	
Cleaning Supplies	\$ 58,166	\$ 78,166	\$ 25,816	\$ 43,583	55.8%	
Repair & Maint Supplies	\$ 58,896	\$ 60,096	\$ 21,653	\$ 36,533	60.8%	See Note 14
Parts, Non-Inventory	\$ 50,000	\$ 50,000	\$ 39,280	\$ 31,855	63.7%	See Note 15
Tools/Tool Allowance	\$ 20,324	\$ 19,824	\$ 3,673	\$ 5,675	28.6%	
Photos/Mktg/Other Supplies	\$ 17,447	\$ 17,757	\$ 7,170	\$ 4,389	24.7%	
	\$ 386,451	\$ 407,175	\$ 179,532	\$ 209,814	51.5%	
UTILITIES						
	\$ 244,245	\$ 290,052	\$ 148,240	\$ 157,196	54.2%	
CASUALTY & LIABILITY						
Insurance - Prop/PL & PD	\$ 137,000	\$ 138,835	\$ 55,150	\$ 64,672	46.6%	
Settlement Costs	\$ 100,000	\$ 100,000	\$ 26,840	\$ 28,116	28.1%	
Repairs to Prop	\$ 11,750	\$ 11,750	\$ (7,343)	\$ (6,046)		See Note 16
Prof/Other Services	\$ 10,500	\$ 46,500	\$ 4,053	\$ 17,852	38.4%	
	\$ 259,250	\$ 297,085	\$ 78,700	\$ 104,594	35.2%	
TAXES						
	\$ 36,601	\$ 36,651	\$ 25,073	\$ 25,795	70.4%	See Note 17
MISC EXPENSES						
Dues & Subscriptions	\$ 44,389	\$ 44,989	\$ 22,935	\$ 25,664	57.0%	
Media Advertising	\$ 46,200	\$ 46,200	\$ 5,140	\$ 8,581	18.6%	
Employee Incentive Program	\$ 12,000	\$ 12,000	\$ 6,876	\$ 8,257	68.8%	See Note 18
Training	\$ 43,500	\$ 42,050	\$ 13,038	\$ 18,545	44.1%	
Travel & Local Meetings	\$ 57,825	\$ 58,888	\$ 17,846	\$ 28,339	48.1%	
Other Misc Expenses	\$ 13,400	\$ 13,400	\$ 5,851	\$ 11,966	89.3%	See Note 19
	\$ 217,314	\$ 217,527	\$ 71,686	\$ 101,352	46.6%	
OTHER EXPENSES						
Interest Expense	\$ -	\$ -	\$ -	\$ -	0.0%	
Leases & Rentals	\$ 483,187	\$ 522,620	\$ 228,835	\$ 284,449	54.4%	
Service Reserve	\$ 150,000	\$ 150,000	\$ -	\$ -	0.0%	
Transfer to Capital	\$ 300,000	\$ 428,519	\$ 6,948	\$ 9,233	2.2%	
Pass Through Programs	\$ 450,000	\$ 450,000	\$ 13,873	\$ -	0.0%	
	\$ 1,383,187	\$ 1,551,139	\$ 249,656	\$ 293,682	18.9%	
Total Operating Expense	\$ 25,867,000	\$ 26,548,000	\$ 11,803,514	\$ 13,166,192	49.6%	

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**MONTHLY REVENUE AND EXPENSE REPORT
FY 99-00 CAPITAL IMPROVEMENT PROGRAM**

