



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA
REGULAR MEETING
MARCH 27, 2015 – 9:00 AM
SANTA CRUZ CITY COUNCIL CHAMBERS
809 CENTER STREET
SANTA CRUZ, CA 95060**

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

The Board Meeting Agenda Packet can be found online at www.SCMTD.com and is available for inspection at Santa Cruz Metro’s Administrative offices at 110 Vernon Street, Santa Cruz, California.

This document has been created with accessibility in mind. With the exception of the Structural Deficit Workshop materials, certain 3rd party and other attachments, it passes the Adobe Acrobat XI Accessibility Full Check. If you have any questions about the accessibility of this document, please email your inquiry to accessibility@scmttd.com

BOARD ROSTER

Director Ed Bottorff	City of Capitola
Director Dene Bustichi, Chair	City of Scotts Valley
Director Karina Cervantez	City of Watsonville
Director Cynthia Chase	City of Santa Cruz
Director Jimmy Dutra	City of Watsonville
Director Zach Friend	County of Santa Cruz
Director Deborah Lane	County of Santa Cruz
Director Don Lane	City of Santa Cruz
Director John Leopold	County of Santa Cruz
Director Bruce McPherson	County of Santa Cruz
Director Mike Rotkin, Vice Chair	County of Santa Cruz
Ex-Officio Director Donna Blitzer	UC Santa Cruz
Alex Clifford	METRO CEO/General Manager
Leslyn K. Syren	METRO District Counsel

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

Spanish language interpretation and Spanish language copies of the agenda packet are available on an as-needed basis. Please make advance arrangements with the Executive Assistant at 831-426-6080. Interpretación en español y traducciones en español del paquete de la agenda están disponibles sobre una base como-necesaria. Por favor, hacer arreglos por adelantado con Coordinador de Servicios Administrativos al numero 831-426-6080.

AMERICANS WITH DISABILITIES ACT

The Board of Directors meets in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, or to access the agenda and the agenda packet (including a Spanish language copy of the agenda packet), should contact the Executive Assistant, at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting Santa Cruz METRO regarding special requirements to participate in the Board meeting. For information regarding this agenda or interpretation services, please call Santa Cruz METRO at 831-426-6080.

SECTION I: OPEN SESSION

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

1 CALL TO ORDER

2 ROLL CALL

3 STUDENT ART CONTEST

[Maria Granados-Boyce, Customer Service Supervisor](#)

4 ANNOUNCEMENTS

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

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

5 COMMUNICATIONS TO THE BOARD OF DIRECTORS

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

6 LABOR ORGANIZATION COMMUNICATIONS

7 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

All items appearing on the Consent Agenda are recommended actions which are considered to be routine and will be acted upon as one motion. All items removed will be considered later in the agenda. The Board Chair will allow public input prior to the approval of the Consent Agenda items.

- 8-01 ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF JANUARY 2015**
Angela Aitken, Finance Manager
- 8-02 ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING OF MARCH 13, 2015**
Alex Clifford, CEO/General Manager
- 8-03 ACCEPT AND FILE MINUTES FOR THE METRO ADVISORY COMMITTEE (MAC) MEETING OF FEBRUARY 18, 2015**
Alex Clifford, CEO/General Manager
- 8-04 ACCEPT AND FILE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION (SCCRTC) MEETING MINUTES REFLECTING VOTING RESULTS FROM SANTA CRUZ METRO APPOINTEES**
Alex Clifford, CEO/General Manager
- 8-05 ACCEPT AND FILE THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR JANUARY 2015**
April Warnock, Paratransit Superintendent
- 8-06 ACCEPT AND FILE SANTA CRUZ METRO SYSTEM RIDERSHIP REPORT FOR THE MONTH OF JANUARY 2015**
Carolyn Derwing, Scheduling Analyst
- 8-07 ACCEPT AND FILE STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR MARCH 2015**
Tom Hiltner, Grants/Legislative Analyst
- 8-08 CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT AMENDMENT WITH RNL DESIGN, INC. FOR ARCHITECT AND ENGINEERING SERVICES IN AN AMOUNT NOT TO EXCEED \$50,000**
Alex Clifford, CEO/General Manager
- 8-09 CONSIDERATION OF RESOLUTION APPROVING THE FY15 REVISED CAPITAL BUDGET**
Angela Aitken, Finance Manager
- 8-10 CONSIDERATION OF METROBASE MONTHLY CHANGE REPORT**
Andrew Kreck, Hill International

REGULAR AGENDA

- 9 **PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**
Robyn Slater, Human Resources Manager
- 10 **CONSIDERATION OF RESOLUTION OF APPRECIATION FOR LAWRENCE SWAIN**
Chair Dene Bustichi
- 11 **PARACRUZ COMMENDATIONS FOR RAMONA NANCE, PARATRANSIT OPERATOR, AND CHRIS SULLIVAN, PARATRANSIT SUPERVISOR**
April Warnock, ParaTransit Superintendent
- 12 **CONSIDERATION OF ESTABLISHING STAND UP 4 TRANSPORTATION DAY IN SANTA CRUZ ON APRIL 9, 2015**
Maria Granados-Boyce, Supervisor Customer Service
- 13 **YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF JANUARY 31, 2015**
Angela Aitken, Finance Manager
- 14 **QUARTERLY LEGISLATIVE UPDATE**
Alex Clifford, CEO/General Manager
- 15 **APPROVAL OF FY16 AND FY17 PRELIMINARY OPERATING BUDGETS AND FY16 CAPITAL BUDGET FOR REVIEW AND TDA/STA CLAIM PURPOSES**
Angela Aitken, Finance Manager
- 16 **DISSOLUTION OF THE BUS STOP ADVISORY COMMITTEE (BSAC)**
Alex Clifford, CEO/General Manager
- 17 **CEO TO GIVE ORAL REPORT**
Alex Clifford, CEO/General Manager
- 18 **PRESENTATION ON PUBLIC OUTREACH AND CONCEPTUAL DESIGNS FOR THE WATSONVILLE TRANSIT CENTER**
Tom Hiltner, Acting Planning and Development Manager and Erich Friedrich, Sr. Transportation Planner
- 19 **REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**
Leslyn Syren, District Counsel

- 20 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, APRIL 10, 2015 AT 9:00 AM, SANTA CRUZ CITY CHAMBERS AT 809 CENTER STREET, SANTA CRUZ; AND, CONTINUING AT 6:30 PM, WATSONVILLE CITY CHAMBERS AT 275 MAIN STREET, WATSONVILLE**

Chair Dene Bustichi

- 21 RECESS TO CLOSED SESSION**

SECTION II: CLOSED SESSION

- 22 CLOSED SESSION ITEMS**

Leslyn Syren, District Counsel

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

- (2 cases for discussion)

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation pursuant to subdivision (c) of Section 54956.9

- (1 potential case)

SECTION III: RECONVENE TO OPEN SESSION

- 23 REPORT OF CLOSED SESSION ITEMS**

Leslyn Syren, District Counsel

- 24 ADJOURNMENT**

Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day. The agenda packet and materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Santa Cruz METRO Administrative Office (110 Vernon Street, Santa Cruz) during normal business hours. Such documents are also available on the Santa Cruz METRO website at www.scmted.com subject to staff's ability to post the document before the meeting.

