

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA
AUGUST 22, 2008 (Fourth Friday of Each Month)
WATSONVILLE CITY COUNCIL CHAMBERS
275 MAIN STREET
WATSONVILLE, CALIFORNIA
9:00 a.m. – 12:00 noon

THE BOARD AGENDA PACKET CAN BE FOUND ONLINE AT WWW.SCMTD.COM

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

SECTION I: OPEN SESSION - 9:00 a.m.

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS
 - a. None
3. LABOR ORGANIZATION COMMUNICATIONS
4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

- 5-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF JULY 2008
- 5-2. CONSIDERATION OF TORT CLAIMS:
DENY THE CLAIM OF ROBERT DAMINO, CLAIM #08-0023
- 5-3. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA (None – No MAC Meeting in August) AND MINUTES OF JUNE 18, 2008
- 5-4. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF MAY 2008
- 5-5. ACCEPT AND FILE MAY 2008 RIDERSHIP REPORT
- 5-6. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR THE MONTH OF JUNE 2008

- 5-7. CONSIDERATION OF APPROVAL OF RESOLUTION AUTHORIZING THE ACCEPTANCE OF SERVICES AND TRI-PARTY TRANSPORTATION PASS-THRU AGREEMENT WITH WELLS FARGO BANK, FORMERLY COAST COMMERCIAL BANK
- 5-8. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH VALLEY POWER SYSTEMS, INC. FOR THE CONVERSION OF 40 DIESEL ENGINE POWERED COACHES AND FUEL SYSTEMS TO COMPRESSED NATURAL GAS TO EXTEND THE EFFECTIVE PERIOD OF THE CONTRACT THROUGH OCTOBER 31, 2008
- 5-9. ACCEPT AND FILE METROBASE PROJECT STATUS REPORT
- 5-10. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FOR APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE JUNE 2008 MEETING(S)
- 5-11. CONSIDERATION OF APPROVAL OF REVISED BOARD MEMBER TRAVEL FOR FY09
- 5-12. CONSIDERATION OF APPROVAL OF FY09 AND FY10 REVISED PARATRANSIT AUTHORIZED AND FUNDED PERSONNEL AND REVISED AUTHORIZED AND FUNDED PERSONNEL SUMMARY
- 5-13. CONSIDERATION OF AUTHORIZATION TO SELL FOREIGN COIN COLLECTED IN FARE BOXES
- 5-14. APPROVE REGULAR BOARD MEETING MINUTES OF APRIL 11 & 25 AND MAY 9 & 23, 2008
- 5-15. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR APRIL 2008

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS
Presented by: Chair Beautz
7. CONSIDERATION OF APPROVAL OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF BONNIE J. WILSON AS ADMINISTRATIVE ASSISTANT/SUPERVISOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
Presented By: Chair Beautz
8. CONSIDERATION OF REPORT ON CELL PHONE USAGE ON HIGHWAY 17 EXPRESS BUSES
Presented By: Sam Mendez, Planning Intern

9. RECEIVE DEMONSTRATION OF GOOGLE TRANSIT AND ONLINE COMMUTE CALCULATOR
Presented By: Mark Dorfman, Assistant General Manager
10. CONSIDERATION OF APPROVAL OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF RAUDEL A. DELGADO AS FLEET MAINTENANCE MECHANIC II FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
Presented By: Chair Beautz
11. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH GOV, INC. AND GOLDEN GATE SYTEMS, LLC FOR COMPUTER SERVERS AND ASSOCIATED EQUIPMENT
Presented By: Tom Stickel, Maintenance Manager
12. CONSIDERATION OF APPROVAL OF CHANGES TO METRO'S DRUG AND ALCOHOL TESTING POLICY TO CONFORM TO DEPARTMENT OF TRANSPORTATION REGULATORY CHANGES
Presented By: Robyn Slater, Human Resources Manager
13. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
14. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Pursuant to Government Code Section 54956.9)
 - a. Name of Case: Carol Moore vs. Santa Cruz Metropolitan Transit District
(Before the Workers' Compensation Appeals Board)
 - b. Name of Case: Claim of Stephen Sullivan
2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(Pursuant to Government Code Section 54957)
 - a. Title: District Counsel

SECTION III: RECONVENE TO OPEN SESSION

15. REPORT OF CLOSED SESSION

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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

Board during consideration of Agenda Item #2 "Oral and Written Communications", under Section I. 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.

Members of the public may address the Board of Directors on a topic on the agenda by approaching the Board 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.

The Santa Cruz Metropolitan Transit District does not discriminate on the basis of disability. The Watsonville City Council Chambers is located in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, please contact Cindi Thomas at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting METRO regarding special requirements to participate in the Board meeting. A Spanish Language Interpreter will be available during "Oral Communications" and for any other agenda item for which these services are needed. This meeting will be broadcast live in Watsonville on Charter Channel 70. Community Television will rebroadcast it at 7:00 p.m. on Friday, August 29, 2008 on Comcast Channel 26 and also on Charter Channel 72.

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

DATE: 07/01/08 THRU 07/31/08

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
18297	07/24/08	-87.00	001944	SANTA CRUZ COUNTY LAW LIBRARY		7642	QUARTERLY COPY CHR	-87.00	**VOID
21616	07/10/08	-38.51	074	KENVILLE LOCKSMITHS	7	11741	REV VEH PTS/SUPP	-19.53	**VOID
						11742	REV VEH PARTS	-8.13	
						11743	REV VEH PARTS	-10.85	
29467	07/04/08	111.23	294	ANDY'S AUTO SUPPLY	0	20373	PARTS & SUPPLIES	58.30	
						20452	PARTS & SUPPLIES	52.93	
29468	07/04/08	2,850.00	947	BASE LINE LAND SURVEYORS, INC		20676	SURVEY SVCS/SVTC	2,850.00	
29469	07/04/08	396.90	002189	BUS & EQUIPMENT		20630	REV VEH PARTS	396.90	
29470	07/04/08	28,131.43	001124	CLEAN ENERGY		20652	LNG/FLT	14,377.20	
						20671	LNG/FLT	13,754.23	
29471	07/04/08	288.00	413	COLUMBIA EQUIPMENT COMPANY INC		20388	REPAIRS/MAINTENANCE	288.00	
29472	07/04/08	19.76	002063	COSTCO		20472	LOCAL MTG EXP	19.76	
29473	07/04/08	3,887.45	085	DIXON & SON TIRE, INC.		20633	TIRES & TUBES	719.34	
						20634	TIRES & TUBES	153.76	
						20648	TIRES & TUBES	421.71	
						20649	TIRES & TUBES	232.25	
						20650	TIRES & TUBES	1,305.14	
						20651	TIRES & TUBES	1,055.25	
29474	07/04/08	90.00	002388	DOGHERRA'S	7	20635	TOW CHEV VENTURE	45.00	
						20636	TOW # 321	45.00	
29475	07/04/08	137.50	001492	EVERGREEN OIL INC.		20626	HAZ WASTE DISP	137.50	
29476	07/04/08	197.08	117	GILLIG CORPORATION		20607	REV VEH PARTS	197.08	
29477	07/04/08	194.04	166	HOSE SHOP, THE		20642	REPAIRS/MAINTENANCE	145.28	
						20653	PARTS & SUPPLIES	30.97	
						20654	REV VEH PARTS	17.79	
29478	07/04/08	69.40	1117	KELLEY'S SERVICE INC.		20497	REV VEH PARTS	69.40	
29479	07/04/08	30.66	039	KINKO'S INC.		20662	PRINTING/ADM	30.66	
29480	07/04/08	206.30	107A	LUMBERMENS		20384	REPAIRS/MAINTENANCE	42.39	
						20385	REPAIRS/MAINTENANCE	19.01	
						20386	REPAIRS/MAINTENANCE	28.30	
						20600	PARTS & SUPPLIES	107.82	
						20610	REPAIRS/MAINTENANCE	8.78	
29481	07/04/08	52.50	001358	MARINA MOTOR COMPANY		20637	OUT RPR # 206	52.50	
29482	07/04/08	79.40	980	MCMaster-CARR SUPPLY CO		20625	REPAIRS/MAINTENANCE	79.40	
29483	07/04/08	650.00	764	MERCURY METALS		20628	RAMP REPAIR	650.00	
29484	07/04/08	1,562.40	001052	MID VALLEY SUPPLY		20605	CLEANING SUPPLIES	1,562.40	
29485	07/04/08	602.77	041	MISSION UNIFORM		20369	UNIF/LAUNDRY/FLT	63.22	
						20370	UNIF/LAUNDRY/FLT	297.29	
						20371	UNIF/LAUNDRY/FLT	127.26	
						20454	UNIF/LAUNDRY/FAC	67.89	
						20506	UNIF/LAUNDRY/FLT	47.11	
29486	07/04/08	2,052.46	001063	NEW FLYER INDUSTRIES LIMITED		20665	REV VEH PARTS	14.19	
						20666	REV VEH PARTS	178.00	
						20667	REV VEH PARTS	944.64	
						20668	REV VEH PARTS	363.33	
						20669	REV VEH PARTS	552.30	
29487	07/04/08	16.50	004	NORTH BAY FORD LINC-MERCURY		20382	REV VEH PARTS	16.50	
29488	07/04/08	574.00	481	PIED PIPER EXTERMINATORS, INC.		20501	JUNE PEST CONTROL	48.50	
						20502	JUNE PEST CONTROL	53.00	
						20503	JUNE PEST CONTROL	183.00	

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						20504	JUNE PEST CONTROL	241.00	
						20505	JUNE PEST CONTROL	48.50	
29489	07/04/08	195.30	156	PRINT GALLERY, THE		20453	OFFICE SUPPLIES	195.30	
29490	07/04/08	1,954.32	882	PRINT SHOP SANTA CRUZ	7	20417	PRINTING/OPS	86.80	
						20520	PRINTING/HRD	276.68	
						20629	PRINTINT/PT	1,590.84	
29491	07/04/08	455.05	135	SANTA CRUZ AUTO PARTS, INC.		20344	PARTS & SUPPLIES	10.85	
						20372	REV VEH PARTS	17.46	
						20401	REV VEH PARTS	200.43	
						20507	REV VEH PARTS	95.37	
						20508	REV VEH PARTS	52.09	
						20510	REPAIRS/MAINTENANCE	20.50	
						20615	OTH MOB SUPPLIES	48.50	
						20616	PARTS & SUPPLIES	4.69	
						20631	REV VEH PARTS	5.16	
29492	07/04/08	106.59	276	SCOTTS VALLEY SPRINKLER		20456	REPAIRS/MAINTENANCE	106.59	
29493	07/04/08	249.51	001976	SPORTWORKS NORTHWEST, INC.		20608	REV VEH PARTS	249.51	
29494	07/04/08	11,083.86	001043	VISION SERVICE PLAN		20677	JULY VISION INS	11,083.86	
29495	07/04/08	50.19	186	WILSON, GEORGE H., INC.		20345	REPAIRS/MAINTENANCE	16.28	
						20383	REPAIRS/MAINTENANCE	33.91	
29498	07/11/08	732.20	001193	AA GLASS SHOP	7	20724	REPAIRS/MAINTENANCE	646.00	
						20725	REPAIRS/MAINTENANCE	86.20	
29499	07/11/08	1,644.72	002509	ACCOUNTEMPS		20694	TEMP/OPS W/E 6/20	1,644.72	
29500	07/11/08	511.50	002881	ADVANCED ELECTRONICS SOLUTIONS		20752	OUT RPR EQUIP	511.50	
29501	07/11/08	1,978.11	001088	ADVANCED MECHANICAL SERVICES	7	20847	BACKFLOW TESTING	1,978.11	
29502	07/11/08	15.90	886	ALL PURE WATER	0	20798	OFFICE SUPPLIES	15.90	
29503	07/11/08	244.46	002861	AMERICAN MESSAGING SVCS, LLC		20775	JULY PAGERS	244.46	
29504	07/11/08	140.80	294	ANDY'S AUTO SUPPLY	0	20721	PARTS & SUPPLIES	140.80	
29505	07/11/08	17,164.72	941	ASSURANT EMPLOYEE BENEFITS		20784	JULY LTD INS	17,164.72	
29506	07/11/08	4,269.40	001A	AT&T		20679	MAY PHONES/PT	250.82	
						20803	MAY PHONES/RIVER	85.68	
						20860	JUNE PHONES/IT	1,467.00	
						20864	JUNE PHONES	1,920.24	
						20922	MAY PHONES/PT	45.06	
						20928	MAY PHONES/PT	500.60	
29507	07/11/08	1,072.50	876	ATCHISON, BARISONE, CONDOTTI &	7	20946	LEGAL SVCS/425 FRONT	1,072.50	
29508	07/11/08	89.00	001856	BAY COMMUNICATIONS	7	20934	OUT RPR EQUIP	89.00	
29509	07/11/08	1,949.36	664	BAY COUNTIES PITCOCK PETROLEUM		20812	FUEL & LUBE	1,949.36	
29510	07/11/08	47.04	123	BAY PHOTO LAB		20942	PHOTO PROCESS/PT	23.35	
						20943	PHOTO PROCESS/PT	15.91	
						20944	PHOTO PROCESS/PT	7.78	
29511	07/11/08	100.00	B003	BEAUTZ, JAN	7	20947	JUNE BOARD MTGS	100.00	
29512	07/11/08	82.70	580	BLOCK AND COMPANY, INC.		20814	OFFICE SUPPLY/OPS	82.70	
29513	07/11/08	2,077.38	002189	BUS & EQUIPMENT		20735	REV VEH PARTS	2,077.38	
29514	07/11/08	100.00	B018	BUSTICHI, DENE	7	20948	JUNE BOARD MTGS	100.00	
29515	07/11/08	28,708.98	739	CENTURY CHEVROLET		20680	AXLE REPAIR	268.30	
						20681	AXLE REPAIR	1,393.42	
						20700	AXLE REPAIR	1,736.83	
						20701	OUT RPR REV VEH	1,736.83	
						20702	AXLE REPAIR	1,736.83	

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						20703	AXLE REPAIR	1,736.83	
						20704	AXLE REPAIR	1,736.83	
						20705	AXLE REPAIR	140.00	
						20706	AXLE REPAIR	1,736.83	
						20707	AXLE REPAIR	1,736.83	
						20708	AXLE REPAIR	1,736.83	
						20709	AXLE REPAIR	1,736.83	
						20710	AXLE REPAIR	1,736.83	
						20711	AXLE REPAIR	1,736.83	
						20712	AXLE REPAIR	1,736.83	
						20713	AXLE REPAIR	1,736.83	
						20764	REV VEH PARTS	4,328.47	
						20956	JUNE BOARD MTGS	100.00	
29516	07/11/08	100.00	B014	CITY OF WATSONVILLE		20781	EXT BUS ANNOUNC/AUD	993.50	
29517	07/11/08	993.50	001113	CLARKE, SUSAN	7	20726	OUT RPR REV VEH	3,913.73	
29518	07/11/08	8,477.72	909	CLASSIC GRAPHICS		20727	OUT RPR REV VEH	4,563.99	
						20801	LNG/FLT	14,730.04	
29519	07/11/08	28,590.56	001124	CLEAN ENERGY		20882	LNG/FLT	13,860.52	
						20644	CLEANING SUPPLIES	90.00	
29520	07/11/08	321.06	075	COAST PAPER & SUPPLY INC.		20730	CLEANING SUPPLIES	231.06	
						20760	WORK COMP FUND	34,121.04	
29521	07/11/08	34,121.04	002569	COMERICA BANK		20524	PHOTO PROCESS/OPS	13.20	
29522	07/11/08	89.85	002063	COSTCO		20525	PHOTO PROCESS/OPS	16.48	
						20658	LOCAL MTG EXP	13.17	
						20661	LOCAL MTG EXP	19.41	
						20690	PHOTO PROCESS/OPS	2.20	
						20691	PHOTO PROCESS/OPS	5.83	
						20692	PHOTO PROCESS/OPS	5.23	
						20779	PHOTO PROCESS/OPS	2.24	
						20780	PHOTO PROCESS/OPS	12.09	
						20755	REV VEH PARTS	11.73	
29523	07/11/08	11.73	504	CUMMINS WEST, INC.		20842	REV VEH PARTS	119.18	
29524	07/11/08	119.18	001000	DAIMLER BUSES N. AMERICA INC.		20776	6/16-6/24 FUEL/FLT	7,848.48	
29525	07/11/08	12,626.74	001316	DEVCO OIL		20910	JUNE FUEL/FLT	4,778.26	
						20699	REV VEH PARTS	432.37	
29526	07/11/08	432.37	480	DIESEL MARINE ELECTRIC, INC.		20895	TIRES & TUBES	428.54	
29527	07/11/08	6,861.79	085	DIXON & SON TIRE, INC.		20896	TIRES & TUBES	211.05	
						20897	TIRES & TUBES	419.67	
						20898	TIRES & TUBES	845.79	
						20899	TIRES & TUBES	428.54	
						20900	TIRES & TUBES	211.05	
						20901	TIRES & TUBES	1,305.14	
						20902	TIRES & TUBES	659.02	
						20903	TIRES & TUBES	633.15	
						20908	TIRES & TUBES	1,686.84	
						20909	TIRES & TUBES	33.00	
						20800	REPAIRS/MAINTENANCE	514.50	
29528	07/11/08	514.50	001183	ECOLAB VEHICLE CARE DIVISION		20783	SCORING SERVICES	82.75	
29529	07/11/08	82.75	298	ERGOMETRICS		20670	HAZ WASTE DISP	792.50	
29530	07/11/08	895.50	001492	EVERGREEN OIL INC.		20751	HAZ WASTE DISP	103.00	

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29531	07/11/08	297.59	002307	EWING IRRIGATION PRODUCTS		20750	REPAIRS/MAINTENANCE	297.59	
29532	07/11/08	146.70	959	FIRST ADVANTAGE CORPORATION		20758	DRUG TESTS	78.24	
						20759	DRUG TESTS	68.46	
29533	07/11/08	100.00	001189	GARY KENVILLE LOCKSMITH	7	20729	REPAIRS/MAINTENANCE	100.00	
29534	07/11/08	2,313.81	647	GFI GENFARE		20773	REV VEH PARTS	192.13	
						20774	REV VEH PARTS	64.73	
						20782	OFFICE SUPPLY/OPS	23.85	
						20813	OUT RPR REV VEH	431.11	
						20880	REV VEH PARTS	1,601.99	
29535	07/11/08	16.75	001199	GHARAHGOZLOO, ALI		20867	CHANGE FUND	16.75	
29536	07/11/08	233.72	282	GRAINGER		20770	REPAIRS/MAINTENANCE	233.72	
29537	07/11/08	204.11	001097	GREENWASTE RECOVERY, INC.		20927	JUNE RESEARCH PARK	204.11	
29538	07/11/08	10.00	E037	GROSJEAN, DOUG		20852	DMV FEES	10.00	
29539	07/11/08	100.00	B021	HAGEN, DONALD N.	7	20949	JUNE BOARD MTGS	100.00	
29540	07/11/08	214.25	001198	HARLAND		20740	OFFICE SUPPLY/FIN	214.25	
29541	07/11/08	70,425.76	001035	HARRIS & ASSOCIATES		20834	5/1-5/31 PROF SVCS	70,425.76	
29542	07/11/08	34.00	E026	HARTE, ANDRE		20945	DMV FEES	34.00	
29543	07/11/08	50.00	B006	HINKLE, MICHELLE	7	20950	JUNE BOARD MTGS	50.00	
29544	07/11/08	282.41	166	HOSE SHOP, THE		20687	PARTS & SUPPLIES	59.76	
						20688	PARTS & SUPPLIES	3.26	
						20891	REPAIRS/MAINTENANCE	219.39	
29545	07/11/08	135.28	215	IKON OFFICE SOLUTIONS		20919	5/19-6/18 MAINT/ADM	135.28	
29546	07/11/08	345.49	001163	INNERWORKINGS, INC		20736	PRINTING/PT	345.49	
29547	07/11/08	400.00	E345	JACINTO, FRANK		20866	PRESCRIPTION GLASSES	400.00	
29548	07/11/08	28.58	1117	KELLEY'S SERVICE INC.		20720	REV VEH PARTS	28.58	
29549	07/11/08	1,812.00	878	KELLY SERVICES, INC.		20693	TEMP/OPS W/E 6/15	948.00	
						20917	TEMP/ADM W/E 6/22	864.00	
29550	07/11/08	85.60	074	KENVILLE LOCKSMITHS	7	11741	REV VEH PTS/SUPP	19.53	
						11742	REV VEH PARTS	8.13	
						11743	REV VEH PARTS	10.85	
						20643	REPAIRS/MAINTENANCE	27.13	
						20698	REV VEH PARTS	19.96	
29551	07/11/08	558.30	852	LAW OFFICES OF MARIE F. SANG	7	20739	WORKERS COMP CLAIM	558.30	
29552	07/11/08	116.72	107A	LUMBERMENS		20609	REPAIRS/MAINTENANCE	2.43	
						20617	PARTS & SUPPLIES	26.60	
						20618	REPAIRS/MAINTENANCE	18.41	
						20638	REPAIRS/MAINTENANCE	15.61	
						20639	REPAIRS/MAINTENANCE	7.04	
						20672	REPAIRS/MAINTENANCE	23.20	
						20723	REPAIRS/MAINTENANCE	23.43	
29553	07/11/08	839.80	001145	MANAGED HEALTH NETWORK		20815	JULY EAP PREMIUM	839.80	
29554	07/11/08	880.03	764	MERCURY METALS		20733	OUT RPR REV VEH	230.03	
						20734	RAMP REPAIR	650.00	
29555	07/11/08	968.64	225	MISSION PRINTERS	7	20697	PRINT BUS PASSES	968.64	
29556	07/11/08	660.80	041	MISSION UNIFORM		20611	UNIF/LAUNDRY/FAC	70.12	
						20612	UNIF/LAUNDRY/FLT	43.26	
						20613	UNIF/LAUNDRY/FLT	127.26	
						20614	UNIF/LAUNDRY/FLT	303.36	
						20622	UNIF/LAUNDRY/FLT	50.60	
						20732	UNIF/LAUNDRY/PT	34.20	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
						20936	UNIF/LAUNDRY/FAC	8.00	
						20937	UNIF/LAUNDRY/FAC	8.00	
						20938	UNIF/LAUNDRY/FAC	8.00	
						20939	UNIF/LAUNDRY/FAC	8.00	
29557	07/11/08	540.56	001454	MONTEREY BAY OFFICE PRODUCTS		20659	6/1-8/30 COPIER/ADM	540.56	
29558	07/11/08	1,790.41	001063	NEW FLYER INDUSTRIES LIMITED		20664	CREDIT MEMO	-14.19	
						20807	REV VEH PARTS	135.11	
						20808	REV VEH PARTS	1,159.96	
						20809	REV VEH PARTS	20.10	
						20810	REV VEH PARTS	247.90	
						20811	REV VEH PARTS	14.19	
						20822	REV VEH PARTS	227.34	
29559	07/11/08	50.00	B020	NICOL, KIRBY	7	20951	JUNE BOARD MTGS	50.00	
29560	07/11/08	118.71	004	NORTH BAY FORD LINC-MERCURY		20731	REV VEH PARTS	118.71	
29561	07/11/08	12,205.13	009	PACIFIC GAS & ELECTRIC		20714	5/29-6/25 ENCINAL	2,773.80	
						20715	5/29-6/25 111 DUBOIS	13.29	
						20716	5/29-6/25 111 DUBOIS	212.66	
						20717	5/29-6/25 111 DUBOIS	15.61	
						20757	5/29-6/26 1200 RIVER	1,411.56	
						20824	5/29-6/25 1122 RIVER	392.78	
						20825	5/29-6/26 1217 RIVER	109.26	
						20844	5/29-6/26 VERNON	1,774.10	
						20845	5/29-6/26 GOLF CLB	3,604.98	
29562	07/11/08	45.39	043	PALACE ART & OFFICE SUPPLY		20931	6/3-6/30 PACIFIC	1,897.09	
						20620	OFFICE SUPPLIES	26.03	
						20621	OFFICE SUPPLIES	11.48	
						20695	OFFICE SUPPLY/MTC	6.42	
						20772	OFFICE SUPPLIES/FLT	1.46	
29563	07/11/08	65.00	950	PARADISE LANDSCAPE INC	0	20749	PEST CONTROL	65.00	
29564	07/11/08	198.00	001149	PREFERRED PLUMBING, INC.		20799	OUT RPR BLDG & IMP	198.00	
29565	07/11/08	1,279.97	156	PRINT GALLERY, THE		20696	PRINTING/MTC	1,279.97	
29566	07/11/08	100.00	B011	REILLY, EMILY	7	20952	JUNE BOARD MTGS	100.00	
29567	07/11/08	32,597.68	904	RNL DESIGN		20832	SVCS THRU 4/30 MB	24,282.68	
						20833	SVCS THRU 5/31 MB	8,315.00	
29568	07/11/08	100.00	B015	ROTKIN, MIKE	7	20953	JUNE BOARD MTGS	100.00	
29569	07/11/08	33,060.91	966	S.C. FUELS	0	20689	DIESEL/FLT	33,060.91	
29570	07/11/08	1,972.99	001379	SAFETY-KLEEN		20683	HAZ WASTE DISP	945.55	
						20684	HAZ WASTE DISP	1,027.44	
29571	07/11/08	1,457.63	002713	SANTA CRUZ AUTO TECH, INC.		20737	OUT REPAIR # 309	942.76	
						20738	OUT RPR # 321	284.25	
						20761	OUT RPR # 206	230.62	
29572	07/11/08	57.63	135	SANTA CRUZ AUTO PARTS, INC.		20673	REV VEH PARTS	33.33	
						20777	REV VEH PARTS	24.30	
29573	07/11/08	1.60	848	SANTA CRUZ ELECTRONICS, INC.		20855	OFFICE SUPPLY/IT	1.60	
29574	07/11/08	9,345.95	079	SANTA CRUZ MUNICIPAL UTILITIES		20718	5/22-6/20 1200 RIVER	2,624.39	
						20719	5/22-6/20 ENCINAL	144.25	
						20785	5/23-6/23 PACIFIC	100.27	
						20786	5/22-6/20 GOLF CLUB	940.74	
						20787	5/22-6/20 VERNON	141.99	
						20788	5/22-6/20 VERNON	392.37	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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						20789	5/22-6/20 DUBOIS	366.83	
						20790	5/22-6/20 1217 RIVER	312.13	
						20791	5/22-6/20 ENCINAL	817.64	
						20792	5/23-6/23 PACIFIC	2,672.37	
						20793	5/22-6/20 1200 RIVER	682.92	
						20794	5/22-6/20 DUBOIS	117.90	
						20894	6/16-6/20 GOLF CLB	32.15	
29575	07/11/08	42,132.00	174	SAYLOR & HILL COMPANY		20836	08-09 PROPERTY INS	42,132.00	
29576	07/11/08	85.76	122	SCMTD PETTY CASH - OPS		20862	PETTY CASH/OPS	85.76	
29577	07/11/08	119.68	570	SCMTD PETTY CASH - CUST SVC		20861	PETTY CASH/MTC	119.68	
29578	07/11/08	239.79	788	SCMTD PETTY CASH - FINANCE		20859	PETTY CASH/FINANCE	239.79	
29579	07/11/08	809.31	002459	SCOTTS VALLEY WATER DISTRICT		20830	4/8-6/9 KINGS VLG	809.31	
29580	07/11/08	20.00	562	SECRETARY OF STATE		20911	STMT NONPROFIT CORP	20.00	
29581	07/11/08	44.00	E028	SERRATO, JUAN		20778	DMV FEES	34.00	
						20853	DMV FEES	10.00	
29582	07/11/08	55.00	R526	SHARKEY, JOSEPH C.		20913	SETTLEMENT/RISK	55.00	
29583	07/11/08	100.00	B012	SPENCE, PAT	7	20954	JUNE BOARD MTGS	100.00	
29584	07/11/08	3,960.75	001036	STANDARD INSURANCE COMPANY		20912	JULY LIFE/AD&D INS	3,960.75	
29585	07/11/08	20,503.07	001648	STEVE'S UNION SERVICE		20929	JUNE FUEL/PT	20,503.07	
29586	07/11/08	125.00	001195	STINGING INSECT REMOVAL	7	20728	PEST CONTROL	125.00	
29587	07/11/08	100.00	B017	STONE, MARK	7	20955	JUNE BOARD MTGS	100.00	
29588	07/11/08	5,888.91	002805	TELEPATH CORPORATION		20753	REV VEH PARTS	3,181.50	
						20754	JULY MAINT/REPAIRS	2,707.41	
29589	07/11/08	88,983.89	970	THE MECHANICS BANK		20915	MAY RETAINAGE/MB	88,983.89	
29590	07/11/08	908.05	001800	THERMO KING OF SALINAS, INC		20879	REV VEH PARTS	908.05	
29591	07/11/08	129.98	170	TOWNSEND'S AUTO PARTS		20623	CLEANING SUPPLIES	129.98	
29592	07/11/08	67.48	007	UNITED PARCEL SERVICE		20940	FRT OUT/FLT	28.44	
						20941	FRT OUT/FLT	39.04	
29593	07/11/08	30,409.87	002829	VALLEY POWER SYSTEMS, INC.		20686	REV VEH PARTS	1,262.15	
						20797	DIESEL ENG	29,008.46	
						20930	REV VEH PARTS	139.26	
29594	07/11/08	53.18	434B	VERIZON CALIFORNIA		20685	MT BIEWLASKI	53.18	
29595	07/11/08	800,855.01	002887	WEST BAY BUILDERS, INC.		20914	CONST SVC MB TO 5/31	800,855.01	
29596	07/11/08	155.16	436	WEST PAYMENT CENTER		20857	JUNE ACCESS CHARGES	155.16	
29597	07/11/08	416.95	042	WFCB-OSH COMMERCIAL SERVICES		20869	REPAIRS/MAINTENANCE	15.66	
						20870	REPAIRS/MAINTENANCE	86.37	
						20871	REPAIRS/MAINTENANCE	16.23	
						20872	REPAIRS/MAINTENANCE	129.56	
						20873	REPAIRS/MAINTENANCE	68.19	
						20874	REPAIRS/MAINTENANCE	101.74	
						20875	REPAIRS/MAINTENANCE	6.51	
						20876	CASH BACK CREDIT	-7.31	
29598	07/11/08	128.13	147	ZEE MEDICAL SERVICE CO.		20756	SAFETY SUPPLIES	83.92	
						20828	SAFETY SUPPLIES	44.21	
29599	07/18/08	2,384.84	002509	ACCOUNTEMPS		20967	TEMP/OPS W/E 6/27	2,384.84	
29600	07/18/08	17.31	M143	ADAMS, ELLEN		21088	MED PYMT SUPP	17.31	
29601	07/18/08	12,000.00	1114	ALLIANT INSURANCE SERVICES		20963	7/08-6/09 WORK COMP	12,000.00	
29602	07/18/08	124.44	001C	AT&T		20982	JUNE PHONES/RIVER	124.44	
29603	07/18/08	3,283.14	001137	AT&T DATAComm		21177	NETVANTA SERVER	3,966.44	
						21178	CREDIT MEMO	-683.30	

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29604	07/18/08	53.29	M033	BAILEY, NEIL	0	21057	MED PYMT SUPP	53.29	
29605	07/18/08	36.42	M068	BASS, BETTY	0	21079	MED PYMT SUPP	36.42	
29606	07/18/08	178.00	001856	BAY COMMUNICATIONS	7	20933	OUT RPR EQUIP	178.00	
29607	07/18/08	774.00	011	BEWLEYS CLEANING	7	20769	JUNE JANITORIAL/PT	774.00	
29608	07/18/08	5,000.00	001365	BORTNICK, ROBERT S. & ASSOC.	7	20962	CALL STOP SURVEY	5,000.00	
29609	07/18/08	49.88	M077	BRADFORD, THOMAS	0	21058	MED PYMT SUPP	49.88	
29610	07/18/08	60.30	M072	BRIDINGER, CHRIS	0	21089	MED PYMT SUPP	60.30	
29611	07/18/08	38.37	M078	BRIDINGER, DENISE	0	21059	MED PYMT SUPP	38.37	
29612	07/18/08	152.99	001112	BRINKS AWARDS & SIGNS	7	20835	PLATE/PLAQUE/ADM	152.99	
29613	07/18/08	38.37	M079	BROGDON, ROY	0	21060	MED PYMT SUPP	38.37	
29614	07/18/08	486,313.00	588	CALTIP	0	21054	08/09 PHYS DAMAGE	425,663.00	
						21055	08/09 PHYS DAMAGE	60,650.00	
29615	07/18/08	135.50	M022	CAPELLA, KATHLEEN	0	21080	MED PYMT SUPP	135.50	
29616	07/18/08	19.19	M080	CARR, DALE	0	21061	MED PYMT SUPP	19.19	
29617	07/18/08	229.87	002898	CEB	0	20858	AUTOMATIC UPDATE	229.87	
29618	07/18/08	67.76	M073	CENTER, DOUG	0	21090	MED PYMT SUPP	67.76	
29619	07/18/08	2,144.45	002479	CENTRAL EQUIPMENT SERVICE CO.	0	21020	OIL TANK REPAIR	1,005.46	
						21146	LIFT REPAIR	1,138.99	
29620	07/18/08	10.80	172	CENTRAL WELDER'S SUPPLY, INC.	0	20878	REPAIRS/MAINTENANCE	10.80	
29621	07/18/08	294.00	739	CENTURY CHEVROLET	0	21145	OUT RPR # 318	294.00	
29622	07/18/08	26.65	M036	CERVANTES, GLORIA	0	21062	MED PYMT SUPP	26.65	
29623	07/18/08	1,283.26	001346	CITY OF SANTA CRUZ	0	20883	COOP RTL MANAGEMENT	1,273.88	
						21051	JUNE LANDFILL	9.38	
29624	07/18/08	10.34	130	CITY OF WATSONVILLE UTILITIES	0	21167	6/1-7/1 RODRIGUEZ	10.34	
29625	07/18/08	17.31	M090	CLARKE, PATRICIA	0	21091	MED PYMT SUPP	17.31	
29626	07/18/08	14,820.08	001124	CLEAR ENERGY	0	20881	ING/FLT	14,820.08	
29627	07/18/08	200.00	002448	CLEAR VIEW, LLC	0	20771	WINDOWS/WTC	200.00	
29628	07/18/08	304.44	075	COAST PAPER & SUPPLY INC.	0	20748	CLEANING SUPPLIES	206.45	
						20848	CLEANING SUPPLIES	97.99	
29629	07/18/08	27.22	002063	COSTCO	0	20916	LOCAL MTG EXP	18.26	
						20959	PHOTO PROCESS/OPS	4.84	
						20960	PHOTO PROCESS/OPS	4.12	
29630	07/18/08	60.30	M116	CRAMBLETT, LAWRENCE	0	21092	MED PYMT SUPP	60.30	
29631	07/18/08	67.76	M092	CRAWFORD, TERRI	0	21093	MED PYMT SUPP	67.76	
29632	07/18/08	74,616.00	858	CSAC EXCESS INSURANCE AUTHORITY	0	21053	7/08-6/09 WORK COMP	74,616.00	
29633	07/18/08	68.15	504	CUMMINS WEST, INC.	0	21043	REV VEH PARTS	68.15	
29634	07/18/08	63.28	001000	DAIMLER BUSES N. AMERICA INC.	0	20843	REV VEH PARTS	63.28	
29635	07/18/08	5.50	M128	DAVIDSON, JAMES	0	21094	MED PYMT SUPP	5.50	
29636	07/18/08	26.65	M039	DAVILA, ANA MARIA	0	21063	MED PYMT SUPP	26.65	
29637	07/18/08	2,489.62	085	DIXON & SON TIRE, INC.	0	20904	TIRES & TUBES	326.29	
						20905	TIRES & TUBES	696.75	
						20906	TIRES & TUBES	421.71	
						20907	TIRES & TUBES	839.34	
						21123	TIRES & TUBES	205.53	
29638	07/18/08	13.05	M095	DIXON, GEORGE	0	21095	MED PYMT SUPP	13.05	
29639	07/18/08	875.00	916	DOCTORS ON DUTY	0	20984	DRUG TEST	30.00	VOIDED
						20985	DRUG TEST	5.00	
						20986	DRUG TEST	120.00	
						20987	DRUG TEST	120.00	
						20988	DRUG TEST	5.00	

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						20989	DRUG TEST	30.00	
						20990	DRUG TEST	5.00	
						20991	DRUG TEST	30.00	
						20992	DRUG TEST	5.00	
						20993	DRUG TEST	30.00	
						20994	DRUG TEST	5.00	
						20995	DRUG TEST	30.00	
						20996	DRUG TEST	5.00	
						20997	DRUG TEST	35.00	
						20998	DRUG TEST	30.00	
						20999	DRUG TEST	35.00	
						21000	DRUG TEST	5.00	
						21001	DRUG TEST	30.00	
						21002	DRUG TEST	5.00	
						21003	DRUG TEST	30.00	
						21004	DRUG TEST	35.00	
						21005	DRUG TEST	5.00	
						21006	DRUG TEST	30.00	
						21007	DRUG TEST	5.00	
						21008	DRUG TEST	30.00	
						21009	DRUG TEST	5.00	
						21010	DRUG TEST	30.00	
						21011	DRUG TEST	5.00	
						21012	DRUG TEST	30.00	
						21013	DRUG TEST	5.00	
						21014	DRUG TEST	30.00	
						21015	DRUG TEST	35.00	
						21016	DRUG TEST	5.00	
						21017	DRUG TEST	35.00	
29639	07/18/08	-875.00	916	DOCTORS ON DUTY		20984	DRUG TEST	-30.00	**VOID
						20985	DRUG TEST	-5.00	
						20986	DRUG TEST	-120.00	
						20987	DRUG TEST	-120.00	
						20988	DRUG TEST	-5.00	
						20989	DRUG TEST	-30.00	
						20990	DRUG TEST	-5.00	
						20991	DRUG TEST	-30.00	
						20992	DRUG TEST	-5.00	
						20993	DRUG TEST	-30.00	
						20994	DRUG TEST	-5.00	
						20995	DRUG TEST	-30.00	
						20996	DRUG TEST	-5.00	
						20997	DRUG TEST	-35.00	
						20998	DRUG TEST	-30.00	
						20999	DRUG TEST	-35.00	
						21000	DRUG TEST	-5.00	
						21001	DRUG TEST	-30.00	
						21002	DRUG TEST	-5.00	
						21003	DRUG TEST	-30.00	
						21004	DRUG TEST	-35.00	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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						21005	DRUG TEST	-5.00	
						21006	DRUG TEST	-30.00	
						21007	DRUG TEST	-5.00	
						21008	DRUG TEST	-30.00	
						21009	DRUG TEST	-5.00	
						21010	DRUG TEST	-30.00	
						21011	DRUG TEST	-5.00	
						21012	DRUG TEST	-30.00	
						21013	DRUG TEST	-5.00	
						21014	DRUG TEST	-30.00	
						21015	DRUG TEST	-35.00	
						21016	DRUG TEST	-5.00	
						21017	DRUG TEST	-35.00	
29640	07/18/08	67.76	M096	DRAKE, JUDITH	0	21096	MED PYMT SUPP	67.76	VOIDED
29640	07/18/08	-67.76	M096	DRAKE, JUDITH	0	21096	MED PYMT SUPP	-67.76	**VOID
29641	07/18/08	3,262.25	001492	EVERGREEN OIL INC.		20795	HAZ WASTE DISP	137.50	VOIDED
						20796	HAZ WASTE DISP	3,124.75	
29641	07/18/08	-3,262.25	001492	EVERGREEN OIL INC.		20795	HAZ WASTE DISP	-137.50	**VOID
						20796	HAZ WASTE DISP	-3,124.75	
29642	07/18/08	67.76	M099	FIKE, LOUIS	0	21097	MED PYMT SUPP	67.76	VOIDED
29642	07/18/08	-67.76	M099	FIKE, LOUIS	0	21097	MED PYMT SUPP	-67.76	**VOID
29643	07/18/08	120.00	002295	FIRST ALARM		21115	JUNE SERVICES/PT	120.00	VOIDED
29643	07/18/08	-120.00	002295	FIRST ALARM		21115	JUNE SERVICES/PT	-120.00	**VOID
29644	07/18/08	134.83	M074	GABRIELE, BERNARD	0	21098	MED PYMT SUPP	134.83	VOIDED
29644	07/18/08	-134.83	M074	GABRIELE, BERNARD	0	21098	MED PYMT SUPP	-134.83	**VOID
29645	07/18/08	26.65	M040	GARBEZ, LINDA	0	21064	MED PYMT SUPP	26.65	VOIDED
29645	07/18/08	-26.65	M040	GARBEZ, LINDA	0	21064	MED PYMT SUPP	-26.65	**VOID
29646	07/18/08	53.29	M100	GARCIA, SANTIAGO	0	21065	MED PYMT SUPP	53.29	VOIDED
29646	07/18/08	-53.29	M100	GARCIA, SANTIAGO	0	21065	MED PYMT SUPP	-53.29	**VOID
29647	07/18/08	145.78	001189	GARY KENVILLE LOCKSMITH	7	21147	REKEY LOCKS	145.78	VOIDED
29647	07/18/08	-145.78	001189	GARY KENVILLE LOCKSMITH	7	21147	REKEY LOCKS	-145.78	**VOID
29648	07/18/08	67.76	M101	GOES, ALAN	0	21099	MED PYMT SUPP	67.76	VOIDED
29648	07/18/08	-67.76	M101	GOES, ALAN	0	21099	MED PYMT SUPP	-67.76	**VOID
29649	07/18/08	53.29	M041	GOUVEIA, ROBERT	0	21066	MED PYMT SUPP	53.29	VOIDED
29649	07/18/08	-53.29	M041	GOUVEIA, ROBERT	0	21066	MED PYMT SUPP	-53.29	**VOID
29650	07/18/08	818.66	001097	GREENWASTE RECOVERY, INC.		20976	JUNE KINGS VILLAGE	170.71	VOIDED
						20977	JUNE MT. HERMON	70.45	
						21023	JUL-SEP HWY 17	157.50	
						21024	JUL-SEP BIG BASIN	52.50	
						21025	JUL-SEP LOMOND ST	52.50	
						21026	JUL-SEP FREEDOM	52.50	
						21027	JUL-SEP AIRPORT/FREE	105.00	
						21028	JUL-SEP SOQUEL	52.50	
						21029	JUL-SEP SOQUEL SOUTH	52.50	
						21030	JUL-SEP FREEDOM BLVD	52.50	
29650	07/18/08	-818.66	001097	GREENWASTE RECOVERY, INC.		20976	JUNE KINGS VILLAGE	-170.71	**VOID
						20977	JUNE MT. HERMON	-70.45	
						21023	JUL-SEP HWY 17	-157.50	
						21024	JUL-SEP BIG BASIN	-52.50	
						21025	JUL-SEP LOMOND ST	-52.50	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
						21026	JUL-SEP FREEDOM	-52.50	
						21027	JUL-SEP AIRPORT/FREE	-105.00	
						21028	JUL-SEP SOQUEL	-52.50	
						21029	JUL-SEP SOQUEL SOUTH	-52.50	
						21030	JUL-SEP FREEDOM BLVD	-52.50	
29651	07/18/08	8,416.30	001203	GREYHOUND LINES, INC.		20816	JULY 08-JUNE 09 RENT	8,416.30	VOIDED
29651	07/18/08	-8,416.30	001203	GREYHOUND LINES, INC.		20816	JULY 08-JUNE 09 RENT	-8,416.30	**VOID
29652	07/18/08	53.29	M081	HALL, JAMES	0	21067	MED PYMT SUPP	53.29	VOIDED
29652	07/18/08	-53.29	M081	HALL, JAMES	0	21067	MED PYMT SUPP	-53.29	**VOID
29653	07/18/08	2,744.75	002313	HARTSELL & OLIVIERI	7	21168	TRANSCRIPTS/HRD	435.75	VOIDED
						21169	TRANSCRIPTS/HRD	412.00	
						21170	TRANSCRIPTS/HRD	474.00	
						21171	TRANSCRIPTS/HRD	299.50	
						21172	TRANSCRIPTS/HRD	412.00	
						21173	TRANSCRIPTS/HRD	412.00	
						21174	TRANSCRIPTS/HRD	299.50	
29653	07/18/08	-2,744.75	002313	HARTSELL & OLIVIERI	7	21168	TRANSCRIPTS/HRD	-435.75	**VOID
						21169	TRANSCRIPTS/HRD	-412.00	
						21170	TRANSCRIPTS/HRD	-474.00	
						21171	TRANSCRIPTS/HRD	-299.50	
						21172	TRANSCRIPTS/HRD	-412.00	
						21173	TRANSCRIPTS/HRD	-412.00	
						21174	TRANSCRIPTS/HRD	-299.50	
29654	07/18/08	26.65	M082	HINDIN, LENORE	0	21068	MED PYMT SUPP	26.65	VOIDED
29654	07/18/08	-26.65	M082	HINDIN, LENORE	0	21068	MED PYMT SUPP	-26.65	**VOID
29655	07/18/08	49.88	M043	HOLODNICK, JAMES	0	21069	MED PYMT SUPP	49.88	VOIDED
29655	07/18/08	-49.88	M043	HOLODNICK, JAMES	0	21069	MED PYMT SUPP	-49.88	**VOID
29656	07/18/08	411.28	166	HOSE SHOP, THE		20890	PARTS & SUPPLIES	46.61	VOIDED
						20892	REPAIRS/MAINTENANCE	184.42	
						20893	REPAIRS/MAINTENANCE	17.70	
						20932	REPAIRS/MAINTENANCE	162.55	
29656	07/18/08	-411.28	166	HOSE SHOP, THE		20890	PARTS & SUPPLIES	-46.61	**VOID
						20892	REPAIRS/MAINTENANCE	-184.42	
						20893	REPAIRS/MAINTENANCE	-17.70	
						20932	REPAIRS/MAINTENANCE	-162.55	
29657	07/18/08	60.30	M075	HOWARD, CAROL	0	21100	MED PYMT SUPP	60.30	VOIDED
29657	07/18/08	-60.30	M075	HOWARD, CAROL	0	21100	MED PYMT SUPP	-60.30	**VOID
29658	07/18/08	544.48	215	IKON OFFICE SOLUTIONS		20964	3/30-6/29 MAINT/OPS	544.48	VOIDED
29658	07/18/08	-544.48	215	IKON OFFICE SOLUTIONS		20964	3/30-6/29 MAINT/OPS	-544.48	**VOID
29659	07/18/08	67.76	M069	JACOBS, KENNETH	0	21081	MED PYMT SUPP	67.76	VOIDED
29659	07/18/08	-67.76	M069	JACOBS, KENNETH	0	21081	MED PYMT SUPP	-67.76	**VOID
29660	07/18/08	17.31	M103	JEMISON, MAURICE	0	21101	MED PYMT SUPP	17.31	VOIDED
29660	07/18/08	-17.31	M103	JEMISON, MAURICE	0	21101	MED PYMT SUPP	-17.31	**VOID
29661	07/18/08	67.76	M104	JUSSEL, PETE	0	21102	MED PYMT SUPP	67.76	VOIDED
29661	07/18/08	-67.76	M104	JUSSEL, PETE	0	21102	MED PYMT SUPP	-67.76	**VOID
29662	07/18/08	314.36	M061	KAMEDA, TERRY	0	21082	MED PYMT SUPP	314.36	VOIDED
29662	07/18/08	-314.36	M061	KAMEDA, TERRY	0	21082	MED PYMT SUPP	-314.36	**VOID
29663	07/18/08	2,838.00	878	KELLY SERVICES, INC.		20965	TEMP/OPS W/E 6/22	960.00	VOIDED
						20966	TEMP/OPS W/E 6/29	960.00	
						21161	TEMP/ADM W/E 6/29	918.00	