	Final Program Budget	Expended in January	YTD Expended
CAPITAL PROJECTS			
Consolidated Operating Facility	\$ 6,690,000	\$ 14,331	\$ 69,844
Urban Bus Replacement (CO)	\$ 220,771		\$ 15,048
Urban Bus Replacement (10)	\$ 3,290,694		\$ -
Highway 17 Buses	\$ 45,000		\$ 54,217
ADA Paratransit Vehicles (7)	\$ 300,000		\$ -
Bus Rehabilitation Project (10)	\$ 1,340,453		\$ -
Yield Signs for Buses	\$ 33,000		\$ -
Bus Stop Improvement Program	\$ 193,400		\$ 7,921
Farebox Replacement	\$ 1,000,000		\$ -
MIS Computer System (CO)	\$ 410,000	\$ 32,709	\$ 126,541
Talking Bus - TDA	\$ 8,000	\$ 556	\$ 7,519
Benches with Bike Rack - UCSC	\$ 16,000		\$ 8,429
Benches with Bike Rack - MBUAPCD	\$ 15,000		\$ -
Radio Replacement	\$ 12,000	\$ 919	\$ 919
SVTC Construction (CO)	\$ 28,000		\$ 395
Metro Center Repairs (CO)	\$ 32,900		\$ 1,669
Facilities Repairs & Improvements	\$ 22,475	\$ 1,112	\$ 3,213
Facilities Repairs & Imp (CO)	\$ 63,840	\$ 26,632	\$ 43,115
Machinery/Equipment Repair/Impr	\$ 71,025	\$ 855	\$ 1,443
Non-Rev Vehicle Replacement (3)	\$ 85,000		\$ 46,235
Non-Rev Vehicle Repl - Bi-fuel (5)	\$ 155,000		\$ -
Office Equipment	\$ 9,000		\$ 1,694
Total Capital Program Expense	\$ 14,041,558	\$ 77,115	\$ 388,202
	Final Budget	Received in January	YTD Received
CAPITAL FUNDING SOURCES			
Federal Capital Grants	\$ 9,889,469	\$ -	\$ 14,910
State Capital Grants	\$ 350,000	\$ -	\$ 41,612
STA Funding	\$ 781,410	\$ 195,353	\$ 390,705
Local Capital Grants	\$ 99,000	\$ -	\$ 6,000
Transfer from Operating Budget	\$ 423,667	\$ -	\$ -
District Reserves	\$ 2,498,012	\$ -	\$ -
Total Capital Funding	\$ 14,041,558	\$ 195,353	\$ 453,227

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
NOTES TO REVENUE AND EXPENSE REPORT**

1. Passenger fares (farebox and pass sales) are \$10,173 over the revised budget amount for the year to date. Paratransit fares are \$16,478 under the budgeted amount for the year to date since the January fares amount was not received by the report deadline. Special transit fares (contracts) are \$15,313 or 2% over the budgeted amount. Purchased transportation revenue/Highway 17 Express revenue is \$26,745 or 6% under the year-to-date budgeted amount. Together, all four passenger revenue accounts are under the revised budget amount for the first seven months of the fiscal year by a net \$17,737.
2. IT non-personnel expenses are at 60.9% of the budget due to one-time use of professional services.
3. Paratransit program expense is only at 40.2% of the budget because the January billing was not submitted by Food & Nutrition by the report deadline. If this month were included, the program expense would be at approximately 58% of the budget.
4. Operations non-personnel expense is at 81.7% of the budget due to the 100% expense for Highway 17 contract transportation.
5. Bus Operators non-personnel expense is at 98.8% of the budget due to the annual purchase of operator uniform patches.
6. Pre-paid expense adjustment provides for allocating large annual payments, such as casualty and liability insurance, over the entire year so that the total expenses District-wide for the month and year to date are not skewed.
7. Operator overtime is at 66.4% of the budget due to Bus Operator vacancies. Newly hired Operators have completed training, so overtime should decrease in the future.
8. Other overtime is at 63.0% of the budget due to high overtime in Operations as a result of Transit Supervisor absences. Total payroll for non-Operators is within budget.
9. Temporary help is at 74.5% of the budget due to hire of temporary workers during recruitment of new employees in the departments of Administration, Human Resources, Operations and Fleet Maintenance.
10. Highway 17 contract transportation expense is at 100% of the revised budget due to termination of the contract with Discovery Tours.
11. Tires and tubes are at 68.9% of the budget due to purchase of tires for the buses being rehabilitated.
12. Each month, the change in the Fleet Maintenance inventory value is recorded as either an expense or credit depending on whether the inventory increased or decreased.