- THIS PAGE INTENTIONALLY LEFT BLANK -



2015 METRO Student Art Contest Results

Headways Cover Winner:

Simona Grade 6, Mission Hill Middle School

Elementary Category:

1st Place	Fatou	Grade 5, Santa Cruz Gardens
2nd Place	Kambelle	Grade 4, Main Street Elementary
3rd Place	Olivia	Kindergarten, Main Street Elementary
Honorable Mention	Grace	Grade 4, Main Street Elementary

Middle School Category:

1st Place	Emily	Grade 8, Mission Hill Middle School
2nd Place	Cole	Grade 6, Mission Hill Middle School
3rd Place	Simona	Grade 6, Mission Hill Middle School
Honorable Mention	Josie	Grade 8, Mission Hill Middle School

- THIS PAGE INTENTIONALLY LEFT BLANK -



DATE: March 27, 2015
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
**SUBJECT: ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL
DETAIL FOR THE MONTH OF JANUARY 2015**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the preliminary approved Check Journal Detail for the month of January 2015.

II. SUMMARY

- This staff report provides the Board with a preliminary approved Check Journal Detail for the month of January 2015.
- The Finance Department is submitting the check journal for Board acceptance and filing.

III. DISCUSSION/BACKGROUND

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

All invoices submitted for the month of January 2015 have been processed, checks issued and signed by the Finance Manager.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None. The check journal is a presentation of invoices paid in January 2015 for purposes of Board review, agency disclosure, accountability and transparency.

V. ALTERNATIVES CONSIDERED

N/A

VI. ATTACHMENTS

Attachment A: Check Journal Detail for the Month of January 2015

Prepared By: Lorraine Bayer, Accountant II

VII. APPROVALS:

Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

DATE 02/27/15 18:07

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

PAGE 1

DATE: 01/01/15 THRU 01/31/15

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
51071	01/21/15	-4,892.91	001014	TRANSIT RESOURCE CENTER		62190	9/30-10/31 FTA EXPEN	-4,892.91	**VOID
51413	01/05/15	3.26	002941	AA SAFE & SECURITY CO		63001	KEYS	3.26	
51414	01/05/15	35.00	001088	ADVANCED MECHANICAL SERVICES	7	62973	BACKFLOW TEST PC	35.00	
51415	01/05/15	372.00	382	AIRTEC SERVICE INC.		62970	RPR HVAC VERNON	372.00	
51416	01/05/15	235.86	854	AMERICAN SEATING COMPANY		62974	INVENTORY ORDER	235.86	
51417	01/05/15	32.14	294	ANDY'S AUTO SUPPLY	0	63006	GREASE SWEEP	32.14	
51418	01/05/15	3,522.05	001356	BRENCO OPERATING-TEXAS, LP		62975	SPARK PLUGS	3,522.05	
51419	01/05/15	45.93	001112	BRINKS AWARDS & SIGNS	7	63044	NAME PLATES	45.93	
51420	01/05/15	250.00	694	CALIFORNIA TRANSIT ASSOC.		63029	CONFERENCE FEE	250.00	
51421	01/05/15	3,132.00	002034	CARLON'S FIRE EXTINGUISHER		62999	ANNUAL INSPECTION	282.00	
51422	01/05/15	469.69	001159	CATTO'S GRAPHICS, INC.		63007	ANNUAL INSPECTION	2,850.00	
51423	01/05/15	5,441.40	909	CLASSIC GRAPHICS		63000	DECALS VERNON BLDG	469.69	
51424	01/05/15	32,991.99	001124	CLEAN ENERGY		62994	ACCIDENT RPR VEH2237	4,367.69	
51425	01/05/15	400.00	367	COMMUNITY TELEVISION OF		62995	ACCIDENT RPR VEH2237	1,073.71	
51426	01/05/15	2,552.68	003116	CUMMINS PACIFIC LLP		62989	LNG 11/28/14	10,325.32	
51427	01/05/15	17,699.55	003153	ENVIRONMENTAL LOGISTICS INC		62990	LNG 11/25/14	10,738.96	
51428	01/05/15	846.00	432	EXPRESS SERVICES INC.		63013	LNG 12/02/14	11,927.71	
51429	01/05/15	99.90	001172	FERGUSON ENTERPRISES INC. #795		62971	BOD MEET 10/24 11/14	400.00	
51430	01/05/15	4,969.04	912	FOLGER GRAPHICS		63043	INVENTORY ORDER	2,552.68	
51431	01/05/15	6,089.17	002954	GCR TIRES & SERVICE	7	62966	HAZ WASTE	8,393.55	
51428	01/05/15	846.00	432	EXPRESS SERVICES INC.		62967	HAZ WASTE	4,058.50	
51429	01/05/15	99.90	001172	FERGUSON ENTERPRISES INC. #795		62968	HAZ WASTE	5,247.50	
51430	01/05/15	4,969.04	912	FOLGER GRAPHICS		63025	TEMP W/E 12/14/14	846.00	
51431	01/05/15	6,089.17	002954	GCR TIRES & SERVICE	7	62986	LIGHT TIMER	99.90	
51432	01/05/15	47.30	282	GRAINGER		63024	2014 HEADWAYS	4,969.04	
51433	01/05/15	234.65	546	GRANITEROCK COMPANY		63009	TIRES	294.22	
51434	01/05/15	105.27	036	KELLY-MOORE PAINT CO., INC.		63010	TIRES	1,126.19	
51435	01/05/15	373.45	002240	KLEEN-RITE PRESSURE WASHERS	7	63011	TIRES	1,007.46	
51436	01/05/15	3,669.23	511	LUMINATOR HOLDING LP		63014	TIRES	27.50	
51437	01/05/15	3,747.40	001052	MID VALLEY SUPPLY INC.		63041	FLAT REPAIR	65.88	
51438	01/05/15	12,329.76	001063	NEW FLYER IND. CANADA ULC DBA		63042	TIRES	1,126.19	
						63048	FLASHLIGHTS	2,441.73	
						62984	SAND BAGS DUBOIS	47.30	
						63028	PALLET RETURN	216.42	
						63046	FLOOD CONTROL	-14.14	
						63050	SMC PAINTING PROJECT	32.37	
						62987	PAINT SUPPLIES	48.00	
						63047	HYDROCARBON MIX	57.27	
						62977	LED BOARDS	373.45	
						62978	CLEANING SUPPLIES	3,669.23	
						62979	CLEANING SUPPLIES	1,976.86	
							INVENTORY ORDER	1,770.54	
							INVENTORY ORDER	77.43	
							INVENTORY ITEM	509.62	
							INVENTORY ITEM	4,952.08	
							INVENTORY ITEM	426.19	