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29663	07/18/08	-2,838.00	878	KELLY SERVICES, INC.		20965	TEMP/OPS W/E 6/22	-960.00	**VOID
						20966	TEMP/OPS W/E 6/29	-960.00	
						21161	TEMP/ADM W/E 6/29	-918.00	
29664	07/18/08	155.86	039	KINKO'S INC.		21160	CELL PHONE SURVEYS	155.86	VOIDED
29664	07/18/08	-155.86	039	KINKO'S INC.		21160	CELL PHONE SURVEYS	-155.86	**VOID
29665	07/18/08	17.31	M105	KOHAMA, MARY	0	21103	MED PYMT SUPP	17.31	VOIDED
29665	07/18/08	-17.31	M105	KOHAMA, MARY	0	21103	MED PYMT SUPP	-17.31	**VOID
29666	07/18/08	245.00	001093	KROLL LABORATORY SPECIALISTS		20863	MAY/JUNE DRUG TESTS	245.00	VOIDED
29666	07/18/08	-245.00	001093	KROLL LABORATORY SPECIALISTS		20863	MAY/JUNE DRUG TESTS	-245.00	**VOID
29667	07/18/08	306.79	R528	LAMBERT, JEFFERY R.		21052	SETTLEMENT/RISK	306.79	VOIDED
29667	07/18/08	-306.79	R528	LAMBERT, JEFFERY R.		21052	SETTLEMENT/RISK	-306.79	**VOID
29668	07/18/08	30.00	880	LEXISNEXIS		20865	PROF/TECH SVC/RISK	30.00	VOIDED
29668	07/18/08	-30.00	880	LEXISNEXIS		20865	PROF/TECH SVC/RISK	-30.00	**VOID
29669	07/18/08	280.02	107A	LUMBERMENS		20722	REPAIRS/MAINTENANCE	43.93	VOIDED
						20745	REPAIRS/MAINTENANCE	14.89	
						20746	REPAIRS/MAINTENANCE	9.56	
						20747	REPAIRS/MAINTENANCE	3.87	
						20765	REPAIRS/MAINTENANCE	119.55	
						20766	PARTS & SUPPLIES	9.17	
						20818	REPAIRS/MAINTENANCE	79.05	
29669	07/18/08	-280.02	107A	LUMBERMENS		20722	REPAIRS/MAINTENANCE	-43.93	**VOID
						20745	REPAIRS/MAINTENANCE	-14.89	
						20746	REPAIRS/MAINTENANCE	-9.56	
						20747	REPAIRS/MAINTENANCE	-3.87	
						20765	REPAIRS/MAINTENANCE	-119.55	
						20766	PARTS & SUPPLIES	-9.17	
						20818	REPAIRS/MAINTENANCE	-79.05	
29670	07/18/08	17.31	M106	LYALL, JOHN DAVID	0	21104	MED PYMT SUPP	17.31	VOIDED
29670	07/18/08	-17.31	M106	LYALL, JOHN DAVID	0	21104	MED PYMT SUPP	-17.31	**VOID
29671	07/18/08	42.48	001052	MID VALLEY SUPPLY		20768	CLEANING SUPPLIES	42.48	VOIDED
29671	07/18/08	-42.48	001052	MID VALLEY SUPPLY		20768	CLEANING SUPPLIES	-42.48	**VOID
29672	07/18/08	719.10	041	MISSION UNIFORM		20682	UNIF/LAUNDRY/FAC	67.89	VOIDED
						20741	UNIF/LAUNDRY/FLT	303.36	
						20742	UNIF/LAUNDRY/FLT	43.26	
						20743	UNIF/LAUNDRY/FLT	127.26	
						20744	UNIF/LAUNDRY/FLT	50.60	
						20889	UNIF/LAUNDRY/FLT	126.73	
29672	07/18/08	-719.10	041	MISSION UNIFORM		20682	UNIF/LAUNDRY/FAC	-67.89	**VOID
						20741	UNIF/LAUNDRY/FLT	-303.36	
						20742	UNIF/LAUNDRY/FLT	-43.26	
						20743	UNIF/LAUNDRY/FLT	-127.26	
						20744	UNIF/LAUNDRY/FLT	-50.60	
						20889	UNIF/LAUNDRY/FLT	-126.73	
29673	07/18/08	35.00	001063	NEW FLYER INDUSTRIES LIMITED		20823	PARTS & SUPPLIES	35.00	VOIDED
29673	07/18/08	-35.00	001063	NEW FLYER INDUSTRIES LIMITED		20823	PARTS & SUPPLIES	-35.00	**VOID
29674	07/18/08	1,618.56	002721	NEXTEL COMMUNICATIONS		21130	JUNE PHONES/PT	1,618.56	VOIDED
29674	07/18/08	-1,618.56	002721	NEXTEL COMMUNICATIONS		21130	JUNE PHONES/PT	-1,618.56	**VOID
29675	07/18/08	26.65	M050	O'MARA, KATHLEEN	0	21070	MED PYMT SUPP	26.65	VOIDED
29675	07/18/08	-26.65	M050	O'MARA, KATHLEEN	0	21070	MED PYMT SUPP	-26.65	**VOID
29676	07/18/08	2,543.70	009	PACIFIC GAS & ELECTRIC		21037	JUNE CNG/FLT	14.17	VOIDED

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29676	07/18/08	-2,543.70	009	PACIFIC GAS & ELECTRIC		21154	5/28-7/7 KINGS VLG	2,529.53	
						21037	JUNE CNG/FLT	-14.17	**VOID
						21154	5/28-7/7 KINGS VLG	-2,529.53	
29677	07/18/08	54.17	002809	PACIFIC PROPANE		20763	ANNUAL TANK RENT	54.17	VOIDED
29677	07/18/08	-54.17	002809	PACIFIC PROPANE		20763	ANNUAL TANK RENT	-54.17	**VOID
29678	07/18/08	284.66	M057	PARHAM, WALLACE	0	21083	MED PYMT SUPP	284.66	VOIDED
29678	07/18/08	-284.66	M057	PARHAM, WALLACE	0	21083	MED PYMT SUPP	-284.66	**VOID
29679	07/18/08	2,160.00	002823	PAT PIRAS CONSULTING	7	21176	PROF SVCS THRU 6/08	2,160.00	VOIDED
29679	07/18/08	-2,160.00	002823	PAT PIRAS CONSULTING	7	21176	PROF SVCS THRU 6/08	-2,160.00	**VOID
29680	07/18/08	29.97	494	PC MAGAZINE		21175	SUBSCRIPTION RENEWAL	29.97	VOIDED
29680	07/18/08	-29.97	494	PC MAGAZINE		21175	SUBSCRIPTION RENEWAL	-29.97	**VOID
29681	07/18/08	38.37	M051	PENDRAGON, LINDA	0	21071	MED PYMT SUPP	38.37	VOIDED
29681	07/18/08	-38.37	M051	PENDRAGON, LINDA	0	21071	MED PYMT SUPP	-38.37	**VOID
29682	07/18/08	53.29	M109	PEREZ, CHERYL		21072	MED PYMT SUPP	53.29	VOIDED
29682	07/18/08	-53.29	M109	PEREZ, CHERYL		21072	MED PYMT SUPP	-53.29	**VOID
29683	07/18/08	247.54	M064	PETERS, TERRIE	0	21084	MED PYMT SUPP	247.54	VOIDED
29683	07/18/08	-247.54	M064	PETERS, TERRIE	0	21084	MED PYMT SUPP	-247.54	**VOID
29684	07/18/08	67.76	M070	PICARELLA, FRANCIS	0	21085	MED PYMT SUPP	67.76	VOIDED
29684	07/18/08	-67.76	M070	PICARELLA, FRANCIS	0	21085	MED PYMT SUPP	-67.76	**VOID
29685	07/18/08	67.76	M117	POLANCO, ANDRES		21105	MED PYMT SUPP	67.76	VOIDED
29685	07/18/08	-67.76	M117	POLANCO, ANDRES		21105	MED PYMT SUPP	-67.76	**VOID
29686	07/18/08	284.66	M058	POTEETE, BEVERLY	0	21086	MED PYMT SUPP	284.66	VOIDED
29686	07/18/08	-284.66	M058	POTEETE, BEVERLY	0	21086	MED PYMT SUPP	-284.66	**VOID
29687	07/18/08	1,162.00	001149	PREFERRED PLUMBING, INC.		20983	REPAIRS/MAINTENANCE	1,162.00	VOIDED
29687	07/18/08	-1,162.00	001149	PREFERRED PLUMBING, INC.		20983	REPAIRS/MAINTENANCE	-1,162.00	**VOID
29688	07/18/08	259.32	882	PRINT SHOP SANTA CRUZ	7	20831	PRINTING/ADMIN	259.32	VOIDED
29688	07/18/08	-259.32	882	PRINT SHOP SANTA CRUZ	7	20831	PRINTING/ADMIN	-259.32	**VOID
29689	07/18/08	137.90	061A	REGISTER PAJARONIAN		20826	CLASS ADV-PURCHASING	137.90	VOIDED
29689	07/18/08	-137.90	061A	REGISTER PAJARONIAN		20826	CLASS ADV-PURCHASING	-137.90	**VOID
29690	07/18/08	246.60	M005	ROSS, EMERY	0	21078	MED PYMT SUPP	246.60	VOIDED
29690	07/18/08	-246.60	M005	ROSS, EMERY	0	21078	MED PYMT SUPP	-246.60	**VOID
29691	07/18/08	53.29	M085	ROSSI, DENISE	0	21073	MED PYMT SUPP	53.29	VOIDED
29691	07/18/08	-53.29	M085	ROSSI, DENISE	0	21073	MED PYMT SUPP	-53.29	**VOID
29692	07/18/08	26.65	M030	ROWE, RUBY		21074	MED PYMT SUPP	26.65	VOIDED
29692	07/18/08	-26.65	M030	ROWE, RUBY		21074	MED PYMT SUPP	-26.65	**VOID
29693	07/18/08	31,644.87	966	S.C. FUELS	0	20877	DIESEL/FLT	31,644.87	VOIDED
29693	07/18/08	-31,644.87	966	S.C. FUELS	0	20877	DIESEL/FLT	-31,644.87	**VOID
29694	07/18/08	17.31	M111	SANCHEZ, FELIX	0	21106	MED PYMT SUPP	17.31	VOIDED
29694	07/18/08	-17.31	M111	SANCHEZ, FELIX	0	21106	MED PYMT SUPP	-17.31	**VOID
29695	07/18/08	2,199.97	002713	SANTA CRUZ AUTO TECH, INC.		20762	OUT RPR # 2603	330.15	VOIDED
						20802	OUT RPR # 305	1,425.97	
						20821	OUT RPR #301	142.50	
						20935	OUT RPR # 001	301.35	
29695	07/18/08	-2,199.97	002713	SANTA CRUZ AUTO TECH, INC.		20762	OUT RPR # 2603	-330.15	**VOID
						20802	OUT RPR # 305	-1,425.97	
						20821	OUT RPR #301	-142.50	
						20935	OUT RPR # 001	-301.35	
29696	07/18/08	156.96	135	SANTA CRUZ AUTO PARTS, INC.		20767	PARTS & SUPPLIES	135.35	VOIDED
						20804	REV VEH PARTS	2.95	
						20805	REV VEH PARTS	17.18	

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29696	07/18/08	-156.96	135	SANTA CRUZ AUTO PARTS, INC.		20806	REV VEH PARTS	1.48	
						20767	PARTS & SUPPLIES	-135.35	**VOID
						20804	REV VEH PARTS	-2.95	
						20805	REV VEH PARTS	-17.18	
						20806	REV VEH PARTS	-1.48	
29697	07/18/08	215.60	149	SANTA CRUZ SENTINEL	0	21036	CLASS ADV-PURCHASING	215.60	VOIDED
29697	07/18/08	-215.60	149	SANTA CRUZ SENTINEL	0	21036	CLASS ADV-PURCHASING	-215.60	**VOID
29698	07/18/08	163.21	760	SCMTD PETTY CASH - PARACRUZ		21110	PETTY CASH/PT	163.21	VOIDED
29698	07/18/08	-163.21	760	SCMTD PETTY CASH - PARACRUZ		21110	PETTY CASH/PT	-163.21	**VOID
29699	07/18/08	246.00	957	SECURITY SHORING & STEEL PLT		21152	JUNE RENTAL/PLATE	246.00	VOIDED
29699	07/18/08	-246.00	957	SECURITY SHORING & STEEL PLT		21152	JUNE RENTAL/PLATE	-246.00	**VOID
29700	07/18/08	2,500.00	002267	SHAW & YODER, INC.		21112	JUNE LEGISLATIVE SVC	2,500.00	VOIDED
29700	07/18/08	-2,500.00	002267	SHAW & YODER, INC.		21112	JUNE LEGISLATIVE SVC	-2,500.00	**VOID
29701	07/18/08	290.89	M010	SHORT, SLOAN	0	21087	MED PYMT SUPP	290.89	VOIDED
29701	07/18/08	-290.89	M010	SHORT, SLOAN	0	21087	MED PYMT SUPP	-290.89	**VOID
29702	07/18/08	165.00	001121	SILENT PARTNER SECURITY SYS.		21033	7/1-9/30 SEC/VERNON	165.00	VOIDED
29702	07/18/08	-165.00	001121	SILENT PARTNER SECURITY SYS.		21033	7/1-9/30 SEC/VERNON	-165.00	**VOID
29703	07/18/08	67.76	M112	SILVA, EDUARDO	0	21107	MED PYMT SUPP	67.76	VOIDED
29703	07/18/08	-67.76	M112	SILVA, EDUARDO	0	21107	MED PYMT SUPP	-67.76	**VOID
29704	07/18/08	53.29	M054	SLOAN, FRANCIS	0	21075	MED PYMT SUPP	53.29	VOIDED
29704	07/18/08	-53.29	M054	SLOAN, FRANCIS	0	21075	MED PYMT SUPP	-53.29	**VOID
29705	07/18/08	1,225.08	080A	STATE BOARD OF EQUALIZATION		21111	APR-JUN 08 FUEL TAX	1,225.08	VOIDED
29705	07/18/08	-1,225.08	080A	STATE BOARD OF EQUALIZATION		21111	APR-JUN 08 FUEL TAX	-1,225.08	**VOID
29706	07/18/08	1,163.99	017	SUN MICROSYSTEMS, INC.		21114	SOFT/HARDWARE/IT	1,163.99	VOIDED
29706	07/18/08	-1,163.99	017	SUN MICROSYSTEMS, INC.		21114	SOFT/HARDWARE/IT	-1,163.99	**VOID
29707	07/18/08	247.03	002504	TIFCO INDUSTRIES		21166	PARTS & SUPPLIES	247.03	VOIDED
29707	07/18/08	-247.03	002504	TIFCO INDUSTRIES		21166	PARTS & SUPPLIES	-247.03	**VOID
29708	07/18/08	26.65	M086	TOLINE, DONALD	0	21076	MED PYMT SUPP	26.65	VOIDED
29708	07/18/08	-26.65	M086	TOLINE, DONALD	0	21076	MED PYMT SUPP	-26.65	**VOID
29709	07/18/08	9,032.77	057	U.S. BANK		21155	4246044555645971	204.94	VOIDED
						21156	4246044555645971	1,379.56	
						21157	4246044555645971	479.87	
						21158	4246044555645971	815.18	
						21159	4246044555645971	6,153.22	
29709	07/18/08	-9,032.77	057	U.S. BANK		21155	4246044555645971	-204.94	**VOID
						21156	4246044555645971	-1,379.56	
						21157	4246044555645971	-479.87	
						21158	4246044555645971	-815.18	
						21159	4246044555645971	-6,153.22	
29710	07/18/08	10.83	946	UNITED SITE SERVICES		20961	FENCE RENT-DUBOIS	10.83	VOIDED
29710	07/18/08	-10.83	946	UNITED SITE SERVICES		20961	FENCE RENT-DUBOIS	-10.83	**VOID
29711	07/18/08	1,214.26	001140	UNIVERSITY INN &		20854	PROF/TECH SVC/HRD	1,214.26	VOIDED
29711	07/18/08	-1,214.26	001140	UNIVERSITY INN &		20854	PROF/TECH SVC/HRD	-1,214.26	**VOID
29712	07/18/08	617,925.63	002829	VALLEY POWER SYSTEMS, INC.		20868	ENG REPOWER	2,329.42	VOIDED
						21162	ENG REPOWER 2218	153,665.48	
						21163	ENG REPOWER # 2226	154,599.77	
						21164	ENG REPOWER # 2228	153,665.48	
						21165	ENG REPOWER # 2306	153,665.48	
29712	07/18/08	-617,925.63	002829	VALLEY POWER SYSTEMS, INC.		20868	ENG REPOWER	-2,329.42	**VOID
						21162	ENG REPOWER 2218	-153,665.48	

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						21163	ENG REPOWER # 2226	-154,599.77	
						21164	ENG REPOWER # 2228	-153,665.48	
						21165	ENG REPOWER # 2306	-153,665.48	
29713	07/18/08	134.83	M076	VONWAL, YVETTE	0	21108	MED PYMT SUPP	134.83	VOIDED
29713	07/18/08	-134.83	M076	VONWAL, YVETTE	0	21108	MED PYMT SUPP	-134.83	**VOID
29714	07/18/08	70.00	682	WEISS, AMY L.	7	20918	JUNE INTERPRETER	70.00	VOIDED
29714	07/18/08	-70.00	682	WEISS, AMY L.	7	20918	JUNE INTERPRETER	-70.00	**VOID
29715	07/18/08	279.91	436	WEST PAYMENT CENTER		21144	JUNE ACCESS CHARGES	279.91	VOIDED
29715	07/18/08	-279.91	436	WEST PAYMENT CENTER		21144	JUNE ACCESS CHARGES	-279.91	**VOID
29716	07/18/08	60.30	M115	WILLIAMS, CHRIS	0	21109	MED PYMT SUPP	60.30	VOIDED
29716	07/18/08	-60.30	M115	WILLIAMS, CHRIS	0	21109	MED PYMT SUPP	-60.30	**VOID
29717	07/18/08	26.65	M088	YAGI, RANDY	0	21077	MED PYMT SUPP	26.65	VOIDED
29717	07/18/08	-26.65	M088	YAGI, RANDY	0	21077	MED PYMT SUPP	-26.65	**VOID
29719	07/18/08	67.76	M096	DRAKE, JUDITH	0	21096	MED PYMT SUPP	67.76	
29720	07/18/08	3,262.25	001492	EVERGREEN OIL INC.		20795	HAZ WASTE DISP	137.50	
						20796	HAZ WASTE DISP	3,124.75	
29721	07/18/08	67.76	M099	FIKE, LOUIS	0	21097	MED PYMT SUPP	67.76	
29722	07/18/08	120.00	002295	FIRST ALARM		21115	JUNE SERVICES/PT	120.00	
29723	07/18/08	134.83	M074	GABRIELE, BERNARD	0	21098	MED PYMT SUPP	134.83	
29724	07/18/08	26.65	M040	GARBEZ, LINDA	0	21064	MED PYMT SUPP	26.65	
29725	07/18/08	53.29	M100	GARCIA, SANTIAGO	0	21065	MED PYMT SUPP	53.29	
29726	07/18/08	145.78	001189	GARY KENVILLE LOCKSMITH	7	21147	REKEY LOCKS	145.78	
29727	07/18/08	67.76	M101	GOES, ALAN	0	21099	MED PYMT SUPP	67.76	
29728	07/18/08	53.29	M041	GOUVEIA, ROBERT	0	21066	MED PYMT SUPP	53.29	
29729	07/18/08	818.66	001097	GREENWASTE RECOVERY, INC.		20976	JUNE KINGS VILLAGE	170.71	
						20977	JUNE MT. HERMON	70.45	
						21023	JUL-SEP HWY 17	157.50	
						21024	JUL-SEP BIG BASIN	52.50	
						21025	JUL-SEP LOMOND ST	52.50	
						21026	JUL-SEP FREEDOM	52.50	
						21027	JUL-SEP AIRPORT/FREE	105.00	
						21028	JUL-SEP SOQUEL	52.50	
						21029	JUL-SEP SOQUEL SOUTH	52.50	
						21030	JUL-SEP FREEDOM BLVD	52.50	
29730	07/18/08	8,416.30	001203	GREYHOUND LINES, INC.		20816	JULY 08-JUNE 09 RENT	8,416.30	
29731	07/18/08	53.29	M081	HALL, JAMES	0	21067	MED PYMT SUPP	53.29	
29732	07/18/08	2,744.75	002313	HARTSELL & OLIVIERI	7	21168	TRANSCRIPTS/HRD	435.75	
						21169	TRANSCRIPTS/HRD	412.00	
						21170	TRANSCRIPTS/HRD	474.00	
						21171	TRANSCRIPTS/HRD	299.50	
						21172	TRANSCRIPTS/HRD	412.00	
						21173	TRANSCRIPTS/HRD	412.00	
						21174	TRANSCRIPTS/HRD	299.50	
29733	07/18/08	26.65	M082	HINDIN, LENORE	0	21068	MED PYMT SUPP	26.65	
29734	07/18/08	49.88	M043	HOLODNICK, JAMES	0	21069	MED PYMT SUPP	49.88	
29735	07/18/08	411.28	166	HOSE SHOP, THE		20890	PARTS & SUPPLIES	46.61	
						20892	REPAIRS/MAINTENANCE	184.42	
						20893	REPAIRS/MAINTENANCE	17.70	
						20932	REPAIRS/MAINTENANCE	162.55	
29736	07/18/08	60.30	M075	HOWARD, CAROL	0	21100	MED PYMT SUPP	60.30	

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CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
29737	07/18/08	544.48	215	IKON OFFICE SOLUTIONS		20964	3/30-6/29 MAINT/OPS	544.48	
29738	07/18/08	67.76	M069	JACOBS, KENNETH	0	21081	MED PYMT SUPP	67.76	
29739	07/18/08	17.31	M103	JEMISON, MAURICE	0	21101	MED PYMT SUPP	17.31	
29740	07/18/08	67.76	M104	JUSSEL, PETE	0	21102	MED PYMT SUPP	67.76	
29741	07/18/08	314.36	M061	KAMEDA, TERRY	0	21082	MED PYMT SUPP	314.36	
29742	07/18/08	2,838.00	878	KELLY SERVICES, INC.		20965	TEMP/OPS W/E 6/22	960.00	
						20966	TEMP/OPS W/E 6/29	960.00	
						21161	TEMP/ADM W/E 6/29	918.00	
29743	07/18/08	155.86	039	KINKO'S INC.		21160	CELL PHONE SURVEYS	155.86	
29744	07/18/08	17.31	M105	KOHAMA, MARY	0	21103	MED PYMT SUPP	17.31	
29745	07/18/08	245.00	001093	KROLL LABORATORY SPECIALISTS		20863	MAY/JUNE DRUG TESTS	245.00	
29746	07/18/08	306.79	R528	LAMBERT, JEFFERY R.		21052	SETTLEMENT/RISK	306.79	
29747	07/18/08	30.00	880	LEXISNEXIS		20865	PROF/TECH SVC/RISK	30.00	
29748	07/18/08	280.02	107A	LUMBERMENS		20722	REPAIRS/MAINTENANCE	43.93	
						20745	REPAIRS/MAINTENANCE	14.89	
						20746	REPAIRS/MAINTENANCE	9.56	
						20747	REPAIRS/MAINTENANCE	3.87	
						20765	REPAIRS/MAINTENANCE	119.55	
						20766	PARTS & SUPPLIES	9.17	
						20818	REPAIRS/MAINTENANCE	79.05	
29749	07/18/08	17.31	M106	LYALL, JOHN DAVID	0	21104	MED PYMT SUPP	17.31	
29750	07/18/08	42.48	001052	MID VALLEY SUPPLY		20768	CLEANING SUPPLIES	42.48	
29751	07/18/08	719.10	041	MISSION UNIFORM		20682	UNIF/LAUNDRY/FAC	67.89	
						20741	UNIF/LAUNDRY/FLT	303.36	
						20742	UNIF/LAUNDRY/FLT	43.26	
						20743	UNIF/LAUNDRY/FLT	127.26	
						20744	UNIF/LAUNDRY/FLT	50.60	
						20889	UNIF/LAUNDRY/FLT	126.73	
29752	07/18/08	35.00	001063	NEW FLYER INDUSTRIES LIMITED		20823	PARTS & SUPPLIES	35.00	
29753	07/18/08	1,618.56	002721	NEXTEL COMMUNICATIONS		21130	JUNE PHONES/PT	1,618.56	
29754	07/18/08	26.65	M050	O'MARA, KATHLEEN	0	21070	MED PYMT SUPP	26.65	
29755	07/18/08	2,543.70	009	PACIFIC GAS & ELECTRIC		21037	JUNE CNG/FLT	14.17	
						21154	5/28-7/7 KINGS VLG	2,529.53	
29756	07/18/08	54.17	002809	PACIFIC PROPANE		20763	ANNUAL TANK RENT	54.17	
29757	07/18/08	284.66	M057	PARHAM, WALLACE	0	21083	MED PYMT SUPP	284.66	
29758	07/18/08	2,160.00	002823	PAT PIRAS CONSULTING	7	21176	PROF SVCS THRU 6/08	2,160.00	
29759	07/18/08	29.97	494	PC MAGAZINE		21175	SUBSCRIPTION RENEWAL	29.97	
29760	07/18/08	38.37	M051	PENDRAGON, LINDA	0	21071	MED PYMT SUPP	38.37	
29761	07/18/08	53.29	M109	PEREZ, CHERYL		21072	MED PYMT SUPP	53.29	
29762	07/18/08	247.54	M064	PETERS, TERRIE	0	21084	MED PYMT SUPP	247.54	
29763	07/18/08	67.76	M070	PICARELLA, FRANCIS	0	21085	MED PYMT SUPP	67.76	
29764	07/18/08	67.76	M117	POLANCO, ANDRES		21105	MED PYMT SUPP	67.76	
29765	07/18/08	284.66	M058	POTEETE, BEVERLY	0	21086	MED PYMT SUPP	284.66	
29766	07/18/08	1,162.00	001149	PREFERRED PLUMBING, INC.		20983	REPAIRS/MAINTENANCE	1,162.00	
29767	07/18/08	259.32	882	PRINT SHOP SANTA CRUZ	7	20831	PRINTING/ADMIN	259.32	
29768	07/18/08	137.90	061A	REGISTER PAJARONIAN		20826	CLASS ADV-PURCHASING	137.90	
29769	07/18/08	246.60	M005	ROSS, EMERY	0	21078	MED PYMT SUPP	246.60	
29770	07/18/08	53.29	M085	ROSSI, DENISE	0	21073	MED PYMT SUPP	53.29	
29771	07/18/08	26.65	M030	ROWE, RUBY		21074	MED PYMT SUPP	26.65	
29772	07/18/08	31,644.87	966	S.C. FUELS	0	20877	DIESEL/FLT	31,644.87	

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29773	07/18/08	17.31	M111	SANCHEZ, FELIX	0	21106	MED PYMT SUPP	17.31	
29774	07/18/08	2,199.97	002713	SANTA CRUZ AUTO TECH, INC.		20762	OUT RPR # 2603	330.15	
						20802	OUT RPR # 305	1,425.97	
						20821	OUT RPR #301	142.50	
						20935	OUT RPR # 001	301.35	
29775	07/18/08	156.96	135	SANTA CRUZ AUTO PARTS, INC.		20767	PARTS & SUPPLIES	135.35	
						20804	REV VEH PARTS	2.95	
						20805	REV VEH PARTS	17.18	
						20806	REV VEH PARTS	1.48	
29776	07/18/08	215.60	149	SANTA CRUZ SENTINEL	0	21036	CLASS ADV-PURCHASING	215.60	
29777	07/18/08	163.21	760	SCMTD PETTY CASH - PARACRUZ		21110	PETTY CASH/PT	163.21	
29778	07/18/08	246.00	957	SECURITY SHORING & STEEL PLT		21152	JUNE RENTAL/PLATE	246.00	
29779	07/18/08	2,500.00	002267	SHAW & YODER, INC.		21112	JUNE LEGISLATIVE SVC	2,500.00	
29780	07/18/08	290.89	M010	SHORT, SLOAN	0	21087	MED PYMT SUPP	290.89	
29781	07/18/08	165.00	001121	SILENT PARTNER SECURITY SYS.		21033	7/1-9/30 SEC/VERNON	165.00	
29782	07/18/08	67.76	M112	SILVA, EDUARDO	0	21107	MED PYMT SUPP	67.76	
29783	07/18/08	53.29	M054	SLOAN, FRANCIS	0	21075	MED PYMT SUPP	53.29	
29784	07/18/08	1,225.08	080A	STATE BOARD OF EQUALIZATION		21111	APR-JUN 08 FUEL TAX	1,225.08	
29785	07/18/08	1,163.99	017	SUN MICROSYSTEMS, INC.		21114	SOFT/HARDWARE/IT	1,163.99	
29786	07/18/08	247.03	002504	TIFCO INDUSTRIES		21166	PARTS & SUPPLIES	247.03	
29787	07/18/08	26.65	M086	TOLINE, DONALD	0	21076	MED PYMT SUPP	26.65	
29788	07/18/08	9,032.77	057	U.S. BANK		21155	4246044555645971	204.94	
						21156	4246044555645971	1,379.56	
						21157	4246044555645971	479.87	
						21158	4246044555645971	815.18	
						21159	4246044555645971	6,153.22	
29789	07/18/08	10.83	946	UNITED SITE SERVICES		20961	FENCE RENT-DUBOIS	10.83	
29790	07/18/08	1,214.26	001140	UNIVERSITY INN &		20854	PROF/TECH SVC/HRD	1,214.26	
29791	07/18/08	617,925.63	002829	VALLEY POWER SYSTEMS, INC.		20868	ENG REPOWER	2,329.42	
						21162	ENG REPOWER 2218	153,665.48	
						21163	ENG REPOWER # 2226	154,599.77	
						21164	ENG REPOWER # 2228	153,665.48	
						21165	ENG REPOWER # 2306	153,665.48	
29792	07/18/08	134.83	M076	VONWAL, YVETTE	0	21108	MED PYMT SUPP	134.83	
29793	07/18/08	70.00	682	WEISS, AMY L.	7	20918	JUNE INTERPRETER	70.00	
29794	07/18/08	279.91	436	WEST PAYMENT CENTER		21144	JUNE ACCESS CHARGES	279.91	
29795	07/18/08	60.30	M115	WILLIAMS, CHRIS	0	21109	MED PYMT SUPP	60.30	
29796	07/18/08	26.65	M088	YAGI, RANDY	0	21077	MED PYMT SUPP	26.65	
29798	07/18/08	875.00	916	DOCTORS ON DUTY		20984	DRUG TEST	30.00	
						20985	DRUG TEST	5.00	
						20986	DRUG TEST	120.00	
						20987	DRUG TEST	120.00	
						20988	DRUG TEST	5.00	
						20989	DRUG TEST	30.00	
						20990	DRUG TEST	5.00	
						20991	DRUG TEST	30.00	
						20992	DRUG TEST	5.00	
						20993	DRUG TEST	30.00	
						20994	DRUG TEST	5.00	
						20995	DRUG TEST	30.00	

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						20996	DRUG TEST	5.00	
						20997	DRUG TEST	35.00	
						20998	DRUG TEST	30.00	
						20999	DRUG TEST	35.00	
						21000	DRUG TEST	5.00	
						21001	DRUG TEST	30.00	
						21002	DRUG TEST	5.00	
						21003	DRUG TEST	30.00	
						21004	DRUG TEST	35.00	
						21005	DRUG TEST	5.00	
						21006	DRUG TEST	30.00	
						21007	DRUG TEST	5.00	
						21008	DRUG TEST	30.00	
						21009	DRUG TEST	5.00	
						21010	DRUG TEST	30.00	
						21011	DRUG TEST	5.00	
						21012	DRUG TEST	30.00	
						21013	DRUG TEST	5.00	
						21014	DRUG TEST	30.00	
						21015	DRUG TEST	35.00	
						21016	DRUG TEST	5.00	
						21017	DRUG TEST	35.00	
29799	07/25/08	3,960.00	001712	ABACHERLI FENCE COMPANY	7	21236	FENCE INSTALLATION	3,960.00	
29800	07/25/08	4,517.64	002509	ACCOUNTemps		21238	TEMP/OPS W/E 7/4	1,719.48	
						21274	TEMP/OPS W/E 7/11	2,798.16	
29801	07/25/08	341.79	020	ADT SECURITY SERVICES INC.		21136	AUG ALARMS	64.46	
						21137	AUG ALARMS	61.90	
						21138	AUG ALARMS	46.66	
						21139	AUG ALARMS	46.66	
						21140	AUG ALARMS	79.40	
						21141	AUG ALARMS	42.71	
29802	07/25/08	1,891.48	382	AIRTEC SERVICE		21268	JUNE MAINT/REPAIRS	1,891.48	
29803	07/25/08	480.24	001C	AT&T		21300	REPEATER/RIVER	85.10	
						21301	REPEATER/RIVER	395.14	
29804	07/25/08	432,757.95	502	CA PUBLIC EMPLOYEES'		21227	AUG MEDICAL INS	432,757.95	
29805	07/25/08	660.27	739	CENTURY CHEVROLET		20923	REV VEH PARTS	332.71	
						21124	REV VEH PARTS	8.61	
						21125	REV VEH PARTS	85.74	
						21126	REV VEH PARTS	233.21	
29806	07/25/08	5,000.00	002346	CHANNEY, CAROLYN & ASSOC., INC.		21113	JULY LEGISLATIVE SVC	5,000.00	
29807	07/25/08	2,973.44	909	CLASSIC GRAPHICS		20969	OUT RPR REV VEH	2,973.44	
29808	07/25/08	26,059.68	001124	CLEAN ENERGY		21133	LNG/FLT	11,717.39	
						21295	LNG/FLT	14,342.29	
29809	07/25/08	184.00	367	COMMUNITY TELEVISION OF		21290	TV COVERAGE 6/27	184.00	
29810	07/25/08	21.55	002063	COSTCO		21258	PHOTO PROCESS/OPS	2.53	
						21259	PHOTO PROCESS/OPS	7.48	
						21260	PHOTO PROCESS/OPS	11.54	
29811	07/25/08	1.87	418	COUNTY OF SANTA CRUZ		21244	JUNE CNG/FLT	1.87	
29812	07/25/08	858.22	001048	CRUZ CAR WASH		20926	JUNE VEH WASH/PT	858.22	
29813	07/25/08	7,308.50	001316	DEVCO OIL		21256	7/1-7/15 FUEL/FLT	7,308.50	

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29814	07/25/08	3,870.79	085 DIXON & SON TIRE, INC.		21038	TIRES & TUBES	2,110.49	
					21039	TIRES & TUBES	845.79	
					21041	TIRES & TUBES	326.29	
					21042	TIRES & TUBES	74.40	
					21219	TIRES & TUBES	308.29	
					21293	TIRES & TUBES	205.53	
29815	07/25/08	500.00	002862 ECOLOGICAL CONCERNS INC.		20920	WATER DRAINAGE/MB	500.00	
29816	07/25/08	148.36	002307 EWING IRRIGATION PRODUCTS		20981	REPAIRS/MAINTENANCE	148.36	
29817	07/25/08	150.83	372 FEDERAL EXPRESS		21298	JUN-JUL MAIL/ADM	108.76	
					21299	JULY MAIL/FLT	42.07	
29818	07/25/08	6.22	001172 FERGUSON ENTERPRISES INC.		21149	REPAIRS/MAINTENANCE	6.22	
29819	07/25/08	180.20	647 GFI GENFARE		21273	OFFICE SUPPLY/OPS	180.20	
29820	07/25/08	269.35	117 GILLIG CORPORATION		21044	PARTS & SUPPLIES	269.35	
29821	07/25/08	399.32	711 GLASS DOCTOR	7	21129	OUT RPR REV VEH	399.32	
29822	07/25/08	3,596.00	001745 HARTFORD LIFE AND ACCIDENT INS		21296	AUG LIFE/AD&D INS	3,596.00	
29823	07/25/08	960.75	002313 HARTSELL & OLIVIERI	7	20957	TRANSCRIPTS/HRD	418.75	
					20958	TRANSCRIPTS/HRD	542.00	
29824	07/25/08	89.87	510A HASLER, INC.		21291	8/1-8/31 RENTAL/ADM	48.83	
					21292	AUG RENTAL/PT	41.04	
29825	07/25/08	29,000.00	002116 HINSHAW, EDWARD & BARBARA	7	21231	RENT/370 ENCINAL ST	29,000.00	
29826	07/25/08	172.43	166 HOSE SHOP, THE		20973	PARTS & SUPPLIES	48.83	
					20974	PARTS & SUPPLIES	31.12	
					20975	REPAIRS/MAINTENANCE	92.48	
29827	07/25/08	505.14	215 IKON OFFICE SOLUTIONS		21187	4/1-6/26 MAINTENANCE	505.14	
29828	07/25/08	15,308.20	002117 IULIANO	7	21229	RENT/115 DUBOIS	3,271.61	
					21230	RENT/111 DUBOIS	12,036.59	
29829	07/25/08	2,706.85	110 JESSICA GROCERY STORE, INC.		21234	CUSTODIAN SERVICES	2,706.85	
29830	07/25/08	768.00	878 KELLY SERVICES, INC.		21272	TEMP/OPS W/E 7/6	768.00	
29831	07/25/08	113.37	074 KENVILLE LOCKSMITHS	7	20849	REPAIRS/MAINTENANCE	108.38	
					20851	REPAIRS/MAINTENANCE	4.99	
29832	07/25/08	6.07	039 KINKO'S INC.		20856	PRINTING/LEGAL	6.07	
29833	07/25/08	60.81	040 LENZ ARTS, INC.		20921	EMP INCENTIVE PRGRM	60.81	
29834	07/25/08	604.00	001204 LOUDEN NELSON COMMUNITY CENTER		21297	6/18-6/30 MTGS/UTU	604.00	
29835	07/25/08	151.86	107A LUMBERMENS		20819	REPAIRS/MAINTENANCE	21.46	
					20887	REPAIRS/MAINTENANCE	24.97	
					21045	REPAIRS/MAINTENANCE	105.43	
29836	07/25/08	1,407.05	001119 MACERICH PARTNERSHIP LP	7	21232	RENT/CAPITOLA MALL	1,407.05	
29837	07/25/08	1,447.84	764 MERCURY METALS		21116	OUT RPR REV VEH	1,447.84	
29838	07/25/08	595.66	041 MISSION UNIFORM		20817	UNIF/LAUNDRY/FAC	69.60	
					20837	UNIF/LAUNDRY/FLT	47.39	
					20838	UNIF/LAUNDRY/FLT	307.50	
					20839	UNIF/LAUNDRY/FLT	127.26	
					20840	UNIF/LAUNDRY/FLT	50.60	
					20888	CREDIT MEMO	-40.89	
					20924	UNIF/LAUNDRY/PT	34.20	
29839	07/25/08	29,309.88	002891 NCLN20, INC.		21271	JUNE SECURITY	29,309.88	
29840	07/25/08	741.89	887 NEOPOST, INC		21289	7/08-6/09 MAINT/ADM	741.89	VOIDED
29840	07/30/08	-741.89	887 NEOPOST, INC		21289	7/08-6/09 MAINT/ADM	-741.89	**VOID
29841	07/25/08	201.62	001063 NEW FLYER INDUSTRIES LIMITED		21034	REV VEH PARTS	146.00	
					21294	REV VEH PARTS	55.62	

5-1.18

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

DATE: 07/01/08 THRU 07/31/08

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
29842	07/25/08	1,890.84	002721	NEXTEL COMMUNICATIONS		21226	PHONES/OPS	1,890.84	
29843	07/25/08	257.11	004	NORTH BAY FORD LINC-MERCURY		21127	REV VEH PARTS	52.69	
						21128	REV VEH PARTS	204.42	
29844	07/25/08	14,842.00	001176	NORTHSTAR, INC.		20978	JUNE MAINTENANCE	14,842.00	
29845	07/25/08	1,216.00	001200	O.C. MC DONALD COMPANY, INC.		21181	RPR LEAK/GOLF CLUB	1,216.00	
29846	07/25/08	887.00	950	PARADISE LANDSCAPE INC	0	20829	JULY MAINTENANCE	887.00	
29847	07/25/08	4,039.04	002823	PAT PIRAS CONSULTING	7	21201	PROF SVCS/PT	4,039.04	
29848	07/25/08	129.00	001126	RAGAN COMMUNICATIONS, INC.		21288	MNGR INTELL REPORT	129.00	
29849	07/25/08	123.12	061A	REGISTER PAJARONIAN		20846	CLASS ADV/PURCHASING	123.12	
29850	07/25/08	5,455.40	018	SALINAS VALLEY FORD SALES		21035	REV VEH PARTS	5,455.40	
29851	07/25/08	516.17	135	SANTA CRUZ AUTO PARTS, INC.		20841	REV VEH PARTS	163.40	
						20884	PARTS & SUPPLIES	28.21	
						20885	REV VEH PARTS	142.68	
						20886	CLEANING SUPPLIES	28.21	
						20925	REV VEH PARTS	104.94	
						20968	REV VEH PARTS	48.73	
29852	07/25/08	87.00	001944	SANTA CRUZ COUNTY LAW LIBRARY		7642	QUARTERLY COPY CHRG	87.00	
29853	07/25/08	100.00	307	SANTA CRUZ CHAMBER OF COMMERCE		21235	ANNUAL MEMBERSHIP	100.00	
29854	07/25/08	7,750.98	977	SANTA CRUZ TRANSPORTATION, LLC	7	21202	JUNE PT SVCS	7,750.98	
29855	07/25/08	100.00	B016	SKILLICORN, DALE	7	21228	JULY BOARD MTGS	100.00	
29856	07/25/08	11,729.35	001075	SOQUEL III ASSOCIATES	7	21233	RENT/RESEARCH PARK	11,729.35	
29857	07/25/08	225.00	001165	THANH N. VU MD	7	20979	PHYS EXAM/FLT	75.00	
						20980	PHYS EXAM/FLT	75.00	
						21018	MEDICAL EXAM	75.00	
29858	07/25/08	516.05	083	THYSSENKRUPP ELEVATOR		20970	7/09-9/09 CONTRACT	516.05	
29859	07/25/08	241.90	002504	TIFCO INDUSTRIES		21134	PARTS & SUPPLIES	241.90	
29860	07/25/08	2,800.00	001180	TOTAL COMPENSATION SYSTEMS		21237	GASB 45 VALVATION	2,800.00	
29861	07/25/08	71.11	007	UNITED PARCEL SERVICE		21283	FRT OUT/FLT	71.11	
29862	07/25/08	8,530.03	002829	VALLEY POWER SYSTEMS, INC.		20827	OUT RPR/TRANS	7,790.29	
						21019	REV VEH PARTS	739.74	
29863	07/25/08	4,626.92	001083	WATSONVILLE TRANSPORTATION, INC		21200	JUNE PT SVCS	4,626.92	
29864	07/25/08	110.00	186	WILSON, GEORGE H., INC.		20820	OUT RPR/BRACKET	110.00	
29865	07/25/08	39.55	147	ZEE MEDICAL SERVICE CO.		20850	SAFETY SUPPLIES	39.55	
TOTAL		3,338,866.88		ACCOUNTS PAYABLE		TOTAL CHECKS	477	3,338,866.88	

5-1.19

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Damino, Robert
Date of Incident: 03/12/08

Received: 07/25/08 Claim #: 08-0023
Occurrence Report No.: SC 03-08-08

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

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

By Margaret Gallagher
Margaret Gallagher
DISTRICT COUNSEL

Date: 8/01/08

I, Cindi Thomas, 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 August 22, 2008.