13. Office supplies are at 64.0% of the budget due to volume purchase of supplies and equipment.
14. Repair and maintenance supplies are at 60.8% of the budget due to repairs at transit centers and purchase of bus stop supplies.
15. Non-inventory parts are at 63.7% of the budget due to volume purchases.
16. Repairs to property is a casualty and liability account to which repairs to District vehicles and property are charged when another party is liable for the damage. All collections made from other parties for property repair are applied to this account to offset the District's repair costs. Collections have been applied for the year to date, but some repairs have yet to be charged to the account.
17. Taxes are at 70.4% of the budget due to the annual payment of property assessments on the Scotts Valley Transit Center.
18. Employee incentive program expense is at 68.8% of the budget due to payment for one-time events.
19. Other miscellaneous expense is at 89.3% of the budget because accounting adjustments appear in this category.

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FY 99-00 BUDGET TRANSFERS

2-1-00 - 2-29-00

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # 00-038			
TRANSFER FROM:	4100-501021	Other Salaries	\$ (6,000)
	4100-503354	Other Vehicle Repair - Out	\$ (350)
TRANSFER TO:	4100-503041	Temporary Help	\$ 6,000
	4100-504211	Postage & Mailing	\$ 350
REASON:	To cover cost overruns for postage account and to cover additional costs for temporary help in Fleet Maintenance.		

TRANSFER # 00-039			
TRANSFER FROM:	4100-503354	Other Vehicle Repairs - Out	\$ (100)
TRANSFER TO:	4100-509011	Dues & Subscriptions	\$ 100
REASON:	To cover cost overruns and future purchases in Fleet Maint.		

TRANSFER # 00-040			
TRANSFER FROM:	1100-504311	Office Supplies	\$ (500)
TRANSFER TO:	1100-50322	Legal Ads	\$ 500
REASON:	To cover cost overruns in Administration.		

TRANSFER # 00-041			
TRANSFER FROM:	1100-504311	Office Supplies	\$ (500)
TRANSFER TO:	1100-509011	Dues & Subscriptions	\$ 500
REASON:	To cover cost overruns in Administration.		

TRANSFER # 00-042			
TRANSFER FROM:	4100-503354	Other Vehicle Repairs - Out	\$ (50)
TRANSFER TO:	4100-507201	Licenses & Permits	\$ 50
REASON:	To cover the annual DMV Employer Testing Program Annual Renewal in Fleet Maintenance.		