Attachment A

DATE 02/27/15 18:07

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

PAGE 2

DATE: 01/01/15 THRU 01/31/15

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
51439	01/05/15	173.90	004	NORTH BAY FORD LINC-MERCURY		62980	INVENTORY ITEM	191.32	
51440	01/05/15	87.38	002323	NORTHERN SAFETY CO., INC.		63021	INVENTORY ITEM	6,110.19	
51441	01/05/15	1,237.97	043	PALACE ART & OFFICE SUPPLY		63022	INVENTORY ITEM	62.93	
51442	01/05/15	334.32	001149	PREFERRED PLUMBING, INC.		63015	BRAKE KIT	115.93	
51443	01/05/15	5,000.00	R539	ROBERT MARIN &		63016	BRAKE KIT	57.97	
51444	01/05/15	363.07	045	ROYAL WHOLESale ELECTRIC		63020	SAFETY GLASSES	87.38	
51445	01/05/15	764.29	135	SANTA CRUZ AUTO PARTS, INC.		63051	OFFICE SUPPLIES	1,237.97	
						62985	BACKFLOW RPR	334.32	
						63054	FELTON FAIR 2015	5,000.00	
						63026	PARKING LOT LIGHTING	329.46	
						63049	ELECTRICAL ITEMS	33.61	
						62991	BRAKES PC	43.89	
						62992	RPR VEH #2603 PC	197.66	
						63005	RPR VEH #711	170.13	
						63012	SHOCKS, GASKET	88.48	
						63017	RPR VEH #1123 PC	302.30	
						63018	CORE CREDIT	-65.25	
						63019	RPR VEH #1123 PC	27.08	
51446	01/05/15	35.67	848	SANTA CRUZ ELECTRONICS, INC.		62993	OFFICE SUPPLIES	35.67	
51447	01/05/15	7,607.19	079	SANTA CRUZ MUNICIPAL UTILITIES		63030	11/11-12/8 DUBOIS	475.76	
						63031	11/11-12/8 PAC ISLAN	97.47	
						63032	11/11-12/8 VERN IRRI	66.31	
						63033	11/11-12/8 VERNON	232.91	
						63034	11/11-12/8 GOLF	1,105.99	
						63035	11/11-12/8 RIVER B	2,113.45	
						63036	11/11-12/8 BUS STOPS	759.43	
						63037	11/11-12/8 GOLF IRRI	105.91	
						63038	11/11-12/8 PAC SMC	2,649.96	
51448	01/05/15	450.92	003108	SOUND WAVES INSULTION INC		63023	INVENTORY ORDER	450.92	
51449	01/05/15	20.23	366	TENNANT COMPANY		62981	FLOOR SCRUBBER SHOP	20.23	
51450	01/05/15	428.31	003152	UNIFIRST CORPORATION		62988	LAUNDRY SERVICES	10.23	
						62996	LAUNDRY SERVICES	6.48	
						62997	LAUNDRY SERVICES	42.41	
						62998	LAUNDRY SERVICES	40.42	
						63002	LAUNDRY SERVICES	252.77	
						63003	LAUNDRY SERVICES	69.01	
						63008	LAUNDRY SERVICES	6.99	
51451	01/05/15	78.19	007	UNITED PARCEL SERVICE		62969	FREIGHT	78.19	
51452	01/05/15	29.37	946	UNITED SITE SERVICES OF CA INC		62972	DEC 14 FENCE RENTAL	29.37	
51453	01/05/15	2,163.74	002829	VALLEY POWER SYSTEMS, INC.		63039	INVENTORY ORDER	80.59	
51454	01/12/15	73.88	002941	AA SAFE & SECURITY CO		63045	INVENTORY ORDER	2,083.15	
						63092	KEYS	46.26	
						63151	KEYS	27.62	
51455	01/12/15	41.00	001088	ADVANCED MECHANICAL SERVICES	7	63150	BACKFLOW TEST SVTC	41.00	
51456	01/12/15	1,191.00	382	AIRTEC SERVICE INC.		63152	HVAC SMC C/S AREA	1,191.00	
51457	01/12/15	562.94	294	ANDY'S AUTO SUPPLY	0	63057	INVENTORY ORDER	116.09	

Attachment A

DATE 02/27/15 18:07

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

PAGE 3

DATE: 01/01/15 THRU 01/31/15

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
51458	01/12/15	8,750.00 001348	8,750.00	ATHENS INSURANCE SERVICE, INC.		63073	BATTERY	120.66	
51459	01/12/15	10.80 002689	10.80	B & B SMALL ENGINE CORP		63120	INVENTORY ITEMS	246.50	
51460	01/12/15	719.00 011	719.00	BEWLEYS CLEANING	7	63131	INVENTORY ITEMS	76.52	
51461	01/12/15	695.00 003190	695.00	BIDDLE CONSULTING GROUP INC.		63137	CREDIT NOTE	-34.69	
51462	01/12/15	7,050.00 616	7,050.00	BROWN ARMSTRONG		63138	LIGHTS INVENTORY	37.86	
51463	01/12/15	659.97 002034	659.97	CARLON'S FIRE EXTINGUISHER		63082	JAN 15 TPA FEE	8,750.00	
51464	01/12/15	954.67 130	954.67	CITY OF WATSONVILLE UTILITIES		63114	AIR FILTER	10.80	
51465	01/12/15	45,591.51 001124	45,591.51	CLEAN ENERGY		63068	DEC14 JANITORIAL SVC	719.00	
51466	01/12/15	169.65 075	169.65	COAST PAPER & SUPPLY INC.		63081	2015 ANNUAL LICENSE	695.00	
51467	01/12/15	309.49 R651	309.49	CSAA INSURANCE EXCHANGE		63066	FY14 AUDIT FINAL	7,050.00	
51468	01/12/15	80.00 003120	80.00	CSMFO MEMBERSHIP		63145	ANNUAL INSPECTION	659.97	
51469	01/12/15	296.66 003116	296.66	CUMMINS PACIFIC LLP		63177	11/17-12/15 WTC	24.00	
51470	01/12/15	96.00 002567	96.00	DEPARTMENT OF JUSTICE		63178	DEC 14 WTC WASTE	711.32	
51471	01/12/15	28,130.73 002104	28,130.73	DEPT OF INDUSTRL RELATIONS-SIP		63179	11/17-12/15 WTC	219.35	
51472	01/12/15	25.00 298	25.00	ERGOMETRICS& APPLIED PERSONNEL		63118	LNG 12/4/14	11,901.24	
51473	01/12/15	3,355.50 432	3,355.50	EXPRESS SERVICES INC.		63119	LNG 12/6/14	11,666.56	
51474	01/12/15	111.38 372	111.38	FEDERAL EXPRESS		63139	LNG 12/11/14	10,162.19	
51475	01/12/15	3,171.27 002295	3,171.27	FIRST ALARM		63140	LNG 12/9/14	11,861.52	
51476	01/12/15	2,442.80 002962	2,442.80	FIS		63063	SC 06-14-13	309.49	
51477	01/12/15	11,806.71 002952	11,806.71	FLYERS ENERGY LLC		63170	1/22/15 EVENT	80.00	VOIDED
51478	01/12/15	233.64 001302	233.64	GARDA CL WEST, INC.		63111	CREDIT NOTE	-496.47	
51479	01/12/15	8,702.74 002954	8,702.74	GCR TIRES & SERVICE	7	63193	RPR BUS #1002	793.13	
						63121	NOV14 FINGERPRINTING	96.00	
						63102	FY15 ASSESSMENT	28,130.73	
						63100	ERGONOMIC TESTING	25.00	
						63130	TEMP W/E 12/21/14	969.00	
						63156	TEMP W/E 12/28/14	510.00	
						63157	TEMP W/E 12/14/14	607.50	
						63158	TEMP W/E 12/21/14	216.00	
						63079	FREIGHT	1,053.00	
						63165	FREIGHT	35.47	
						63174	FREIGHT	11.35	
						63067	DEC 14 SECURITY	64.56	
						63197	OCT 14 MERCHANT FEES	3,171.27	
						63198	NOV 14 MERCHANT FEES	1,319.18	
						63059	12/1-12/15 FUEL	1,123.62	
						63141	12/1-12/15 FUEL PC	2,567.31	
						63065	JAN 15 SERVICES	9,239.40	
						63107	TIRES	233.64	
						63108	TIRES	1,199.12	
						63109	TIRES	156.11	
						63110	TIRES	1,007.85	
						63125	TIRES	1,790.27	
						63126	TIRES	2,385.18	
								1,126.19	