By _____
Cindi Thomas
RECORDING SECRETARY

Date: _____

MG/lg
Attachment(s)

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
(Pursuant to Section 910 et Seq., Government Code)

Claim # _____

TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

ATTN: Secretary to the Board of Directors
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

1. Claimant's Name: ROBERT DAMINO JR.

Claimant's Address/Post Office Box: _____

Claimant's Phone Number: _____

2. Address to which notices are to be sent: _____

3. Occurrence: HEAD INJURY ON SANTA CRUZ METROPOLITAN TRANSIT BUS

Date: 3-12-08 Time: ABT 9:30 Place: AM - SANTA CRUZ

Circumstances of occurrence or transaction giving rise to claim:

A VERY ABRUPT STOP CAUSING METRO PITCH FORWARD & HITTING MY HEAD ONTO THE METAL RAILING ON THE NEXT SEAT & FALLING TO THE FLOOR

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known:

I HAD INJURY TO THE TOP OF MY HEAD WITH BLOOD - A METRO TRANSIT WORKER WALKED ME ACROSS THE STREET TO ANOTHER BUS -

5. Name or names of public employees or employees causing injury, damage, or loss, if known:

MORNING

DRIVER - FEMALE - I DON'T KNOW HER NAME

IDENTITY - I HAD A DOCTOR'S APPOINTMENT THAT

6. Amount claimed now \$ 150

Estimated amount of future loss, if known \$?

TOTAL \$ 150

7. Basis of above computations: BUS DRIVERS FAULT

BLOOD & INJURY TO HEAD & Dizziness

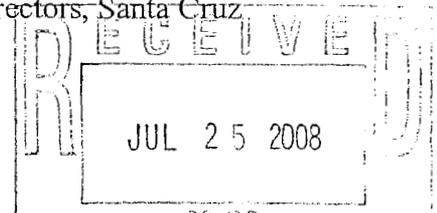
Robert Damino Jr.

CLAIMANT'S SIGNATURE (or Company Representative or Parent of Minor Claimant)

7-22-08

DATE

Note: Claim must be presented to the Secretary to the Board of Directors, Santa Cruz Metropolitan Transit District



5-2.2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes - METRO Advisory Committee (MAC)

June 18, 2008

The METRO Advisory Committee (MAC) met on Wednesday, June 18, 2008 in the Pacific Station Conference Room located at 920 Pacific Avenue in Santa Cruz, California.

Chair Naomi Gunther called the meeting to order at 6:04 p.m.

1. ROLL CALL:

MEMBERS PRESENT

Dave Williams
Dennis "Pop" Papadopulo
Mara Murphy, Vice Chair
Naomi Gunther, Chair
Robert Yount

STAFF PRESENT

Ciro Aguirre, Operations Manager
Mary Ferrick, Fixed Route Superintendent

VISITORS PRESENT

Steve Prince, UTU

MEMBERS ABSENT

Heidi Curry
Stuart Rosenstein

2. AGENDA ADDITIONS/DELETIONS

None at this time.

3. ORAL/WRITTEN COMMUNICATION

Written:

None at this time

Oral:

None at this time

4. CONSIDERATION OF MINUTES OF MAY 21, 2008

ACTION: MOTION: ROBERT YOUNT SECOND: DAVE WILLIAMS

ACCEPT AND FILE MINUTES OF THE MAY 21, 2008 MEETING AS PRESENTED.

Motion passed unanimously with Heidi Curry and Stuart Rosenstein being absent.

5. RIDERSHIP REPORT FOR MARCH 2008

6. PARACRUZ OPERATIONS STATUS REPORT FOR MARCH 2008

Robert Yount pointed out that ParaCruz statistics look good. Vice Chair Mara Murphy asked about the compliments received. Ciro Aguirre said that the compliments were for METRO's response to the Summit Fire, and for the efforts of an operator who transported METRO Board Director Pat Spence.

5-3.1

7. REPORT BY MAC REPRESENTATIVE TO OTHER TRANSIT-RELATED MEETINGS

Robert Yount said that the BSAC meeting was canceled.

8. DISCUSSION OF DISCOUNTED BUS PASS PROGRAM POLICY CHANGES

Ciro Aguirre asked the committee for input on the proposed changes. Dave Williams and Pop Papadopulo asked for time to go over the changes. Mr. Aguirre agreed to postpone and move the item to the July 20 agenda.

9. DISCUSSION OF A METRO CAREER DAY

Mara Murphy withdrew this item.

10. DISTRIBUTION OF MAC VOUCHERS

Ciro Aguirre distributed METRO ride vouchers to the MAC members at this time.

11. COMMUNICATIONS TO METRO GENERAL MANAGER

- a. Vice Chair Mara Murphy requested information on the status of improving the METRO website.

12. COMMUNICATIONS TO METRO BOARD OF DIRECTORS

None at this time.

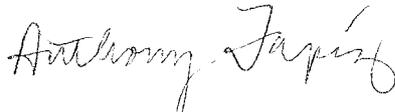
13. ITEMS FOR NEXT MEETING AGENDA

- **DISCUSSION OF DISCOUNTED BUS PASS PROGRAM POLICY CHANGES**
- **DISCUSSION OF ADVERTISING MAC MEETING**
- **DISCUSSION OF PROCEDURE FOR ADDING AGENDA ITEMS**

ADJOURN

There being no further business, Chair Naomi Gunther thanked everyone for participating and adjourned the meeting at 7:47 p.m.

Respectfully submitted,



ANTHONY TAPIZ
Administrative Assistant

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 22nd, 2008
TO: Board of Directors
FROM: April Warnock, Paratransit Superintendent
SUBJECT: METRO PARACRUZ OPERATIONS STATUS REPORT

I. RECOMMENDED ACTION

This report is for information only - no action requested

II. SUMMARY OF ISSUES

- METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Transit District, providing shared ride, door-to-door demand-response transportation to customers certified as having disabilities that prevent them from independently using the fixed route bus.
- METRO assumed direct operation of paratransit services November 1, 2004.
- Performance measures for the May 2008 reflect increases in various categories attributed coordination and accommodation of transitional dialysis riders from the Central Coast Alliance for Health brokerage (Alliance).
- ParaCruz Operator costs increased due to the added cost of performing dialysis transitional rides.
- Rides by supplemental providers increased during period due to required rear axle replacements on sixteen (16) minivans.
- Operating Statistics and customer feedback information reported are for the month of May 2008.
- A breakdown of pick-up times beyond the ready window is included.

III. DISCUSSION

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

METRO began direct operation of ADA paratransit service (METRO ParaCruz) beginning November 1, 2004. This service had been delivered under contract since 1992.

5-4.1

On April 2nd, 2008, the Alliance notified their customers undergoing Dialysis treatment, that due to budgeting shortages, rides would no longer be provided for persons not meeting the criteria for Title 22 transportation, effective May 2nd, 2008.

ParaCruz coordinated with the Dialysis centers in Santa Cruz County identifying eligible persons and arranging for certification processes to be expedited.

At that time, approximately 26 persons transitioned from the Alliance to ParaCruz. This transition resulted in an increase of weekly trips of approximately 485 from pre-Alliance service requirements (* are categories affected, see Comparative Operating Statistics chart).

During this same period, several ParaCruz minivans were identified through routine inspections of having fatigued rear axles. Safety considerations prompted METRO to remove the affected vans from service and schedule repairs. Additionally, METRO scheduled remaining unaffected vans for preventative maintenance replacement of the rear axles.

METRO removed sixteen (16) vans from service until the axles were replaced. Up to four vans a day were serviced, and over the course of a week, the fleet was repaired and returned to revenue service. The use of METRO's contract providers was increased to offset the number of vans out of service and continue uninterrupted service to our customer base (** are categories affected, see chart Comparative Operating Statistics).

There has been discussion regarding ParaCruz on-time performance. It was noted that most statistical data continues to show improvement, the reported percentage of pick ups performed within the "ready window" has remained relatively consistent, hovering at roughly 90%. Staff was requested to provide a break down the pick-ups beyond the "ready window".

The table below displays the percentage of pick-ups within the "ready window" and a breakdown in 5-minute increments for pick-ups beyond the "ready window".

	May 2007	May 2008
Total pick ups	8199	8299
Percent in "ready window"	90.88%	95.81%
1 to 5 minutes late	3.46%	.66%
6 to 10 minutes late	2.37%	.35%
11 to 15 minutes late	1.38%	.13%
16 to 20 minutes late	.88%	.07%
21 to 25 minutes late	.46%	.05%
26 to 30 minutes late	.24%	.05%
31 to 35 minutes late	.22%	.04%
36 to 40 minutes late	.05%	.01%
41 or more minutes late (excessively late/missed trips)	.06%	.02%
Total beyond "ready window"	9.12%	4.19%

5-4.2

During the month of May 2008, ParaCruz received seven (7) Service complaints and one (1) compliment. The two (2) valid service complaints were regarding operational procedures. Three (3) complaints were not valid. Two (2) complaints were not verified.

Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through May.

	May 07	May 08	Fiscal 06-07	Fiscal 07-08
Requested	9025	9030	87,920	87,132
Performed	8199	8299	77,453	80,451
Cancels	18.07%	17.75%	19.80%	17.16%
No Shows	2.17%	*2.87%	2.79%	2.38%
Total miles	54255	51,961	533,069	525,792
Av trip miles	5.08	4.75	5.07	5.04
Within ready window	90.88%	95.81%	90.71%	94.13%
Excessively late/missed trips	5	2	119	29
Call center volume	6593	6771	65,445	67,552
Call average seconds to answer	28	*29	29	29
Hold times less than 2 minutes	96%	96%	96%	97%
Distinct riders	810	795	1,751	1,745
Most frequent rider	59 rides	58 rides	459 rides	645 rides
Shared rides	67.7%	*78.3%	65.7%	67.2%
Passengers per rev hour	2.59	2.17	1.91	2.34
Rides by supplemental providers	11.61%	*19.81%	9.64%	15.31%
Vendor cost per ride	\$24.92	\$21.72	\$24.32	\$22.21
ParaCruz driver cost per ride (estimated)	\$26.90	**\$27.01	\$26.25	\$24.33
Rides < 10 miles	80.39%	71.62%	81.86%	71.77%
Rides > 10	19.61%	28.38%	18.14%	28.23%

IV. FINANCIAL CONSIDERATIONS

NONE

V. ATTACHMENTS

Attachment A: Number of Rides Comparison Chart

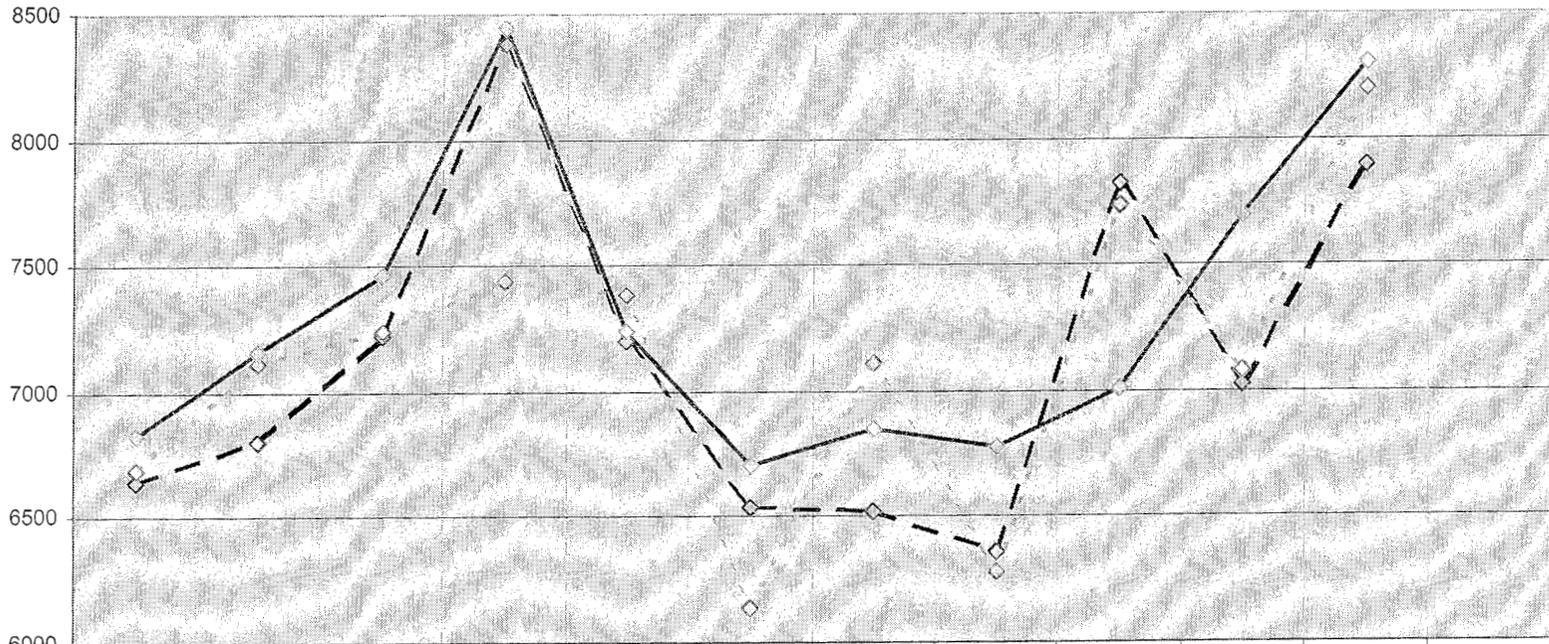
Attachment B: Shared vs. Total Rides Chart

5-4.3

- Attachment C:** Mileage Comparison Chart
- Attachment D:** Year To Date Mileage Chart
- Attachment E:** Daily Drivers vs. Subcontractor Chart

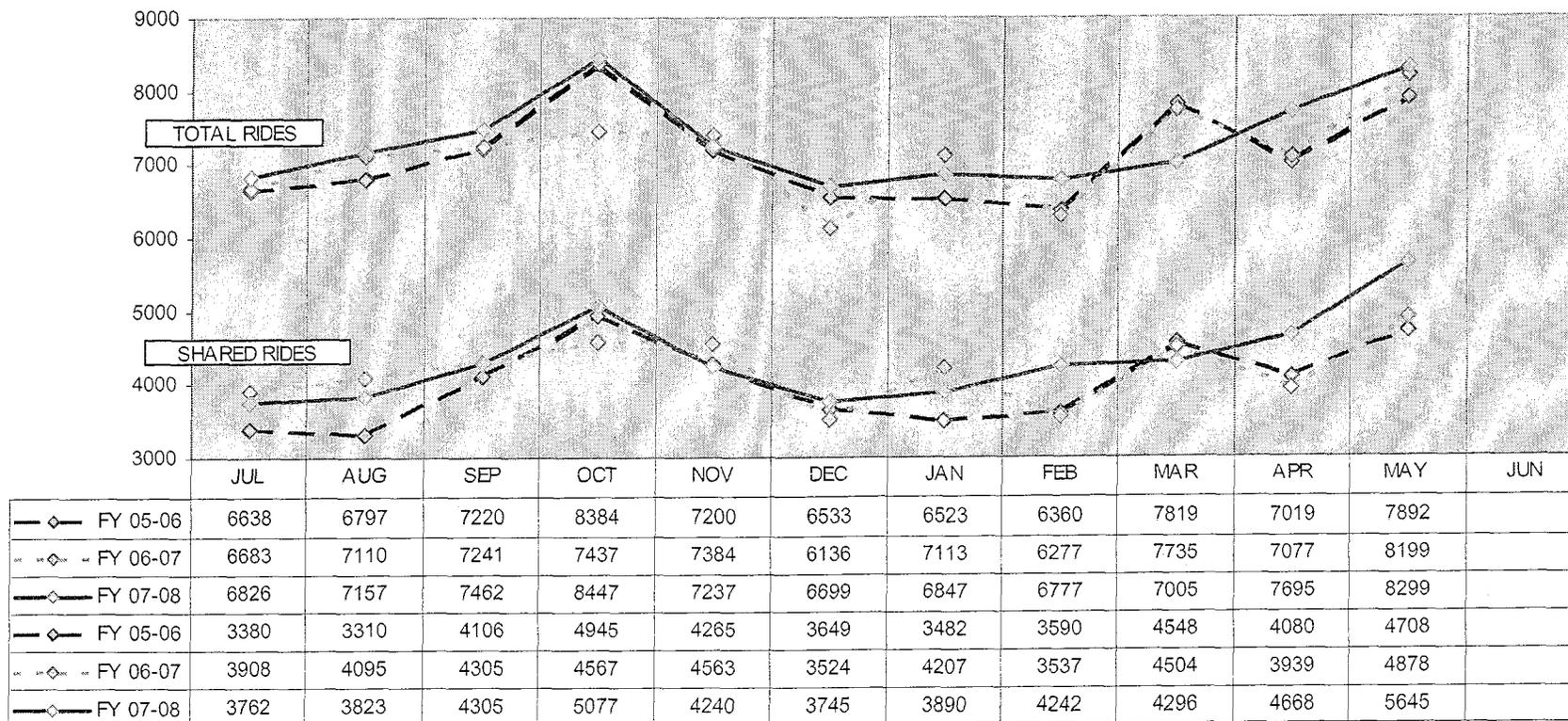
5-4.91

NUMBER OF RIDES COMPARISON



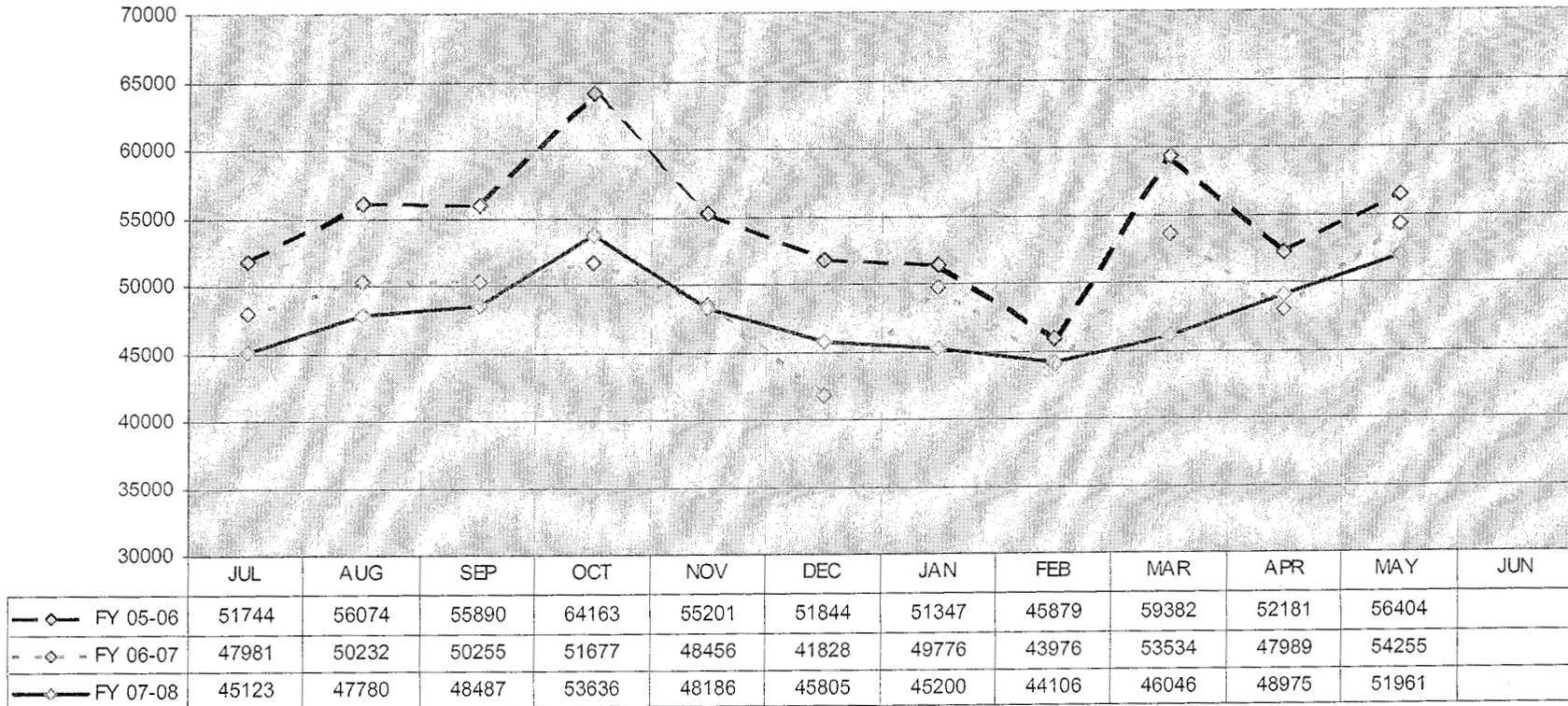
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
—◆— FY 05-06	6638	6797	7220	8384	7200	6533	6523	6360	7819	7019	7892	
-◆- FY 06-07	6683	7110	7241	7437	7384	6136	7113	6277	7735	7077	8199	
—◆— FY 07-08	6826	7157	7462	8447	7237	6699	6847	6777	7005	7695	8299	

SHARED VS TOTAL RIDES



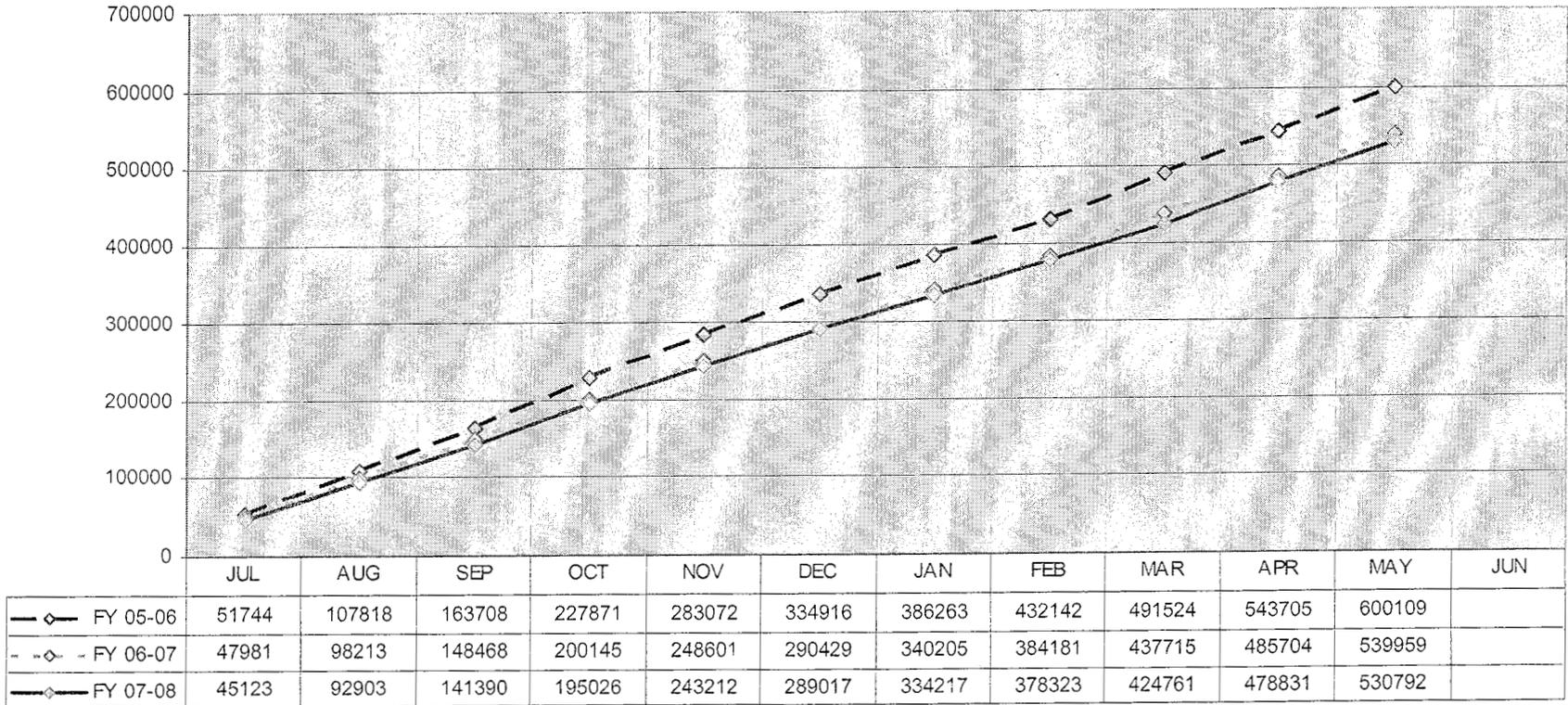
5-4.61

MILEAGE COMPARISON



5-4.01

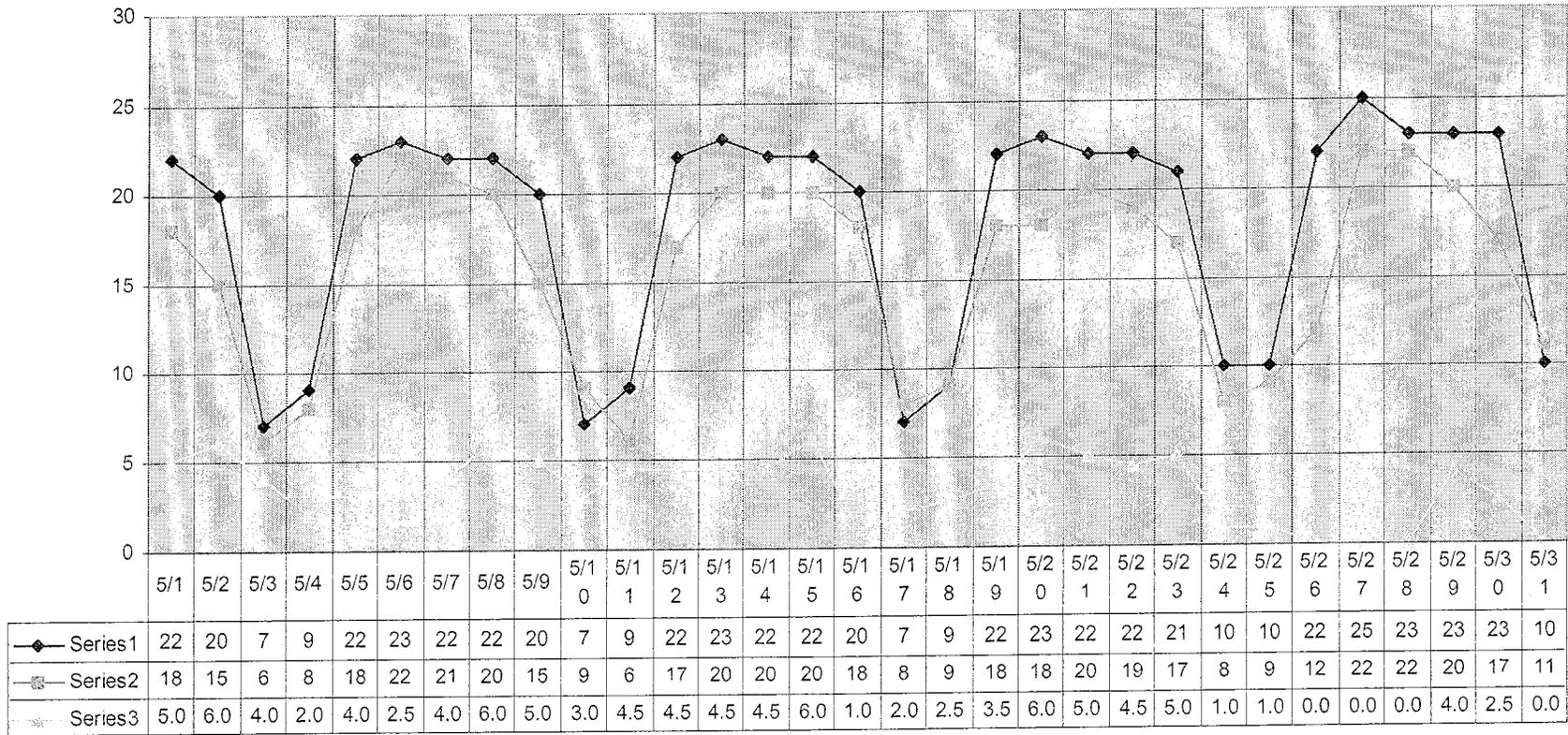
YEAR TO DATE MILEAGE COMPARISON



5-4.d.1

Attachment D

DAILY DRIVERS vs.SUBCON



5-4.e1

**Santa Cruz METRO
May 2008 Ridership Report**

ROUTE	Miles	Hours	Revenue	UC			Full Fare	Tickets	Cash S/D		S/D		Passes/ Free Rides	Pacific Shores	Total Ridership	Passengers Per Mile	Passengers Per Hour	W/C	Bike
				Student	Faculty	Cabrillo			Day Pass	Day Pass									
10	5,323.93	446.25	\$1,696.78	28,547	1,871	166	966	49	69	6	7	1,101	3	32,785	6.16	73.47	18	1,080	
13	2,308.32	197.40	\$497.65	13,438	751	84	274	25	15	5	4	513	1	15,110	6.55	76.55	0	490	
15	7,977.43	670.47	\$2,028.25	42,516	2,088	350	1,163	57	30	10	4	1,514	5	47,737	5.98	71.20	9	1,635	
16	15,296.63	1,259.02	\$6,608.10	93,399	4,128	804	3,744	117	188	35	22	2,986	7	105,430	6.90	83.74	25	3,389	
19	5,703.48	423.56	\$1,813.23	24,931	1,309	238	975	57	76	13	19	1,438	3	29,059	5.09	68.61	16	1,049	
3	2,386.02	172.89	\$1,447.09	260	132	341	725	43	152	17	26	1,421	91	3,208	1.34	18.56	13	55	
4	1,485.86	153.99	\$1,247.25	432	88	154	503	254	312	13	30	3,450	4	5,240	3.53	34.03	32	97	
7	1,094.10	98.01	\$370.96	84	20	90	124	52	47	15	23	776	0	1,231	1.13	12.56	13	14	
9	455.32	24.15	\$173.92	18	19	6	92	4	10	3	0	334	0	486	1.07	20.12	2	20	
12A	276.44	19.95	\$67.65	774	189	14	27	12	4	4	1	48	0	1,073	3.88	53.78	0	54	
20	6,154.67	410.16	\$2,304.45	21,787	1,067	530	1,252	77	147	16	13	1,581	160	26,630	4.33	64.93	9	837	
27	1,475.88	126.00	\$177.59	4,337	321	22	111	10	5	0	0	73	1	4,880	3.31	38.73	0	256	
31	2,238.22	115.14	\$1,081.70	51	120	121	642	37	28	7	3	1,024	0	2,033	0.91	17.66	7	103	
32	750.58	44.46	\$468.68	17	16	27	288	7	10	0	0	174	0	539	0.72	12.12	5	11	
33	523.53	24.15	\$136.80	1	0	2	80	26	0	0	0	202	0	311	0.59	12.88	0	3	
34	293.16	18.54	\$183.33	3	0	1	101	1	1	1	0	147	0	255	0.87	13.75	0	1	
35	38,749.81	1,940.92	\$27,900.05	1,852	602	1,954	15,031	772	1,386	323	175	23,978	21	46,094	1.19	23.75	98	2,186	
40	2,453.94	99.69	\$1,629.61	37	9	39	894	25	56	24	11	862	1	1,958	0.80	19.64	3	62	
41	3,070.31	127.50	\$1,381.52	343	107	113	808	15	30	6	1	705	27	2,155	0.70	16.90	0	198	
42	3,389.16	125.76	\$872.37	200	11	110	513	18	51	1	1	461	11	1,377	0.41	10.95	1	178	
53	1,169.28	82.59	\$509.88	4	5	48	239	14	73	5	9	485	0	882	0.75	10.68	24	24	
54	2,059.83	119.49	\$439.16	18	8	179	230	13	42	4	6	422	0	922	0.45	7.72	8	16	
55	2,832.06	192.51	\$1,313.40	12	19	1,437	640	50	141	16	28	2,000	0	4,343	1.53	22.56	93	84	
56	2,211.09	97.65	\$497.85	2	8	436	215	10	17	24	3	544	0	1,259	0.57	12.89	7	31	
66	6,533.46	563.11	\$10,644.13	1,462	433	824	5,554	365	676	153	98	7,893	15	17,473	2.67	31.03	111	431	
68	5,029.56	411.26	\$5,867.65	1,318	301	568	3,046	189	384	96	71	5,334	22	11,329	2.25	27.55	98	301	
68N	1,852.50	132.99	\$1,596.52	415	55	147	961	34	47	0	0	1,023	0	2,682	1.45	20.17	18	101	
69	3,494.25	315.80	\$5,073.06	1,090	412	491	2,804	208	352	40	18	4,307	18	9,740	2.79	30.84	68	345	
69A	14,571.99	783.69	\$17,643.39	1,279	669	893	9,683	911	1,221	151	151	10,164	16	25,138	1.73	32.08	276	851	
69N	1,735.74	139.41	\$1,499.30	405	97	373	873	26	67	1	0	914	2	2,758	1.59	19.78	24	166	
69W	14,177.46	790.50	\$17,333.70	1,441	603	3,953	9,699	620	1,036	150	85	11,086	34	28,707	2.02	36.31	209	968	
70	3,022.01	248.49	\$2,765.35	283	133	3,094	1,503	158	190	24	21	2,891	19	8,316	2.75	33.47	41	253	
71	49,001.12	2,802.85	\$52,249.42	2,728	1,738	11,270	28,856	2,351	3,594	356	263	28,683	62	79,901	1.63	28.51	421	3,694	
72	5,523.08	267.06	\$3,499.20	6	24	141	1,862	92	327	23	23	1,333	0	3,831	0.69	14.35	26	64	
74	3,402.08	197.76	\$3,350.63	16	28	133	1,863	120	286	16	18	984	0	3,464	1.02	17.52	22	35	
75	6,586.20	397.50	\$7,988.11	101	65	241	4,321	203	697	71	44	2,520	0	8,263	1.25	20.79	52	119	
76	1,892.23	99.75	\$888.85	0	10	1	479	16	80	7	7	385	0	985	0.52	9.87	5	13	
79	1,647.72	96.24	\$1,610.49	1	29	124	714	57	188	26	41	884	0	2,064	1.25	21.45	57	22	
91	5,640.42	233.70	\$2,937.67	177	197	1,045	1,582	240	138	52	16	2,162	7	5,616	1.00	24.03	18	282	
UC Supp.	1,682.63	105.35	\$87.61	4,020	199	19	43	9	0	0	1	40	2	4,333	2.58	41.13	1	119	
Night Owl	1,796.58	144.54	\$717.82	6,470	100	58	430	15	7	0	0	100	0	7,180	4.00	49.67	0	241	
TOTAL	237,258.09	14,720.25	\$190,615.16	254,281	17,981	30,642	103,915	8,578	12,183	1,715	1,243	127,043	532	558,113	2.35	37.91	2,914	19,889	
ROUTE	REVENUE			VT/AS	ECO	Full	Tickets	S/D	17	Passes/ Free Rides	RIDERSHIP			Passengers Per Mile	Passengers Per Hour	W/C	Bike		
17	44,698.54	1,447.03	\$58,063.82	53	64	261	11,689	1,302	1,535	137	11,130			26,171	0.59	18.09	73	1,570	

May Ridership	584,284
May Revenue	\$248,679

5-5.1

**Santa Cruz METRO
May 2007 Ridership Report**

FAREBOX REVENUE AND RIDERSHIP SUMMARY BY ROUTE

ROUTE	REVENUE	RIDERSHIP	UC		Day Pass	S/D		W/C	S/D Day Pass	Cabrillo	Bike	Passes/ Free Rides
			Student	Faculty		Riders	Riders					
10	\$ 1,644.36	31,744	27,291	1,950	2	67	13	2	166	970	1,225	
13	\$ 571.47	14,990	13,360	792	5	11	-	-	67	392	416	
15	\$ 2,128.88	46,416	40,743	2,444	18	71	9	9	253	1,546	1,590	
16	\$ 6,196.73	100,606	88,307	4,405	55	154	31	9	601	3,194	3,448	
19	\$ 1,701.04	30,613	26,462	1,364	8	98	3	13	187	911	1,471	
3B	\$ 1,482.23	3,428	363	221	22	117	14	23	228	71	1,540	
4	\$ 1,317.42	4,763	226	43	23	224	59	46	118	100	3,334	
7	\$ 698.92	1,701	67	41	10	86	5	13	134	11	988	
9	\$ 249.60	495	16	35	8	27	-	-	10	2	279	
12A	\$ 45.27	937	685	151	1	4	-	-	7	4	55	
20	\$ 2,385.16	23,223	18,494	1,178	17	127	14	127	295	725	1,578	
31	\$ 1,460.65	2,104	140	90	11	43	4	2	79	79	832	
32	\$ 287.90	359	5	2	-	4	3	1	17	9	146	
33	\$ 288.83	543	-	-	-	1	-	-	5	6	317	
34	\$ 182.27	181	-	-	-	1	-	-	2	3	70	
35	\$ 28,749.70	43,845	1,072	546	218	1,223	30	212	1,797	1,844	22,150	
40	\$ 1,777.26	2,312	119	29	22	33	-	9	68	101	961	
41	\$ 1,160.76	1,746	190	84	16	30	-	1	101	187	812	
42	\$ 837.70	1,448	338	31	5	48	-	6	51	178	475	
53	\$ 673.09	1,035	10	15	6	82	44	11	71	24	474	
54	\$ 495.86	920	6	10	9	48	9	6	166	30	414	
55	\$ 1,475.96	4,178	18	12	20	156	55	9	1,557	103	1,616	
56	\$ 503.51	1,472	10	6	5	53	40	8	424	45	711	
66	\$ 10,792.67	17,133	1,322	496	124	732	140	78	752	430	7,362	
68	\$ 5,959.60	11,420	1,568	322	98	281	63	35	477	230	5,257	
68N	\$ 1,626.52	2,884	551	95	1	56	3	1	159	95	1,024	
69	\$ 6,618.18	12,080	1,602	478	78	417	78	44	478	399	5,102	
69A	\$ 18,213.35	24,997	1,140	651	156	1,120	204	135	819	757	10,104	
69N	\$ 1,734.09	3,450	551	131	-	78	23	-	343	170	1,252	
69W	\$ 18,149.83	28,409	1,770	646	174	979	225	174	3,545	949	10,442	
70	\$ 3,102.44	8,388	288	128	29	26	43	26	2,820	331	3,005	
71	\$ 56,091.07	78,752	2,346	1,432	392	3,264	436	314	9,794	3,459	27,572	
72	\$ 3,985.83	4,151	22	20	30	244	17	27	221	71	1,257	
74	\$ 3,397.38	3,550	12	9	12	279	21	14	79	26	1,100	
75	\$ 7,951.82	8,125	3	81	59	686	48	48	219	140	2,492	
76	\$ 844.08	881	5	3	11	87	6	4	7	14	284	
79	\$ 1,385.71	1,799	4	31	19	158	68	60	211	7	646	
88	\$ -	-	-	-	-	-	-	-	-	-	-	
91	\$ 3,767.42	5,613	115	208	110	127	15	18	815	355	1,964	
UC Supplemental	\$ 437.12	11,825	10,796	419	-	20	2	-	50	307	276	
Unknown												
TOTAL	\$200,371.68	542,516	240,017	18,599	1,774	11,262	1,725	1,485	27,193	18,275	124,041	

ROUTE	REVENUE	RIDERSHIP	VTA/SC Day Pass	CalTrain	17 Day Pass	S/D Riders	W/C	METRO	ECO Pass	Bike	Monthly Pass
17	\$ 47,952.77	22,728	26	42	127	1,569	46	7,036	127	1,475	10,450

RIDERSHIP	
Night Owl	5,235
	-
TOTAL	5,235

May Ridership	570,479
May Revenue	\$ 248,799.62

BUS OPERATOR LIFT TEST *PULL-OUT*

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
FLYER/HIGHWAY 17 - 40'	7	2	5	2	3	2	100%
FLYER/LOW FLOOR - 40'	12	1	11	9	2	9	100%
FLYER/LOW FLOOR - 35'	18	4	14	13	1	13	100%
FLYER/HIGH FLOOR - 35'	13	3	10	4	6	4	100%
GILLIG/SAM TRANS - 40'	10	2	8	5	3	5	100%
DIESEL CONVERSION - 35'	15	6	9	9	0	9	100%
DIESEL CONVERSION - 40'	14	5	9	8	1	8	100%
ORION/HIGHWAY 17 - 40'	11	4	7	6	1	6	100%
GOSHEN	2	0	2	1	1	1	100%
TROLLEY	1	0	1	0	1	0	100%
CNG NEW FLYER - 40'	10	2	8	7	1	7	100%

5-5.3

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PASSENGER LIFT PROBLEMS

MONTH OF MAY 2008

BUS #	DATE	DAY	REASON
9837G	1-May	Thursday	Lift works but warning lights outside do not
9809LF	1-May	Thursday	Wheelchair ramp is sticking while being deployed
9806LF	2-May	Friday	Ramp groans loudly when deployed
2224CN	4-May	Sunday	Kneel indicator is doing a strobe light show (variable speed).
9817LF	7-May	Wednesday	Kneel button is not making complete contact on the raise position
9834G	15-May	Thursday	Lift would not stow, had to call mechanics.
8078F	15-May	Thursday	When you kneel bus and bring it back up warning buzzer doesn't work
8077F	15-May	Thursday	Kneel won't stay down
9835G	16-May	Friday	W/C lift not working
9821LF	19-May	Monday	Ramp rubs inner wheel well cover and won't settle all the way down when stowed
8079F	21-May	Wednesday	Kneel does not stay in place. Lift will not lower unless you boost it with the stow.
8078F	21-May	Wednesday	Chair lift stuck, won't stow
8079F	22-May	Thursday	Kneel won't stay down
8077F	22-May	Thursday	Kneel does not stay in place unless driver keeps finger on switch

F New Flyer
G Gillig
C Champion
LF Low Floor Flyer
GM GMC
CG CNG
CN SR855 & SR854
OR Orion/Hwy 17

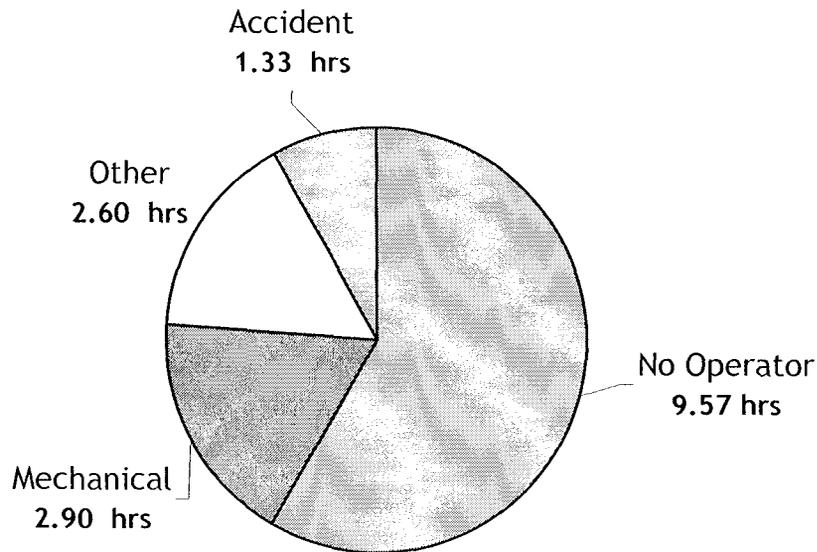
Note: Lift operating problems that cause delays of less than 30 minutes.