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FY 99-00 BUDGET TRANSFERS

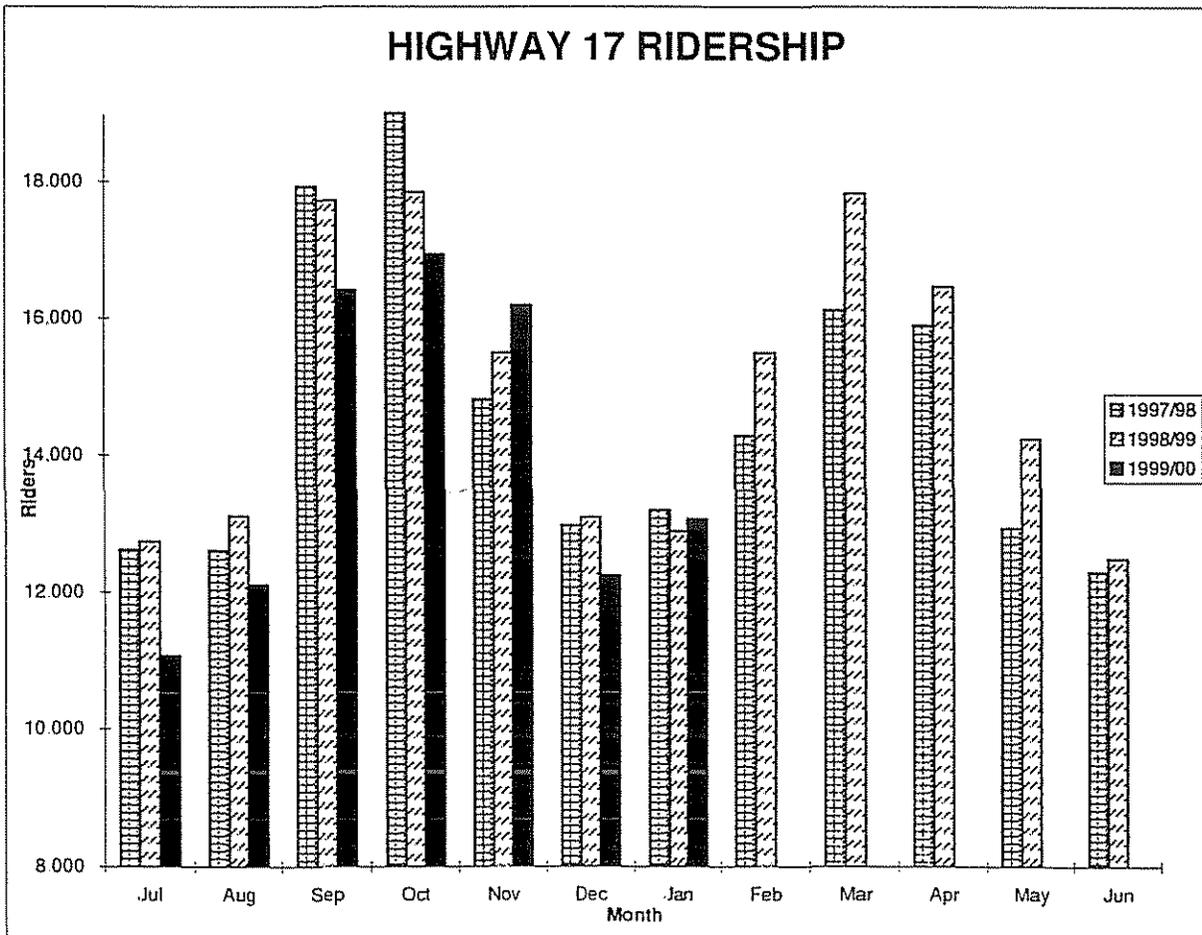
2-1-00 - 2-29-00

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # 00-043			
TRANSFER FROM:	3200-503407	Contract Transportation/Hwy 17	\$ (687,173).
TRANSFER TO:	3200-501023	Other OT	\$ 85,507
	3200-502011	Medicare	\$ 699
	3200-502021	PERS	\$ 3,376
	3200-502031	Medical Ins	\$ 8,520
	3200-502041	Dental Ins	\$ 1,932
	3200-502045	Vision Ins	\$ 456
	3200-502051	Life Ins	\$ 384
	3200-502060	SDI	\$ 232
	3200-502061	LTD Ins	\$ 719
	3200-502071	SUI	\$ 84
	3200-502081	Workers Comp	\$ 2,000
	3200-502253	Drivers License	\$ 120
			<u>\$ 104,029</u>
	3300-501011	Operator Pay	\$ 120,767
	3300-501013	Bus Op OT	\$ 100,000
	3300-502011	Medicare	\$ 5,230
	3300-502021	PERS	\$ 13,365
	3300-502031	Medical Ins	\$ 73,840
	3300-502041	Dental Ins	\$ 16,744
	3300-502045	Vision Ins	\$ 3,952
	3300-502051	Life Ins	\$ 3,328
	3300-502060	SDI	\$ 1,114
	3300-502061	LTD ins	\$ 5,286
	3300-502071	SUI	\$ 1,092
	3300-502081	Workers Comp	\$ 73,775
			<u>\$ 418,493</u>
	4100-502011	Medicare	\$ 716
	4100-502021	PERS	\$ 3,455
	4100-502031	Medical Ins	\$ 12,070
	4100-502041	Dental Ins	\$ 2,737
	4100-502045	Vision Ins	\$ 646
	4100-502051	Life Ins	\$ 544
	4100-502060	SDI	\$ 247
	4100-502061	LTD ins	\$ 736
	4100-502071	SUI	\$ 252
	4100-502081	Workers Comp	\$ 7,000
	4100-503162	Uniforms/Laundry	\$ 430
	4100-504012	Fuels/Lubes	\$ 72,675
	4100-504021	Tires & Tubes	\$ 21,450
	4100-504191	Rev Veh Parts	\$ 36,833
			<u>\$ 159,791</u>
	1400-503034	Pre-Emp Exams	\$ 4,860
			<u>\$ 4,860</u>
		TOTAL	\$ 687,173
REASON:	Highway 17 Express Service moved in-house.		