Attachment A

DATE 02/27/15 18:07

PAGE 4

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

DATE: 01/01/15 THRU 01/31/15

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
51480	01/12/15	161.87 647		GENFARE A DIV OF SPX CORP		63127	TIRES	462.84	
51481	01/12/15	429.04 117		GILLIG LLC		63128	TIRES	259.87	
51482	01/12/15	393.75 282		GRAINGER		63135	TIRES	315.31	
51483	01/12/15	100,880.65 003178		HILL INTERNATIONAL INC		63074	INVENTORY ORDER	161.87	
51484	01/12/15	330.03 166		HOSE SHOP, THE INC		63112	INVENTORY ORDER	429.04	
51485	01/12/15	3,696.08 878		KELLY SERVICES, INC.		63090	BALLASTS	37.37	
51486	01/12/15	1,811.26 001233		KIMBALL MIDWEST		63091	BALLASTS	65.81	
51487	01/12/15	799.00 039		KINKO'S INC.		63113	BASE STEEL	114.80	
51488	01/12/15	240.00 852		LAW OFFICES OF MARIE F. SANG	7	63123	ROAD SUP VEHICLES	149.43	
51489	01/12/15	44.00 T275		MARKS, JUDITH		63124	SMALL TOOL WORKSHOP	26.34	
51490	01/12/15	183.22 001052		MID VALLEY SUPPLY INC.		63175	NOV 14 MB PM SVC	100,880.65	
51491	01/12/15	15,502.04 001063		NEW FLYER IND. CANADA ULC DBA		63142	HOSES	179.32	
51492	01/12/15	365.00 004		NORTH BAY FORD LINC-MERCURY		63143	HOSES	150.71	
51493	01/12/15	65.00 003191		OCCUPATIONAL HEALTH CENTERS OF OFFICE TEAM		63155	TEMP W/E 12/14/14	1,470.66	
51494	01/12/15	6,417.17 003115				63163	TEMP W/E 12/21/14	1,063.00	
						63164	TEMP W/E 12/14/14	1,162.42	
						63062	INVENTORY PARTS	1,586.21	
						63144	HARDWARE	225.05	
						63086	2014 HEADWAYS	799.00	
						63101	CL# 2010226708	240.00	
						63093	11 TICKETS @ \$4/EA	44.00	
						63153	CLEANING SUPPLIES	183.22	
						63055	WARRANTY CREDIT	-1,082.28	
						63056	INVENTORY ORDER	37.63	
						63186	INVENTORY ORDER	35.88	
						63187	INVENTORY ORDER	257.89	
						63188	INVENTORY ORDER	5,325.57	
						63189	INVENTORY ORDER	49.87	
						63190	INVENTORY ORDER	1,799.98	
						63191	RPR BUS #2601	5.56	
						63192	INVENTORY ORDER	9,071.94	
						63060	RPR VEH #2603 PC	24.78	
						63132	RPR VEH #2406	93.79	
						63133	INVENTORY ITEM	246.43	
						63080	PRE EMPLOY EXAM	65.00	
						63075	TEMP W/E 11/28/14	293.36	
						63076	TEMP W/E 12/19/14	1,173.44	
						63077	TEMP W/E 12/12/14	852.58	
						63078	TEMP W/E 11/21/14	1,173.44	
						63083	TEMP W/E 12/12/14	1,346.59	
						63084	TEMP W/E 12/19/14	1,284.40	
						63129	TEMP W/E 12/26/14	293.36	
51495	01/12/15	11,490.75 009		PACIFIC GAS & ELECTRIC		63166	11/25-12/23 1122RIVB	1,918.09	
						63167	11/25-12/24 1122RIVB	125.12	
						63168	11/24-12/23 GOLF	5,346.17	
						63169	11/25-12/24 VERNON	4,101.37	