5-5.4

Dropped Service for FY 2008

	FY 2005/06		FY 2006/07		FY 2007/08	
	Dropped Hours	Dropped Miles	Dropped Hours	Dropped Miles	Dropped Hours	Dropped Miles
July	0	0	5.00	96.88	5.53	90.97
August	213.92	3,575.86	15.02	276.46	4.93	110.45
September	140.97	2,336.50	11.30	160.72	9.00	191.05
October	STRIKE	STRIKE	37.52	540.19	9.52	122.24
November	113.77	1,780.56	37.55	477.48	3.32	45.89
December	95.61	1,659.66	6.08	143.84	18.97	241.87
January	16.52	286.31	12.24	188.23	49.20	453.86
February	39.22	579.38	13.07	88.59	53.53	717.31
March	21.38	380.68	7.13	133.30	22.50	315.63
April	62.57	986.08	4.85	43.67	40.75	586.55
May	33.47	551.00	16.00	241.42	16.40	246.82
June	20.20	267.47	62.19	802.29		
TOTAL	757.62	12,403.50	227.95	3,193.06	233.65	3,122.64

Dropped Service Breakdown for May 2008



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 22, 2008
TO: Board of Directors
FROM: Mark J. Dorfman, Assistant General Manager
SUBJECT: UNIVERSITY OF CALIFORNIA – SANTA CRUZ SERVICE UPDATE

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- UCSC Spring service began on March 31, 2008 and ended on June 12, 2008.
- There were nine (9) school-term days for June 2008 versus ten (10) school-term days for June 2007.
- Overall UCSC trips for June 2008 decreased by (0.3%) versus June 2007.
- Student trips for June 2008 decreased by (0.3%) versus June 2007.
- Faculty/staff trips for June 2008 decreased by (0.8%) versus June 2007.
- Revenue received from UCSC for June 2008 was \$155,257 versus \$148,914 for June 2007, an increase of 4.3%.

III. DISCUSSION

For June 2008 there was a light decrease in overall trips. However, due to the difference in the number of school-term days, student trips are up 8.8% per school-term day. Staff ridership was up 1.4% for all weekdays in June.

Fiscal Year 2008 Summary

Overall UCSC ridership was up 3.2% from last year. Student ridership increased 4% while staff/faculty decreased by (5.5%). Revenue for FY 2008 was \$2,705,917 compared with \$2,375,567 for FY 2007, a 13.9% increase.

Route 16 again had the highest ridership of all routes METRO operates (see attachment E), averaging just under 3,000 riders per day. When only school-term service is counted that number is over 4,000 riders per day.

The Route 20 Supplemental service decreased significantly as expected because the service hours were cut in half this year. Those hours went to the new Route 27x express

5-6.1

service, which had an excellent debut at 41,516 riders. When added to the Route 20 supplemental, the two services combined equaled a 21.9% increase over last year.

Night Owl service also had a significant increase over last year. Total ridership was up 21.2%. However, weekday ridership was “only” up 8.9%. This is because 58% of Night Owl ridership is on Saturday and Sunday morning.

IV. FINANCIAL CONSIDERATIONS

NONE

V. ATTACHMENTS

- Attachment A: UCSC Ridership Chart for June 2008/FY 2008 Summary**
- Attachment B: UCSC Student Billable Trips**
- Attachment C: UCSC Faculty / Staff Billable Trips**
- Attachment D: UCSC Route-by-Route Summary Chart**
- Attachment E: UCSC Historical Ridership**

5-6.2

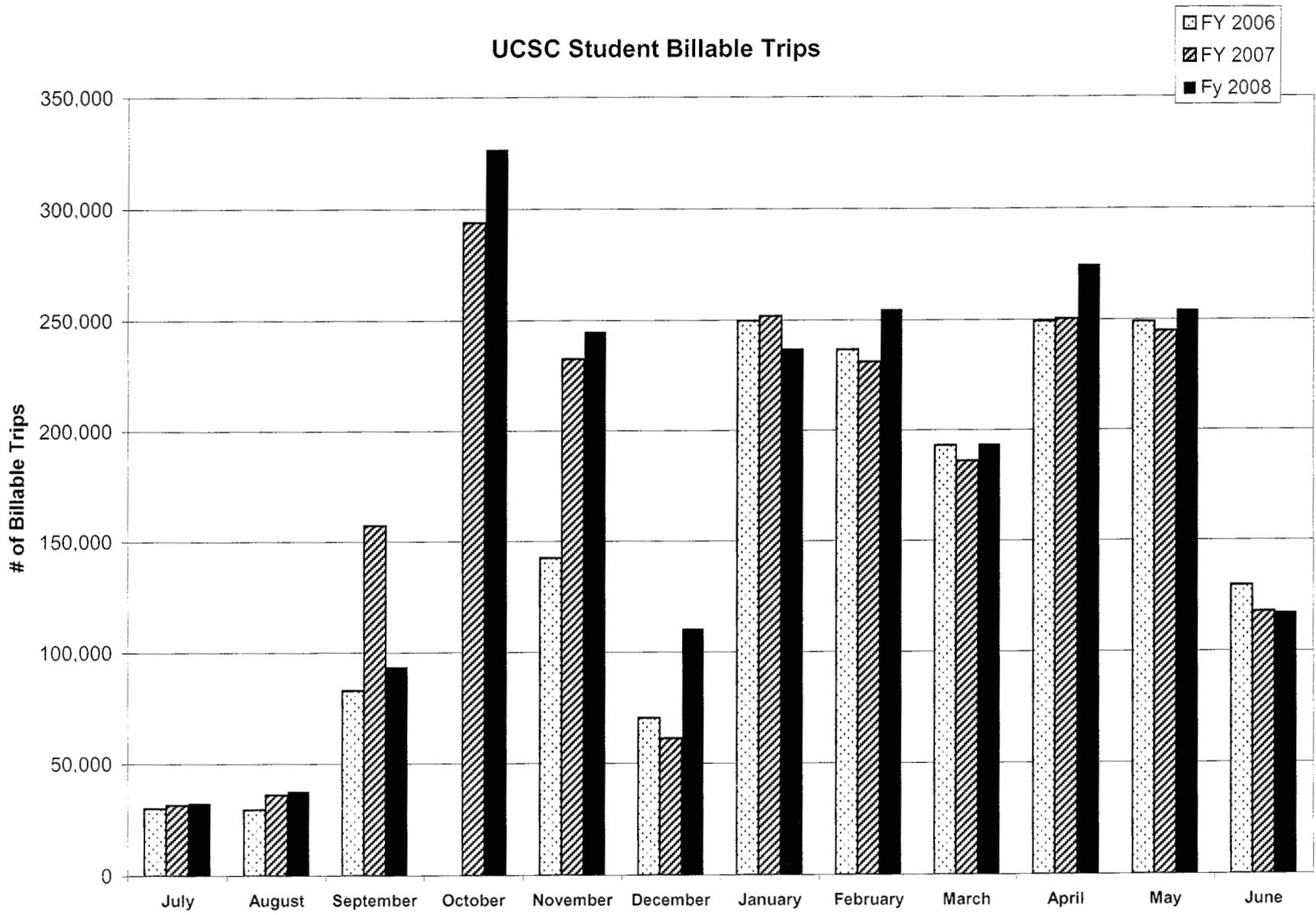
UCSC Ridership Chart/FY 2008 Summary

June 2008	Student Ridership			Faculty/ Staff Ridership			Average Student Ridership Per School Term Day			Average Faculty/Staff Ridership Per Weekday		
	FY 2008	FY 2007	%	FY 2008	FY 2007	%	FY 2008	FY 2007	%	FY 2008	FY 2007	%
Regular Service	111,232	112,094	-0.8%	14,538	14,858	-2.2%	8,406.0	7,975.5	5.4%	625.0	615.8	1.5%
Supplemental	2,340	2,937	-20.3%	178	139	28.1%	260.0	268.0	-3.0%	19.8	13.9	42.3%
Night Owl	2,341	2,684	-12.8%	37	23	60.9%	119.6	118.8	0.6%	1.2	1.4	-12.7%
27x	1,469	-	n/a	148	-	n/a	163.2	-	n/a	16.4	-	n/a
TOTAL	117,382	117,715	-0.3%	14,901	15,020	-0.8%	8,948.8	8,362.3	7.0%	662.4	631.1	5.0%
FY 2008 Summary	Student Ridership			Faculty/ Staff Ridership			Average Student Ridership Per School Term Day			Average Faculty/Staff Ridership Per Weekday		
	FY 2008	FY 2007	%	FY 2008	FY 2007	%	FY 2008	FY 2007	%	FY 2008	FY 2007	%
Regular Service	2,055,249	1,968,854	4.4%	190,818	202,942	-6.0%	10,504.0	9,932.6	5.8%	565.6	593.2	-4.6%
Supplemental	41,123	87,637	-53.1%	1,796	3,418	-47.5%	255.4	541.0	-52.8%	11.2	21.1	-47.1%
Night Owl	44,499	37,488	18.7%	387	301	28.6%	115.6	99.3	16.4%	1.1	1.2	-9.0%
27x	37,850	-	n/a	2,238	-	n/a	235.1	-	n/a	13.9	-	n/a
TOTAL	2,178,721	2,093,979	4.0%	195,239	206,661	-5.5%	11,110.2	10,572.9	5.1%	591.8	615.5	-3.9%

5-6.01

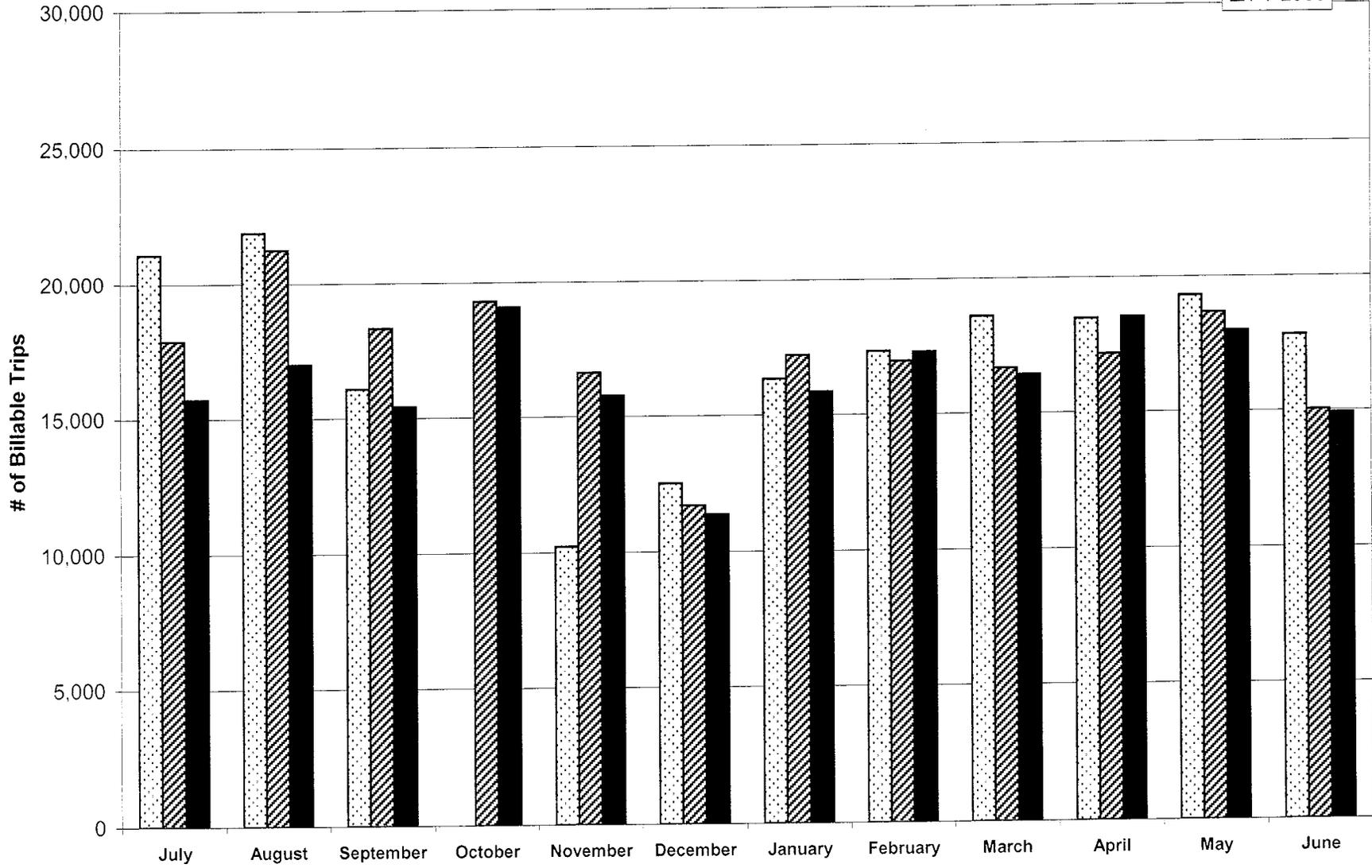
Attachment A

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Attachment B

UCSC Faculty Staff Billable Trips



5-6.c1

Attachment C

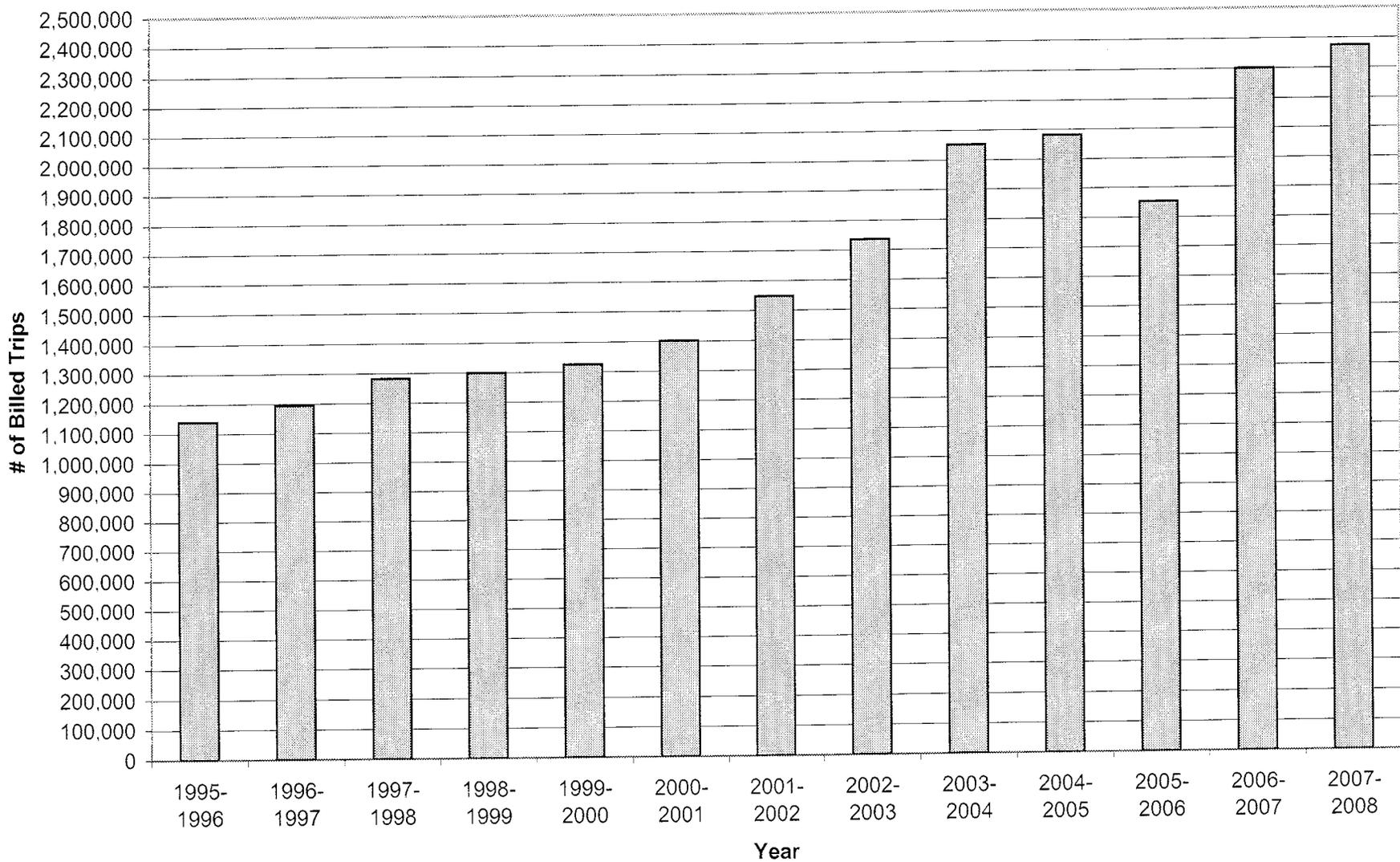
UCSC Route-by-Route Summary

Attachment **D** FY 2008

Route	Total Riders	Avg. Riders Per Weekday	+/- from last year
10	320,815	1,136.1	4.2%
12	8,416	49.3	-13.8%
13	118,078	701.7	3.3%
15	391,708	2,396.6	4.1%
16	928,673	2,941.7	4.7%
19	266,228	898.4	-4.5%
20	242,400	799.1	2.8%
27x	41,516	257.9	n/a
20 Supplemental	85,836	270.3	-34.6%
Night Owl	48,500	133.1	8.9%

5-6.d1

UCSC Historical Ridership



5-6.e1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 22, 2008

TO: Board of Directors

FROM: Angela Aitken, Finance Manager

SUBJECT: RESOLUTION AUTHORIZING THE ACCEPTANCE OF SERVICES AND TRI-PARTY TRANSPORTATION PASS-THRU AGREEMENT WITH WELLS FARGO BANK, FORMERLY COAST COMMERCIAL BANK

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors adopt the attached resolution authorizing the Acceptance of Services, and Tri-Party Transportation Pass-Thru Agreement with Wells Fargo Bank, formerly Coast Commercial Bank.

II. SUMMARY OF ISSUES

- The Board of Directors adopted a resolution on February 18, 2000, establishing two (2) deposit accounts with Coast Commercial Bank for depositing bus fares and processing payments to vendors.
- In October 2007 the District was notified that Greater Bay Bancorp (Coast Commercial Bank's parent company) entered into an agreement with Wells Fargo & Company to join the two companies. The merger with Wells Fargo was finalized on March 15, 2008.
- The District uses North Coast Couriers, Inc. to pick up deposits from Pacific Station, and ParaCruz, once a week, and deliver them to Wells Fargo Bank.
- Wells Fargo has suspended the service charges for the District's two (2) accounts for four (4) months, while their conversion representative monitors the account activity and related service charges to assure that the two (2) accounts were converted to a comparable Wells Fargo business account, with comparable service charges.

III. DISCUSSION

The District has maintained two (2) deposit accounts with Coast Commercial Bank since February 2000 for the purpose of depositing bus fares and processing payments to vendors.

In October 2007 the District was notified that Coast Commercial Bank would be merging with Wells Fargo Bank in March 2008. The merger with Wells Fargo Bank was finalized on March 15, 2008.

5-7.1

The District uses North Coast Couriers, Inc. to pick up deposits from Pacific Station, and ParaCruz, once a week, and deliver them to Wells Fargo Bank.

Wells Fargo has suspended the service charges for the District's two (2) accounts for four (4) months, while their conversion representative monitors the account activity and related service charges to assure that the two (2) accounts were converted to a comparable Wells Fargo business account, with comparable service charges. Staff has been meeting with the Coast Commercial Bank / Wells Fargo Bank conversion representative to confirm that the new service charge structure and fees are similar to the Coast Commercial Bank account.

IV. FINANCIAL CONSIDERATIONS

Financial considerations will be determined through the meetings with the Coast Commercial Bank / Wells Fargo Bank conversion representative. If the service charge structure appears to have increased, staff will research other banking options.

V. ATTACHMENTS

Attachment A: Resolution Authorizing the Acceptance of Services and Tri-Party Transportation Pass-Thru Agreement with Wells Fargo Bank formerly Coast Commercial Bank

5-7.2

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

Resolution No. _____
On the Motion of Director _____
Duly Seconded by Director _____
The following Resolution is adopted:

A RESOLUTION AUTHORIZING THE ACCEPTANCE OF SERVICES AND TRI-PARTY TRANSPORTATION PASS-THRU AGREEMENT WITH WELLS FARGO BANK, FORMERLY COAST COMMERCIAL BANK

WHEREAS, the Santa Cruz Metropolitan Transit District has previously established a deposit account with Coast Commercial Bank, and for purposes of convenience to the District, entered into a Tri-Party Transportation Pass-Through Agreement and;

WHEREAS, Coast Commercial Bank merged with and became Wells Fargo Bank on March 15, 2008;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that this Board authorize the Acceptance of Services and Tri-Party Transportation Pass-Through Agreement with Wells Fargo Bank ("Bank") subject to Bank's terms and conditions for such accounts.

PASSED AND ADOPTED this 22nd day of August 2008, by the following vote:

AYES: Directors -

NOES: Directors -

ABSENT: Directors -

ABSTAIN: Directors -

Approved _____
JAN BEAUTZ
Board Chair

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

5-7.a1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 22, 2008

TO: Board of Directors

FROM: Tom Stickel, Manager of Maintenance

SUBJECT: **CONSIDERATION OF AMENDING CONTRACT FOR CONVERSION OF 40 DIESEL ENGINE POWERED COACHES AND FUEL SYSTEMS TO COMPRESSED NATURAL GAS WITH VALLEY POWER SYSTEMS, INC.**

I. RECOMMENDED ACTION

District Staff recommends that the Board of Directors authorize the General Manager to execute a contract amendment for the conversion of 40 diesel engine powered coaches and fuel systems to compressed natural gas with Valley Power Systems, Inc. to extend the effective period of the contract through October 31, 2008.

II. SUMMARY OF ISSUES

- A contract was established with Valley Power Systems, Inc. to provide conversion of 40 diesel engine powered coaches and fuel systems to compressed natural gas.
- Contractor is nearing the completion of the contract.
- Contractor has requested an extension of time in order to complete the contract.
- District staff is recommending that the Board of Directors authorize the General Manager to execute a contract amendment for the conversion of 40 diesel engine powered coaches and fuel systems to compressed natural gas with Valley Power Systems, Inc. to extend the effective period of the contract through October 31, 2008.

III. DISCUSSION

On February 1, 2007, METRO issued a contract to Valley Power Systems, Inc. to provide conversion of 40 diesel engine powered coaches and fuel systems to compressed natural gas. According to the contract, all re-power conversions were to be completed by January 31, 2008. On December 21, 2007, the Board of Directors approved an extension of the contract through September 1, 2008. Even though Valley Power Systems will have completed the final coach conversion by August 31, 2008, they have requested an extension of the contract through October 31, 2008 in order to make changes in order to improve the reliability of converted buses.

District staff is recommending that the Board of Directors authorize the General Manager to execute a contract amendment for the conversion of 40 diesel engine powered coaches and fuel systems to compressed natural gas with Valley Power Systems, Inc. to extend the effective period of the contract through October 31, 2008.

5-8.1

IV. FINANCIAL CONSIDERATIONS

No additional funding for the contract amendment is required.

V. ATTACHMENTS

Attachment A: Letter received from Valley Power Systems, Inc.

Attachment B: Contract Amendment with Valley Power Systems, Inc.



Valley

POWER SYSTEMS, INC.

425 S. Hacienda Boulevard, City of Industry, CA 91745

(626) 333-1243

FAX (626) 369-7096

August 8, 2008

Mr. Tom Stickel
Santa Cruz Metropolitan Transit District
110 Vernon Street, Suite B
Santa Cruz, CA 95060

Dear Mr. Stickel,

Valley Power System, Inc. hereby requests an extension of time to complete Contract 06-10 until October 31, 2008. We will be finished with all forty bus re-powers by August 31, 2008, but we have determined that there are some changes that need to be incorporated to improve the reliability of these units. We are working with John Deere's engineering staff and feel confident that the modifications that we are proto-typing on the buses that we have in the shop now will be effective.

Best regards,

A handwritten signature in black ink, appearing to read 'Michael Lee', written over a printed name and title.

Michael Lee
Vice President

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
SECOND AMENDMENT TO CONTRACT NO. 06-10
FOR CONVERSION OF 40 DIESEL ENGINE POWERED COACHES TO
COMPRESSED NATURAL GAS**

This Second Amendment to Contract No. 06-10 for conversion of 40 diesel engine powered coaches to compressed natural gas is made effective August 22, 2008 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California (“District”) and VALLEY POWER SYSTEMS, INC.(“Contractor”).

I. RECITALS

1.1 District and Contractor entered into a Contract for conversion of 40 diesel engine powered coaches to compressed natural gas (“Contract”) on February 1, 2007.

1.2 District desires to extend the contract until October 31, 2008.

Therefore, District and Contractor amend the Contract as follows:

II. TERM

2.1 Article 3.02 Term is amended to include the following language:

The term of this contract is extended to October 31, 2008.

III. REMAINING TERMS AND CONDITIONS

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

IV. AUTHORITY

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

SIGNATURES ON NEXT PAGE

Signed on _____

DISTRICT
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
VALLEY POWER SYSTEMS, INC.

By _____
Peter B. Hill, Jr.
President

Approved as to Form:

Margaret R. Gallagher
District Counsel

5-8.62

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 22, 2008
TO: Board of Directors
FROM: Frank L. Cheng, Project Manager
SUBJECT: CONSIDERATION OF METROBASE STATUS REPORT

I. RECOMMENDED ACTION

That the Board of Directors accept and file the MetroBase Status Report.

II. SUMMARY OF ISSUES

- Maintenance Building
 - West Bay Builders continuing site work on 120 Golf Club Drive property.
 - PG&E completed the installation of the transformer and emergency generator. The building has electrical power for testing all the equipment.
 - Preparations for site pavement and painting exterior walls are commencing.
 - Waiting for AT&T to install telephone lines.
 - Sidewalk preparation is occurring on the Vernon Street side.
- Operations Building
 - RNL Design is working on the re-package of the Operation Building.

III. DISCUSSION

West Bay Builders is continuing site work on 120 Golf Club Drive. PG&E completed the installation of the transformer and emergency generator. The building has electrical power for testing all the equipment. METRO is waiting for AT&T to install telephone lines which is necessary for the elevator and alarms. Preparations for site pavement, painting exterior walls, and sidewalk preparation on the Vernon Street side are other site work. A field directive has been given to West Bay Builders for work on Vernon Street. This work constitutes extending conduits under the street for telecommunication cables between Maintenance Building and the Vernon Administration Building.

In regards to the Operations Building, RNL Design is continuing to work on the re-package. Once this is at 65% completion, Harris & Associates will review and comment on the drawings and specifications. RNL Design's team has begun coordination of all the drawings and specifications.

5-9.1

Information for the MetroBase Project can be viewed at <http://www.scmtd.com/metrobase>
Information on the project, contact information, and MetroBase Hotline number (831) 621-9568
can be viewed on the website.

New updates on the MetroBase Project:

- West Bay Builders continuing site work on 120 Golf Club Drive property.
Preparation of site concrete, exterior wall painting, and Vernon sidewalk
- RNL Design continuing to work with the Operations Building re-package.
- Services from Harris & Associates for Vernon Administration Building

Previous information regarding the MetroBase Project:

A. Maintenance Building (IFB 06-01)

- West Bay preparation on site concrete and exterior wall painting.
- IFB 06-01 Maintenance Building awarded to West Bay Builders for \$15,195,000.
- Weekly Construction Meetings.

IV. FINANCIAL CONSIDERATIONS

Funds for the construction of the Maintenance Building, Operations Building, and Vernon Administration Building Components of the MetroBase Project are available within the funds the METRO has secured for the Project.

V. ATTACHMENTS

NONE

5-9.2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 22, 2008
TO: Board of Directors
FROM: Mark J. Dorfman, Assistant General Manager
SUBJECT: ACCEPT AND FILE VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR PREVIOUS MEETINGS

I. RECOMMENDED ACTION

That the Board of Directors accept and file the voting results from appointees to the Santa Cruz County Regional Transportation Commission.

II. SUMMARY OF ISSUES

- Per the action taken by the Board of Directors, staff is providing the minutes from the most recent meetings of the Santa Cruz County Regional Transportation Commission.
- Each month staff will provide the minutes from the previous month's SCCRTC meetings.

III. DISCUSSION

The Board requested that staff include in the Board Packet information relating to the voting results from the appointees to the Santa Cruz County Regional Transportation Commission. Staff is enclosing the minutes from these meetings as a mechanism of complying with this request.

IV. FINANCIAL CONSIDERATIONS

There is no cost impact from this action.

V. ATTACHMENTS

Attachment A: Minutes of the June 5, 2008 Regular SCCRTC Meeting

Attachment B: Minutes of the June 19, 2008 Transportation Policy Workshop

5-10.1

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
AND
SERVICE AUTHORITY FOR FREEWAY EMERGENCIES

Minutes

Thursday, June 5, 2008
9:00 a.m.

Watsonville City Council Chambers
275 Main Street
Watsonville CA 95076

1. Roll Call

Members Present:	Jan Beautz	Emily Reilly
	Bob Begun (Alt.)	Antonio Rivas
	Tony Campos	Dale Skillicorn (Alt.)
	Neal Coonerty	Pat Spence
	Randy Johnson	Marcela Tavantzis
	Ellen Pirie	Donna Ziel (Alt.)
	Rich Krumholz (ex-officio)	
Staff Present:	George Dondero	Yesenia Parra
	Luis Mendez	Kim Shultz
	Gini Pineda	Karena Pushnik
	Rachel Moriconi	

2. Oral Communications

Commissioner Rivas welcomed everyone to the new Watsonville Civic Center and City Council Chambers. He announced that there will be a panel on educational reform featuring Assemblymember Ana Caballero and State Senator Gloria Romero on Thursday, June 5th at 6pm at the Watsonville Civic Center.

Debbie Bulger and **Chris Bell**, representing Mission Pedestrian, presented a "Golden Sneaker Award" to Commissioner Reilly for contributions to improvements for pedestrian safety above and beyond the ordinary. Ms. Bulger recounted that in August 2007 a section of sidewalk on Mission Street was torn apart for undergrounding of utilities. This section of sidewalk was not Americans with Disabilities Act (ADA) compliant and the sidewalk was replaced in the same non-compliant condition. Commissioner Reilly worked with the City of Santa Cruz, the property owner and Caltrans to make the sidewalk compliant with current ADA standards.

John Daugherty said that a route has been added to service between Watsonville and Santa Cruz that includes a stop at the new City Hall Civic Center. Mr. Daugherty distributed a letter to the *Sentinel* from Satellite Dialysis praising the

5-10.a1

efforts of the SCMTD, Lift Line and Karena Pushnik of the SCCRTC staff for working to provide transportation for those dialysis patients whose transportation funding had been cut by the Central Coast Alliance for Health in response to the recently imposed stricter interpretation of MediCal Title 22 ride eligibility.

Jack Nelson called attention to a letter he wrote to the Commission regarding global warming and said that he hopes that this issue is on a future Transportation Policy Workshop agenda.

3. Additions or Deletions to Consent and Regular Agendas

Executive Director George Dondero said that there were add-on pages for Items 24 and 26 and replacement pages for Items 28, 29 and 31. He announced that today's meeting is being translated into Spanish.

CONSENT AGENDA (Skillicorn/Rivas)

4. Approved Minutes of the May 1, 2008 Regular SCCRTC Meeting

5. Approved Minutes of the May 15, 2008 Transportation Policy Workshop Meeting

POLICY

No Consent Items

PROJECTS and PLANNING

6. Approved Santa Cruz Metropolitan Transit District (SCMTD) Section 5311 Program of Projects and Application (Resolution 29-08)

7. Accepted the Elderly & Disabled Transportation Advisory Committee 2007 Annual Report

8. Accepted AB 2766 Grant Applications Updated Recommendations (Resolution 30-08)

COMMISSION BUDGET AND EXPENDITURES

9. Approved Fiscal Audit Contract Recommendation (Resolution 31-08)

10. Accepted Status Report on Transportation Development Act (TDA) Revenues

11. Approved FY 07-08 Regional Surface Transportation Program (RSTP) Exchange Program and Amendments to the SCCRTC Budget (Resolution 32-08) with a correction to the lead agency designation for projects CO 44 and CO 45 listed on page 11-5 to the County of Santa Cruz.

5-10.a2

ADMINISTRATION

12. Accepted Staff Recommendations Regarding Amending the RTC Technical Support Consultant Contract (Resolution 33-08)
13. Approved Payment of Social Security Funds Held in Trust to Employees Separating from RTC Service prior to Social Security Divisional Election
14. Approved Out-Of-State Travel for RTC Staff

COMMITTEE MINUTES

15. Accepted Draft Minutes of the May 12, 2008 Bicycle Committee Meeting
16. Accepted Draft Minutes of the May 13, 2008 Elderly & Disabled Transportation Committee Meeting

INFORMATION/OTHER

17. Accepted Monthly Meeting Schedule
18. Accepted Correspondence Log
19. Accepted Letters from SCCRTC Committees and Staff to Other Agencies
 - a. Letter from SCCRTC Bicycle Committee Chair to Mayor Ryan Coonerty and City of Santa Cruz Council Members Regarding Mission Street Bicycle Safety Signage
 - b. Letter from RTC Staff to the Honorable Dianne Feinstein Regarding Opposition to the Suspension of the Federal Gas Tax
 - c. Letter from RTC Staff to City of Santa Cruz Regarding Comments on the Draft Environmental Impact Report for the 2120 Delaware Mixed Use Project
 - d. Letter from RTC Staff to the City of Scotts Valley Planning Department Regarding Comments on the Notice of Preparation of a Draft Supplemental Environmental Impact Report for the Proposed Gateway South Retail Store in the City of Scotts Valley
20. Accepted Miscellaneous Written Comments from the Public on SCCRTC Projects and Transportation Issues
 - a. Letter from the Chair of the Highway 1 Construction Authority Regarding Support for the Highway 1 HOV Lane Project 2008 State Transportation Improvement Program Funding
 - b. Letter from Jack Nelson Regarding Climate Change Information
21. Accepted Information Items
 - a. "Project Monitors HOV Lane Operations" September 9, 2006 Texas Transportation Institute Project Summary Report 3942-5

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- b. Letters of Response from Santa Cruz Metropolitan Transit District General Manger Regarding an Incident on Highway 17 Express Bus

SERVING AS THE SERVICE AUTHORITY FOR FREEWAY EMERGENCIES (SAFE)

22. Approved Staff Recommendation to Change the Assignment of Santa Cruz County Call Box Maintenance Contract to Case Systems, Inc. (Resolution 34-08)

REGULAR AGENDA

23. Commissioner Reports – None
24. Director's Report

Executive Director George Dondero reported on the state budget, the California Transportation Commission meeting he attended in May, the Holohan Road/Hwy 152 intersection, and a statewide committee on local roads needs assessments. He added that the June Transportation Policy Workshop (TPW) meeting will include an item regarding the RTC's potential role as construction manager for the Highway 1 Soquel/Morrissey Auxiliary Lanes project.

25. Caltrans Report

Rich Krumholz, Caltrans District 5, said that the major work on the Highway 1/17 Merge Lanes Project should be finished in fall 2008 and landscaping completed in the spring. He said that Caltrans is conducting a public hearing on a guardrail project along the southbound shoulder of Highway 17 in Scotts Valley. Mr. Krumholz said that Caltrans is continuing to work with the City of Santa Cruz regarding signage on Mission Street to enhance bicycle safety, noting that the department received approval for experimental warning signage with the condition that the California Bicycling Committee and the Federal Highway Administration support it. He said the approval may only take a few weeks but that the manufacture of the signs may take months because there are no pre-existing signs of this type. Responding to a question from Commissioner Reilly, Mr. Krumholz said that the final distance between the soundwall and travel lanes on Highway 1 through the Highway 1/17 Merge Lanes project would be consistent with design standards, which is 10 feet.

26. **9:30 A.M. PUBLIC HEARING:** 2008 Unmet Specialized Transportation and Transit Needs

Senior Planner Karena Pushnik gave the staff report saying that the RTC reviews unmet specialized transportation needs annually. She said that last year's list was used as a base and that minimal changes were made to this year's list. She noted that a request was made by UCSC to revise Item "General #2" as described in the add-on page 26-9. Ms. Pushnik recommended that the Commission adopt the list with the amendment on page 26-9.

5-10.a4

Commissioner Spence asked that providing transportation to dialysis patients whose transportation funding has been cut be added to the list.

The Public Hearing was held.

Sam Storey, Director of Community Bridges, said that he supports adding more medical related transportation to the list. He said that Community Bridges is applying for a 5317 Grant to provide services that were lost when the Central Coast Alliance for Health cut transportation services. He described the difficulties of running a transportation service during this time of higher fuel costs and increasing demand. He said that it is critical that providers work together to find solutions to these problems.

Helen Sesser, Satellite Dialysis, said that since the change in MediCal coverage, only seven out of 40 patients meet the current guidelines for transportation. She said that dialysis is a life preserving necessity. She added that she has contacted the Volunteer Center and a church group for help.