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HIGHWAY 17 - JANUARY 2000

	JANUARY			YTD		
	1999/00	1998/99	%	1999/00	1998/99	%
FINANCIAL						
Cost	\$ 98,289	\$ 72,660	35.3%	\$ 786,203	\$ 546,939	43.7%
Farebox	\$ 29,830	\$ 29,448	1.3%	\$ 233,808	\$ 237,998	(1.8%)
Operating Deficit	\$ 68,318	\$ 42,588	60.4%	\$ 539,182	\$ 294,976	82.8%
Santa Clara Subsidy	\$ 28,925	\$ 21,294	35.8%	\$ 248,406	\$ 147,488	68.4%
METRO Subsidy	\$ 39,393	\$ 21,294	85.0%	\$ 412,296	\$ 147,488	179.5%
San Jose State Subsidy	\$ 141	\$ 623	(77.4%)	\$ 13,212	\$ 13,965	(5.4%)
STATISTICS						
Passengers	13,061	12,878	1.4%	97,989	102,869	(4.7%)
Revenue Miles	31,421	29,925	5.0%	221,445	224,438	(1.3%)
Revenue Hours	1,222	1,164	5.0%	8,612	8,729	(1.3%)
PRODUCTIVITY						
Cost/Passenger	\$ 7.53	\$ 5.64	33.4%	\$ 8.02	\$ 5.32	50.9%
Revenue/Passenger	\$ 2.28	\$ 2.29	(0.1%)	\$ 2.39	\$ 2.31	3.1%
Subsidy/Passenger	\$ 5.24	\$ 3.36	56.2%	\$ 5.64	\$ 3.00	87.7%
Passengers/Mile	0.42	0.43	(3.4%)	0.44	0.46	(3.5%)
Passengers/Hour	10.69	11.07	(3.4%)	11.38	11.79	(3.5%)
Recovery Ratio	30.3%	40.5%	(25.1%)	29.7%	43.5%	(31.7%)



ADA Paratransit Program Monthly Status Report

	This January	Last January	% Change	This YTD	Last YTD	% Change
Cost	\$ 177,121	\$ 137,432	28.9%	\$ 1,265,630	\$ 982,792	28.8%
Revenue	\$15,928	\$12,948	23.0%	\$115,296	\$92,576	24.5%
Subsidy	\$161,193	\$124,484	29.5%	\$1,150,334	\$890,216	29.2%
Passengers	7,964	6,474	23.0%	57,648	46,288	24.5%
Cost/Ride	\$22.24	\$21.23	5.3%	\$21.95	\$ 21.23	3.8%
Subsidy/Ride	\$20.24	\$19.23	5.3%	\$19.95	\$19.23	3.8%
Operating Ratio	9.0%	9.4%	-4.5%	9.1%	9.4%	-3.3%
% Rides on Taxi	68.9%	71.1%	-3.2%	71.1%	72.1%	-1.5%
Program Registrants	6,842	5,427	26.1%	6,842	5,427	26.1%
Rides/Registrant	1.2	1.2	-2.4%	8.4	8.5	-1.2%