Attachment A

DATE 02/27/15 18:07

PAGE 5

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

DATE: 01/01/15 THRU 01/31/15

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
51496	01/12/15	043	225.04	PALACE ART & OFFICE SUPPLY		63094	OFFICE SUPPLIES	219.61	
51497	01/12/15	527	650.00	RECARO NORTH AMERICA, INC.		63095	OFFICE SUPPLIES	5.43	
51498	01/12/15	003024	82.48	RICOH USA, INC CA		63185	DEMO SEAT	650.00	
51499	01/12/15	215	801.87	RICOH USA, INC. TX		63106	STAPLES	82.48	
51500	01/12/15	536	210.95	RIVERSIDE LIGHTING & ELECTRIC		63085	12/18-1/17 IMAGES	388.62	
						63105	12/18-1/17 LEASE OPS	413.25	
						63146	PARKING LIGHTS	130.65	
						63147	WTC LIGHTS	3.78	
						63148	BALLASTS	76.52	
51501	01/12/15	001379	2,624.72	SAFETY-KLEEN INC		63149	HAZ WASTE	2,624.72	
51502	01/12/15	018	49.05	SALINAS VALLEY FORD SALES INC		63184	INVENTORY ORDER	49.05	
51503	01/12/15	135	170.86	SANTA CRUZ AUTO PARTS, INC.		63058	RPR VEH #711	114.89	
						63116	RPR VEH #711	124.13	
51504	01/12/15	079	186.07	SANTA CRUZ MUNICIPAL UTILITIES		63117	CREDIT NOTE	-68.16	
51505	01/12/15	002459	187.74	SCOTTS VALLEY WATER DISTRICT		63199	11/19-12/16 WATER PC	186.07	
						63194	10/7-12/4 SVTC WATER	187.52	
						63195	11/26-12/30 SVT RECY	0.14	
						63196	10/30-11/26 SVT RECY	0.08	
51506	01/12/15	002267	2,500.00	SHAW / YODER / ANTWIH, INC.		63161	NOV 14 LEGISLATE SVC	2,500.00	
51507	01/12/15	001976	173.00	SPORTWORKS NORTHWEST, INC.		63183	INVENTORY ORDER	173.00	
51508	01/12/15	104	74.11	STATE STEEL COMPANY	0	63134	RPR VEH #2210	74.11	
51509	01/12/15	001040	407.07	TERRYBERRY CO., LLC		63159	LONGEVITY AWARD	127.28	
						63160	LONGEVITY AWARD	279.79	
51510	01/12/15	001752	183.81	THOMPSON PUBLISHING GROUP, INC.		63064	CA-CIVIL TRIAL EVIDE	183.81	
51511	01/12/15	002543	411.57	TRI COUNTY INSULATION		63070	CEILING TILES	411.57	
51512	01/12/15	057	5,933.41	U.S. BANK		63171	****-****-****-5056	3,187.01	
						63172	****-****-****-6490	575.00	
						63173	****-****-****-3829	2,171.40	
51513	01/12/15	003152	396.14	UNIFIRST CORPORATION		63071	LAUNDRY SERVICE	240.10	
						63072	LAUNDRY SERVICE	69.01	
						63087	LAUNDRY SERVICE	40.42	
						63088	LAUNDRY SERVICE	6.99	
						63089	LAUNDRY SERVICE	6.48	
						63122	LAUNDRY SERVICE	33.14	
51514	01/12/15	007	90.25	UNITED PARCEL SERVICE		63181	FREIGHT	37.86	
						63182	FREIGHT	52.39	
51515	01/12/15	221	1,480.30	VEHICLE MAINTENANCE PROG INC		63061	OIL FILTERS	180.80	
						63136	FILTERS	1,299.50	
51516	01/12/15	434B	488.21	VERIZON CALIFORNIA		63162	12/13-1/12 LMR PROJ	433.12	
						63176	12/16-1/15 SKYLINE	55.09	
51517	01/12/15	434	950.25	VERIZON WIRELESS	0	63180	11/13-12/12 WIFI BUS	950.25	
51518	01/12/15	001165	467.16	VU, THANH DR. MD	7	63069	NEW HIRE DMV EXAM	92.16	
						63096	DMV EXAM	75.00	
						63097	DMV EXAM	75.00	
						63098	DMV EXAM	75.00	
						63099	DMV EXAM	75.00	

Attachment A

DATE 02/27/15 18:07

PAGE 6

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

DATE: 01/01/15 THRU 01/31/15

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
51519	01/20/15	AA GLASS SHOP	593.00	AA GLASS SHOP	7	63104	DMV EXAM	75.00	
51520	01/20/15	ABC BUS INC	515.84	ABC BUS INC		63247	REPLACE IT DOOR	593.00	
51521	01/20/15	ALWAYS TOWING & RECOVERY, INC	525.00	ALWAYS TOWING & RECOVERY, INC		63218	INVENTORY ORDER	515.84	
51522	01/20/15	AMERICAN MESSAGING SVCS, LLC	46.03	AMERICAN MESSAGING SVCS, LLC		63245	TOWING BUS #2220	525.00	
51523	01/20/15	AMERICAN REPROGRAPHICS CO LLC	353.82	AMERICAN REPROGRAPHICS CO LLC		63270	JAN 15 SVC & REPLACE	46.03	
51524	01/20/15	ANDY'S AUTO SUPPLY	47.98	ANDY'S AUTO SUPPLY	0	63262	PLAN SETS	353.82	
51525	01/20/15	AT&T	5,392.27	AT&T		63243	INVENTORY ORDER	47.98	
						63200	11/19-12/18 CALNET2	4,936.38	
						63321	11/19-12/18 CEMENT	175.29	
						63322	11/19-12/18 SKYLINE	280.60	
51526	01/20/15	AT&T MOBILITY	955.51	AT&T MOBILITY	7	63201	11/24-12/23 BUS WIFI	955.51	
51527	01/20/15	BUSTICHI, DENE	100.00	BUSTICHI, DENE		63293	DEC 14 BOD MEETINGS	100.00	
51528	01/20/15	CALACT	825.00	CALACT		63312	2015 MEMBERSHIP	825.00	
51529	01/20/15	CALLIS, CHERI	79.00	CALLIS, CHERI		63261	DATA RECOVERY SOFTWR	79.00	
51530	01/20/15	CALTRONICS BUSINESS SYSTEMS	353.98	CALTRONICS BUSINESS SYSTEMS		63211	OFFICE SUPPLIES	353.98	
51531	01/20/15	CAPITOL CLUTCH & BRAKE, INC.	2,745.76	CAPITOL CLUTCH & BRAKE, INC.		63219	INVENTORY ORDER	2,745.76	
51532	01/20/15	CERVANTEZ, KARINA	50.00	CERVANTEZ, KARINA		63294	DEC 14 BOARD MEETING	50.00	
51533	01/20/15	CITY OF SANTA CRUZ-FINANCE	1,180.31	CITY OF SANTA CRUZ-FINANCE		63283	1/1-3/30PARK DEF FEE	573.75	
						63284	1/1-3/30PARK DEF FEE	606.56	
51534	01/20/15	CLEAN ENERGY	10,710.99	CLEAN ENERGY		63289	LNG 12/13/14	10,710.99	
51535	01/20/15	CLIFFORD, ALEX	337.84	CLIFFORD, ALEX		63260	TRAVEL REIMBURSEMENT	337.84	
51536	01/20/15	COASTAL LANDSCAPING INC. DBA	2,890.00	COASTAL LANDSCAPING INC. DBA		63248	DEC 14 LANDSCAPE SVC	2,890.00	
51537	01/20/15	CUMMINS PACIFIC LLP	1,357.16	CUMMINS PACIFIC LLP		63220	INVENTORY ORDER	493.33	
						63233	RPR BUS #1205	615.60	
						63234	INVENTORY ORDER	248.23	
51538	01/20/15	D & M TRAFFIC SERVICES INC	525.78	D & M TRAFFIC SERVICES INC		63203	DELINEATOR	525.78	
51539	01/20/15	DIESEL MARINE ELECTRIC, INC.	2,283.75	DIESEL MARINE ELECTRIC, INC.		63217	INVENTORY ORDER	2,283.75	
51540	01/20/15	ENVIRONMENTAL LOGISTICS INC	1,441.40	ENVIRONMENTAL LOGISTICS INC		63302	HAZ WASTE	1,441.40	
51541	01/20/15	EXPRESS SERVICES INC.	432.00	EXPRESS SERVICES INC.		63314	TEMP W/E 01/04/15	432.00	
51542	01/20/15	FEDERAL EXPRESS	37.28	FEDERAL EXPRESS		63323	FREIGHT	37.28	
51543	01/20/15	FERGUSON ENTERPRISES INC. #795	864.28	FERGUSON ENTERPRISES INC. #795		63251	INVENTORY ITEMS	752.01	
						63267	SMALL SHOP TOOLS	112.27	
51544	01/20/15	FIRST ALARM	39,270.76	FIRST ALARM		63292	DEC 14 SECURITY	39,270.76	
51545	01/20/15	FRIEND, ZACHARIAH	50.00	FRIEND, ZACHARIAH		63295	DEC 14 BOARD MEETING	50.00	
51546	01/20/15	GCR TIRES & SERVICE	2,358.54	GCR TIRES & SERVICE	7	63290	TIRES	1,876.98	
						63291	TIRES	481.56	
51547	01/20/15	GENFARE A DIV OF SPX CORP	554.20	GENFARE A DIV OF SPX CORP		63288	INVENTORY ORDER	88.20	
51548	01/20/15	GILLIG LLC	407.99	GILLIG LLC		63319	TVM #6 SLV FREIGHT	466.00	
51549	01/20/15	GOODWILL INDUSTRIES OF SILICON	113.75	GOODWILL INDUSTRIES OF SILICON		63216	INVENTORY ORDER	407.99	
						63221	DEC 14 SHREDDING PC	16.25	
51550	01/20/15	GRAFFITI REMOVAL, INC.	361.07	GRAFFITI REMOVAL, INC.		63246	DEC 14 SHREDDING	97.50	
51551	01/20/15	GRAINGER	3,231.11	GRAINGER		63258	INVENTORY ITEMS	361.07	
						63225	AIR GREASE GUN	594.59	
						63226	INVENTORY ITEMS	2,365.39	
						63249	LIGHTING	271.13	
51552	01/20/15	GRAVES, RON	50.00	GRAVES, RON	7	63296	DEC 14 BOARD MEETING	50.00	