Commissioner Pirie moved to adopt the staff recommendations that the Regional Transportation Commission (RTC):

1. Consider public input on Unmet Specialized Transportation and Transit Needs;
2. Adopt the Unmet Specialized Transportation and Transit Needs List for 2008 with revisions as appropriate;
3. Forward the adopted 2008 Unmet Needs List to the Association for Monterey Bay Area Governments for inclusion in the appendix of the *Coordinated Human Services Transportation Plan*; and
4. Consider the list of Unmet Needs as funding becomes available; with the addition that
5. The language in Item General #2 be changed to reflect the request made by UCSC;
6. That language be added to recognize the need of transportation for dialysis patients and other medical transportation as a high priority; and
7. That a typo on Item Transit #30 be corrected by changing the words "place 30 1998 fixed route buses" to "replace 30" fixed route buses.

Commissioner Beautz seconded.

After discussion about the number of trips that are unmet annually, the ways ParaCruz and Lift Line coordinate and the role of taxi service in providing specialized rides, the motion carried unanimously.

27. FY08-09 Claims from the Santa Cruz Metropolitan Transit District (SCMTD) for Transportation Development Act (TDA) Funds and State Transit Assistance (STA) Funds And Annual Report

Senior Planner Rachel Moriconi reviewed the RTC Rules and Regulations which dictate how Transportation Development Act (TDA) and State Transit Assistance

(STA) funds are distributed. She said that STA "spillover funds", although designated by statute for public transportation programs, have been, in recent years, re-directed to the General Fund. Ms. Moriconi said that the SCMTD claim is consistent with the RTC budget and that if the available amount of TDA and STA funds changes, the RTC will amend its budget to reflect the changes and that the Metro will not have to revise its claim. She said that RTC staff evaluated the SCMTD claim and strongly endorses the productivity improvements identified.

Les White, SCMTD General Manager, described Metro's plans for the proposed funds which include finding ways for ParaCruz to absorb the increased rides for dialysis patients who lost their transportation funding due to MediCal cuts and an amended capital plan which provides that everything above base level will go to replacing ParaCruz vans and the replacement of 30 diesel buses. He said that ridership is up, with standing room only common on the Highway 17 Express, and that Metro needs additional equipment as it is currently using buses that it intended to retire. Mr. White said that Metro will be occupying the first half of the maintenance facility this fall. He said that a Bus Rapid Transit (BRT) study is underway cooperatively with UCSC.

Commissioners discussed increasing ridership with UCSC and Cabrillo College students as well as the proposed negotiated fares with San Jose State University. It was noted that ParaCruz provides about 400 rides a day on weekdays.

Commission Alternate Begun moved and Commissioner Rivas seconded to approve the Elderly and Disabled Transportation Advisory Committee and staff recommendations that the Regional Transportation Commission:

1. Adopt resolutions approving the Santa Cruz Metropolitan Transit District's FY 08/09 Transportation Development Act (TDA) and State Transit Assistance (STA) claim.

Marilyn Garrett said that oil companies need to be nationalized and that cell phones and wireless internet use expose people to second hand radiation and should be banned from buses.

The motion (Resolutions 35-08 and 36-08) passed unanimously.

28. FY08-09 Article 8 Transportation Development Act (TDA) Claim for the Volunteer Center

Senior Planner Karena Pushnik gave the staff report and introduced John McGuire from the Volunteer Center who recapped the Center's activities. He distributed a handout which included testimonial notes from recipients of the Center's services. He added that the Volunteer Center is looking for south county drivers.

Responding to a question from Commissioner Tavantzis, Mr. McGuire said that some obstacles to providing more rides for medical needs are (1) that the Volunteer Center does not provide out-of-county rides and (2) that its

5-10. a6

insurance company will not allow drivers to sign out patients who have received anesthesia. He said that he would investigate whether this applies to dialysis patients. Commissioner Tavantzis said that neither of these issues applies to dialysis patients and suggested targeted Spanish outreach to dialysis patients. It was noted that their Watsonville office is at 12 Carr St.

Commissioner Pirie moved and Commissioner Reilly seconded to approve the Elderly & Disabled Transportation Advisory Committee and staff recommendations that the Santa Cruz County Regional Transportation Commission approve by resolution a claim for \$69,924 in FY 2008-09 Transportation Development Act funds from the City of Santa Cruz on behalf of the Volunteer Center to provide transportation for seniors and people with disabilities.

A Roll Call vote was taken with Commissioners Beautz, Begun, Coonerty, Johnson, Pirie, Reilly, Rivas and Ziel voting to approve the recommendation (Resolution 37-08). Commissioner Campos was absent for the vote.

29. FY08-09 Article 8 Transportation Development Act (TDA) Claim for Community Bridges

Senior Planner Karena Pushnik gave the staff report saying that the Elderly and Disabled Transportation Advisory Committee requested that Community Bridges increase the priority of medical rides, especially for rides provided to dialysis patients. She said that Community Bridges is trying to get a New Freedom Grant to provide additional funding.

Catherine Patterson Valdez described the Community Bridges mission saying that it is a paratransit service that meets transportation needs in the community. She said that Community Bridges manages the taxi scrip program as well as coordinates with the Red Cross and is currently working with veterans groups. She said that all goals for FY07-08 were met and exceeded.

Commissioners discussed the administrative costs for the agency. It was noted that the administrative rate of 14.5% has remained the same for the last four years. Responding to a question from Commissioner Spence, Sam Storey said that although some funding was transferred from taxi scrip to cover alliance expenses, the taxi scrip program has not been negatively impacted and has added about 20 new clients.

Commissioner Rivas asked for a report from veteran services offices in Santa Cruz and Watsonville to determine how many military service personnel are receiving transportation services to Monterey.

Commissioner Johnson moved and Commissioner Pirie seconded to approve the Elderly & Disabled Transportation Advisory Committee and staff recommendations that the Santa Cruz County Regional Transportation Commission approve by resolution a claim for \$587,358 in FY 2008-09 Transportation Development Act funds from the City of Santa Cruz on behalf

5-10-a7

of Community Bridges to provide transportation for seniors and people with disabilities.

A Roll Call vote was taken and Commissioners Beautz, Begun, Campos, Coonerty, Johnson, Pirie, Reilly, Rivas and Ziel voted to approve the recommendation (Resolution 38-08).

30. 2008 State Transportation Improvement Program Update

Senior Planner Rachel Moriconi reported that the California Transportation Commission (CTC) staff recommended only funding 32% of the project funding requested by the Regional Transportation Commission (RTC) for State Transportation Improvement Program (STIP) funding. The RTC's Freeway Service Patrol (FSP) and Commute Solutions Rideshare programs did not receive any funding. She said that the CTC is recommending that the Rail Right-of-Way Acquisition project and the Metro's Transit Trip Planner project be shifted to FY 09-10 and has postponed its decision regarding funding for the Highway 1 Soquel-Morrissey Auxiliary Lanes Project. Among the projects requested by the Commission and recommended for approval by CTC staff are the San Lorenzo River Bicycle/Pedestrian Bridge project and the Highway 1/Harkins Slough Road Interchange. It was noted that the CTC agreed with the RTC and City of Watsonville's request to change the lead agency for this project from Caltrans to the City of Watsonville.

Executive Director George Dondero said that this report underscores the need for a new local revenue source.

31. Highway 1 Projects: Public Hearings Approach/Format for the Draft Environmental Documents - Revised

Senior Planner Kim Shultz gave an overview of proposed approaches and formats for the public to participate in the review of the environmental documents for the Highway 1 projects. Mr. Shultz said that the item was revised at Caltrans' request in order for the roles that Caltrans and the RTC play in delivering these projects be clear to the public with respect to the California Environmental Quality Act. Since Caltrans is the lead agency and the RTC is the sponsoring agency, Caltrans requested that the formal hearings be convened by a Caltrans representative and that the hearings be held in neutral locations.

Commissioner Spence said that two of the proposed sites were not fully handicapped accessible and asked staff to check on the accessibility of the proposed Santa Cruz site.

Commissioner Pirie moved and Commissioner Beautz seconded to approve the staff recommendations that the Regional Transportation Commission approve, with revisions as appropriate, the proposed approach and format of the public hearings for the draft environmental documents for the Highway 1 Soquel/Morrissey Auxiliary Lanes and Highway 1 HOV Lanes project.

5-10-a8

Jack Nelson asked about the format of the public hearings and expressed concern about the amount of document review time prior to the public hearings. He asked for extended review time.

Marilyn Garret said that Highway 1 was once a scenic highway and now is a blighted highway and that statistics show that widened highways fill up with cars.

The motion carried unanimously.

32. Amendments to the FY 08-09 Budget & Work Program

Deputy Director Luis Mendez said that because Transportation Development Act (TDA) revenues were not meeting expectations, the FY 08-09 Budget and Work Program needed to be amended.

Commissioner Reilly moved and Commissioner Beautz seconded to approve staff recommendations that the Regional Transportation Commission (RTC):

1. Approve a resolution amending the FY 08-09 Budget and Work Program to accommodate a reduced Transportation Development Act (TDA) revenue allocation; and
2. Direct staff to continue investigating and implementing potential cost cutting measures to reduce operations costs for FY 08-09.

The motion (Resolution 39-08) passed unanimously.

33. Review of Items to be Discussed in Closed Session – One item will be discussed in closed session as shown below

34. Oral and Written Communications Regarding Closed Session - None

CLOSED SESSION

The Commission recessed into closed session at 11:35 am.

35. Conference with Real Property Negotiator Pursuant to Government Code 54956.8 for Acquisition of the Santa Cruz Branch Rail Line Property: Santa Cruz Branch Rail Line from Watsonville Junction to Davenport

Agency Negotiator: Kirk Trost, Miller, Owen & Trost

Negotiation Parties: SCCRTC, Union Pacific

Under Negotiation: Price and Terms

The Commission reconvened into Open session at 12:25 pm.

OPEN SESSION

5-10.09

36. Report on Closed Session – None

37. Next Meetings/Adjournment

The meeting adjourned at 12:27 pm.

The next Transportation Policy Workshop is scheduled for Thursday, June 19, 2008 at 9:00 a.m. at the SCCRTC Offices, 1523 Pacific Avenue, Santa Cruz, CA.

The next SCCRTC meeting is scheduled for Thursday, August 7, 2008 at 9:00 a.m. at the City of Scotts Valley Council Chambers, 1 Civic Center Drive, Scotts Valley, CA.

Respectfully submitted,

Gini Pineda, Staff

ATTENDEES

Les White	SCMTD
Jack Nelson	
Sandra Coley	PVTMA
Catherine Patterson Valdez	Lift Line/CTSA
Sam Storey	Community Bridges
Debbie Bulger	Mission Pedestrian
Chris Bell	Mission Pedestrian
Marilyn Garrett	
Ilia Bulaich	

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5-10-a10

Santa Cruz County Regional Transportation Commission (SCCRTC)

Transportation Policy Workshop

MINUTES

Thursday June 19, 2008

9:00 a.m.

SCCRTC Conference Room

1523 Pacific Avenue, Santa Cruz

1. Introductions

Self introductions were made. Commissioner Nicol was absent.

2. Oral Communications

Piet Canin announced that there would be a Town Hall meeting on the Bicycle Safety Crisis in San Jose on Saturday, 6/28/08 at 1pm at the San Jose City Council Chambers. Will Kempton from Caltrans and Carl Guardino of the California Transportation Commission will attend. Mr. Canin also thanked the RTC for making staff available to address safety improvements to Mission Street.

Jack Nelson suggested reading a book about climate change titled With Speed and Violence, referred to a *Sentinel* article about the SUV market dropping and encouraged the Commission to plan for the future.

3. Additions/Deletions to the Agenda - None

Consent Agenda (Schiffirin/Pirie)

4. Approved Congestion Mitigation and Air Quality Improvement Program (CMAQ) Funding and Annual Evaluations for Ongoing Transportation Demand Management (TDM) Projects
5. Approved Comments on Proposed Statewide Principles for Reauthorization of Federal Transportation Act

Regular Agenda

6. Safe on 17 Safety Corridor Project

Transportation Planner Grace Blakeslee gave the staff report, saying that the program is a partnership between the California Highway

5-10-01

Patrol, Caltrans, the Metropolitan Transportation Commission and the RTC. She highlighted some of the achievements for 2007 including a reduced collision rate on Highway 17.

Officer Boles said that the CHP appreciates the partnership and that the perception that the highways are being patrolled slows people down.

Commissioner Stone said that he attended the Walker Memorial Highway dedication, noting that many people do not realize that a memorial highway indicates that an officer lost his or her life at that section of highway in the line of duty. He suggested putting a list of memorial highways on the SCCRTC website.

Commission Alternate Schiffrin moved and Commissioner Beautz seconded to approve staff recommendations that the Regional Transportation Commission/Service Authority for Freeway Emergencies (SAFE):

1. Accept the 2007 Annual Report for the Safe on 17 Safety Corridor Project;
2. Approve continued funding for the Safe on 17 extra CHP enforcement at an estimated amount \$50,000 per year not to exceed \$150,000 over a three-year period (January 1, 2009 to December 31, 2011);
3. Approve a resolution authorizing the Executive Director to allow Santa Cruz CHP to carry-over prior year fund balances into future program years; and,
4. Approve a resolution authorizing the Executive Director to extend the funding agreement with MTC and the extra enforcement contract with CHP to ensure continuation of the Safe on 17 extra CHP enforcement for three years (January 1, 2009-December 31, 2011).

The motion (Resolution 40-08) passed unanimously.

7. Highway 1 Soquel/Morrissey Auxiliary Lanes Project - Construction Management Phase

Executive Director George Dondero said that it has become increasingly popular for local jurisdictions and transportation agencies to assume construction management responsibilities for projects that were traditionally managed by Caltrans. He said that agreeing to consider this possibility did not commit the Commission to becoming the construction manager for the Highway 1 Soquel/Morrissey Auxiliary Lanes Project.

Commissioner Rivas arrived at 9:16 a.m.

5-10.62

Mr. Dondero reviewed construction management responsibilities as well as associated advantages and challenges. In addition to a four to six month time savings in getting the project to construction, other advantages include direct involvement in making critical decisions, a proactive management approach and more direct accountability to the community. The main challenge would be increased liability exposure which can be mitigated by how contracts are written.

Mr. Dondero introduced Caltrans Deputy District Director Tim Gubbins and SCCRTC on-call consultants Dale Dennis and Eileen Goodwin for additional comments and to answer questions. He said that the on-call consultants would assist the Commission in the selection and oversight of a construction management firm.

Mr. Dennis said that Caltrans would still retain oversight of the project and will be the owner/ operator of the project upon completion of construction.

Commissioners discussed the bidding process, the Commission's involvement in reviewing the Request for Qualifications, the ability of staff to supervise the construction management, and a process to ensure that the members of the selected management team remained the same as those who initially interviewed for the contract. It was noted that the same selection process for hiring the builder would apply whether Caltrans or a private construction management firm managed the project.

Mr. Dennis added that having a construction firm review the project plans would make sure that the project can actually be constructed according to the plans and will also clarify how the contractor interprets the plans, which can minimize delays and change orders.

Commission Alternate Schiffrin asked for a budget discussion regarding the consultant cost. Executive Director Dondero said that because the project is being funded with bond money, expenses will be scrutinized by the state. A proposed budget to meet the range of duties required to manage the project would be brought forward as part of the Cooperative Agreement

Some Commissioners stated that it is a good idea for the Commission to take a central role in the construction of highway projects since construction funds are programmed by the Commission and no one expressed disagreement with that sentiment.

5-10.63

Commission Alternate Barrett moved and Commissioner Pirie seconded to approve the staff recommendations that the Regional Transportation Commission consider the possibility of managing the construction of the Highway 1 Soquel/Morrissey Auxiliary Lanes project; and, if the RTC is comfortable assuming the role of construction manager, to give staff direction to begin work on the Cooperative Agreement with Caltrans and a Request for Qualifications to solicit services of a qualified Construction Management firm.

After further discussion the motion passed unanimously.

8. Article 8 Transportation Development Act (TDA) Allocation Request for Wheel Chair Ramps on Sidewalks in the City of Watsonville

Deputy Director Luis Mendez gave the staff report. He said that the City of Watsonville wants to construct over 90 wheel chair ramps in sidewalks throughout the City.

Commissioner Pirie moved and Commission Alternate Barrett seconded to approve the Elderly & Disabled Transportation Advisory Committee and staff recommendations that the Santa Cruz County Regional Transportation Commission adopt a resolution approving an Article 8 Transportation Development Act Allocation Claim for the City of Watsonville effective July 1, 2008 in the amount of \$295,000 for the construction of wheel chair ramps in sidewalks throughout the city.

A roll call vote was taken and the motion passed (Resolution 41-08) with Commissioners Barrett, Beautz, Campos, Pirie, Reilly, Rivas, Schiffrin and Stone voting "aye".

9. FY 08-09 Transportation Development Act (TDA) Claim from SCCRTC for Funds for Commission Administration, Planning and Operations

Deputy Director Luis Mendez gave the staff report saying that each year the RTC must submit a claim for TDA funds for administration and planning.

Responding to a question from Commissioner Beautz, Mr. Mendez said that the claim was based on the latest Auditor Controller's revenue estimates.

Commission Alternate Schiffrin moved and Commissioner Pirie seconded to approve the staff recommendations that the Regional Transportation Commission approve the claim and the Article 3 resolution for

5-10.64

Transportation Development Act (TDA) funds for FY08-09 for Administration.

The motion (Resolution 42-08) passed unanimously.

Commission Alternate Schiffrin moved and Commissioner Pirie seconded to approve the staff recommendations that the Regional Transportation Commission approve the claim and the Article 8 resolution for Transportation Development Act (TDA) funds for FY08-09 for Planning.

A roll call vote was taken and the motion (Resolution 43-08) passed with Commissioners Barrett, Beautz, Campos, Pirie, Reilly, Rivas, Schiffrin and Stone voting "aye".

10. Senate Bill 375 Land Use and Transportation Coordination

Senior Planner Rachel Moriconi gave the staff report saying that SB375 would require closely linking land use and transportation in an effort to reduce greenhouse gas emissions and vehicle miles traveled. However, SB375 raises concerns for many entities. Ms. Moriconi mentioned SB 303 as a "fall back" bill written by the building industry in the event that SB 375 is not amended in a manner satisfactory to builders and to local governments. She said that staff recommends no action on this bill at this time and will come back with a report on SB 303 at a future time if needed.

Commissioner Stone commented that although linking land use and transportation is not a bad thing, SB375 is written in such a way that the state preempts the local jurisdictions' abilities to manage their own planning decisions.

In response to Commissioners questions, Ms. Moriconi said that the League of Cities and CSAC are leaning towards a position of supporting the bill if amended and the Self-Help Counties Coalition is leaning toward simply opposing the bill.

Commissioners discussed the effectiveness of taking a "support if amended" position rather than an "oppose unless amended" position. Some Commissioners preferred simply opposing the bill. Some Commissioners stated that because Santa Cruz County is small a position consistent with CSAC and the League of Cities would carry more weight in discussions for amendments to the bill. Desired amendment would have to be clearly communicated to the legislators and would be consistent with those submitted by the League of Cities and CSAC.

5-10.65

Commissioner Barrett said that he supports the concept of "support if amended" and moved to accept the staff recommendations with that change. Commission Alternate Schiffrin seconded.

Commission Alternate Schiffrin clarified that the motion includes the recommended staff amendments on page 10-2. The maker agreed.

Jack Nelson said he was disappointed to see the Commission support amended language in the bill that would allow the Sustainable Communities Strategy to become a voluntary measure.

The motion, to approve the amended staff recommendations that the Regional Transportation Commission:

1. Adopt an "~~Oppose Unless Amended~~" a "Support If Amended" position on SB375 (Steinberg), which would require Regional Transportation Plans (RTP) to address the reduction of greenhouse gases and require transportation funding to be allocated according to those plans; and
2. Direct staff to work with local and regional partners to identify potential local measures to reduce greenhouse gas emissions in Santa Cruz County, with the addition of the staff recommendations that the RTC request that the bill be amended to address the following:
 - Make the SCS a voluntary element of the RTP, subject to approval by all of the local jurisdictions and planning agencies in a region.
 - Allow a county (and the cities within the county) to adopt the SCS for that county – in regions with a multicounty MPO.
 - Address inconsistencies with the Regional Housing Needs Allocation (RHNA) process.
 - Ensure that the bill does not diminish the authority of local government over land use.
 - Do not make receipt of transportation funding conditioned on implementation of SCS.

passed with Commissioners Beautz, Bustichi and Tavantzis voting "no".

The Commission convened into Closed Session at 10:25 a.m.

Closed Session

11. Annual Performance Review for Executive Director Pursuant to Government Code 54957

5-10.b6

12. Conference with Real Property Negotiator Pursuant to Government Code 54956.8 for Acquisition of the Santa Cruz Branch Rail Line Property: Santa Cruz Branch Rail Line from Watsonville Junction to Davenport - Removed from Agenda

- a. Agency Negotiator: Kirk Trost, Miller, Owen & Trost
- b. Negotiation Parties: SCCRTC, Union Pacific
- c. Under Negotiation: Price and Terms

Open Session

13. Report on Closed Session - None

14. Next Meetings / Adjournment

The meeting adjourned at 10:45 a.m.

The next SCCRTC meeting is scheduled for Thursday, August 7, 2008 at 9:00 a.m. at the Scotts Valley City Council Chambers, 1 Civic Center Drive, Scotts Valley CA

The next Transportation Policy Workshop is scheduled for Thursday, August 21, 2008 at 9:00 a.m. at the SCCRTC Offices, 1523 Pacific Avenue, Santa Cruz, CA

Respectfully submitted,

Gini Pineda, Staff

ATTENDEES

Sandra Coley
 Piet Canin
 Les White
 Jack Nelson
 Eileen Goodwin
 Tim Gubbins
 Dale Dennis
 Gustavo Gonzalez

PVTMA
 Ecology Action
 SCMTD

 Apex Strategies
 Caltrans
 PDM
 Alternate to Tony Campos

5-10.67

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 22, 2008
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
SUBJECT: APPROVAL OF REVISED BOARD MEMBER TRAVEL FOR FY09

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve the revised Board Member Travel for FY09.

II. SUMMARY OF ISSUES

- State law requires that the Board of Directors formally authorize all Board member travel. To satisfy this requirement, all anticipated Board member travel during the fiscal year is included in the final budget resolution adopted by the Board in June.
- The authorized travel approved by the Board for FY09 did not include the correct attendance location of the annual meeting of the American Public Transportation Association (APTA). The meeting this year is located in San Diego, CA and it is proposed that two Board members attend.
- The revised Board Member Travel for FY09 is attached.

III. DISCUSSION

State law requires that the Board of Directors formally authorize all Board member travel. To satisfy this requirement, all anticipated Board member travel during the fiscal year is included in the final budget resolution adopted by the Board in June. The authorized travel approved by the Board for FY09 did not include the correct attendance location of the annual meeting of the American Public Transportation Association (APTA). The meeting this year is located in San Diego, CA and it is proposed that two Board members attend.

IV. FINANCIAL CONSIDERATIONS

The cost of the travel is covered in the approved FY09 final budget.

V. ATTACHMENTS

Attachment A: Revised Board Member Travel for FY09

5-11.1

BOARD MEMBER TRAVEL

FY 09

American Public Transportation Association (APTA) Meetings

Legislative Conference
March 2009
Washington, DC
Two Board Members

Annual Conference
October 2008
San Diego, CA
Two Board Members

California Transit Association (CTA) Meetings

No attendance.

Additional Travel

Meetings with legislators and government officials in Washington, D.C., San Francisco and Sacramento, as approved by the Chair of the Board.

Expenses related to Board members meeting with General Manager and staff.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 22, 2008

TO: Board of Directors

FROM: Angela Aitken, Finance Manager

**SUBJECT: APPROVAL OF FY09 AND FY10 REVISED SUMMARY AND
PARATRANSIT AUTHORIZED PERSONNEL**

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve the FY09 & FY10 revised Summary and Paratransit Authorized Personnel.

II. SUMMARY OF ISSUES

- In June 2008, the FY09 and FY10 budget was presented to the Board for approval
- The Authorized and Funded Personnel for Paratransit was incorrectly stated due to a clerical error for FY09 and FY10 which also caused the Summary to be incorrectly stated
- There is no financial impact to the Paratransit or Summary FY09 and FY10 budget

III. DISCUSSION

In June 2008, the FY09 and FY10 budget was presented to the Board for approval. The Authorized Personnel for Paratransit was incorrectly stated due to a clerical error for FY09 and FY10 in the Van Operator and Total Full-Time Equivalents area. This clerical error also made the Authorized and Funded Summary incorrect. This mistake was noticed last month and the following attachments show the Authorized FY09 and FY10 Van Operator line item corrected. Due to this being a clerical mistake only, there is no financial impact to the FY09 and FY10 budget.

IV. FINANCIAL CONSIDERATIONS

No financial impact.

V. ATTACHMENTS

Attachment A: Authorized and Funded – Full Time Equivalent (FTE) - Paratransit – 3100

Attachment B: Authorized and Funded – Full Time Equivalent (FTE) - Summary

5-12.1

FY09 & FY10 FINAL BUDGET
 Authorized and Funded Personnel - Full Time Equivalent (FTE)
 Paratransit - 3100

Position Title	Authorized FY 08	Funded FY 08	Authorized FY 09	Funded FY 09	Authorized FY 10	Funded FY 10
Paratransit Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Paratransit Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Accessible Services Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Paratransit Eligibility Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Reservation & Scheduling Coord	1.00	1.00	1.00	1.00	1.00	1.00
Safety & Training Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Dispatcher/Scheduler & Dispatcher	9.00	8.00	8.00	8.00	8.00	8.00
Clerk I-II-III	1.00	2.00	2.00	2.00	2.00	2.00
Van Operator	29.00	29.00	32.00	32.00	32.00	32.00
Reservationist	7.00	6.00	7.00	6.00	7.00	6.00
Mechanic I-II	2.00	2.00	2.00	2.00	2.00	2.00
Total Full-Time Equivalent (FTEs)	54.00	53.00	57.00	56.00	57.00	56.00

5-12.01

Attachment A

FY09 & FY10 FINAL BUDGET
 Authorized and Funded Personnel - Full Time Equivalent (FTE)
 Summary

Department	Authorized FY 08	Funded FY 08	Authorized FY 09	Funded FY 09	Authorized FY 10	Funded FY 10
Administration - 1100	9.00	9.00	9.00	8.50	9.00	8.00
Finance - 1200	6.50	6.00	6.50	6.00	6.50	6.00
Customer Service - 1300	10.25	5.75	10.25	5.75	10.25	5.75
Human Resources - 1400	6.00	6.00	6.00	6.00	6.00	6.00
Information Technology - 1500	4.00	4.00	4.00	4.00	4.00	4.00
District Counsel - 1700	4.00	4.00	4.00	4.00	4.00	4.00
Facilities Maintenance - 2200	17.00	13.00	17.00	13.00	17.00	13.00
Paratransit - 3100	54.00	53.00	57.00	56.00	57.00	56.00
Operations - 3200	23.00	20.00	23.00	20.00	23.00	20.00
Bus Operators - 3300	182.00	158.00	182.00	161.00	182.00	161.00
Fleet Maintenance - 4100	57.00	48.00	57.00	46.00	57.00	46.00
Total Full-Time Equivalentents (FTEs)	372.75	326.75	375.75	330.25	375.75	329.75

5-12.61

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 22, 2008
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
SUBJECT: AUTHORIZATION TO SELL FOREIGN COIN COLLECTED IN FARE BOXES

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors authorize the sale of foreign coin collected in METRO's bus fare boxes.

II. SUMMARY OF ISSUES

- Since 2002, METRO has accumulated approximately 70 pounds of foreign coin that has been collected in METRO's bus fare boxes. The bank will not accept foreign coin. The foreign coin may be sold to coin collectors upon authorization from the Board of Directors.
- Staff is requesting authorization to sell the foreign coin to coin collectors on an on-going basis as the coin is collected.

III. DISCUSSION

METRO has been collecting foreign coin in its fare boxes since the last disposal in 2002. The coins are identified as non-negotiable when they are sorted by the coin counting machine. At this time, METRO has accumulated approximately 70 pounds of foreign coin. This coin can be sold by the pound to coin collectors. The price will depend upon the condition and type of coins. Staff is requesting authorization to sell the foreign coin to coin collectors on an on-going basis as the coin is collected.

IV. FINANCIAL CONSIDERATIONS

All proceeds from the sale of foreign coin will be recorded as miscellaneous income to METRO in the FY09 monthly financials.

V. ATTACHMENTS

None

5-13.1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

April 11, 2008

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, April 11, 2008 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice Chair Bustichi called the meeting to order at 9:03 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Jan Beautz
Dene Bustichi
Donald Hagen
Michelle Hinkle
Kirby Nicol
Emily Reilly
Mike Rotkin
Dale Skillicorn
Pat Spence
Marcela Tavantzis
Ex-Officio Donna Blitzler (arrived after roll call)

DIRECTORS ABSENT

Mark Stone

STAFF PRESENT

Ciro Aguirre, Operations Manager	Margaret Gallagher, District Counsel
Angela Aitken, Finance Manager	Debbie Kinslow, Asst Finance Manager
Wally Brondstatter, Acting Paratransit Super.	Robyn Slater, Human Resources Manager
Frank Cheng, MetroBase Project Manager	Tom Stickel, Maintenance Manager
Mark Dorfman, Assistant General Manager	April Warnock, Acting Asst. Paratransit Super.
Mary Ferrick, Fixed Route Superintendent	Les White, General Manager

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

Erich Friedrich, SCCRTC
Bonnie Morr, UTU

Karena Pushnik, SCCRTC
Bob Yount, MAC

2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS

Written:

None.

5-14.1

Oral:

Karena Pushnik, SCCRTC, introduced Planning Intern Erich Friedrich who will be working at the SCCRTC for six months and then at METRO for another six months under a grant from the Monterey Bay Unified Air Pollution Control District.

3. LABOR ORGANIZATION COMMUNICATIONS

None.

4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None.

CONSENT AGENDA

5-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF MARCH 2008

No questions or comments.

5-2. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR FEBRUARY 2008

No questions or comments.

**5-3. CONSIDERATION OF TORT CLAIMS:
DENY THE CLAIM OF VERNA CARTER, CLAIM #08-0010;
DENY THE CLAIM OF RHONDA CARTER, CLAIM #08-0011**

No questions or comments.

5-4. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR APRIL 16, 2008 AND MINUTES OF FEBRUARY 20, 2008

No questions or comments.

5-5. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF JANUARY 2008

No questions or comments.

5-6. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR DECEMBER 2007

No questions or comments.

5-14.2

5-7. ACCEPT AND FILE FEBRUARY 2008 RIDERSHIP REPORT

Director Tavantzis asked why the Dropped Service labeled “No Operator” on page #5-7.5 was so high. Ciro Aguirre replied that it is a combination of operators taking different types of leaves, operators calling in sick, and a shortage of operators, and that all are currently being addressed. Les White explained that the Dropped Service numbers are very high on Monday mornings and Friday afternoons, with virtually none on Tuesdays through Thursdays.

Bonnie Morr, UTU, commented that the Annual Leave calendar and sick leave hours have been average for several years and that BTT trainings have been held on Fridays and Mondays and that dropped service occurs for a number of reasons including scheduling defaults or running late. Les White clarified that these particular reasons are included in the “Other” category, which is only 3.43 hours.

EX-OFFICIO DIRECTOR BLITZER ARRIVED

Les White offered to bring a detailed analysis to the Board regarding this issue.

5-8. ACCEPT AND FILE METROBASE PROJECT STATUS REPORT

No questions or comments.

5-9. CONSIDERATION OF RECOMMENDATION TO APPROVE ASSESSMENTS FOR COOPERATIVE RETAIL MANAGEMENT DISTRICT

No questions or comments.

5-10. REVIEW AND CONSIDER DIFFERENT DISTRIBUTION METHODS FOR CALL STOP AUDITS AND SELECT METHOD THAT IS THE MOST EQUITABLE

Director Tavantzis noted that the staff recommendation was to utilize method #2 which bases the Call Stop Audit distribution by bus stop usage, which seems the most equitable.

5-11. ACCEPT AND FILE METRO’S NOMINATION OF PARACRUZ OPERATOR AURORA TRINIDAD FOR RED CROSS WORKPLACE HERO AWARD

Director Tavantzis noted that this employee had diffused a volatile situation in a very professional manner.

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS:

This presentation will take place at the April 25, 2008 Board meeting.

5-14.3

7. CONSIDERATION OF INFORMATION REGARDING SHAW VS. CHIANG/GENEST LAWSUIT

Summary:

Les White explained that a lawsuit against the State of California by the California Transit Association (CTA) had been filed, with METRO as a party. Mr. White said the lawsuit was heard in the Sacramento Superior Court, which ruled that only \$409 million out of approximately \$1.259 billion in diverted transit money be restored from the General Fund back into the Public Transportation Fund. Both parties have appealed the judge's decision and the funds were actually re-diverted 48 hours later back into the General Fund and then into a newly created fund for Home to School Transportation.

Mr. White said that the CTA voted to formally appeal the judge's decision arguing that it was the intention of the voters to direct revenue to the Public Transportation Fund and not the General Fund, rendering the actions illegal. On the other hand, the State is also appealing the decision and asserts that the funds are interceptable until distributed.

The CTA is now in the process of preparing amicus briefs and is seeking support from member agencies and other interested parties.

Discussion:

Chair Beautz said that a letter should be sent to other jurisdictions to request their support.

Bonnie Morr reported that a labor coalition has been formed supporting CTA's position.

Director Rotkin suggested running an article in the *Sentinel*, as well as the larger newspapers around the state such as the *LA Times* and the *Sacramento Bee*, educating the public on the issue.

8. CONSIDERATION OF AUTHORIZATION TO OPERATE A SHUTTLE FOR THE UNITED TRANSPORTATION UNION (UTU) SENIOR DINNER

Les White reported that the date of the event was actually May 24, 2008 and that the staff report would be revised to correct the date and add the location.

9. CONSIDERATION OF REVIEWING, REVISING, AND PRIORITIZING THE LIST OF UNMET TRANSIT AND PARATRANSIT NEEDS TO BE CIRCULATED TO THE METRO ADVISORY COMMITTEE AND SUBMITTED TO THE SCCRTC

Les White reported that the SCCRTC adopts an annual list of unmet transit needs pursuant to the State of California Transportation Development Act funding requirements.

The Board reviewed last year's list and made six revisions. In two weeks, the Board will review the list again along with MAC's input and a Public Hearing would be held at that time. After receiving input, the Board would then finalize the list to be submitted to the SCCRTC.

5-14.4

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SKILLICORN

Revise the list of unmet transit and paratransit needs to change the priority of #7 to “M”, add the words “and potential childcare facilities” to #20, change the word “place” to “replace” in #30, delete #31, change to words “Farebox Magnetic” to “Smart” in #48, and change the priority of #53 to “L”

Motion passed unanimously with Director Stone being absent.

10. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH VEHICLE MAINTENANCE PROGRAM FOR BUS AIR, FUEL AND OIL FILTERS

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SKILLICORN

Authorize the General Manager to execute a contract renewal with Vehicle Maintenance Program, Inc. for bus air, fuel and oil filters

Motion passed unanimously with Director Stone being absent.

11. CONSIDERATION OF ADOPTING RESOLUTIONS AUTHORIZING THE GENERAL MANAGER TO SUBMIT GRANT APPLICATIONS AND SIGN NECESSARY AGREEMENTS FOR FEDERAL FUNDING IN THE JOB ACCESS REVERSE COMMUTE AND NEW FREEDOM PROGRAMS

Summary:

Mark Dorfman reported that METRO proposes to submit an application for JARC funds to add fixed-route service between Watsonville and Santa Cruz to assist low income workers and an application for NF funds to enhance the ParaCruz ride reservation system.

ACTION: MOTION: DIRECTOR TAVANTZIS SECOND: DIRECTOR NICOL

Adopt resolution authorizing the General Manager to submit applications to Caltrans and to execute necessary agreements for grant funds from the Job Access and Reverse Commute and New Freedom programs

Motion passed unanimously with Director Stone being absent.

12. CONSIDERATION OF ADOPTION OF REVISED RESOLUTION AUTHORIZING APPLICATION FOR PROPOSITION 1B TRANSIT SECURITY FUNDS

Summary:

Mark Dorfman reported that the Board had previously adopted this resolution last month, however, the California Office of Homeland Security issued a memo on April 2nd requiring applicants to include specific language in the resolution.

5-14.5

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR HAGEN

Adopt revised resolution authorize staff to submit applications through the SCCRTC to the California Office of Homeland Security and to execute grant agreements to obligate California Transit Security Program funds for METRO security projects

Motion passed unanimously with Director Stone being absent.

13. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel

Margaret Gallagher reported that the Board would have a conference with its Labor Negotiators regarding UTU, Local 23, Fixed Route, and a conference with its Real Property Lease Negotiator regarding property located at 115 Dubois Street, Santa Cruz.

14. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

Bonnie Morr commented that she found the drumming exercise helpful and she is hopeful that negotiations are productive in a timely manner.

SECTION II: CLOSED SESSION

Vice Chair Bustichi adjourned to Closed Session at 10:01 a.m. and reconvened to Open Session at 11:00 a.m.

SECTION III: RECONVENE TO OPEN SESSION

15. REPORT OF CLOSED SESSION

Margaret Gallagher reported that the Board took no reportable action in Closed Session.

ADJOURN

There being no further business, Vice Chair Bustichi adjourned the meeting at 11:00 a.m.

Respectfully submitted,

CINDI THOMAS
Administrative Services Coordinator

5-14.6

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

April 25, 2008

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, April 25, 2008 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, California.

Chair Beautz called the meeting to order at 9:05 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Jan Beautz
Dene Bustichi
Donald Hagen
Michelle Hinkle
Emily Reilly
Mike Rotkin (arrived after roll call)
Kirby Nicol
Dale Skillicorn
Pat Spence
Mark Stone
Marcela Tavantzis
Ex-Officio Donna Blitzer

DIRECTORS ABSENT

None

STAFF PRESENT

Ciro Aguirre, Operations Manager
Angela Aitken, Finance Manager
Frank Cheng, MB Project Manager
Mark Dorfman, Assistant General Manager
Mary Ferrick, Fixed Route Superintendent

Debbie Kinslow, Asst Finance Manager
Robyn Slater, Human Resources Manager
Tom Stickel, Maintenance Manager
April Warnock, Acting Asst. Paratransit Super.
Les White, General Manager

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

Eduardo Montesinos, UTU
Bonnie Morr, UTU
Steve Prince, UTU
Amy Weiss, Spanish Interpreter

Robert Yount, MAC

2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS

Written:

a. Bud Gerstman

Re: Bikes on Buses

5-14.7

Director Nicol requested that the letter be read aloud because it was illegible. Les White read the letter aloud and said that the writer was referencing the problem where there have been bikes on board, in accordance with METRO policy, and passengers have been forced to stand. Mr. White said that because ridership is up on most routes, problems such as this are likely to come up more often than before, and he said that staff were going to revisit some policies, especially allowing bikes inside the Highway 17 Express, and a staff report outlining the issue will be brought before the Board. Mr. White said that rather than using full-size bikes, METRO wants to encourage people to take advantage of the Ecology Action Folding Bike Program. Director Reilly asked what it would take to add another bus, and how often the issue arises. Mr. White said that the staff report would look at these issues. Vice Chair Bustichi asked about plans to increase the amount of bikes that METRO buses can carry. Les White said METRO had already increased to the maximum allowed by law, and he added that this issue has periodically arisen over the years

Vice Chair Bustichi asked how many buses were fitted with three-position bike racks. Mr. White reported that the whole fleet was retrofitted, but he noted that the rise in gasoline prices might lead to even more use of bicycles. Chair Beautz said that there was a lot of discussion on this issue in the past. Mr. White agreed and said this is reflective of the high bike usage in the community.

b. Anthony Botelho, AMBAG Re: JARC & NF Funding Support

Oral:

None.

DIRECTOR ROTKIN ARRIVED

3. LABOR ORGANIZATION COMMUNICATIONS

Bonnie Morr, UTU Local 23, said she wanted to follow up on Dropped Service from the last meeting. Ms. Morr said she reviewed the specific month on the vacation calendar and said it was not full, with quite a bit of open space, which means there were fewer drivers off for annual leave. Ms. Morr said she also reviewed the On-time Service issues and reported that many drivers have been conducting surveys, which has led to an increase in lateness. Ms. Morr said she wanted to bring that this to the Board because during those months in question there was a deficit of seven operators, and that there were not enough drivers. Ms. Morr pointed out the "No operator available" note often does not reflect the reason or reasons, and that the only solution was to increase staff levels. Ms. Morr suggested that the issues needed to be addressed to become a dependable commuter system. Ms. Morr also thanked the Board for their support of the Seniors Appreciation Dinner.

4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None.

5-14-8

CONSENT AGENDA

- 5-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF MARCH 2008
- 5-2. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR FEBRUARY 2008
- 5-3. CONSIDERATION OF TORT CLAIMS:
DENY THE CLAIM OF VERNA CARTER, CLAIM #08-0010;
DENY THE CLAIM OF RHONDA CARTER, CLAIM #08-0011;
DENY THE CLAIM OF SHARON O’CONNOR, CLAIM #08-0009
- 5-4. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR APRIL 16, 2008 AND MINUTES OF FEBRUARY 20, 2008
- 5-5. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF JANUARY 2008
- 5-6. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR DECEMBER 2007
- 5-7. ACCEPT AND FILE FEBRUARY 2008 RIDERSHIP REPORT
- 5-8. ACCEPT AND FILE METROBASE PROJECT STATUS REPORT
- 5-9. CONSIDERATION OF RECOMMENDATION TO APPROVE ASSESSMENTS FOR COOPERATIVE RETAIL MANAGEMENT DISTRICT
- 5-10. REVIEW AND CONSIDER DIFFERENT DISTRIBUTION METHODS FOR CALL STOP AUDITS AND SELECT METHOD THAT IS THE MOST EQUITABLE
- 5-11. ACCEPT AND FILE METRO’S NOMINATION OF PARACRUZ OPERATOR AURORA TRINIDAD FOR RED CROSS WORKPLACE HERO AWARD
- 5-12. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH NATIONWIDE AUCTION SYSTEMS FOR AUCTION SERVICES
- 5-13. ACCEPT AND FILE CALL STOP AUDIT REPORT FOR THE PERIOD OF JANUARY, FEBRUARY & MARCH 2008
- 5-14. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR THE MONTH OF FEBRUARY 2008
- 5-15. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE MARCH 2008 MEETING(S)
- 5-16. CONSIDERATION OF APPROVAL OF RESOLUTION AUTHORIZING SUBMITTAL OF REVISED FY 2009 TDA CLAIM
- 5-17. CONSIDERATION OF SERVICE REVISIONS FOR SUMMER 2008
- 5-18. APPROVE REGULAR BOARD MEETING MINUTES OF MARCH 14 & 28, 2008 AND SPECIAL MINUTES OF MARCH 21, 2008

ACTION: MOTION: DIRECTOR STONE SECOND: DIRECTOR NICOL

Approve the Consent Agenda.