Attachment A

DATE 02/27/15 18:07

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

PAGE 7

DATE: 01/01/15 THRU 01/31/15

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
51553	01/20/15	121,234.13 003106	121,234.13	GROUP 4 ARCHITECTURE, RESEARCH		63324	NOV 14 PACIFIC STATI	121,234.13	
51554	01/20/15	16,183.41 001745	16,183.41	HARTFORD LIFE AND ACCIDENT INS		63274	JAN 15 LTD	11,559.10	
51555	01/20/15	103.26 166	103.26	HOSE SHOP, THE INC		63275	JAN 15 LIFE AD&D	4,624.31	
51556	01/20/15	789.24 003122	789.24	INDUSTRIAL SAFETY SUPPLY CO		63250	RPR BIRD SPIKES	103.26	
51557	01/20/15	2,476.82 878	2,476.82	KELLY SERVICES, INC.		63259	RAINGEAR	789.24	
51558	01/20/15	399.33 039	399.33	KINKO'S INC.		63205	TEMP W/E 12/7/14	265.65	
51559	01/20/15	50.00 B026	50.00	LEOPOLD, JOHN		63315	TEMP W/E 12/21/14	891.77	
51560	01/20/15	157.10 003059	157.10	MAILFINANCE INC	7	63316	TEMP W/E 12/14/14	338.10	
51561	01/20/15	707.20 001145	707.20	MANAGED HEALTH NETWORK		63318	TEMP W/E 12/21/14	277.73	
51562	01/20/15	33,166.64 003017	33,166.64	MANSFIELD OIL CO OF GAINESVILLE		63281	TEMP W/E 12/28/14	703.57	
51563	01/20/15	327.00 003187	327.00	MARTY FRANICH CHRYSLER DODGE		63297	HUMAN TRAFFIC POSTER	399.33	
51564	01/20/15	7,200.00 003163	7,200.00	MARUCCO, STODDARD, FERENBACH		63257	DEC 14 BOARD MEETING	50.00	
51565	01/20/15	100.00 B031	100.00	MCPHERSON, BRUCE		63272	DEC 14 BOARD MEETING	157.10	
51566	01/20/15	65.00 001342	65.00	MCW ASSOCIATES, INC.		63231	JAN 15 EAP PREMIUM	707.20	
51567	01/20/15	413.25 001052	413.25	MID VALLEY SUPPLY INC.		63305	DIESEL 12/10/14	17,397.42	
51568	01/20/15	1,392.93 001454	1,392.93	MONTEREY BAY SYSTEMS		63285	DIESEL 12/29/14	15,769.22	
51569	01/20/15	400.00 003061	400.00	NEOFUNDS BY NEOPOST DBA		63298	RPR VEH #1124 PC	327.00	
51570	01/20/15	4,871.83 001063	4,871.83	NEW FLYER IND. CANADA ULC DBA		63253	WEB ADA COMPLIANCE	7,200.00	
51571	01/20/15	109.98 002721	109.98	NEXTEL COMMUNICATIONS/SPRINT		63254	DEC 14 BOARD MEETING	100.00	
51572	01/20/15	1,692.18 004	1,692.18	NORTH BAY FORD LINC-MERCURY		63286	DEC 14 SERVICES	65.00	
51573	01/20/15	86.50 003191	86.50	OCCUPATIONAL HEALTH CENTERS OF		63244	CLEANING SUPPLIES	413.25	
51574	01/20/15	2,767.47 003115	2,767.47	OFFICE TEAM		63226	10/1-12/31 SVC FLEET	1,392.93	
51575	01/20/15	6,612.38 009	6,612.38	PACIFIC GAS & ELECTRIC		63206	***-***-***-1598	400.00	
51576	01/20/15	1,093.59 043	1,093.59	PALACE ART & OFFICE SUPPLY		63286	RPR BUS #2601	7.22	
51577	01/20/15	2,622.73 003086	2,622.73	PAPE MACHINERY INC		63307	INVENTORY ITEMS	1,278.90	
						63308	INVENTORY ITEMS	2,769.68	
						63309	INVENTORY ITEM	183.08	
						63310	REV VEH ORDER	623.73	
						63311	INVENTORY ITEM	9.22	
						63320	11/26-12/25 TVM WIRE	109.98	
						63228	RPR VEH #2402 PC	846.09	
						63232	RPR BUS #2406	846.09	
						63279	DMV EXAM	86.50	
						63277	TEMP W/E 1/2/15	1,076.19	
						63278	TEMP W/E 1/2/15	880.08	
						63280	TEMP W/E 12/26/14	811.20	
						63236	12/5-1/4 SVTC TVM	46.27	
						63237	11/24-12/23 1217RIVB	62.17	
						63268	11/24-12/23 DUBOIS	1,711.59	
						63269	12/1-12/29 PACIFIC	2,332.51	
						63303	11/24-12/23 1217RIV	100.09	
						63304	12/6-1/5 PNR SVT WTC	2,359.75	
						63206	OFFICE SUPPLIES	1,093.59	
						63214	INVENTORY ORDER	39.50	
						63264	INVENTORY ORDER	2,637.61	
						63266	CORE CREDIT	-54.38	