Motion passed unanimously with all Directors present.

5-14.9

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS:

The following employees were presented with longevity awards for their years of service

TWENTY YEARS

Paula Flagg, Administrative Assistant
Joe Hyman, Facilities Maintenance Worker

7. CONSIDERATION OF INFORMATION REGARDING SHAW VS. CHIANG/GENEST LAWSUIT

Summary:

Les White described the change in the tax rate whereby the state dropped the amount of tax levied at the state level by 25%, and expanded the sales tax to include gasoline. Mr. White said that the intent at the time was to keep the state General Fund whole and that if there were a time when the General Fund had excess money, then the excess would spill over to the Public Transportation Fund. Mr. White said the spillover was supposed to enable transit systems and would have the ability to backstop the loss of mobility due to the rise in fuels costs, and there would be additional funds to make transit systems viable alternatives for people who couldn't afford \$4 per gallon gasoline. Mr. White said we are at this point today, and that the change in the economy over the last 6 months has people buying necessities like food and medical supplies, which are non-taxable, while gas prices are going up every day, resulting in gas tax revenues which far surpass what the state would have gained under any previous tax formula. Mr. White said the excess monies should be distributed according to the state transit assistance formula so transit systems can beef up services to the public.

Les White said that over \$1.259 billion should have been spilled over into the Public Transportation Fund. Mr. White said that meant a loss of \$5.3 million out of its budget of \$35 million for METRO, resulting in less ParaCruz vehicles procured, less buses and less services for the public because the monies were diverted back to the General Fund. Mr. White said trailer bill, following the previous budget action, permanently took 50% of all future spillover and diverted it into the General Fund. Mr. White said that the California Transit Association (CTA) argues that it was the intention of the voters to direct revenue to the transportation system and not the General Fund, rendering the actions illegal. Mr. White said that a lawsuit by the CTA had been filed, with METRO as a party. Mr. White said the lawsuit was heard in the Sacramento Superior Court, which ruled that \$409 million be put back into the transportation fund.

Les White said the Legislature met in emergency session because of the Governor's declaration of a fiscal emergency and in response to the court ruling, deposited \$409 million into the Public Transportation account and then removed the \$409 million, put it back in the General Fund, and then directed it in a newly created fund for Home to School Transportation. Mr. White said that

5-14.10

unless it is constitutionally protected, transportation money has no call and can be intercepted by the legislature and used for whatever purposes they feel necessary. The CTA decided to appeal the decision, and are now in the process of preparing briefs, with letters going out to regional government associations. Mr. White said there are concerns that the state may have notched up the issue of whether or not the state can use interception strategy to take money because it has no culling. Mr. White expressed concern that the state might jeopardize any local efforts to raise money because of the possibility that the funds might be intercepted, and he said the lawsuit hoped to address these concerns. Mr. White said that lawsuit efforts would go forward.

Director Hagen asked at what point the efforts would be made public. Mr. White said it is already public, and he said that it might be eclipsed by the fact that the state budget problem grows day by day. Director Reilly asked if there had been any serious discussion of changing the amount of gas taxes that reach the local agencies. Mr. White said the current statutory formula employs a gallonage tax, which was supposed to provide elasticity to correct other problems, but what was intended was not what actually was done, and excess funds were diverted. Mr. White said that there is a reluctance to index gallonage taxes at the federal and state level, even though it is something that should have been done years ago.

Director Stone said that local jurisdictions need to pay attention because the state legislature's unwillingness to address revenues over the past decade forced local jurisdictions to address revenue themselves, and the possibility of the state siphoning off local funds to fix their budget problems - when they are not willing to address fundamental problems - is alarming for anyone who wants to put out a tax to support local programs. Director Stone said that it is outrageous that the state seems to want to draw more and more from local governments, when they have been forced to try to take care of things on their own, and the legislature does not want to index gas taxes or address revenue problems. Director Stone said there is a potential downside to the lawsuit, and that it is well worth it to watch and be active participants. Director Rotkin said the reality is that while there are arguments on how to properly index gas taxes, there are some who call for all gas taxes to be suspended. Director Rotkin said that to divert funds from transit at a time when people are depending on transit makes no sense at all. Chair Beautz said that a letter should be sent to other jurisdictions to request their support.

Les White said that both the League of California Cities and CSAC are interested in filing briefs of support. Vice Chair Bustichi said that the lawsuit could help resolve the problems with their member jurisdictions. Chair Beautz said that it would not hurt to do something now, and to let our legislators know that we understand what they are trying to do. Mr. White said that he would draft an appropriate letter for the Chair to sign. Director Spence said that it was ironic that the state was providing money for buses but cutting money for classrooms, and that it might be an advantage for school districts that already have bus service.

Robert Yount said the legislature is running a scam, and that the legislators work for the people, and they do not want to face their responsibility and face the budget crisis. Mr. Yount said he supported any moves by the Board to reach out to other jurisdictions, and that the best message that could be sent would be to take the legislators and put them out of office.

5-14.11

8. CONSIDERATION OF AUTHORIZATION TO OPERATE A SHUTTLE FOR THE UNITED TRANSPORTATION UNION (UTU) SENIOR DINNER (REVISED)

Summary:

Les White reported that the staff report was revised to correct the date and add a location address. Mr. White said that the District has done that for a number of years, although in the last three years the circumstances prevented it, and UTU wants it reinstated. Mr. White said that because of the venue, there are some challenges for some of the seniors throughout the county who would like to participate, and that for many years METRO has provided a bus, operator and service to that location. Mr. White said that it was beneficial to both parties, as many of the dinner attendees are already METRO riders and by virtue of location, it would be difficult to get to the Senior Center on Market Street. Mr. White said the staff recommendation is that METRO provide the bus and operator. Director Hagen asked if the Senior Commission knows that this is ongoing. Eduardo Montesinos said that UTU 23 was waiting for the Board decision to put out flyers. Director Tavantzis commented that a large portion of the county's seniors have no weekend service.

ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR BUSTICHI

Authorize the operation of a shuttle for the United Transportation Union (UTU) Senior Dinner.

Motion passed unanimously with all Directors present.

9. PUBLIC HEARING: CONSIDERATION OF IDENTIFYING A PRELIMINARY LIST OF UNMET TRANSIT AND PARATRANSIT NEEDS FOR SUBMISSION TO THE SCCRTC (REVISED)

Summary:

Les White said that the SCCRTC developed an annual list of Unmet Needs for paratransit and transit services. Mr. White said that this is done for a number of reasons including funding requirements of the Transportation Development Act (TDA), and that transit-type services in Santa Cruz County have always been exclusively funded by TDA. Mr. White said that the RTC could take the position that it is not necessary because TDA is not being used for anything not outlined in the statute, however the RTC has developed an annual articulation of the needs that are not being addressed because of financial constraints or community priorities, which is a helpful process. Mr. White said that should funds become available, there would then be a priority list for use by METRO, the RTC, the cities and the County. Mr. White said that last year's prioritized list and the recommendations of the MAC are included in the board packet as attachments. Mr. White said that the purpose is to gain public input for existing or additional list items, and that it is helpful.

Director Rotkin pointed out that since there is no money available, it would be absurd to spend any time on the list. Director Tavantzis said that the MAC recommendations raised the priority on

5-14-12

some items, and she asked if that meant that the items needed to be revisited. Les White said that items #56 and #68 are not viable, but that item #64 is currently in action per ADA requirements, and item #52 is in place through our support of Ecology Action. Mr. White said that items #56 and #68 lack funding and are not likely to be addressed. Director Hagen recalled that the list originally did not have item #56—it was added by the MAC, and that it should not be a high priority. Director Spence asked if the other two items recommended by MAC were related to the Unmet Needs items. Mr. White said that they were not, and that those recommendations were related to current issues on the Highway 17 Express, and would be reviewed separately from the Unmet Needs List.

Director Reilly said that when working with CTA and the lobbyists, METRO should emphasize it's carbon-neutral status every time there is talk about the implementation of AB32 and make sure that local projects needing funding are mentioned in the mix. Mr. White said that METRO should be promoting green projects, and that the current list of Unmet Needs addresses mainly mobility needs, not environmental. Mr. White suggested adding a recommendation to promote projects that have a positive impact on reduction of greenhouse gas emissions. Director Reilly said when a link is made between a METRO project and an environmental requirement, funding might be possible. Director Stone said that if the Transit System had fewer unmet needs then that, in and of itself, is helping to reduce greenhouse gas and is helping improve the environment because we have a more effective, mobile transit system. Mr. White suggested that a preamble be included with the Unmet Needs list that states that the community is denied mobility by the absence of these services and projects, and that states the impact on local greenhouse gas emissions by the implementation of these projects. Mr. White offered to draft a preamble to submit to the RTC and said he could bring it back before the Board. Director Reilly said that a draft by email would suffice.

CHAIR BEAUTZ OPENED THE PUBLIC HEARING

Robert Yount said that MAC approached the Unmet Needs List with the knowledge that there was no money for the items on the list, and left it up to the Board to affix a priority. Mr. Yount said that he and MAC were working on a DVD to promote transit ridership, and said that he hoped the dvd could be played in segments as public service announcements.

CHAIR BEAUTZ CLOSED THE PUBLIC HEARING

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR HAGEN

Forward prioritized list of recommendations to the RTC with the following changes: direct the General Manager to send a preamble that emphasizes both the mobility improvements that would be made available to selected members of the community and the overall positive environmental impacts; amend the priority of item #52 from low to medium-high as suggested by MAC.

Motion passed unanimously with all Directors present.

5-14-13

10. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH PAT PIRAS CONSULTING FOR REVIEW OF THE ADA PARATRANSIT ELIGIBILITY PROCESS

Summary:

Tom Stickel said that METRO requested proposals from qualified firms to conduct an analytical review of METRO's ADA Paratransit eligibility process. Mr. Stickel said that requests for proposals were mailed to fifteen firms, legally advertised and posted on the district website. Mr. Stickel said that two proposals were received and based on the evaluation criteria, the selection committee is recommending that the Board authorize the General Manager to execute a contract with Pat Piras Consulting for the review of METRO's ADA Paratransit eligibility process.

Discussion:

Director Rotkin asked who served on the selection committee. Mark Dorfman said that it was Lloyd Longnecker, Ciro Aguirre and Margaret Gallagher. Director Stone commented that the review of the process is very timely and that he looked forward to the results.

ACTION: MOTION: DIRECTOR STONE SECOND: DIRECTOR HAGEN

Authorize the General Manager to execute a contract with Pat Piras Consulting for review of the ADA Paratransit eligibility process

Motion passed unanimously with all Directors present.

11. CONSIDERATION OF APPROVAL OF INDEMNIFICATION/HOLD HARMLESS AGREEMENT WITH THE CITY OF CAPITOLA TO ALLOW THE CITY OF CAPITOLA TO USE METRO'S BUS STOPS IN CAPITOLA

Summary:

Les White said a request was received from the city of Capitola to use METRO bus stops for the Capitola Summer shuttle. Mr. White said that staff is recommending that the Board approve the indemnification/hold harmless agreement.

Discussion:

Director Spence asked if this was the first time for this request Les White said that it was not. Director Spence asked if there was any impact on trash buildup at the stops. Mr. White said that no change was noticed before. Eduardo Montesinos (UTU) asked that Capitola check the METRO schedule to avoid arrivals at the same time as METRO buses. Mr. White said the agreement that Capitola will work with METRO to make sure two buses do not arrive at the same time.

5-14-14

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR NICOL

Authorize the General Manager to execute an Indemnification Agreement with the City of Capitola to allow the City of Capitola to use METRO bus stops in Capitola

Motion passed unanimously with all Directors present.

12. CONSIDERATION OF CONTINUING SPONSORSHIP OF LEADERSHIP SANTA CRUZ COUNTY IN ORDER TO PROVIDE EDUCATION ON TRANSPORTATION ISSUES, SERVICES, AND FACILITIES

Summary:

Les White said METRO has previously provided one bus for a tour by Leadership Santa Cruz County in exchange for tuition-free access to that program. Mr. White said the staff member who attended this year felt it was a valuable experience. Mr. White said that the request this year is for two different days that they would like support in exchange for two spots in the program.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SKILLICORN

Approve METRO continuing to be a sponsor of the Leadership Santa Cruz County Program, providing information regarding public transit services and facilities to the class Members, and providing a bus on May 30, 2008 for a tour of various facilities and activities, and providing a bus for a similar function on June 13, 2008.

Motion passed unanimously with all Directors present.

13. CONSIDERATION OF FINAL ACCEPTANCE OF METROBASE SERVICE AND FUELING BUILDING AND AUTHORIZATION OF RELEASE OF RETENTION TO ARNTZ BUILDERS, INC.

Summary:

Frank Cheng said that on February 9, 2006, Arntz Builders began constructing the Service and Fueling Building for METRO at 1122 River Street, whose address has been changed to 1200 B River Street. On February 14, 2008, METRO took "partial occupancy" in order to start fueling buses. Mr. Cheng said that the performance of the fueling process has been very efficient. Mr. Cheng said that the refueling time has been lowered from 7 minutes at Devco on Encinal, to 5 minutes on-site. There is a retention being held from Arntz Builders-- every progress payment has had 10% held, which now totals \$888,194.93, plus interest. Mr. Cheng requested that the Board accept the MetroBase Service and Fueling Building and authorize the General Manager to release the retention to Arntz Builders. Vice Chair Bustichi asked if there were any stop notices. Mr. Cheng said that there were none.

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR ROTKIN

5-14-15

Authorize Final Acceptance of the MetroBase Service and Fueling Building and authorize the General Manager to release the retention to Arntz Builders, Inc.

Motion passed unanimously with all Directors present.

18. ORAL ANNOUNCEMENT: NOTIFICATION OF MEETING LOCATION FOR MAY 25, 2007 – CAPITOLA CITY COUNCIL CHAMBERS, 420 CAPITOLA AVE, CAPITOLA

Chair Beautz reported that the May 23, 2008 Board Meeting would be held at the Capitola City Council Chambers, 420 Capitola Avenue in Capitola.

14. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel

Les White said that the Board would have a conference with its Labor Negotiators regarding United Transportation Union, Local 23, Fixed Route.

15. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

Eduardo Montesinos of UTU Local 23 said that UTU is very committed to reaching tentative agreements on more articles in the contract and feels that the District does not have the same commitment. Mr. Montesinos said that they are hopeful that a commitment is there and hopefully they can move forward.

Steve Prince, UTU negotiator, said he had been around since the first contract in 1980. Mr. Prince said they were approached by METRO that they wanted to do a rapid and progressive contract ratification. Mr. Prince said he did not feel this was happening, but is hopeful that the contract could be ratified before July 1st.

SECTION II: CLOSED SESSION

Chair Beautz adjourned to Closed Session at 10:30 a.m. and reconvened to Open Session at 11:56 a.m.

SECTION III: RECONVENE TO OPEN SESSION

16. REPORT OF CLOSED SESSION

Les White reported that the Board took no reportable action in Closed Session.

ADJOURN

There being no further business, Chair Beautz adjourned the meeting at 12:00 p.m.

Respectfully submitted,

ANTHONY TAPIZ

5-14.16

Administrative Assistant

DRAFT

5-14.17

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

May 9, 2008

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, May 9, 2008 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

In the absence of the Chair and Vice Chair, Director Tavantzis called the meeting to order at 9:01 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Jan Beautz (arrived after roll call)
Donald Hagen
Michelle Hinkle
Kirby Nicol
Emily Reilly
Mike Rotkin
Dale Skillicorn
Pat Spence
Mark Stone
Marcela Tavantzis
Ex-Officio Donna Blitzler (arrived after roll call)

DIRECTORS ABSENT

Dene Bustichi

STAFF PRESENT

Ciro Aguirre, Operations Manager
Angela Aitken, Finance Manager
Pat Aviles, Asst HR Manager
Wally Brondstatter, Acting Paratransit Super.
Frank Cheng, MetroBase Project Manager
Mark Dorfman, Assistant General Manager
Mary Ferrick, Fixed Route Superintendent

Margaret Gallagher, District Counsel
Debbie Kinslow, Asst Finance Manager
Robyn Slater, Human Resources Manager
Tom Stickel, Maintenance Manager
April Warnock, Paratransit Superintendent
Les White, General Manager

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

Ceil Cirillo, RDA
Tony Condotti, Attorney
Katherine Donovan, RDA
Eduardo Montesino, UTU

Rachel Moriconi, SCCRTC
Bonnie Morr, UTU
Randy Swart, VMU

5-14.18

2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS

Written:

None.

Oral:

Les White announced that Fleet Maintenance Lead Mechanic Randy Swart was retiring and would be formally recognized by the Board at the next meeting.

EX-OFFICIO DIRECTOR BLITZER ARRIVED

Ciro Aguirre announced that April Warnock was METRO's new Paratransit Superintendent.

3. LABOR ORGANIZATION COMMUNICATIONS

None.

4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

A revised Staff Report for Item #5-7 was distributed and is attached to the file copy of these minutes.

CONSENT AGENDA

5-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF APRIL 2008

No questions or comments.

5-2. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR MARCH 2008

No questions or comments.

5-3. CONSIDERATION OF TORT CLAIMS: None

No questions or comments.

5-4. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR MAY 21, 2008 AND MINUTES OF MARCH 19, 2008

No questions or comments.

5-5. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF FEBRUARY 2008

No questions or comments.

5-14.19

5-6. ACCEPT AND FILE METROBASE PROJECT STATUS REPORT

No questions or comments.

5-7. CONSIDERATION OF APPROVAL OF RESOLUTION AUTHORIZING SUBMITTAL OF REVISED FY 2009 TDA CLAIM

Les White reported that the revised Staff Report contained corrected dollar amounts.

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS:

This presentation will take place at the May 23, 2008 Board meeting.

7. PUBLIC HEARING: CONSIDERATION OF FY09 & FY10 DRAFT FINAL BUDGET

Public Hearing will take place at the May 23, 2008 Board meeting.

Summary:

Les White reported that the Board would see this budget three more times after today, including holding a Public Hearing in two weeks, prior to adopting it in June. Mr. White pointed out that Item #10 on today's agenda regarding the cessation of MediCal funding for the dialysis trips is not yet included in this budget, although it will have a significant impact.

8. CONSIDERATION OF AUTHORIZATION ISSUES BEING CONSIDERED BY THE AMERICAN PUBLIC TRANSPORTATION ASSOCIATION AUTHORIZATION TASK FORCE REGARDING FEDERAL TRANSIT FUNDING

Les White reported that the information contained in this Staff Report and attachments is designed to provide the Board with a status report regarding the progress in preparing for a new federal transit authorization bill.

Mr. White reported that in representing METRO as a member of the Task Force, he has continued to express concern that the restructured federal Highway and Transit Programs suggested by the National Surface Transportation Policy and Revenue Study Commission could have the effect of directing funds to the major metropolitan areas at the expense of the smaller urban areas, like Santa Cruz, and the rural areas.

Mr. White said that his concerns have been well received by the Task Force members and the policy papers that are attached to this Staff Report are reflective of those concerns.

CHAIR BEAUTZ ARRIVED AND PRESIDED OVER THE REMAINDER OF THE MEETING

5-14.20

9. CONSIDERATION OF DROPPED SERVICE ANALYSIS REPORT

Summary:

Ciro Aguirre reported that in April the Board directed staff to investigate and provide a report on dropped service caused by the unavailability of operators to perform service. The absence data reviewed by staff for the months of January, February and March 2008 revealed that unexpected operator absences were significantly higher on payday Fridays and holidays. The data also revealed that no service was dropped due to mandated Vehicle Transit Training.

In addition, staff has determined that three additional operators are needed to fulfill labor needs. A class of six trainees is scheduled to be in service on May 21, 2008. These new operators will replace retirees and includes the three additional positions.

Discussion:

There was a discussion about the different types of protected and planned absences and the impact of unexpected absences.

Director Rotkin requested a comparative analysis of other transit agencies' experience with this issue.

10. CONSIDERATION OF METRO PARACRUZ ALLIANCE/DIALYSIS TRANSITIONAL REPORT

Summary:

April Warnock reported on the recent cessation of MediCal funding for dialysis trips as of May 2nd that had been provided on a no-fare basis for several years through the Central Coast Alliance for Health. Of approximately 84 dialysis persons, 20 are not eligible for ParaCruz, 21 were already using ParaCruz, another 21 transitioned to ParaCruz and there are approximately 18 more whom are currently eligible but not using ParaCruz to and from dialysis as of Friday, May 2nd.

This transition has greatly impacted ParaCruz operations by adding 121 new trips per week so far at an average cost of \$30.00 per ride. If all 60 persons transition to ParaCruz for dialysis rides, the yearly cost to ParaCruz is projected to be approximately \$500,000.00 just for dialysis rides.

Les White added that the three impacts on ParaCruz include the aggregate operating cost, the need to increase the current level of personnel, and the need to replace and increase the current number of vehicles in order to perform the extra trips without over-utilizing supplemental providers.

11. CONSIDERATION OF RESOLUTION PROPOSING MODIFICATIONS TO METRO'S BYLAWS FOR PURPOSES OF CLARITY AND TO DOCUMENT CURRENT METRO PRACTICES

5-14-21

Margaret Gallagher reported that there were no substantive changes but that the modifications simply reflect current practice and clarify the language.

12. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A NEW CONTRACT ADDENDUM TO THE STATE OF CALIFORNIA PURCHASE CARDS PROGRAM MASTER SERVICE AGREEMENT WITH U.S. BANK

Angela Aitken reported that METRO was recently notified that it was one of many agencies that had not completed a new contract addendum with US Bank for the CAL-Card program

ACTION: MOTION: DIRECTOR STONE SECOND: DIRECTOR ROTKIN

Authorize the General Manager to execute a new contract addendum to the State of California Purchase Card Program Master Service Agreement with US Bank

Motion passed unanimously with Director Bustichi being absent.

13. CONSIDERATION OF PROVISION OF FREE FARES FOR PARACRUZ PASSENGERS TO SUPPORT THE UNITED TRANSPORTATION UNION LOCAL 23 SENIOR DINNER SCHEDULED TO BE HELD MAY 24, 2008

ACTION: MOTION: DIRECTOR STONE SECOND: DIRECTOR ROTKIN

Approve supporting the United Transportation Union Senior Dinner scheduled to be held on May 24, 2008 by providing free fares on the ParaCruz Service for those passengers attending the event

Motion passed unanimously with Director Bustichi being absent.

Eduardo Montesino, UTU, distributed a flier for the event, which is attached to the file copy of these minutes, and invited all present to attend.

14. ORAL ANNOUNCEMENT: NOTIFICATION OF MEETING LOCATION FOR MAY 23, 2008 – CAPITOLA CITY COUNCIL CHAMBERS, 420 CAPITOLA AVE, CAPITOLA

Chair Beautz announced that the May 23, 2008 Board Meeting would be held at the Capitola City Council Chambers, 420 Capitola Avenue, Capitola.

15. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel

Margaret Gallagher reported that Item #2a was deleted and that the Board would have a conference with its Labor Negotiators regarding UTU, Local 23, Fixed Route, a conference with its Real Property Negotiators regarding property located at 425 Front Street, Santa Cruz, and a conference with its Legal Counsel regarding Existing Litigation regarding property located at 425 Front Street, Santa Cruz.

5-14.22

16. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None.

SECTION II: CLOSED SESSION

Chair Beautz adjourned to Closed Session at 10:33 a.m. and reconvened to Open Session at 11:32 a.m.

SECTION III: RECONVENE TO OPEN SESSION

17. REPORT OF CLOSED SESSION

Margaret Gallagher reported that the Board took no reportable action in Closed Session.

ADJOURN

There being no further business, Chair Beautz adjourned the meeting at 11:33 a.m.

Respectfully submitted,

CINDI THOMAS
Administrative Services Coordinator

5-14-23

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

May 23, 2008

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, May 23, 2008 at the Capitola City Council Chambers, 420 Capitola Avenue, Capitola, CA.

Chair Beautz called the meeting to order at 9:01 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Jan Beautz
Dene Bustichi (arrived after roll call)
Donald Hagen
Michelle Hinkle
Kirby Nicol
Emily Reilly
Mike Rotkin
Dale Skillicorn
Pat Spence
Mark Stone
Marcela Tavantzis

DIRECTORS ABSENT

Ex-Officio Donna Blitzer

STAFF PRESENT

Ciro Aguirre, Operations Manager	Margaret Gallagher, District Counsel
Angela Aitken, Finance Manager	Debbie Kinslow, Asst Finance Manager
Frank Cheng, MetroBase Project Manager	Robyn Slater, Human Resources Manager
Mark Dorfman, Assistant General Manager	Tom Stickel, Maintenance Manager
Mary Ferrick, Fixed Route Superintendent	April Warnock, Paratransit Superintendent

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

Sandra Lipperd, UTU	Will Regan, VMU
Eduardo Montesino, UTU	Randy Swart, Retiree
Bonnie Morr, UTU	Amy Weiss, Spanish Interpreter
Karena Pushnik, SCCRTC	

2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS

Written:

None.

5-14.24

Oral:

None.

3. LABOR ORGANIZATION COMMUNICATIONS

Bonnie Morr, UTU, commended METRO – specifically Ciro Aguirre, April Warnock and the Fixed Route and Paratransit Operators for their extra efforts in response to the emergency situation caused by the fire and evacuation in Corralitos yesterday.

Ms. Morr also thanked the Board for supporting the Senior Dinner and invited everyone to attend the event at the Market Street Senior Center tomorrow.

DIRECTOR BUSTICHI ARRIVED

4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Chair Beautz orally corrected a typo on page #2 of today's agenda. In the title for Item #13, the word "Facilities" should be "Fleet".

CONSENT AGENDA

- 5-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF APRIL 2008
- 5-2. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR MARCH 2008
- 5-3. CONSIDERATION OF TORT CLAIMS:
DENY THE CLAIM OF JOSE AVALOS SOSA, CLAIM #08-0014
- 5-4. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR MAY 21, 2008 AND MINUTES OF MARCH 19, 2008
- 5-5. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF FEBRUARY 2008
- 5-6. ACCEPT AND FILE METROBASE PROJECT STATUS REPORT
- 5-7. CONSIDERATION OF APPROVAL OF RESOLUTION AUTHORIZING SUBMITTAL OF REVISED FY 2009 TDA CLAIM
- 5-8. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR THE MONTH OF MARCH 2008
- 5-9. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FOR APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE APRIL 2008 MEETING(S)
- 5-10. ACCEPT AND FILE MARCH 2008 RIDERSHIP REPORT
- 5-11. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JANUARY 2008

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Approve the Consent Agenda.

Motion passed unanimously with all Directors present.

5-14-25

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS:

The following employees were presented with longevity awards for their years of service:

TWENTY YEARS

Glenn P. Nabor, Bus Operator
Richard E. Prudden, Bus Operator

7. PUBLIC HEARING: CONSIDERATION OF FY09 & FY10 DRAFT FINAL BUDGET

Summary:

Angela Aitken reported that this is a new two-year budget for FY 09 & FY 10. The estimated \$500,000 for the ParaCruz dialysis trips and funding for the three additional Fixed Route Bus Operator positions are not yet included in this budget.

Ms. Aitken outlined the major Operating Revenue and Expense assumptions and proposed balancing actions.

CHAIR BEAUTZ OPENED THE PUBLIC HEARING AT 9:18 A.M.

There were no public comments.

CHAIR BEAUTZ CLOSED THE PUBLIC HEARING AT 9:18 A.M.

Discussion:

Director Tavantzis expressed concern about not funding the Assistant General Manager position beyond the first 6 months of FY 09 because it will burn out the remaining managers.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SKILLICORN

Direct Staff to report back to the Board in the next few months on a work transition plan to redistribute the Assistant General Manager's duties and then to report back to the Board six months after the implementation of the position being vacant to discuss how it is working out

Motion passed unanimously with all Directors present.

Discussion:

Director Tavantzis expressed concern about the \$1million 14% increase in Bus Operator pay from FY 09 to FY 10. Mark Dorfman responded that it is due to the fact that METRO has been significantly understaffed this year and that positions are being added to bring us to full staffing

5-14-26

levels. If the initial budgeted amount for this year is used for comparison, the increase is actually not that high.

Chair Beautz requested an analysis in the form of a chart or worksheet that clearly explains this issue.

8. CONSIDERATION OF AUTHORIZATION ISSUES BEING CONSIDERED BY THE AMERICAN PUBLIC TRANSPORTATION ASSOCIATION AUTHORIZATION TASK FORCE REGARDING FEDERAL TRANSIT FUNDING

Mark Dorfman reported that this was an informational item and no action was necessary.

9. CONSIDERATION OF DROPPED SERVICE ANALYSIS REPORT

Summary:

Ciro Aguirre reported that in April the Board directed staff to investigate and provide a report on dropped service caused by the unavailability of operators to perform service. The absence data reviewed by staff for the months of January, February and March 2008 revealed that unexpected operator absences were significantly higher on payday Fridays and holidays. The data also revealed that no service was dropped due to mandated Vehicle Transit Training. On average out of 3,500 pull-outs per month the average number of unavailable operators was 760, or 25%, which tends to be standard for the industry.

In addition, staff has determined that three additional operators are needed to fulfill labor needs. A class of six trainees is scheduled to be in service on May 21, 2008. These new operators will replace retirees and includes the three additional positions.

Discussion:

There was a discussion about the utilization of overtime versus hiring additional operators.

10. CONSIDERATION OF METRO PARACRUZ ALLIANCE/DIALYSIS TRANSITIONAL REPORT

Summary:

April Warnock reported on the recent cessation of MediCal funding for dialysis trips as of May 2nd that had been provided on a no-fare basis for several years through the Central Coast Alliance for Health. Of approximately 84 dialysis persons, 20 are not eligible for ParaCruz, 21 were already using ParaCruz, another 21 transitioned to ParaCruz and there are approximately 18 more whom are currently eligible but not using ParaCruz to and from dialysis as of Friday, May 2nd.

Ms. Warnock reported that METRO worked quickly with Community Bridges to make determinations regarding the types of rides that these people were eligible for and made sure that they all continued to be transported to and from dialysis during the transition period. METRO and Community Bridges are still working collaboratively through this difficult time.

5-14-27

This transition has greatly impacted ParaCruz operations by adding 121 new trips per week so far at an average cost of \$30.00 per ride. If all 60 persons transition to ParaCruz for dialysis rides, the yearly cost to ParaCruz is projected to be approximately \$500,000.00 just for dialysis rides.

Discussion:

Mark Dorfman reported that this is a very serious issue for METRO and that Les White and the General Manager from Monterey Salinas Transit (MST) recently met with the Alliance Director to talk about this issue because it is a staggering amount for MST as well.

Karena Pushnik, SCCRTC, commended METRO Staff and Community Bridges on dealing with this crisis on such short notice.

11. CONSIDERATION OF RESOLUTION PROPOSING MODIFICATIONS TO METRO'S BYLAWS FOR PURPOSES OF CLARITY AND TO DOCUMENT CURRENT METRO PRACTICES

Margaret Gallagher reported that generally, on an annual basis, the Board reviews its Bylaws to determine if any modifications are warranted and that there were no substantive changes but that the modifications simply reflect current practice and clarify the language.

Discussion:

Director Tavantzis requested that all instances of the word "the" that immediately precede "METRO" in several places be removed throughout the document for consistency.

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR ROTKIN

Adopt Resolution modifying METRO'S Bylaws as set forth in Attachment "A" and remove all instances of the word "the" that immediately precede "METRO" throughout the document for consistency

Motion passed unanimously with all Directors present.

12. CONSIDERATION OF APPROVAL OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF JOSEPH A. FLOREZ AS BUS OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

ACTION: MOTION: DIRECTOR TAVANTZIS SECOND: DIRECTOR BUSTICHI

Adopt Resolution of Appreciation for the services of Joseph A. Florez as Bus Operator for the Santa Cruz Metropolitan Transit District

Motion passed unanimously with all Directors present.

5-14.28

13. **CONSIDERATION OF APPROVAL OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF RANDY K. SWART AS FLEET MAINTENANCE LEAD MECHANIC FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

ACTION: MOTION: DIRECTOR TAVANTZIS SECOND: DIRECTOR BUSTICHI

Adopt Resolution of Appreciation for the services of Randy K. Swart as Fleet Maintenance Lead Mechanic for the Santa Cruz Metropolitan Transit District

Motion passed unanimously with all Directors present.

14. **REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel**

Margaret Gallagher reported the Board would have a conference with its Labor Negotiators regarding UTU, Local 23, Fixed Route, and a conference with its Legal Counsel regarding Potential Litigation regarding the potential case of Dolly Lanagan v. Santa Cruz METRO.

15. **ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION**

None.

SECTION II: CLOSED SESSION

Chair Beautz adjourned to Closed Session at 10:30 a.m. and reconvened to Open Session at 11:15 a.m.

SECTION III: RECONVENE TO OPEN SESSION

16. **REPORT OF CLOSED SESSION**

Margaret Gallagher reported that the Board took no reportable action in Closed Session.

ADJOURN

There being no further business, Chair Beautz adjourned the meeting at 11:15 a.m.

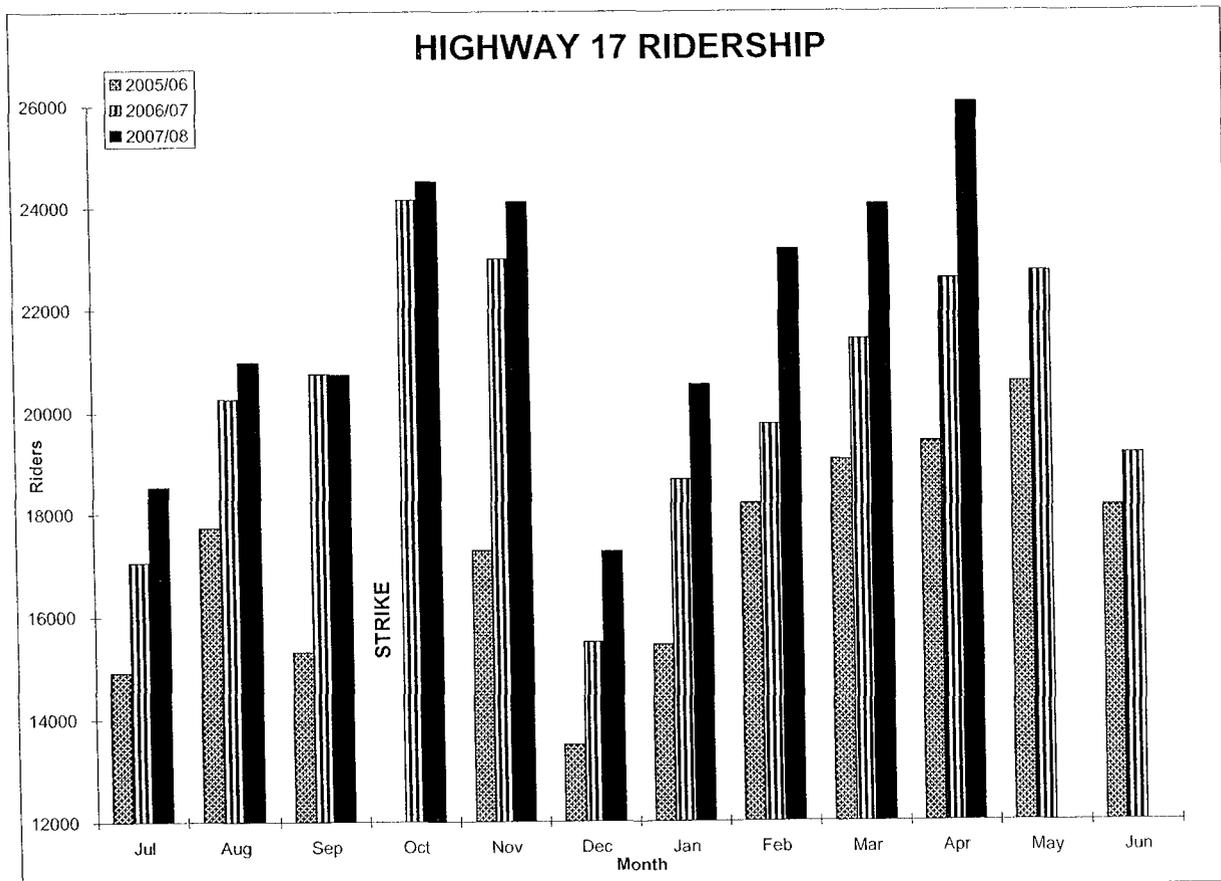
Respectfully submitted,

CINDI THOMAS
Administrative Services Coordinator

5-14.29

HIGHWAY 17 - APRIL 2008

	APRIL			YTD		
	This Year	Last Year	%	This Year	Last Year	%
FINANCIAL						
Cost	\$ 145,837	\$ 133,564	9.2%	\$1,428,654	\$ 1,338,907	6.7%
Farebox	\$ 85,416	\$ 75,246	13.5%	\$ 731,478	\$ 681,246	7.4%
Operating Deficit	\$ 47,931	\$ 55,745	(14.0%)	\$ 580,341	\$ 589,982	(1.6%)
Santa Clara Subsidy	\$ 23,966	\$ 27,872	(14.0%)	\$ 290,170	\$ 294,991	(1.6%)
METRO Subsidy	\$ 23,966	\$ 27,872	(14.0%)	\$ 290,170	\$ 294,991	(1.6%)
San Jose State Subsidy	\$ 2,422	\$ 2,574	(5.9%)	\$ 17,629	\$ 16,914	4.2%
AMTRAK Subsidy	\$ 10,067	\$ -		\$ 99,205	\$ 50,765	95.4%
STATISTICS						
Passengers	26,160	22,592	15.8%	220,050	203,148	8.3%
Revenue Miles	41,738	40,666	2.6%	412,902	409,080	0.9%
Revenue Hours	1,565	1,525	2.6%	15,483	15,341	0.9%
Passengers/Day	872	753	15.8%	721	668	8.0%
Passengers/Weekday	980	896	9.3%	851	815	4.3%
Passengers/Weekend	575	419	37.2%	423	340	24.4%
PRODUCTIVITY						
Cost/Passenger	\$ 5.57	\$ 5.91	(5.7%)	\$6.49	\$6.59	(1.5%)
Revenue/Passenger	\$ 3.27	\$ 3.33	(2.0%)	\$3.32	\$3.35	(0.9%)
Subsidy/Passenger	\$ 1.92	\$ 2.58	(25.4%)	\$2.72	\$2.99	(9.0%)
Passengers/Mile	0.63	0.56	12.8%	0.53	0.50	7.3%
Passengers/Hour	16.72	14.82	12.8%	14.21	13.24	7.3%
Recovery Ratio	58.6%	56.3%	4.0%	51.2%	50.9%	0.6%



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 22, 2008
TO: Board of Directors
FROM: Robyn Slater, Human Resources Manager
SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors recognize the anniversaries of those District employees named on the attached list and that the Board Chair present them with awards.

II. SUMMARY OF ISSUES

- None.

III. DISCUSSION

Many employees have provided dedicated and valuable years to the Santa Cruz Metropolitan Transit District. In order to recognize these employees, anniversary awards are presented at five-year increments beginning with the tenth year. In an effort to accommodate those employees that are to be recognized, they will be invited to attend the Board meetings to receive their awards.

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Employee Recognition List

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
EMPLOYEE RECOGNITION**

TEN YEARS

Daniel Stevenson, Bus Operator
Ernest L. Brown, Lead Custodian

FIFTEEN YEARS

Margaret R. Gallagher, District Counsel

TWENTY YEARS

None

TWENTY-FIVE YEARS

None

THIRTY YEARS

None

6.21

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

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

**A RESOLUTION OF APPRECIATION FOR THE SERVICES OF
BONNIE J. WILSON AS ADMINISTRATIVE ASSISTANT/SUPERVISOR
FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

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

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

WHEREAS, the Santa Cruz Metropolitan Transit District, requiring an employee with expertise and dedication appointed Bonnie J. Wilson to serve in the position of Administrative Assistant/Supervisor, and

WHEREAS, Bonnie J. Wilson served as a member of the Operations Department of the Santa Cruz Metropolitan Transit District for the time period of June 3, 1991 to June 30, 2008, and

WHEREAS, Bonnie J. Wilson provided the Santa Cruz Metropolitan Transit District with dedicated service and commitment during the time of employment, and

WHEREAS, Bonnie J. Wilson served the Santa Cruz Metropolitan Transit District with distinction, and

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

WHEREAS, during the time of Bonnie J. Wilson's service, METRO expanded service, developed new operating facilities, purchased new equipment, developed accessible bus stops, opened new transit centers, improved ridership, responded to adverse economic conditions, assumed direct operational responsibility for the Highway 17 Express service and the Amtrak Connector service, and assumed direct operational responsibility for the ParaCruz service, and

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

NOW, THEREFORE, BE IT RESOLVED, that upon her retirement as Administrative Assistant/Supervisor, the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby commend Bonnie J. Wilson for efforts in advancing public transit service in Santa Cruz County and expresses sincere appreciation on behalf of itself, Santa Cruz Metropolitan Transit District staff and all of the residents of Santa Cruz County.

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

7.1

PASSED AND ADOPTED this 22nd day of August 2008 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____

JAN BEAUTZ
Board Chair

ATTEST _____

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

7.2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 22, 2008
TO: Board of Directors
FROM: Sam Mendez, Planning Intern
**SUBJECT: CONSIDERATION OF REPORT ON CELL PHONE USAGE ON
HIGHWAY 17 EXPRESS BUSES**

I. RECOMMENDED ACTION

Adopt a courtesy-based policy for cell phone use on Highway 17.

II. SUMMARY OF ISSUES

- A Highway 17 Express passenger filed a complaint claiming to having been verbally assaulted for talking on her cell phone while riding a Highway 17 Express bus.
- METRO staff conducted a cell phone use survey from June 19th to June 21st to determine passengers' experiences and preferences regarding cell phone usage on Highway 17.
- Staff recommends a courtesy-based policy for cell phone usage on Highway 17.

III. DISCUSSION

On March 6th, a Highway 17 Express passenger filed a complaint detailing an incident on March 4th where she claimed to have been verbally assaulted by another passenger as she was talking on her cell phone. The passenger explained that she was having a "pleasant conversation" on her phone when a man pointed his finger at her and started yelling for her to stop using her phone. The passenger then called METRO to file a complaint, and forwarded the complaint to the SCCRTC, where the issue made its way to the METRO Advisory Committee. MAC considered the complaint and unanimously passed a motion recommending the installation of signage inside buses calling attention to noise etiquette and cell phone use. After hearing of the incident, METRO staff conducted a survey (results attached as Attachment A) from June 19th to June 21st to discern riders' attitudes toward cell phone use on the Highway 17 Express. The dates were selected to capture general passenger activity encompassing weekdays and the weekend, peak and normal hours.

The survey was self administered; passengers voluntarily selected a form as they boarded the bus. About 6% of the total estimated ridership for those days responded. The surveys returned gave some clear data explaining the general feelings of cell phone usage. While two-thirds of the respondents indicated a negative impact from another's cell phone, 60% also indicated they were also positively impacted by cell phone use. Of those negatively affected, 78% did nothing or changed seats, so very few were willing to talk to the phone user. 62% of all surveyed

thought METRO should have a policy. The largest segment, 37%, wanted suggestive signs, and 26% wanted a policy restricting phone use to two minutes. Only 11% wanted a complete ban of cell phone use. More details from the survey can be found in the report.

Based on the survey results, staff recommends that METRO adopt a courtesy-based policy that requests that:

- o Passengers put their cell phones on vibrate,
- o They speak in a conversational tone,
- o Limit conversations when possible
- o Consider changing seats in the bus if seats are available.

This policy could be conveyed through signage on all Highway 17 Express buses as well as utilizing the Talking Bus to make an announcement leaving Diridon Station southbound and the Cavallaro Transit Center northbound. This is justified by 37% of survey takers wanting suggestive signs, and 26% wanting a policy restricting phone use to two minutes.

IV. FINANCIAL CONSIDERATIONS

Cost of producing signs for the buses would be minimal

V. ATTACHMENTS

Attachment A: Highway 17 Express Cell Phone User Survey Report

8.2

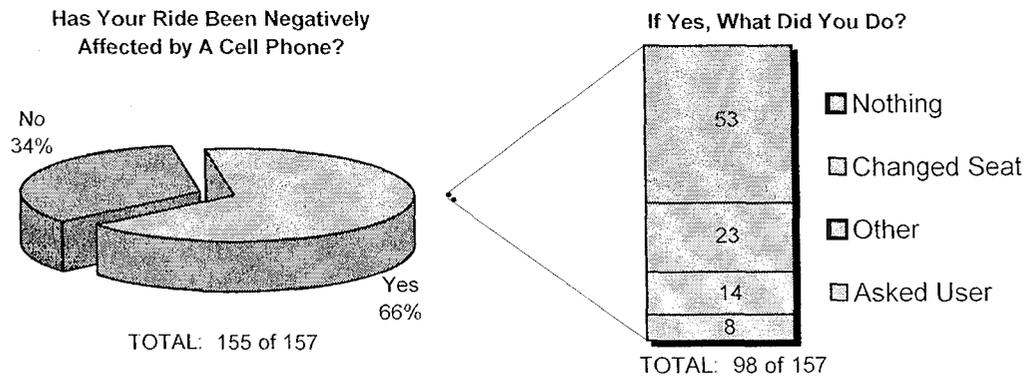
HIGHWAY 17 EXPRESS CELL PHONE USER SURVEY REPORT

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

AUGUST 2008

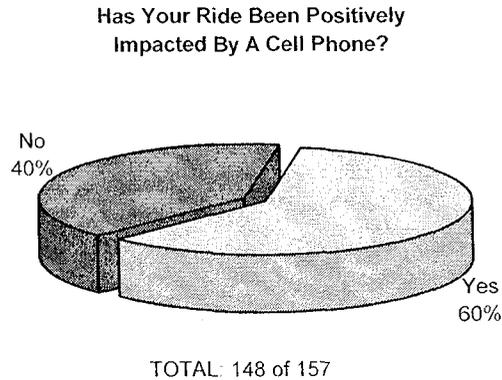
In response to passenger complaints, the Santa Cruz Metropolitan Transit District Planning Department conducted a survey of cell phone use and passenger's experiences with them while riding the Highway 17 Express. Passengers had been complaining that extensive phone use by other passengers was bothersome, and that the Metro should enact some sort of policy, whether that be a ban, restriction, suggestive, or some other kind. Conducted over three days, the survey started Thursday, June 19, and ended Saturday, June 21. These days were chosen so as to best capture general passenger activity, encompassing both weekdays and the weekend, rush hours and normal hours, and the Friday commute.

Being "self-serve," meaning passengers volunteered to take the survey by taking one from a stack on the bus, drivers did not have to solicit responses. A total of 157 passengers took the survey over the three days, compared to an average total of 2,500 passengers who rode the bus those days. While this was small percentage (6%), considering the fact that there was no follow up, this is an acceptable figure.



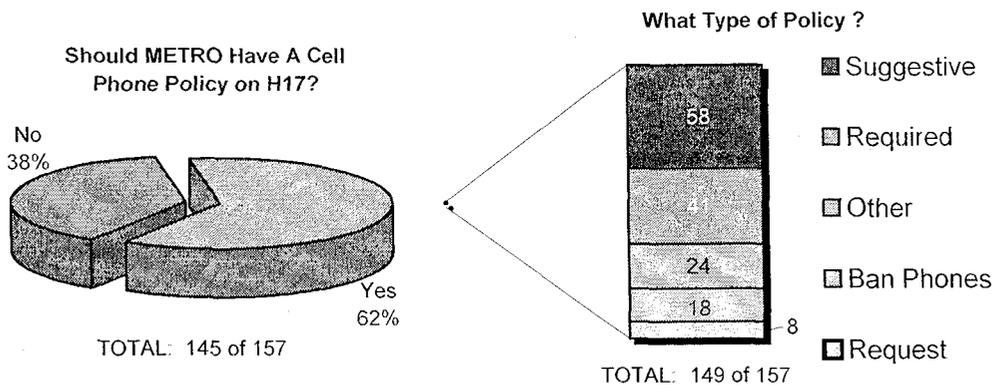
As is apparent, two thirds (103 of 157) of all who took the survey said they had been negatively affected by another's cell phone. Of these, about half (54) also said they had been positively affected. Judging from the comments written, these effects were almost always annoyance and discomfort on varying levels. Comments ranged from very irritated: "Glared and fumed" (#56), to more tolerable: "Ignore, use iPod" (#31). Also, the vast majority (76, or 78%) did nothing or changed seats, which showed that people are not comfortable with asking the phone user to talk quieter or end their call.

However, this data is countered by the opposite question, as shown:



So while two thirds of survey takers complained of being bothered by cell phone use, almost as many (89 of 148) wrote having been positively impacted by phone use. Of the two thirds who were negatively impacted, about half (54 of 103) were also positively impacted by a cell phone, and half were not. Many comments were similar to: “Can arrange pick-up or unexpected delay” (#146). Others wrote of work-related phone calls, which was an advantage to using the Express instead of driving: “Use phone for work, done on bus, big reason I ride” (#10). While these are most of the positive phone experiences reported, the negative-impact results showed many phone calls used for casual conversations, and those were the most bothersome.

These two figures aside, the most important question was what Metro should do.



Those who wanted a policy or not were fairly consistent with whether they were negatively affected. Of those negatively affected, 78% (80 of 103) believed a policy should be enacted and only 15% didn't. Of those not negatively affected, 75% didn't want a policy and 19% did. The five options for policies can be seen in the chart, and were as follows: suggestive—place signs requesting that cell phone use be brief and limited to emergencies; require that cell phones be used for brief calls (1-2 minutes) when

8.a²

necessary; other; ban cell phone use on the bus; request people to move to the back of the bus to use their cell phones. Only one option would be counted. Most passengers (62%) believe there should be a policy instituted, but very few (18, or 11%) wanted an outright ban on cell phones. The largest segment (58, or 37%) wanted suggestive signs on the bus. The next largest segment (41, or 26%) wanted a two-minute requirement. 24 (15%) checked 'other,' 8 (5%) wanted a request to the back of the bus, and 8 (5%) didn't check off an answer. Comments were varied across the board, some wanting bans, some simply commiserating, and others defending their use. Perhaps the comment that best represents the general feeling was "H17 ride is quiet time, but also time to make personal and business calls that can't be made at another time" (#94).

Presented by Sam Mendez, Planning Intern

8.a³3

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Google Transit Demonstration will take place at the August 22, 2008 Board Meeting

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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

**A RESOLUTION OF APPRECIATION FOR THE SERVICES OF
RAUDEL A. DELGADO AS FM MECHANIC II
FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

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

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

WHEREAS, the Santa Cruz Metropolitan Transit District, requiring an employee with expertise and dedication appointed Raudel A. Delgado to serve in the position of FM Mechanic I, then promoted to FM Mechanic II, and

WHEREAS, Raudel A. Delgado served as a member of the Fleet Maintenance Department of the Santa Cruz Metropolitan Transit District for the time period of October 20, 2000 to July 2, 2008, and

WHEREAS, Raudel A. Delgado provided the Santa Cruz Metropolitan Transit District with dedicated service and commitment during the time of employment, and

WHEREAS, Raudel A. Delgado served the Santa Cruz Metropolitan Transit District with distinction, and

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

WHEREAS, during the time of Raudel A. Delgado's service, METRO expanded service, developed new operating facilities, purchased new equipment, developed accessible bus stops, opened new transit centers, improved ridership, responded to adverse economic conditions, assumed direct operational responsibility for the Highway 17 Express service and the Amtrak Connector service, and assumed direct operational responsibility for the ParaCruz service, and

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

NOW, THEREFORE, BE IT RESOLVED, that upon his retirement as FM Mechanic II, the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby commend Raudel A. Delgado for efforts in advancing public transit service in Santa Cruz County and expresses sincere appreciation on behalf of itself, Santa Cruz Metropolitan Transit District staff and all of the residents of Santa Cruz County.

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

10.1

PASSED AND ADOPTED this 22nd day of August 2008 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____

JAN BEAUTZ
Board Chair

ATTEST _____

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

10.2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 22, 2008

TO: Board of Directors

FROM: Tom Stickel, Manager of Maintenance

SUBJECT: CONSIDERATION OF AWARD OF PURCHASE ORDERS FOR
COMPUTER SERVERS AND ASSOCIATED EQUIPMENT WITH GOV
STORE, INC. AND GOLDEN GATE SYSTEMS, LLC

I. RECOMMENDED ACTION

District Staff recommends that the Board of Directors authorize the General Manager to execute purchase orders for computer servers and associated equipment with Gov Store, Inc. and Golden Gate Systems, LLC.

II. SUMMARY OF ISSUES

- A competitive procurement was conducted to solicit bids from qualified firms.
- Four firms submitted bids for the District's review.
- District staff has reviewed all submitted bids.
- District staff is recommending that purchase orders be established with Gov Store, Inc. and Golden Gate Systems, LLC for computer servers and associated equipment.

III. DISCUSSION

The Board of Directors approved the purchase of computer servers and window server software in the FY 09 and FY 10 Capital Budget. On July 14, 2008, District Invitation for Bid No. 09-02 was mailed to thirty-nine firms, was legally advertised, and a notice advertising the IFB was posted on the District's web site. On August 7, 2008, bids were received and opened from four firms. A list of firms and a summary of the bids received are provided in Attachment A. District staff have reviewed all submitted bids.

District staff is recommending that purchase orders be established with Gov Store, Inc. for computer servers and associated equipment for an amount not to exceed \$ 35,000 and Golden Gate Systems, LLC for associated computer equipment for an amount not to exceed \$11,000. Vendors will provide all computer equipment and materials meeting all District specifications and requirements.

IV. FINANCIAL CONSIDERATIONS

Funding for this contract is contained in the capital budget.

11.1

V. ATTACHMENTS

Attachment A: Recap of IFB No. 09-02 for Computer Servers and Associated Equipment

Attachment B: Purchase Orders with Gov Store, Inc. and Golden Gate Systems, LLC

Note: The IFB along with its Exhibits and any Addendum(s) are available for review at the Administration Office of METRO or online at www.scmtd.com

RECAP OF IFB NO. 09-02 FOR COMPUTER SERVERS AND ASSOCIATED EQUIPMENT

	VENDOR		HDL FOCUS, INC	APPLIED COMPUTER SOLUTIONS	GOLDEN GATE SYSTEMS, LLC	GOVSTOR, INC.
	ITEM	QTY	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE
1	SUN SPARC T2000 SERVER, T1 WITH QUAD CORE 1 GHZ ULTRASPARC PROCESSOR, 8 GB MEMORY, DVD DRIVE, TWO 73 GB 10K SAS DRIVES, FOUR 1 GB ETHERNET PORTS, SOLARIS 10 OPERATING SYSTEM PRE-INSTALLED SUN MODEL SEBAEC1Z	1	\$ 5,805.85	\$ 6,085.65	\$ 6,452.89	\$ 4,616.00
2	SLIDE RAIL KIT FOR SUN SPARC T2000	1	\$ 124.50	\$ -	\$ 138.38	included
3	SUN SILVER SUPPORT FOR T2000 SERVER FOR PERIOD OF THREE YEARS SUN IWU-T2000-4-3S	1	\$ 3,179.52	\$ 6,613.44	\$ 2,574.62	\$ 1,462.00
4	SUN FIRE X4150 RACK MOUNT SERVER WITH QUAD CORE XEON E5410 PROCESSOR (2.33 GHZ) WITH 8 GB MEMORY	5	\$ 2,315.70	\$ 2,140.20	\$ 2,573.78	\$ 1,838.00
5	SECOND QUAD CORE E5410 PROCESSOR FOR X4150 SUN X6391A	5	\$ 372.67	\$ 390.63	\$ 414.20	\$ 296.00
6	146 GB 10K RPM 2.5" SAS DISK DRIVE WITH MARLIN BRACKET (6 PER EACH X4150 SERVER) SUN XRA-SS2CF-146G10K	30	\$ 273.07	\$ 286.23	\$ 303.50	\$ 217.00
7	SUN STORAGE 8 PORT INTERNAL SAS RAID HOST BUS ADAPTER FOR X4150 SUN SGXPCIESAS-R-INT-Z	5	\$ 497.17	\$ 521.13	\$ 552.58	\$ 395.00
8	INTERNAL SAS DRIVE CABLE KIT FOR SUN FIRE X4150 SERVER SUN X6388A	5	\$ 20.74	\$ 13.05	\$ 13.84	\$ 10.00
9	SLIDE RAIL KIT FOR SUN FIRE X4150 SUN X6326A	5	\$ 124.50	\$ 130.50	\$ 138.38	\$ 99.00
10	DVD DRIVE FOR SUN FIRE X4150 SUN X6323A	5	\$ 120.35	\$ 126.15	\$ 133.76	\$ 95.00
11	HARDWARE WARRANTY UPGRADE FOR X4150 SERVER FOR PERIOD OF THREE YEARS SUN IWU-B13-SD-3H	5	\$ 344.45	\$ 223.89	\$ 278.92	\$ 158.00
12	SUN FIRE X4150 RACK MOUNT SERVER WITH QUAD CORE XEON E5410 PROCESSOR (2.33 GHZ) WITH 8 GB MEMORY	1	\$ 2,315.70	\$ 2,438.55	\$ 2,573.78	\$ 1,838.00
13	SECOND QUAD CORE XEON E5410 PRO	1	\$ 372.67	\$ 390.63	\$ 414.20	\$ 296.00
14	146 GB 10K RPM 2.5" SAS DISK DRIVE WITH MARLIN BRACKET FOR X4150 SERVER XRA-SS2CF-146G10K	6	\$ 273.07	\$ 286.23	\$ 303.50	\$ 217.00

11.21

Attachment A

RECAP OF IFB NO. 09-02 FOR COMPUTER SERVERS AND ASSOCIATED EQUIPMENT

	VENDOR		HDL FOCUS, INC	APPLIED COMPUTER SOLUTIONS	GOLDEN GATE SYSTEMS, LLC	GOVSTOR, INC.
	ITEM	QTY	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE
15	8 PORT INTERNAL SAS RAID HOST BUS ADAPTER FOR X4150 SERVER SGXPCIESAS-R-INT-Z	1	\$ 497.99	\$ 521.13	\$ 552.58	\$ 395.00
16	SCSI ADAPTER FOR EXTERNAL SCSI DEVICES FOR X4150 SERVER.SG- XPCIE2SCSIU320Z	1	\$ 423.30	\$ 443.70	\$ 470.48	\$ 336.00
17	SLIDE RAIL KIT FOR X4150	1	\$ 124.50	\$ 130.50	\$ 138.38	\$ 99.00
18	DVD+/-RW DVD DRIVE FOR X4150 X6323A	1	\$ 120.35	\$ 126.15	\$ 133.76	\$ 95.00
19	INTERNAL SAS DRIVE CABLE KIT FOR SUN X4150 SERVER X6388A	1	\$ 20.74	\$ 13.05	\$ 13.84	\$ 10.00
20	HARDWARE WARRANTY UPGRADE FOR X4150 SERVER FOR A PERIOD OF THREE YEARS 1WU-B13-SD-3H	1	\$ 344.45	\$ 223.89	\$ 317.76	\$ 158.00
21	WINDOWS SERVER 2008 STANDARD (64 BIT) WITH 5 CALS	6	\$ 798.00	\$ 719.70	\$ 610.29	\$ 925.00
22	42U 36" DEEP HARDWARE RACK FOR SERVERS WITH SIDE PANELS AND REAR DOOR, INCLUDE TWO 120V 15A MOUNTED POWER STRIPS AND TWO FIXED RACK EQUIPMENT SHELVES, UPS NOT REQUIRED.	1	\$ 1,388.40	\$ 4,824.15	\$ 4,492.58	\$ 3,200.00
23	HP PROCURVE 2900-48G ENHANCED SWITCH (SUPPORT FOR VLAN) 44 PORTS SUPPORT 1 GB DATA RATE PER PORT, RACK MOUNTING HARDWARE REQUIRED J9050A	2	\$ 4,292.05	\$ 4,124.25	\$ 3,233.88	\$ 3,995.00
24	TECHNICAL ASSISTANCE FOR INSTALLATION, UP TO FOUR HOURS.	4	\$ 100.00	\$ 220.00	\$ 150.00	\$ 200.00
	SUBTOTAL		\$ 57,298.49	\$ 63,289.57	\$ 60,456.05	\$ 49,112.00
	SALES TAX @ 8.5 %		\$ 4,870.37	\$ 5,379.61	\$ 5,138.76	\$ 4,174.52
	TOTAL BID		\$ 62,168.86	\$ 68,669.18	\$ 65,594.81	\$ 53,286.52
	MFG/MODEL OFFERED			Sun Microsystems	Sun Microsystems & HP	As Specified
	WARRANTY			Std Mfg Warranty		Std Mfg Warranty
	DELIVERY		?	14 days	10-18 days	15-20 days

11.93

**Santa Cruz Metropolitan
Transit District**



**BILL TO: 370 ENCINAL ST., STE. 100
SANTA CRUZ, CA 95060
(831) 426-6080**

PURCHASE ORDER NUMBER: 290366 I

DATE ORDERED: August 14, 2008

**VENDOR: GOVSTOR, INC.
1914 21ST STREET
SACRAMENTO CA 95811**

**SHIP TO: SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
370 ENCINAL STREET, STE. 100
SANTA CRUZ CA 95060
(831) 426-4663**

VENDOR NO: 1,212 REQUISITION: 18902 NOTES:

DATE ENTERED	DEPARTMENT NO.	SHIP VIA	PRIORITY	F.O.B.	SHIP BY DATE	TERMS
August 14, 2008	150050			Destination	9/13/2008	Net 30

ITEM	PART NUMBER	DESCRIPTION	ACCT. NO.	QUANTITY	U/M	UNIT COST	EXTENDED COST
1	SEBPAEC1Z	SUN SPARC T2000 SERVER, 4 CORE 1GHZ ULTRASPARC PROCESSOR, 8GB MEMORY, DVD, 2 73GB 10K SAS HARD DRIVES, FOUR 1 GB ETHERNET PORTS, SOLARIS 10 PREINSTALLED	514041	1	EA	\$4,616.00	\$4,616.00
2		SLIDE RAIL KIT FOR SUN SPARC T2000 (NO CHARGE - INCLUDED)	514041	1	EA		\$0.00
3	IWU-T2000-4-3S	SUN SILVER SUPPORT FOR T2000 SERVER FOR PERIOD OF 3 YEARS	514041	1	EA	\$1,462.00	\$1,462.00
4		SUN FIRE X4150 RACK MOUNT SERVER W QUAD CORE XEON E5410 PROCESSOR (2.33GHZ) W. 8GB MEMORY	514041	5	EA	\$1,838.00	\$9,190.00
5	X6391A	SECOND QUAD CORE E5410 PROCESSOR FOR X4150	514041	5	EA	\$296.00	\$1,480.00
6	XRA-SS2CF-146G10I	146GB 10K RPM 2.5" SAS DISK DRIVE WITH MARLIN BRACKET (6 PER EACH X4150 SERVER)	514041	30	EA	\$217.00	\$6,510.00
7	SGXPCIESAS-R-INT-	SUN STORAGE 8 PORT INTERNAL SAS RAID HOST BUS ADAPTER FOR X4150	514041	5	EA	\$395.00	\$1,975.00
8	X6388A	INTERNAL SAS DRIVE CABLE KIT FOR SUN FIRE X4150 SERVER	514041	5	EA	\$10.00	\$50.00
9	X6326A	SLIDE RAIL KIT FOR SUN FIRE X4150	514041	5	EA	\$99.00	\$495.00
10	X6323A	DVD DRIVE FOR SUN FIRE X4150	514041	5	EA	\$95.00	\$475.00

11.91

Attachment B

Santa Cruz Metropolitan
Transit District



BILL TO: 370 ENCINAL ST., STE. 100
SANTA CRUZ, CA 95060
(831) 426-6080

PURCHASE ORDER NUMBER: 290366 I

DATE ORDERED: August 14, 2008

VENDOR: GOVSTOR, INC.
1914 21ST STREET
SACRAMENTO CA 95811

SHIP TO: SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
370 ENCINAL STREET, STE. 100
SANTA CRUZ CA 95060
(831) 426-4663

VENDOR NO: 1,212 REQUISITION: 18902 NOTES:

DATE ENTERED	DEPARTMENT NO.	SHIP VIA	PRIORITY	F.O.B.	SHIP BY DATE	TERMS
August 14, 2008	150050			Destination	9/13/2008	Net 30

ITEM	PART NUMBER	DESCRIPTION	ACCT. NO.	QUANTITY	U/M	UNIT COST	EXTENDED COST
11	1WU-B13-SD-3H	HARDWARE WARRANTY UPGRADE FOR X4150 SERVER FOR PERIOD OF 3 YEARS	514041	5	EA	\$158.00	\$790.00
12		SUN FIRE X4150 RACK MOUNT SERVER W QUAD CORE XEON E5410 PROCESSOR (2 33GHZ) WITH 8GB MEMORY	514041	1	EA	\$1,838.00	\$1,838.00
13	X6391A	SECOND QUAD CORE XEON E5410 PROCESSOR FOR X4150 SERVER	514041	1	EA	\$296.00	\$296.00
14	XRA-SS2CF-146G10t	146GB 10K RPM 2.5" SAS DISK DRIVE WITH MARLIN BRACKET FOR X4150 SERVER	514041	6	EA	\$217.00	\$1,302.00
15	SGXPCIESAS-R-INT-	8 PORT INTERNAL SAS RAID HOST BUS ADAPTER FOR X4150 SERVER	514041	1	EA	\$395.00	\$395.00
16	SG-XPCIE2SCSIU32k	SCSI ADAPTER FOR EXTERNAL SCSI DEVICES FOR X4150 SERVER	514041	1	EA	\$336.00	\$336.00
17		SLIDE RAIL KIT FOR X4150	514041	1	EA	\$99.00	\$99.00
18	X6323A	DVD+/-RW DVD DRIVE FOR X4150	514041	1	EA	\$95.00	\$95.00
19	X6388A	INTERNAL SAS DRIVE CABLE KIT FOR SUN X4150 SERVER	514041	1	EA	\$10.00	\$10.00
20	1WU-B13-SD-3H	HARDWARE WARRANTY UPGRADE FOR X4150 SERVER FOR A PERIOD OF 3 YEARS	514041	1	EA	\$158.00	\$158.00
21		TECHNICAL ASSISTANCE FOR INSTALLATION UP TO FOUR HOURS	514041	4	HRS	\$200.00	\$800.00

11.62

**Santa Cruz Metropolitan
Transit District**



**BILL TO: 370 ENCINAL ST., STE. 100
SANTA CRUZ, CA 95060
(831) 426-6080**

PURCHASE ORDER NUMBER: 290366 I

DATE ORDERED: August 14, 2008

**VENDOR: GOVSTOR, INC.
1914 21ST STREET
SACRAMENTO CA 95811**

**SHIP TO: SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
370 ENCINAL STREET, STE. 100
SANTA CRUZ CA 95060
(831) 426-4663**

VENDOR NO: 1,212 REQUISITION: 18902 NOTES:

DATE ENTERED	DEPARTMENT NO.	SHIP VIA	PRIORITY	F.O.B.	SHIP BY DATE	TERMS
August 14, 2008	150050			Destination	9/13/2008	Net 30

ITEM	PART NUMBER	DESCRIPTION	ACCT. NO.	QUANTITY	U/M	UNIT COST	EXTENDED COST
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Vendor's Instructions: Ship prepaid. Bill in triplicate. Packing Slips must accompany all shipments. The above purchase order number must appear on all packages, invoices & correspondence. Receiving hours 8:00-12:00 / 1:00-3:30 Weekdays

- CONFIRMING ORDER
- ORIGINAL ORDER
- CHANGE ORDER

SUB-TOTAL: \$32,372.00
SALES TAX: \$2,559.35
SHIPPING: \$0.00
TOTAL: \$34,931.35

Purchase Order NOT Valid without authorized signatures

SEE ATTACHED TERMS AND CONDITIONS

11.63

**Santa Cruz Metropolitan
Transit District**



**BILL TO: 370 ENCINAL ST., STE. 100
SANTA CRUZ, CA 95060
(831) 426-6080**

PURCHASE ORDER NUMBER: 290367 I

DATE ORDERED: August 14, 2008

**VENDOR: GOLDEN GATE SYSTEMS
320 SPENCE AVENUE
MILPITAS, CA 95035**

**SHIP TO: SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
370 ENCINAL STREET, STE. 100
SANTA CRUZ CA 95060
(831) 426-4663**

VENDOR NO: 1,029 REQUISITION: 18902 NOTES:

DATE ENTERED	DEPARTMENT NO.	SHIP VIA	PRIORITY	F.O.B.	SHIP BY DATE	TERMS
August 14, 2008	150050			Destination	9/13/2008	Net 30

ITEM	PART NUMBER	DESCRIPTION	ACCT. NO.	QUANTITY	U/M	UNIT COST	EXTENDED COST
1		WINDOWS SERVER 2008 STANDARD (64BIT) WITH 5 CALS	514041	6	EA	\$610.29	\$3,661.74
2	J9050A	HP PROCURVE 2900-48G ENHANCED SWITCH (SUPPORT FOR VLAN) 44 PORTS SUPPORT 1GB DATA RATE PER PORT. RACK MOUNTING HARDWARE REQUIRED	514041	2	EA	\$3,233.88	\$6,467.76

Vendor's Instructions: Ship prepaid. Bill in triplicate. Packing Slips must accompany all shipments. The above purchase order number must appear on all packages, invoices & correspondence. Receiving hours 8:00-12:00 / 1:00-3:30 Weekdays

- CONFIRMING ORDER
- ORIGINAL ORDER
- CHANGE ORDER

SUB-TOTAL: \$10,129.50
SALES TAX: \$861.01
SHIPPING: \$0.00
TOTAL: \$10,990.51

Purchase Order NOT Valid without authorized signatures

SEE ATTACHED TERMS AND CONDITIONS

11.94

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 22, 2008
TO: Board of Directors
FROM: Robyn D. Slater, Human Resources Manager
SUBJECT: **CONSIDERATION OF APPROVAL OF CHANGES TO METRO'S DRUG AND ALCOHOL TESTING POLICY TO CONFORM TO DEPARTMENT OF TRANSPORTATION REGULATORY CHANGES**

I. RECOMMENDED ACTION

Staff recommends the Board of Directors approve changes to the Drug and Alcohol Testing Policy to conform to Department of Transportation (DOT) regulatory changes which become effective August 25, 2008.

II. SUMMARY OF ISSUES

- June 25 2008 the DOT published regulatory changes effective August 25, 2008.
- Several changes to the Code of Federal Regulation (CFR) 49 Part 40, which governs METRO's Drug and Alcohol Testing Program, changed.
- METRO's District Counsel reviewed the revised regulations and made changes so METRO's policy would comply with the regulation.
- METRO's Human Resources Manager confirmed that all applicable vendors providing services related to METRO's Drug and Alcohol Policy are aware of, and when needed, have received training in the new regulations.
- METRO's Human Resources Manager met with the Service Employees International Union, Local 521 (SEIU) and the United Transportation Union, Local 23 (UTU) regarding the changes.

III. DISCUSSION

METRO approved a Drug and Alcohol Testing Policy January 1, 1996. Since then two revisions have taken place the last, in October 2004.

June 25, 2008 the DOT issued a notice of changes to CFR 49, Part 40. The regulatory changes affected the process required for return to duty and follow-up tests as well as negative dilute tests with a creatinine level less than or equal to 5 mg/dL. The regulatory changes will go into effect on August 25, 2008.

Based on the new DOT regulations the collection process for all return to duty testing (which occurs when a METRO employee that has tested positive for drugs returns to work after treatment) and all follow-up tests must be observed.

12.1

Recollections for dilute negative drug tests with creatinine levels less than or equal to 5 mg/dL will now be conducted under the authority of the DOT and will be observed collections. Recollections with creatinine levels greater than 5 mg/dL will continue to be performed under METRO's own authority and are not required to be observed.

METRO met with SEIU Local 521 and UTU Local 23 and explained the changes were required as a result of the regulatory changes. Additional regulatory changes regarding testing of samples for adulterants that does not affect METRO's policy were also discussed with the unions. The unions understood the changes were required and did not voice any disagreement with the changes.

Non-substantive changes are also being made to the retention table of the regulation.

IV. FINANCIAL CONSIDERATIONS

No financial increases are anticipated.

V. ATTACHMENTS

Attachment A: Santa Cruz Metropolitan Transit District's recommended Drug and Alcohol Testing Policy

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Attachment **A**

Regulation Number: AR-3013

Computer Title: drug policy.doc

Effective Date: January 1, 1996

Pages: 387

TITLE: **DRUG & ALCOHOL TESTING POLICY**

Procedure History

REVISION DATE	SUMMARY OF REVISION	APPROVED
8/21/98	Footnotes added to Page 16	S.A.
10/22/04	Implementation of New Federal Law Requirements; and other modifications.	E.R.
<u>8/25/08</u>	<u>Changes to Federal Regulations</u>	

I. POLICY

- 1.01 It is the policy of the Santa Cruz Metropolitan Transit District (District) that its workplace is free from the effects of drug and alcohol abuse. This policy is enforced in order to insure the safe and efficient operation and maintenance of its transportation system for its passengers, and to provide a safe work environment for its employees. This policy is also to avoid the dangers arising from substance abuse in the work place. These dangers include death and injury to the employee, co-workers, and the public resulting from accidents, dereliction of duty, poor judgment and carelessness. Substance abuse also results in lost productivity, reduced efficiency, and increased absenteeism by the substance abuser and interferes with the job performance of employees who do not use illegal or unauthorized substances.
- 1.02 No District employee shall: (1) use, possess, or be under the influence of drugs or other mind-altering substances; or (2) use or possess a container of alcohol or be under the influence to any extent that would impede the employee's ability to perform his or her duties safely and effectively. Furthermore, employees shall not perform duties, which because of drugs or medication taken under a legal prescription or non-prescription, cannot be performed without posing a threat to the health or safety of the employee or others.
- 1.03 The District is committed to providing safe, reliable, and efficient transportation services to the public, and a safe, healthy and productive work environment for its employees. In order to meet these goals, the Policy of the District is to:

12.01

- a. Create a work environment free from the adverse effects of drug and alcohol misuse;
 - b. Encourage employees to seek professional assistance when personal problems, including alcohol or drug dependency adversely affect their ability to perform their duties in a safe, productive and courteous manner;
 - c. Ensure that employees do not report to work or work with alcohol or drugs in their systems;
 - d. Prohibit the illegal use, possession, manufacture, sale or distribution of controlled substances by its employees;
 - e. Ensure that the reputation of the District and its employees is as responsible citizens worthy of public trust;
 - f. Provide guidelines and outline responsibilities for the testing of employees and employment candidates to determine drug abuse and alcohol misuse; and
 - g. Implement programs that are designed to help prevent accidents, injuries, and fatalities resulting from the misuse of alcohol and use of drugs by employees who perform safety sensitive functions.
- 1.04 District safety-sensitive employees will be subject to urine drug testing and breath alcohol testing in accordance with applicable federal law.
- 1.05 This Policy complies with the Federal Transit Administration (FTA) Regulations (49 CFR Parts 40 and 655 with applicable amendments) that mandate urine drug testing and breath-alcohol testing for safety- sensitive employees and the U.S. Department of Transportation (DOT) standards for the collection and testing of urine and breath specimens. All drug and alcohol testing as required by this policy is mandated by the FTA Regulations except that a second drug test is required if the results of a first test are determined by the MRO to be a negative dilute drug test which is pursuant to the District's own authority (See Section 9.10), and shall be in compliance with all Federal and State laws and regulations.
- 1.06 As required by the FTA Regulations, Attachment 1 lists the drugs or classes of drugs to be tested for and describes the testing procedures for drugs and alcohol; Attachment 2 provides information about the effects of alcohol misuse and the signs and symptoms of an alcohol problem; Attachment 3 provides information about the effects of drug abuse and the signs and symptoms of drug problems for each of the drugs to be tested; Attachment 4 lists job classifications considered to be safety-sensitive.

II. APPLICABILITY

- 2.01 This policy applies to all full-time and part-time safety- sensitive employees.

- 2.02 Participation in the testing program as described in this policy is a condition of METRO employment for all safety-sensitive employees, but no employee-authorization is required.
- 2.03 An employee violating this policy is subject to disciplinary action up to and including discharge. See also Articles X Employees Responsibilities and XI Actions After a Positive Test for specific disciplinary actions. Any disciplinary actions taken as a result of a violation of this policy is pursuant to the District's own authority.
- 2.04 Compliance with this policy does not relieve an employee of compliance with applicable Federal and State laws and regulations.

III. CONTRACTOR APPLICABILITY

- 3.01 District contractors and subcontractors, as required, shall comply with 49 Code of Federal Regulations Parts 40 and 655 to the extent required by Federal law.
- 3.02 The Human Resources Manager shall insure that all applicable District contractors and subcontractors who are required to comply with the FTA drug and alcohol testing requirements are in actual compliance.

IV. RESPONSIBILITIES OF DESIGNATED EMPLOYER REPRESENTATIVE AND OTHERS

- 4.01 The Human Resources Manager (or in his/her absence, the Assistant General Manager) is designated as the District's Drug and Alcohol Testing Coordinator and Designated Employer Representative (DER), and shall ensure that the administration of all drug and/or alcohol tests comply with applicable laws. The Human Resources Manager shall be knowledgeable about the DOT and FTA regulations, and District policies and procedures for drug and alcohol testing. The Human Resources Manager shall be immediately accessible to collection site personnel, Breath Alcohol Technicians (BAT), and Medical Review Officers (MRO) and be prepared to address drug and alcohol testing issues, make decisions and provide direction in a timely manner. An employee seeking additional information about the program can contact his or her manager and/or the Human Resources Manager, 370 Encinal Street, Suite 100, Santa Cruz 95060, (831) 423-5583.
- 4.02 The Human Resources Manager shall post and distribute the District's Drug & Alcohol Testing Policy to each safety-sensitive employee and to representatives of employee organizations.
- 4.03 The Human Resources Manager shall maintain all records and reports pertaining to the drug and alcohol-testing program in a confidential manner.

- 4.04 Each safety-sensitive employee shall receive a copy of this Policy and is responsible for reading, understanding and adhering to this Policy.
- 4.05 Managers and supervisors will be held accountable for the consistent application and enforcement of this Policy. Any manager/supervisor who knowingly disregards the requirements of this Policy, or who is found to have deliberately misused the Policy in regard to subordinates shall be subject to disciplinary action, up to and including discharge.
- 4.06 Any employee who has actual knowledge that an employee has used alcohol within four hours of performing a safety-sensitive function or is under the influence of drugs while performing a safety sensitive function shall report such knowledge immediately to either his/her Manager or the Human Resources Manager.
- 4.07 A Manager or Supervisor having actual knowledge that an employee is using alcohol while performing safety-sensitive functions shall not permit the employee to perform or continue to perform safety-sensitive functions.
- 4.08 After obtaining an applicant or employee's written consent who is seeking employment or a transfer to a safety sensitive position, the Manager of Human Resources shall request the following information from DOT-regulated employers who have employed the applicant/employee during any period during the two years before the date of the applicant/employee's application or transfer request:
 - a. Alcohol tests with a result of 0.04 or higher alcohol concentration;
 - b. Verified positive drug tests;
 - c. Refusals to be tested, including verified or substituted drug test results;
 - d. Other violations of DOT agency drug and alcohol testing regulations;
 - e. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return-to-duty requirements, including follow-up tests. If no documentation is forthcoming, the Human Resources Manager shall seek to obtain the information from the applicant/employee.
- 4.09 If the applicant/employee refuses to provide written consent pursuant to Section 4.08 above, the applicant/employee shall not be permitted to perform safety-sensitive functions.

V. EDUCATION/TRAINING

- 5.01 The Human Resources Manager shall be responsible to establish and maintain an education and training program in order to promote the deterrence of the misuse of drugs and alcohol. The education component shall include display and distribution to every safety-sensitive employee informational material and a community service hot-line telephone number for employee assistance, if available. The Human Resources Manager shall maintain a copy of 49 CFR Part 40 in her/his office, which shall be made available to employees upon request.
- 5.02 Safety-sensitive employees shall be provided at least 60 minutes of training which must cover the effects and consequences of prohibited drug use on personal health, safety and the work environment and include information on the signs and symptoms that indicate prohibited drug use.
- 5.03 Managers, Supervisors and/or other District officials who are authorized to make reasonable suspicion determinations shall undergo at least one hour of training on the physical, behavioral, and performance indicators of probable drug use and at least one hour of training on the physical, behavioral, speech and performance indicators of probable alcohol misuse.

VI. REHABILITATION

- 6.01 Drug users and alcohol abusers are encouraged to make every effort to overcome the abuse and addiction that comes from use. Successful rehabilitation hinges upon users rehabilitating themselves with the assistance of outside professionals. The District provides an Employee Assistance Program (EAP) to assist employees in dealing with drug and alcohol related problems. Employees of the District who have a problem with drug or alcohol use are strongly encouraged to seek help voluntarily. In addition, all employees are encouraged to make use of other available resources for treatment for alcohol and substance abuse problems.
- 6.02 An employee may voluntarily seek help through a community based alcohol and/or drug rehabilitation program or through the District's EAP which provides assessment and referral services. A supervisor/manager may refer an employee to EAP for any problem(s) impacting job performance with the exception of an employee testing positive for drugs/alcohol in which case the employee will be referred to a Substance Abuse Professional (SAP).
- 6.03 An employee will be allowed up to a 30-day leave of absence for rehabilitation purposes. Employees may use their accumulated sick leave or annual leave for such purposes.

VII. TESTING

- 7.01 Employees shall submit to a urine test for the detection of drugs under the following circumstances:
- a. Pre-employment/Transfer to a safety sensitive position for the first time/Return to work;
 - b. Post accident;
 - c. Reasonable suspicion;
 - d. Random; and
 - e. Return-to-duty/follow-up.
- 7.02 An employee shall be tested for the following drugs:
- a. Marijuana;
 - b. Cocaine;
 - c. Opiates;
 - d. Amphetamines; and
 - e. Phencyclidine.
- 7.03 Employees are prohibited from consuming the drugs identified in Section 7.02 at all times.
- 7.04 Employees shall submit to a breath test for the detection of alcohol in the following circumstances:
- a. Transfer to a safety sensitive position for the first time/Return to work;
 - b. Post accident;
 - c. Reasonable suspicion;
 - d. Random; and
 - e. Return-to-Duty/Follow-Up Testing.

7.05 An employee is prohibited from using alcohol while performing safety-sensitive functions or at all times if the result is that his/her breath registers a 0.02 or greater when performing safety-sensitive functions.

VIII. TYPES OF TESTING

8.01 Pre-employment/Transfer Testing/Return to work:

- a. Applicants for District employment in safety-sensitive positions and employees transferring into safety-sensitive positions shall undergo urine drug testing with a verified negative result prior to employment or transfer.
- b. No pre-employment drug tests shall be given to an applicant or employee unless a contingent offer of employment or transfer subject to the applicant /employee passing the test has been made.
- c. The Human Resources Department shall inform an applicant and/or an employee seeking a safety sensitive position, prior to testing that drug tests including those for the detection of marijuana, cocaine, amphetamines, opiates, and phencyclidine will be administered. This notification shall be in writing and shall inform the applicant/employee that a positive test result shall be the basis for the decision to refuse to make the appointment or transfer as the case may be.
- d. Failure of a drug test will disqualify an applicant for employment to a safety-sensitive position.
- e. Employees attempting to transfer into safety-sensitive positions who fail a drug test shall not be permitted to transfer.
- f. Employees or applicants who have previously failed or refused a pre-employment drug test administered under this part, must provide proof of having successfully completed a referral, evaluation and treatment plan as described in section XI.
- g. When an employee has not performed a safety-sensitive function for 90 consecutive calendar days regardless of the reason, and the employee has not been in the random selection pool during that time, the employee shall take a pre-employment drug test with a verified negative result before performing safety-sensitive duties. An employee may, at the employee's discretion, take the test while he/she is still on leave as long as the applicable procedures are followed. Whether on leave or not, an employee testing positive shall be subjected to the procedures required by this policy following a positive test including disciplinary action.

- h. An applicant for District employment for a safety sensitive positions and employees transferring into safety sensitive positions shall undergo an alcohol test before employment or transfer.
- i. The alcohol test shall not be conducted until a contingent offer of employment or transfer subject to the applicant/employee passing the pre-employment alcohol test is made.
- j. An applicant or an employee wishing to transfer into a safety-sensitive position shall not be allowed to begin performing safety-sensitive functions unless the result of the employee's test indicates an alcohol concentration of less than 0.02

8.02 Reasonable Suspicion Testing:

- a. An employee shall be subject to drug and/or alcohol tests when there is a reason to suspect that such employee has used a prohibited drug or has misused alcohol. A reasonable suspicion referral for testing will be made on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee, by a manager/supervisor trained in detecting signs and symptoms of drug use and alcohol misuse.
- b. Alcohol testing is authorized under this section only if the observations required are made during, just preceding, or just after the period of the workday that the employee is required to be in compliance.
- c. A supervisor/manager who has made the required observations may direct an employee to undergo reasonable suspicion testing for alcohol only while the employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such functions.
- d. If an alcohol test required by this section is not administered within two hours following the determinations to test, the supervisor/manager who made the observations shall prepare a report stating the reasons the alcohol test was not promptly administered. If the alcohol test is not given within eight (8) hours, following the determination to test, efforts to administer the test shall cease and the supervisor/manager shall prepare a report stating the reasons for not administering the test. All reports required by this section shall be forwarded promptly to the Human Resources Manager for review and appropriate action. The Human Resources Manager shall maintain a file for such reports.
- e. Under no circumstances shall an employee suspected of drug and/or alcohol intoxication be permitted to drive a District vehicle. District personnel shall transport such employee to the collection test site and offer to transport him/her to his/her residence or other appropriate destination after the test.