Attachment A

DATE 02/27/15 18:07

PAGE 8

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

DATE: 01/01/15 THRU 01/31/15

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
51578	01/20/15	403.30 002158	403.30	PEREZ, J. ASSOCIATES, INC.		63263	INTERIOR CARD STRAPS	403.30	
51579	01/20/15	2,120.51 187	2,120.51	POLAR RADIATOR SERVICE INC		63215	RPR BUS #2305	2,120.51	
51580	01/20/15	44,153.90 002939	44,153.90	PREFERRED BENEFIT		63271	JAN 15 DENTAL	44,153.90	
51581	01/20/15	350.70 003020	350.70	QUEST DIAGNOSTIC INC.		63276	DOT DRUG TESTS	350.70	
51582	01/20/15	546.16 003024	546.16	RICOH USA, INC CA		63313	11/19-12/18 LEASE AD	546.16	
51583	01/20/15	266.44 215	266.44	RICOH USA, INC. TX		63254	12/26-1/25 LEASE C/S	266.44	
51584	01/20/15	50.00 B022	50.00	ROBINSON, LYNN MARIE	7	63299	DEC 14 BOARD MEETING	50.00	
51585	01/20/15	973.51 018	973.51	SALINAS VALLEY FORD SALES INC		63213	INVENTORY ORDER	973.51	
51586	01/20/15	1,748.42 107A	1,748.42	SAN LORENZO LUMBER & HOME CTR		63202	1/7/15 STATEMENT	1,748.42	
51587	01/20/15	167.37 135	167.37	SANTA CRUZ AUTO PARTS, INC.		63229	INVENTORY ITEMS	29.11	
						63230	RPR VEH #9821	30.65	
						63238	CORE CREDIT	-17.40	
						63239	BATTERY	125.01	
51588	01/20/15	205.36 149	205.36	SANTA CRUZ SENTINEL	0	63317	LEGAL AD	205.36	
51589	01/20/15	170.68 122	170.68	SCMTD PETTY CASH - OPS		63328	PETTY CASH REIMBURSE	170.68	
51590	01/20/15	2,888.30 681	2,888.30	SCOTTS BODY SHOP CORP	7	63235	RPR VEH #1127 PC	2,888.30	
51591	01/20/15	2,500.00 002267	2,500.00	SHAW / YODER / ANTIWIH, INC.		63256	DEC 14 LEGISLATE SVC	2,500.00	
51592	01/20/15	5,664.00 001277	5,664.00	SJB GLOBALNET, INC.		63208	SUPPORT FOR VOIP	4,164.00	
						63210	SEPT 14 SERVICE	1,500.00	
51593	01/20/15	448.20 080A	448.20	STATE BOARD OF EQUALIZATION		63325	OCT-DEC14 DIESEL TAX	448.20	
51594	01/20/15	3,264.00 001857	3,264.00	SWRCB FEES		63300	2015 PERMIT 1200R1VB	1,632.00	
51595	01/20/15	356.60 003152	356.60	UNIFIRST CORPORATION		63301	2015 PERMIT GOLFLUB	1,632.00	
						63207	LAUNDRY SERVICE	6.99	
						63212	LAUNDRY SERVICE	10.68	
						63222	LAUNDRY SERVICE	6.99	
						63223	LAUNDRY SERVICE	6.48	
						63224	LAUNDRY SERVICE	40.42	
						63227	LAUNDRY SERVICE	10.23	
						63241	LAUNDRY SERVICE	69.01	
51596	01/20/15	27.10 007	27.10	UNITED PARCEL SERVICE		63242	LAUNDRY SERVICE	205.80	
51597	01/20/15	192.90 002829	192.90	VALLEY POWER SYSTEMS, INC.		63306	FREIGHT	27.10	
						63282	INVENTORY ORDER	77.16	
51598	01/20/15	1,680.00 001353	1,680.00	VISION COMMUNICATIONS		63287	INVENTORY ORDER	115.74	
51599	01/20/15	11,285.64 001043	11,285.64	VISION SERVICE PLAN		63240	RPR BIELAWSKI	1,680.00	
51600	01/20/15	70.00 682	70.00	WEISS, AMY L.		63273	JAN 15 VISION	11,285.64	
51601	01/20/15	2,734.88 001506	2,734.88	WESTERN STATES OIL CO.	7	63255	BOD MEETING 12/12/14	70.00	
51602	01/20/15	323.46 434	323.46	VERIZON WIRELESS		63265	BULK OIL	2,734.88	
51603	01/26/15	311.97 003072	311.97	3M OCONOMOWOC	0	63329	12/2-1/1 P2T FACILIT	323.46	
51604	01/26/15	581.74 002069	581.74	A TOOL SHED, INC.		63441	SOUND MONITORING EQU	311.97	
51605	01/26/15	98.44 003151	98.44	ABC BUS INC		63356	PRESSURE WASHER RENT	581.74	
51606	01/26/15	3,030.00 382	3,030.00	AIRTEC SERVICE INC.		63372	INVENTORY ORDER	98.44	
						63404	RPR HVAC VERNON	376.00	
						63405	RPR HVAC GOLF	859.00	
						63406	RPR HVAC SVTC	231.00	
						63407	RPR HVAC VERNON	780.00	
						63408	RPLC ALL FILTERS	198.00	