- f. The supervisor/manager who determined that there was reasonable suspicion to require a drug and/or alcohol test shall complete a report on a form provided by the District setting forth the behavioral signs and symptoms observed in the employee suspected of being under the influence of drugs and/or alcohol. A copy of the report shall be marked confidential and forwarded to the Human Resources Manager within twenty-four (24) hours of the determination.

8.03 Post Accident Testing:

- a. As soon as practicable following an accident involving the loss of human life, the District shall test for drugs and alcohol each surviving employee operating the mass transit vehicle (regardless of whether or not the vehicle is in revenue service) at the time of the accident. Any other employee whose performance could have contributed to the accident as determined by a manager/supervisor using the best information available at the time of the decision shall also be tested for drugs and alcohol.
- b. As soon as practicable following an accident (see "accident" definition) not involving the loss of human life, in which a mass transit vehicle is involved (regardless of whether or not the vehicle is in revenue service), each employee operating the mass transit vehicle at the time of the accident shall be tested for drugs and alcohol unless a manager/supervisor determines using the best information available at the time of the decision that the employee's performance can be completely discounted as a contributing factor to the accident. Such a decision must be documented in detail including the decision making process used to reach the decision not to test.
- c. Other employees whose performance could have contributed to the accident, as determined by a manager/supervisor using the best information available at the time of the decision shall also be tested for drugs and alcohol.
- d. Following an accident, the employee(s) shall be tested as soon as possible but not later than eight (8) hours for alcohol testing and 32 hours for drug testing. An employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until (s)he undergoes a post-accident alcohol test, whichever comes first. Following an accident an employee must remain readily available for testing. If an employee does not remain readily available he/she shall be considered to have refused the tests and will be subject to employment discharge.
- e. An employee who leaves the scene of the accident without appropriate authorization prior to submission to drug and alcohol testing will be considered to have refused the tests and will be subject to employment discharge.

- f. Following an accident, field supervisory personnel at the scene shall do an immediate assessment of the condition of the employee to detect possible signs of the presence of drugs or alcohol.
- g. In compliance with FTA requirements alcohol testing shall be administered as soon as practicable after an accident. If the alcohol test is not administered within two (2) hours of the accident, the responsible Manager or Supervisor shall prepare a written report stating the reason why the test was not promptly administered. A copy of such report shall be forwarded to the Human Resources Manager and shall be available for inspection by the DOT or the FTA. All attempts to administer an alcohol test shall cease after eight (8) hours and all attempts to administer a drug test shall cease after 32 hours following the accident and shall be documented in the same manner with a written report to the Human Resources Manager.
- h. Following an accident based test, an employee shall not be allowed to perform safety-sensitive functions until the results of the test are known to the District and the employee.
- i. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a safety-sensitive employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.
- j. The results of a blood, urine, or breath test for the use of prohibited drugs or alcohol misuse, conducted by Federal, State or local officials having independent authority for the test shall be considered to meet the requirements of this section provided such test conforms to the applicable Federal, State or local testing requirements and that the test results are obtained by the District. Such test results shall be used only when the District is unable to perform a post-accident test within the required period noted above.

8.04 Random Testing:

- a. A safety-sensitive employee will be subject to random, unannounced testing for drugs and alcohol using a computer based random number selection method. Each employee in the random pool will have an equal chance of being selected for testing and shall remain in the pool even after being tested. Random testing will be administered at random times during the day (or shift) to avoid predictability. Each employee shall be assigned a unique number, which shall be entered into a pool from which the selection should be made. The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year.

- b. Once an employee is notified of his/her selection for a random test, he/she must be escorted immediately to the collection test site.
- c. A safety-sensitive employee shall be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such function. An employee may be randomly tested for prohibited drug use anytime while on duty.
- d. An employee who is not on duty because of sickness, vacation, jury duty, leave of absence, worker's compensation, family medical leave or any other purpose shall be removed from the random pool for purposes of random testing if the Manager of Human Resources determines using the best information available at the time that such employee will be absent for at least 90 days.

8.05 Employee Retest:

- a. After notification by the Medical Review Officer or the Human Resources Manager of a confirmed verified positive drug test, an employee may, within 72 hours, request that an additional test be conducted at a different DHHS - certified laboratory specified by the District. The request can only be made by the employee himself/herself but may be made orally. The test shall be conducted on the split sample that was provided at the same time as the original or primary sample.
- b. All costs for the employee requested testing, including the transportation of the split specimen to the second laboratory shall be paid by the District.

8.06 Return to Duty:

- a. Before any employee is allowed to return to duty to perform a safety-sensitive function following a verified positive drug test result, an alcohol result of 0.02 or greater, or for any other reason as required by FTA regulations, that employee must first be evaluated by a Substance Abuse Professional (SAP) and pass a return to duty test. The SAP will recommend a course of action to the employee.
- b. The purpose of the return to duty test and the evaluation of an individual's return to duty status by the SAP is to provide some degree of assurance that the individual is presently free of alcohol and/or any prohibited drugs and is able to return to work without undue concern about continued substance abuse. An employee must follow the recommendations of the SAP.
- c. Before a return to duty test is performed, the employee must be evaluated by a SAP to determine whether the employee has followed the recommendations for action by the SAP, including participation in a rehabilitation program.

- d. ~~d.~~ The employee must have a verified negative drug test result or an alcohol test result of less than 0.02 to return to a safety-sensitive function. If a drug test result is canceled, the employee shall be required to submit to and pass another drug test.
- e. All employee return-to-duty drug test specimens will be collected under direct observation¹.

8.07 Follow-Up Testing:

- a. Once allowed to return to duty, an employee shall be subject to unannounced follow-up testing for at least 12 but not more than 60 months. The frequency and duration of the follow-up testing will be recommended by the SAP as long as a minimum of six tests are performed during the first 12 months after the employee has returned to duty. All employee follow-up drug test specimens will be collected under direct observation¹.
- b. Follow-up testing is separate from and in addition to the regular random testing program. Employees subject to follow-up testing must also remain in the standard random pool and must be tested whenever their names come up for random testing even if this means being tested twice in the same day, week or month.
- c. If the employee is subject to drug follow-up tests, the employee may also be required to take one or more follow-up alcohol tests. If the employee is subject to alcohol follow-up tests, the employee may be required to take one or more follow-up drug tests with a verified negative result.

IX. MEDICAL REVIEW OFFICER (MRO)

- 9.01 All positive drug testing laboratory results will be reviewed by the District's MRO. The MRO shall verify and validate or invalidate test results.
- 9.02 The MRO shall conduct an administrative review of the control and custody form to ensure its accuracy.
- 9.03 The MRO shall review and interpret an employee's confirmed positive test by 1) reviewing the individual's medical history including any medical records and biomedical information provided, 2) affording the individual an opportunity to discuss the test result, and 3) deciding whether there is a legitimate medical explanation for the result, including legally prescribed medication.

¹ Direct Observation collections will be made according to the DOT Urine Specimen Collection Guidelines.

- 9.04 The MRO shall attempt to notify each employee who has a verified positive test that the employee has 72 hours in which to request a test of the split specimen. If the employee requests an analysis of the split specimen within 72 hours of having been informed of a verified positive test, the MRO shall direct, in writing, the laboratory to ship the split specimen to another DHHS-certified laboratory for analysis. If the retest is determined to be negative then the first test shall be considered to have a negative result.
- 9.05 If the employee has not contacted the MRO within 72 hours of being notified of a verified positive drug test, the employee may present to the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the verified positive test or other circumstances unavoidably prevented the employee from contacting the MRO in time.
- 9.06 If the MRO concludes that there is a legitimate explanation for the employee's failure to contact the MRO within 72 hours, the MRO shall direct that the analysis of the split specimen be performed.
- 9.07 If the MRO concludes that there is no legitimate explanation for the employee's failure to contact the MRO within 72 hours, then the MRO is not required to direct the analysis of the split specimen to be performed.
- 9.08 The MRO shall report each verified test result to the Human Resources Manager. Reporting of a verified positive result will not be delayed pending the split specimen analysis.
- 9.09 If the MRO determines that a positive drug test was dilute, the MRO and the District shall treat the test as a verified positive test. The employee will not be permitted to take another test based on the fact that the specimen was dilute.
- 9.10 If the MRO determines that a negative drug test was dilute, the employee will be directed to take another test immediately pursuant to the District's own authority. The collection of the specimen shall not be collected under direct observation unless there is another basis for such direct collection. The results of the second test, not that of the original test, will become the test of record on which the District will rely for purposes of this policy. If the second test is also negative and dilute, the employee will not be required to take a third test. If an employee is directed to take another test and the employee declines to do so, the employee has refused the test for purpose of this policy and action will be taken in accordance with this policy. informs METRO that a negative test was dilute, the following action will be taken:
- a. If the MRO directs METRO to conduct a recollection under direct observation² (i.e. because the creatinine concentration of the specimen was equal to or greater

² Direct Observation collections will be made according to the DOI Urine Specimen Collection Guidelines.

than 2mg/dL, but less than or equal to 5 mg/dL). METRO will cause the recollection to take place under direct observation immediately.

- b. Otherwise (i.e., if the creatinine concentration of the dilute specimen is greater than 5 mg/dL). METRO will under its own authority direct the employee to take another test immediately pursuant to METRO's own authority. The collection of the specimen shall not be collected under direct observation unless there is another basis for such direct collection. The results of the second test, not that of the original test, will become the test of record on which the METRO will rely for purposes of this policy. If the second test is also negative and dilute, the employee will not be required to take a third test. If an employee is directed to take another test pursuant to this section and the employee declines to do so, the employee has refused the test for purposes of the Department of Transportation regulations and this policy and action will be taken in accordance with this policy.

X. EMPLOYEE RESPONSIBILITIES

10.01 As a condition of employment, an employee must:

- a. Submit immediately to alcohol and/or drug tests at a District authorized collection site when ordered by a District Manager, Supervisor or law enforcement personnel.
- b. Refrain from alcohol consumption within four (4) hours of reporting for duty or during the hours that (s)he is subject to duty, and while on-call.
- c. Refrain from reporting for duty or remaining on duty while having an alcohol concentration level of 0.02 or greater.
- d. Refrain from alcohol use for eight (8) hours following an accident or until (s)he undergoes a post accident alcohol test, whichever occurs first.
- e. Refrain from the use of prohibited drugs.
- f. Upon arrival at the District's collection test site, he/she shall follow all instructions given by collection site personnel and District supervisory personnel in providing a specimen for drug and/or alcohol detection tests.
- g. Complete a drug and/or alcohol detection test, as applicable, in accordance with federal laws and regulations.
- h. Comply with the interview examination and/or evaluation as directed by the MRO.

- i. Comply with District requirements for treatment, after care, return to duty testing and follow-up testing.

10.02

- a. An employee shall be considered to have refused a drug and/or alcohol test under the following circumstances:

- i.) Refusal to comply with a request for testing;
- ii.) Refusal to complete and/or sign the required drug and/or alcohol testing form(s);
- iii.) Providing false or misleading information in connection with a test;
- iv.) Attempts to falsify/falsification of test results through tampering, contamination, adulteration, or substitution;
- v.) Inability to provide a urine specimen or breath sample or sufficient volume as applicable, for required test without a valid medical explanation;
- vi.) Verbal declaration of refusal to submit to testing;
- vii.) Obstructive behavior to disrupt, or stop a test;
- viii.) Physical absence resulting in the inability of the District to conduct a test;
- ix.) Failure to undergo a medical examination to verify insufficient volume of urine or breath when requested;
- x.) Failure to cooperate with any part of the testing process;
- xi.) Failure to permit the observation or monitoring of specimen donation/collection when so required;
- xii.) Failure to submit to a second test when required;
- xiii.) Failure to comply with test instructions at the test site;
- xiv.) Failure to report to the designated test site within the allotted time after notification of testing;
- xv.) Failure to remain readily available for testing;
- xvi.) Failure to remain at the testing site until the testing process is completed;

- xvii.) A drug test result that is verified by the MRO as adulterated or substituted;
 - xviii.) Failure to sign the certification on Step 2 of the ATF form (alcohol test)
 - c. An employee who refuses to submit to a drug and/or alcohol test as described above shall be removed from duty and immediately, referred to a SAP, and under the District's own authority, the employee shall be discharged from his/her employment with the District.
 - d. In no event shall an employee who engages in any of the conduct set forth above be permitted to perform any safety-sensitive function.
 - e. An employee/applicant shall be denied transfer/appointment to a safety sensitive position under the District's own authority.
- 10.03 Any employee/applicant who is being tested for a pre-employment test will not be considered to have refused the test if he/she engages in any of the behaviors set forth in Section 10.02 unless the applicant/employee has actually begun the collection process.
- 10.04 For an on-call employee the following procedure is established should he/she consume alcohol within 4 hours of performing a safety-sensitive function: 1) When notified that he/she must report for duty he/she must advise the District if he/she has used alcohol, and 2) indicate whether he/she is able to perform his/her safety sensitive function.
- a. If the employee believes he/she is not capable of performing safety sensitive functions, the employee shall be excused from doing so.
 - b. If the employee believes he/she is capable of performing a safety-sensitive function, the employee shall be tested for alcohol and the employee shall be permitted to perform a safety-sensitive function if his/her alcohol concentration level measures less than 0.02. If the employee alcohol concentration level measures at 0.02 or greater he/she shall not be permitted to work. The standards for disciplinary action set forth in Article XI shall be applicable.

XI. ACTIONS AFTER A POSITIVE TEST

- 11.01 An employee who has a verified positive drug test, or has a confirmed alcohol test of 0.02 or greater or who refused to submit to a required drug or alcohol test shall be immediately removed from duty, and provided a listing of SAPs (names addresses, and telephone numbers). METRO shall make a good faith effort to provide the employee with at least three (3) names of SAPs. In the performance of its duties and responsibilities, the SAP

shall follow the requirements of federal law and regulations. Neither METRO nor the employee shall seek a second evaluation by a SAP in order to obtain another recommendation. METRO is prohibited from relying on a second SAP evaluation obtained by an employee. The employee shall also be informed by the Human Resources Manager of educational and rehabilitation programs and resources available to the employee in evaluating and resolving problems associated with prohibited drug and alcohol use. Referral to the SAP does not shield an employee from disciplinary action or guarantee employment or reinstatement with the District. Within fifteen (15) working days of providing the employee with the list of SAPS, the employee shall provide the Human Resources Manager with evidence of participation in a SAP's evaluation and/or a SAP's referral. Failure to do so shall result in employment termination pursuant to the District's own authority. METRO shall pay for all SAP costs resulting from a first positive test. All treatment costs associated with a first positive test shall be the responsibility of the employee who may use his/her medical insurance, if applicable. Any SAP and/or treatment costs for a second positive test are the sole responsibility of the employee.

- 11.02 When an employee has a verified positive, adulterated or substituted test result or has otherwise violated a DOT agency drug & alcohol regulation, the employee will not be returned to the performance of safety-sensitive functions until or unless the employee successfully completes the return to duty process set forth herein.
- 11.03 A positive test for drugs or alcohol shall result in disciplinary proceedings being initiated pursuant to the District's own authority.
- 11.04 The following disciplinary standards shall apply for an employee who tests positive for drugs or alcohol:
 - a. If the breath sample tests at an alcohol concentration level of 0.02 - 0.039 (other than random), the employee shall be immediately removed from duty, referred to a SAP³, and shall not be allowed to return to duty for at least eight hours. Such employee must follow the recommendations of the SAP. If an employee tests a second time at a concentration level of 0.02 or greater or tests at this level in a follow-up test, such employee shall be discharged.
 - b. When a test (other than random) shows the presence of alcohol, at a concentration level of 0.04 or greater, or drugs the following disciplinary standards shall apply:
 - i. Illegal Drugs - The safety-sensitive employee will be discharged following a positive test result.
 - ii. Alcohol - The safety-sensitive employee will be discharged following a positive test result.

³ Referral to the SAP for an alcohol concentration level of 0.02-0.039 is pursuant to the District's own authority.

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- c. When a random test shows the presence of drugs or alcohol in a concentration level of 0.02 or greater the following disciplinary standards shall apply:
 - i. An employee who tests positive on a first test for alcohol, at a concentration level of 0.02 or greater, or drugs shall be removed from duty immediately and shall be referred to a SAP. Such employee shall be allowed to return to duty after compliance with Articles 8.06 Return to Duty and 8.07 Follow-Up Testing.
 - ii. An employee who tests positive on a second test for alcohol, at a concentration level of 0.02 or greater, or drugs shall be discharged from his/her employment.
- 11.05 Nothing contained herein shall prevent the District from imposing a more severe disciplinary action should the specific facts and circumstances of the situation warrant such action.
- 11.06 Voluntary enrollment in the EAP or the SAP rehabilitation program does not excuse or exempt an employee from discipline if (s)he has alcohol or illegal drugs in his/her system while on duty.
- 11.07 Violations of this Policy shall be grounds for disciplinary action, up to and including discharge. Refusal to submit immediately to drug and alcohol tests at a District authorized collection site when ordered by a District Manager, Supervisor or law enforcement personnel shall subject employees to discharge proceedings for insubordination and gross misconduct. Such refusal shall be considered an admission of guilt.
- 11.08 When an employee has a verified positive drug test result, or has a confirmed alcohol test of 0.04 or greater, or refuses to submit to a drug or alcohol test required, the Human Resources Manager shall advise the employee of the resources available for evaluating and resolving problems associated with prohibited drug use and alcohol misuse, including the names, addresses and telephone number of SAPs and counseling and treatment programs.

XII. RELEASE OF TESTING RESULTS

- 12.01 The District is not authorized by federal law to release any testing records to law enforcement.
- 12.02 The District is allowed to release testing records in a criminal or civil action resulting from an employee's performance of safety-sensitive duties in which a court of competent

jurisdiction determines that the drug or alcohol test information sought is relevant to the case and issues an order directing the District to produce the information.

- 12.03 The District will provide drug/alcohol-testing information of an employee or former employee to other agencies/companies, or an identified person when authorized in writing by such employee(s).
- 12.04 The District will release information pertaining to an employee's drug or alcohol test including the results, without the employee's consent in certain legal proceedings including a lawsuit, grievance (e.g. An arbitration concerning disciplinary action taken by the District against the employee) or administrative proceeding brought by, or on behalf of, the employee and resulting from a positive DOT drug or alcohol test or a refusal to test (including, but not limited to, adulterated or substituted test results).
- 12.05 In addition to the foregoing, the District will release drug or alcohol test information only as allowed by federal law or regulations.
- 12.06 The District will immediately notify the employee in writing of any information released pursuant to sections 12.02 and 12.04.
- 12.07 The District will comply with a request from DOT representatives as follows:
 - a. Access to the facilities used for drug/alcohol program functions;
 - b. Release of all written, printed and computer based drug/alcohol program record, reports, files, materials, data, documents, agreements, contracts, policies and statements that are required by federal laws and regulations relating to drug/alcohol testing.

XIII. RETENTION OF RECORDS

13.01 The Human Resources Manager shall maintain records of the anti-drug and alcohol misuse programs as required by federal laws and regulations. The records shall be maintained in a secure location with controlled access.

13.02 The District shall keep the following records for the following periods of time:

Records of alcohol test results with alcohol concentration of 0.02 or greater	5 years
Records of verified positive drug test results	5 years
Documentation of refusals to take required alcohol/drug tests (including substituted or adulterated drug test results)	5 years
Referrals to the SAP, SAP reports, Copies of annual MIS reports submitted to FTA	5 years

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All follow-up tests and schedules for follow-up tests	5 years
Information obtained from previous employers under §40.25 concerning drug and alcohol test results of employees	3 years
Records of the inspection, maintenance, and calibration of EBTs, Records related to the collection process and employee training.	2 years
Records of negative and cancelled drug test results and alcohol test results with a concentration of less than 0.02	1 year

XIV. DEFINITIONS

- 14.01 Accident - Accident means an occurrence associated with the operation of a vehicle, including the operation of the lift or ramp, if as a result: 1) an individual dies; or 2) an individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or 3) one or more vehicles (including non-FTA funded vehicles) incurs disabling damage as the result of the occurrence and such vehicle or vehicles are transported away from the scene by a tow truck or other vehicle.
- 14.02 Alcohol Misuse - Occurs when an employee arrives at the work site with alcohol in his/her system; consumes a beverage containing alcohol while on duty, subject to duty, within four hours of reporting for duty, or during coffee and/or lunch breaks; or is late to work or absent from work due to the consumption of alcohol.
- 14.03 Breath Alcohol Technician (BAT) - Alcohol breath tests must be performed by a BAT who is trained in proficiency in the operation of the EBT he/she is using and in the alcohol procedures specified in the regulations.
- 14.04 Collection Site - A place designated by the employer where individuals present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of drugs.
- 14.05 Contractor – a person or organization that provides a safety-sensitive service for the District consistent with a specific understanding or arrangement. The understanding can be a written contract or informal arrangement that reflects an ongoing relationship between the parties.
- 14.06 Controlled Substances - Any drugs that are classified by the Drug Enforcement Administration (DEA) into the five schedules or classes on the basis of their potential for abuse, accepted medical use and accepted safety for use under medical supervision. A drug in any of these schedules identifies that it is a controlled substance and determines the nature of supervisory control that must be exercised. Medications containing any controlled substances must be prescribed by a physician having a valid DEA license number.
- 14.07 DHHS - Department of Health and Human Services

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- 14.08 Dilute specimen: A specimen with creatinine and specific gravity values that are lower than expected for human urine.
- 14.09 DOT - United States Department of Transportation.
- 14.10 Drug Abuse - Use of any illegal drug or controlled substance without a valid prescription, misuse of legally prescribed drugs, or use of illegally obtained prescription drugs. This includes use of prescription drugs legally prescribed to another individual other than one's self.
- 14.11 Employee - See Section 14.23 Safety-Sensitive Employee.
- 14.12 Evidential Breath Testing (EBT) Device - A device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on the NHTSA's "Conforming Products List of Evidential Breath Measurement Devices" (CPL).
- 14.13 Follow-Up Testing - Unannounced drug and alcohol testing given to employees who have returned to duty after evaluation by the SAP. This type of test may be done up to a total of five years from the date the employee returns to duty. A minimum of six tests during the first twelve months is required.
- 14.14 FTA - Federal Transit Administration, an agency of the U.S. Department of Transportation.
- 14.15 Illegal Use - Use of any illegal drug, misuse of legally prescribed drugs and use of illegally obtained prescription drugs.
- 14.16 Incident - A single event or occurrence, which triggers drug and alcohol tests, as defined in this policy.
- 14.17 Mass Transit Vehicle - Bus, van or automobile.
- 14.18 Medical Review Officer (MRO) - A District authorized licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory drug test results, who has knowledge of substance abuse disorders but who has been trained to interpret and evaluate laboratory test results in conjunction with an employee's medical history. A MRO verifies a positive test result by reviewing a laboratory report and an employee's unique medical history to determine whether the result was caused by the use of prohibited drugs or by an employee's medical condition.
- 14.19 Metabolite - A modified form of a drug that has been chemically altered by the body's metabolic system.

- 14.20 On-Call - See "Subject to Duty." See Section 14.24.
- 14.21 Positive Alcohol Test - The presence of alcohol in the body at a concentration of 0.02 or greater as measured by an Evidential Breath Testing (EBT) Device. Refusal to take a breath test without a valid medical explanation also constitutes a positive alcohol test.
- 14.22 Positive Drug Test - Any urine or blood that is chemically tested (screened and confirmed), shows the presence of controlled substances and is verified by the MRO. Refusal to take a drug test without a valid medical explanation also constitutes a positive drug test.
- 14.23 Safety-Sensitive Employee - An employee whose job functions are, or whose job description includes the performance of functions, related to the safe operation of mass transportation service. The following are the categories of safety-sensitive functions: a) operating a revenue service vehicle, including when not in revenue service; b) operating a non-revenue service vehicle when required to be operated by a holder of a Commercial Driver's License (CDL); c) controlling dispatch or movement of a revenue service vehicle or equipment used in revenue service; and d) maintaining revenue service vehicles or equipment used in revenue service. Any supervisor who performs or whose job description includes the performance of any function listed above is considered a safety-sensitive employee.
- 14.24 Subject-to-Duty - The status of an employee who is scheduled to report for work at an assigned time and/or who has not been finally and completely released from the responsibility of performing further work that day. Subject-to-Duty also means any employee who is responsible for being available to perform work on an emergency basis when called to do so, i.e., in an on call status, if said employee is guaranteed extra compensation because of his/her status as being on call. An employee who is simply responsible for responding if available when said employee is not within either definition above is not considered to be subject-to-duty for the purpose of this Policy.
- 14.25 Substance Abuse Professional (SAP) - A District authorized licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, or a certified addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.
- 14.26 Use - The presence of any controlled substance in the body or the consumption of any beverage mixture or preparation, including any medication containing alcohol.
- 14.27 Vehicle - A bus, electric bus, van, automobile, rail car, trolley car, trolley bus or vessel. A mass transit vehicle is a vehicle used for mass transportation.
- 14.28 Vehicle Disabling Damage - Damage, which precludes departure of the vehicle from the scene of the accident in its usual manner in daylight after simple repairs. It includes

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damage to vehicles that could have been operated but would have been further damaged if so operated.

- a. Inclusion: Damage to vehicles that could have been driven but would have been further damaged if so driven.
- b. Exclusions:
 - i. Damage, which can be remedied temporarily at the scene of the accident without special tools or parts.
 - ii. Tire disablement without damage even if no spare tire is available.
 - iii. Headlamp or tail light damage.
 - iv. Damage to turn signals, horn, or windshield wipers, which makes it inoperable.

ATTACHMENT 1

FACT SHEETS

DRUG DETECTION PERIODS

Detection periods vary; rates of metabolism and excretion are different for each drug and use. Detection periods should be viewed as estimates. Cases can always be found to contradict these approximations.

Drug	Detection Period
Amphetamines: Amphetamine Methamphetamine	2-4 days 2-4 days
Cocaine: Benzoyllecgonine	12-72 hours
Cannabinoids (Marijuana) Casual Use Chronic Use	2-7 days Up to 30 days
Ethanol (Alcohol)	12-24 hours
Opiates: Codeine Hydromorphone (Dilaudid) Morphine (for Heroin)	2-4 days 2-4 days 2-4 days
Phencyclidine (PCP) Casual Use Chronic Use	2-7 days Up to 30 days

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ATTACHMENT 2

ALCOHOL FACT SHEET

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

SIGNS AND SYMPTOMS OF USE

- ___ Dulled mental processes
- ___ Lack of coordination
- ___ Odor of alcohol on breath
- ___ Possible constricted pupils
- ___ Sleepy or stuporous condition
- ___ Slowed reaction rate
- ___ Slurred speech

HEALTH EFFECTS

The chronic consumption of alcohol (average of three 12-oz. servings of beer per day, 1 ounce of whiskey, or six ounces of wine) over time may result in the following health hazards:

- ___ Decreased sexual functioning
- ___ Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed "alcoholic")
- ___ Fatal liver diseases
- ___ Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma
- ___ Kidney disease
- ___ Pancreatitis
- ___ Spontaneous abortion and neonatal mortality
- ___ Ulcers
- ___ Birth defects (up to 54% of all birth defects are alcohol related).

SOCIAL ISSUES

- ___ Two-thirds of all homicides are committed by people who drink prior to the crime.
- ___ Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.
- ___ Two-thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetimes.
- ___ The rate of separation and divorce in families with alcohol dependency problems is 7 times the average.
- ___ 40% of family court cases are alcohol problem related.
- ___ Alcoholics are 15 times more likely to commit suicide than are other segments of the population.

12.925

More than 60% of burns, 40% of falls, 69% of boating accidents and 76% of private aircraft accidents are alcohol-related.

THE ANNUAL TOLL

24,000 people will die on the highway due to the legally impaired driver.

12,000 more will die on the highway due to the alcohol-affected driver.

15,800 will die in non-highway accidents.

30,000 will die due to alcohol caused liver disease.

10,000 will die due to alcohol induced brain disease or suicide.

Up to another 125,000 will die due to alcohol related conditions or accidents.

WORKPLACE ISSUES

It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.

Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.

A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.

ATTACHMENT 3

AMPHETAMINE FACT SHEET

Amphetamines are central nervous system stimulants that speed up the mind and body. The physical sense of energy at lower doses and the mental exhilaration at higher doses are the reasons for their abuse. Although widely prescribed at one time for weight reduction and mood elevation, the legal use of amphetamines is now limited to a very narrow range of medical conditions. Most amphetamines that are abused are illegally manufactured in foreign countries and smuggled into the U.S. or clandestinely manufactured in crude laboratories.

DESCRIPTION

- Amphetamine is sold in counterfeit capsules or as white, flat, double-scored “mini-bennies.” It is usually taken by mouth.
- Methamphetamine is often sold as a creamy white and granular powder or in lumps and is packaged in aluminum foil wraps or sealable plastic bags. Methamphetamine may be taken orally, injected, or snorted into the nose.
- Trade/street names include Biphphetamine, Delcobese, Desotyn, Detedrine, Chetrol, Ritalin, Speed, Meth, Crank, Crystal, Monster, Black Beauties, and Rits.

SIGNS AND SYMPTOMS OF USE

- Hyperexcitability, restlessness
- Dilated pupils
- Increased heart rate and blood pressure
- Heart palpitations and irregular beats
- Profuse sweating
- Rapid respiration
- Confusion
- Panic
- Talkativeness
- Inability to concentrate
- Heightened aggressive behavior.

HEALTH EFFECTS

- Regular use produces strong psychological dependence and increasing tolerance to drug.
- High doses may cause toxic psychosis resembling schizophrenia.
- Intoxication may induce a heart attack or stroke due to spiking of blood pressure.
- Chronic use may cause heart and brain damage due to severe constriction of capillary blood vessels.
- The euphoric stimulation increases impulsive and risk-taking behaviors, including bizarre and violent acts.
- Withdrawal from the drug may result in severe physical and mental depression.

WORKPLACE ISSUES

- Since amphetamines alleviate the sensation of fatigue, they may be abused to increase alertness because of unusual overtime demands or failure to get rest.
- Low-dose amphetamine use will cause a short-term improvement in mental and physical functioning. With greater use or increasing fatigue, the effect reverses and has an impairing effect. Hangover effect is characterized by physical fatigue and depression, which may make operation of equipment or vehicles dangerous.

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ATTACHMENT 3 (Continued)

COCAINE FACT SHEET

Cocaine is used medically as a local anesthetic. It is abused as a powerful physical and mental stimulant. The entire central nervous system is energized. Muscles are more tense, the heart beats faster and stronger, and the body burns more energy. The brain experiences exhilaration caused by a large release of neurohormones associated with mood elevation.

DESCRIPTION

- The source of cocaine is the coca bush, grown almost exclusively in the mountainous regions of northern South America.
- Cocaine Hydrochloride - "snorting coke" is a white to creamy granular or lumpy powder that is chopped into a fine powder before use. It is snorted into the nose, rubbed on the gums, or injected in veins. The effect is felt within minutes and lasts 40 to 50 minutes per "line" (about 60 to 90 milligrams). Common paraphernalia include a single-edged razor blade and a small mirror or piece of smooth metal, a half straw or metal tube, and a small screw cap vial or folded paper packet containing the cocaine.
- Cocaine Base - a small crystalline rock about the size of a small pebble. It boils at a low temperature, is not soluble in water, and is up to 90 percent pure. It is heated in a glass pipe and the vapor is inhaled. The effect is felt within seven seconds. Common paraphernalia includes a "crack pipe" (a small glass smoking device for vaporizing the crack crystal) and a lighter, alcohol lamp, or small butane torch for heating.
- Trade/street names include Coke, Rock, Crack, Free Base, Flake, Snow, Smoke and Blow.

SIGNS AND SYMPTOMS OF USE

- Financial problems
- Frequent and extended absences from meeting or work assignment
- Increased physical activity and fatigue
- Isolation and withdrawal from friends and normal activities
- Secretive behaviors, frequent non-business visitors, delivered packages, phone calls
- Unusual defensiveness, anxiety, agitation
- Wide mood swings
- Runny or irritated nose
- Difficulty in concentration
- Dilated pupils and visual impairment
- Restlessness
- Formication (sensation of bugs crawling on skin)
- High blood pressure, heart palpitations, and irregular rhythm
- Hallucinations
- Hyperexcitability and overreaction to stimulus
- Insomnia
- Paranoia and hallucinations
- Profuse sweating and dry mouth

- Talkativeness

HEALTH EFFECTS

- Research suggests that regular cocaine use may upset the chemical balance of the brain. As a result, it may speed up the aging process by causing irreparable damage to critical nerve cells. The onset of nervous system illnesses such as Parkinson's disease could also occur.
- Cocaine use causes the heart to beat faster and harder and rapidly increases blood pressure. In addition, cocaine causes spasms of blood vessels in the brain and heart. Both effects lead to ruptured vessels causing strokes or heart attacks.
- Strong psychological dependency can occur with one "hit" of crack. usually, mental dependency occurs within days (crack) or within several months (snorting coke). Cocaine causes the strongest mental dependency of any known drug.
- Treatment success rates are lower than for other chemical dependencies.
- Cocaine is extremely dangerous when taken with depressant drugs. Death due to overdose is rapid. The fatal effects of an overdose are not usually reversible by medical intervention. The number of cocaine overdose deaths has tripled in the last four years.
- Cocaine overdose was the second most common drug emergency in 1986 - up from 11th place in 1980.

WORKPLACE ISSUES

- Extreme mood and energy swings create instability. Sudden noises can cause a violent reaction.
- Lapses in attention and ignoring warning signals greatly increase the potential for accidents.
- The high cost of cocaine frequently leads to workplace theft and/or dealing.
- A developing paranoia and withdrawal create unpredictable and sometimes violent behavior.
- Work performance is characterized by forgetfulness, absenteeism, tardiness, and missed assignments.

ATTACHMENT 3 (Continued)

CANNABINOIDS (MARIJUANA) FACT SHEET

Marijuana is one of the most misunderstood and underestimated drugs of abuse. People use marijuana for the mildly tranquilizing and mood - and perception-altering effects it produces.

DESCRIPTION

- Usually sold in plastic sandwich bags, leaf marijuana will range in color from green to light tan. The leaves are usually dry and broken into small pieces. The seeds are oval with one slightly pointed end. Less prevalent, hashish is a compressed, sometimes tar like substance ranging in color from pale yellow to black. It is usually sold in small chunks wrapped in aluminum foil. It may also be sold in an oily liquid.
- Marijuana has a distinctly pungent aroma resembling a combination of sweet alfalfa and incense.
- Cigarette papers, roach clip holders, and small pipes made of bone, brass, or glass are commonly found. Smoking “bongs” (large bore pipes for inhaling large volumes of smoke) can easily be made from soft drink cans and toilet paper rolls.
- Trade/street names include Marinol, THC, Pot, Grass, Joint, Reefer, Acapulco Gold, Sinsemilla, Thai Sticks, Hash, and Hash Oil.

SIGNS AND SYMPTOMS OF USE

- Reddened eyes (often masked by eyedrops)
- Slowed speech
- Distinctive odor on clothing
- Lackadaisical “I don’t care” attitude
- Chronic fatigue and lack of motivation
- Irritating cough, chronic sore throat

HEALTH EFFECTS GENERAL

- When marijuana is smoked, it is irritating to the lungs. Chronic smoking causes emphysema-like conditions.
- One joint causes the heart to race and be overworked. People with undiagnosed heart conditions are at risk.
- Marijuana is commonly contaminated with the fungus Aspergillus, which can cause serious respiratory tract and sinus infections.
- Marijuana smoking lowers the body’s immune system response, making users more susceptible to infection. The U.S. government is actively researching a possible connection between marijuana smoking and the activation of AIDS in positive human immunodeficiency virus (HIV) carriers.

PREGNANCY PROBLEMS AND BIRTH DEFECTS

- The active chemical, tetrahydrocannabinol (THC), and 60 other related chemicals in marijuana concentrate in the ovaries and testes.
- Chronic smoking of marijuana in males causes a decrease in sex hormone, testosterone, and an increase in estrogen, the female sex hormone. The result is a decrease in sperm count, which can lead to temporary sterility. Occasionally, the onset of female sex characteristics including breast development occurs in heavy users.
- Chronic smoking of marijuana in females causes a decrease in fertility and an increase in testosterone.
- Pregnant women who are chronic marijuana smokers have a higher than normal incidence of stillborn births, early termination of pregnancy, and higher infant mortality rate during the first few days of life.
- In test animals, THC causes birth defects, including malformations of the brain, spinal cord, forelimbs, and liver and water on the brain and spine.
- Offspring of test animals who were exposed to marijuana have fewer chromosomes than normal, causing gross birth defects or death of the fetus. Pediatricians and surgeons are concluding that the use of marijuana by either or both parents, especially during pregnancy, leads to specific birth defects of the infant's feet and hands.
- One of the most common effects of prenatal cannabinoid exposure is underweight newborn babies.
- Fetal exposure may decrease visual functioning and causes other ophthalmic problems.

MENTAL FUNCTION

Regular use can cause the following effects:

- Delayed decision-making
- Diminished concentration
- Impaired short-term memory, interfering with learning
- Impaired signal detection (ability to detect a brief flash of light), a risk for users who are operating machinery
- Impaired tracking (the ability to follow a moving object with the eyes) and visual distance measurements
- Erratic cognitive function
- Distortions in time estimation
- Long-term negative effects on mental function known as "acute brain syndrome," which is characterized by disorders in memory, cognitive function, sleep patterns, and physical condition.

ACUTE EFFECTS

- Aggressive urges
- Anxiety
- Confusion
- Fearfulness
- Hallucinations

- Heavy sedation
- Immobility
- Mental dependency
- Panic
- Paranoid reaction
- Unpleasant distortions in body image.

WORKPLACE ISSUES

- The active chemical, THC, stores in body fat and slowly releases over time. Marijuana smoking has a long term effect on performance.
- A 500 to 800 percent increase in THC concentration in the past several years makes smoking three to five joints a week today equivalent to 15 to 40 joints a week in 1978.
- Combining alcohol or other depressant drugs and marijuana can produce a multiplied effect, increasing the impairing effect of both the depressant and marijuana.

ATTACHMENT 3 (Continued)

OPIATES (NARCOTICS) FACT SHEET

Opiates (also called narcotics) are drugs that alleviate pain, depress body functions and reactions, and, when taken in large doses, cause a strong euphoric feeling.

DESCRIPTION

- Natural and natural derivatives - opium, morphine, codeine, and heroin
- Synthetics - merperidine (Demerol), exymorphone (Numorphan), and oxycodone (Percodan)
- May be taken in pill form, smoked, or injected, depending upon the type of narcotic used.
- Trade/street names include Smack, Horse, Emma, Big D, Dollies, Juice, Syrup, and China White.

SIGNS AND SYMPTOMS OF USE

- Mood changes
- Impaired mental functioning and alertness
- Constricted pupils
- Depression and apathy
- Impaired coordination
- Physical fatigue and drowsiness
- Nausea, vomiting, and constipation
- Impaired respiration.

HEALTH EFFECTS

- IV needle users have a high risk for contracting hepatitis and AIDS due to the sharing of needles.
- Narcotics increase pain tolerance. As a result, people could more severely injure themselves or fail to seek medical attention after an accident due to the lack of pain sensitivity.
- Narcotics' effects are multiplied when used in combination with other depressant drugs and alcohol, causing increased risk for an overdose.

SOCIAL ISSUES

- There are over 500,000 heroin addicts in the U.S., most of whom are IV needle users.
- An even greater number of medicinal narcotic-dependent persons obtain their narcotics through prescriptions.
- Because of tolerance, there is an ever-increasing need for more narcotic to produce the same effect.
- Strong mental and physical dependency occurs.
- The combination of tolerance and dependency creates an increasing financial burden for the user. Costs for heroin can reach hundreds of dollars a day.

WORKPLACE ISSUES

- Unwanted side effects such as nausea, vomiting, dizziness, mental clouding, and drowsiness place the legitimate user and abuser at higher risk for an accident.
- Narcotics have a legitimate medical use in alleviating pain. Workplace use may cause impairment of physical and mental functions.

ATTACHMENT 3 (Continued)

PHENCYCLIDINE (PCP) FACT SHEET

Phencyclidine (PCP) was originally developed as an anesthetic, but the adverse side effects prevented its use except as a large animal tranquilizer. Phencyclidine acts as both a depressant and a hallucinogen, and sometimes as a stimulant. It is abused primarily for its variety of mood-altering effects. Low doses produce sedation and euphoric mood changes. The mood can change rapidly from sedation to excitation and agitation. Larger doses may produce a coma-like condition with muscle rigidity and a blank stare with eyelids half closed. Sudden noises or physical shocks may cause a “freak out” in which the person has abnormal strength, extremely violent behavior, and an inability to speak or comprehend communication.

DESCRIPTION

- PCP is sold as a creamy, granular powder and is often packaged in one-inch square aluminum foil or folded paper “packets.”
- It may be mixed with marijuana or tobacco and smoked. It is sometimes combined with procaine, a local anesthetic, and sold as imitation cocaine.
- Trade/street names include Angel Dust, Dust, and Hog.

SIGNS AND SYMPTOMS OF USE

- Impaired coordination
- Severe confusion and agitation
- Extreme mood shifts
- Muscle rigidity
- Nystagmus (jerky eye movements)
- Dilated pupils
- Profuse sweating
- Rapid heartbeat
- Dizziness

HEALTH EFFECTS

- The potential for accidents and overdose emergencies is high due to the extreme mental effects combined with the anesthetic effect on the body.
- PCP is potentiated by other depressant drugs, including alcohol, increasing the likelihood of an overdose reaction.
- Misdiagnosing the hallucinations as LSD induced, and then treating with Thorazine, can cause a fatal reaction.
- Use can cause irreversible memory loss, personality changes, and thought disorders.
- There are four phases to PCP abuse. The first phase is acute toxicity. It can last up to three days and can include combativeness, catatonia, convulsions, and coma. Distortions of size, shape, and distance perception are common. The second phase, which does not always follow the first, is a toxic psychosis. Users may experience visual and auditory delusions,

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paranoia, and agitation. The third phase is a drug-induced schizophrenia that may last a month or longer. the fourth phase is PCP-induced depression. Suicidal tendencies and mental dysfunction can last for months.

WORKPLACE ISSUES

- PCP abuse is less common today than in recent years. It is also not generally used in a workplace setting due to the severe disorientation that occurs.

ATTACHMENT 4

LIST OF SAFETY SENSITIVE JOB CLASSIFICATIONS BY TITLE

Vehicle Service Worker I/II
Vehicle Service Detailer
Vehicle Service Technician
Upholsterer
Body Repair Mechanic
Mechanic I/II/III
Lead Mechanic
Fleet Maintenance Supervisor
Fleet Maintenance Manager

Bus Operator
Transit Supervisor
Safety and Training Coordinator
Schedule Analyst
Base Superintendent
Operations Manager

Paratransit Administrator
Paratransit Superintendent
Paratransit Reservation and Scheduling Coordinator
Paratransit Safety & Road Response Coordinator
Paratransit Dispatch / Scheduler
Paratransit Operator
Paratransit Mechanic I and II

NOTE: List is subject to change as classifications are amended or added.