Attachment A

DATE 02/27/15 18:07

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

PAGE 9

DATE: 01/01/15 THRU 01/31/15

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
51607	01/26/15	214.53 294	ANDY'S AUTO SUPPLY	0	63410	SVC RPLC FILTERS	236.00		
51608	01/26/15	313.20 001G	AT&T		63410	SVC RPLC FILTERS	350.00		
51609	01/26/15	477.50 247	AUTOMATIC DOOR SYSTEMS, INC.		63348	INVENTORY ITEMS	69.11		
51610	01/26/15	83.23 002689	B & B SMALL ENGINE CORP		63349	INVENTORY ITEMS	145.42		
51611	01/26/15	6,916.09 001844	BRINKS INCORPORATED		63464	1/5-2/4 REPEATERS	313.20		
51612	01/26/15	92.89 M022	CAPELLA, KATHLEEN	0	63355	RPR DOOR VERNON	215.00		
51613	01/26/15	5,000.00 001324	CAPITALEGE ADVOCACY, INC.		63401	RPR DOOR VERNON	262.50		
51614	01/26/15	1,839.41 003081	CAPITOLA MALL LLC	7	63333	THROTTLE CONTROL	83.23		
51615	01/26/15	2,450.11 001346	CITY OF SANTA CRUZ-FINANCE		63448	DEC 14 1200B SERVICE	4,038.09		
51616	01/26/15	65,668.63 001124	CLEAN ENERGY		63449	DEC 14 1200B SERVICE	2,878.00		
51617	01/26/15	99.52 075	COAST PAPER & SUPPLY INC.		63456	FEB 15 RETIREE SUPP	92.89		
51618	01/26/15	115.11 002063	COSTCO		63334	JAN 15 LEGISLATE SVC	5,000.00		
51619	01/26/15	15.36 379	COUNTY OF SANTA CRUZ PUB WORKS		63458	FEB 15 RENT	1,839.41		
51620	01/26/15	2,065.30 002814	CREATIVE BUS SALES, INC.		63402	COOP MGMT PACIFIC	2,339.81		
51621	01/26/15	80.71 002389	DARCO PRINTING	7	63418	LANDFILL	110.30		
51622	01/26/15	46.44 M039	DAVILA, ANA MARIA	0	63350	DEC 14 MAINTENANCE	14,842.00		
51623	01/26/15	3,775.79 157	DELL MARKETING L.P.		63364	LNG 12/23/14	10,176.63		
51624	01/26/15	11,289.00 916	DOCTORS ON DUTY MEDICAL CLINIC		63365	LNG 12/20/14	10,269.31		
51625	01/26/15	1,096.20 003153	ENVIRONMENTAL LOGISTICS INC		63366	LNG 12/18/14	10,135.72		
51626	01/26/15	112.58 959	FIRST ADVANTAGE OCCUPATIONAL		63367	LNG 12/16/14	10,363.19		
51627	01/26/15	10,793.58 002295	FIRST ALARM		63368	LNG 12/26/14	9,881.78		
51628	01/26/15	8,806.80 002952	FLYERS ENERGY LLC		63403	CLEANING SUPPLIES WT	99.52		
51629	01/26/15	3,530.47 002954	GCR TIRES & SERVICE	7	63335	BOD MEETING 1/9/15	115.11		
51630	01/26/15	1,740.00 117	GILLIG LLC		63417	LANDFILL	15.36		
51631	01/26/15	92.89 M041	GOUVEIA, ROBERT		63439	RPR VEH #1127 PC	202.79		
51632	01/26/15	1,296.80 001097	GREENWASTE RECOVERY, INC.		63440	INVENTORY ITEMS	1,862.51		
					63445	VELLUM PAPER	80.71		
					63450	FEB 15 RETIREE SUPP	46.44		
					63392	4 LAPTOPS	3,775.79		
					63394	6/13-11/13 SERVICES	3,149.00		
					63395	12/13-5/14 SERVICES	3,815.00		
					63396	6/14-1/15 SERVICES	4,325.00		
					63411	HAZ WASTE	1,096.20		
					63378	MRO SERVICE	112.58		
					63447	DEC 14 SECURITY DUBO	10,793.58		
					63339	PROPANE	23.32		
					63369	12/15-12/31 FUEL	2,107.78		
					63398	12/15-12/31 FUEL	6,675.70		
					63341	TIRES	2,252.37		
					63342	TIRES	503.93		
					63343	TIRES	129.94		
					63344	TIRES	159.37		
					63345	TIRES	484.86		
					63362	RECARO SEAT	1,740.00		
					63451	FEB 15 RETIREE SUPP	92.89		
					63419	1/1-3/31 BUS STOP	174.78		

Attachment A

DATE 02/27/15 18:07

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

PAGE 10

DATE: 01/01/15 THRU 01/31/15

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
51633	01/26/15	13,928.23 002979		HUNT & SONS, INC.		63420	1/1-3/31 BIGBAS HWY9	58.26	
51634	01/26/15	599.75 003011		IFAX SOLUTIONS, INC		63421	1/1-3/31 AIRP&FREED	116.52	
51635	01/26/15	154.85 878		KELLY SERVICES, INC.		63422	1/1-3/31 LOMOND HWY9	58.26	
51636	01/26/15	59.21 040		LENZ ARTS, INC.		63423	1/1-3/31 FREE&BRWKR	58.26	
51637	01/26/15	102,800.11 003058		LEWIS C NELSON AND SONS INC		63424	1/1-3/31 GRNVL&CARN	58.26	
51638	01/26/15	50.00 880		LEXISNEXIS INC		63425	1/1-3/31 SOQ&COTTON	116.37	
51639	01/26/15	140.61 003187		MARTY FRANICH CHRYSLER DODGE		63426	1/1-3/31 MTHERM SVT	57.81	
51640	01/26/15	5,516.49 001063		NEW FLYER IND. CANADA ULC DBA		63427	1/1-3/31 SOQ&COTTON	58.26	
						63428	1/1-3/31 FREEDOM	58.26	
						63429	DEC 14 WASTE SVTC	247.08	
						63444	DEC 14 WASTE PC	234.68	
						63399	BULK OIL & COOLANT	11,381.92	
						63400	BULK OIL & COOLANT	2,546.31	
						63332	3/26-3/25/16 RENEWAL	599.75	
						63386	TEMP W/E 1/4/15	154.85	
						63330	CLIP FRAMES	59.21	
						63383	CONST MB THRU 12/25	102,800.11	
						63391	DEC 14 SERVICES	50.00	
						63363	RPR VEH #1124 PC	140.61	
						63379	INVENTORY ITEM	4,271.63	
						63380	INVENTORY ORDER	196.47	
						63381	RPR BUS #2311	275.65	
						63382	INVENTORY ORDER	38.94	
						63437	INVENTORY ORDER	147.73	
						63438	INVENTORY ORDER	369.50	
						63463	INVENTORY ITEMS	216.57	
						63336	RPR VEH # 2401 PC	5,017.25	
						63337	RPR VEH # 2404 PC	78.62	
						63338	RPR VEH # 2603 PC	89.07	
						63462	RPR VEH #304	96.16	
						63385	TEMP W/E 1/9/15	1,348.53	
						63390	12/9-1/7 PARACRUZ	794.50	
						63373	FORK LIFT REPAIR	510.23	
						63359	RPR BUS #2222	22.24	
						63460	INVENTORY ORDER	4,529.29	
						63452	FEB 15 RETIREE SUPP	46.44	
						63384	PRE-EMPLOY TESTING	370.00	
						63412	DEC 14 PEST CAFELENA	48.50	
						63413	DEC 14 PEST BETTY'S	53.00	
						63414	DEC 14 PEST VERNON	183.00	
						63415	DEC 14 PEST METROMKT	48.50	
						63416	DEC 14 PEST DUBOIS	241.00	
						63459	DEC 14 PEST WTC	70.00	
						63387	BUSINESS CARDS	134.85	
						63353	JAN15 ELEVATOR MAINT	413.62	
						63377	10/1-12/31 IMAGES	370.66	
51641	01/26/15	5,281.10 004		NORTH BAY FORD LINC-MERCURY					
51642	01/26/15	1,348.53 003115		OFFICE TEAM					
51643	01/26/15	794.50 009		PACIFIC GAS & ELECTRIC					
51644	01/26/15	510.23 872		PACIFIC MATERIAL HANDLING SOL.					
51645	01/26/15	4,551.53 003086		PAPE MACHINERY INC					
51646	01/26/15	46.44 M109		PEREZ, CHERYL					
51647	01/26/15	370.00 003097		PHILLIPS-ANDERSON INC					
51648	01/26/15	644.00 481		PIED PIPER EXTERMINATORS, INC.					
51649	01/26/15	134.85 882		PRINT SHOP SANTA CRUZ					
51650	01/26/15	413.62 001153		REPUBLIC ELEVATOR COMPANY INC					
51651	01/26/15	370.66 003024		RICOH USA, INC CA					

Attachment A

DATE 02/27/15 18:07

PAGE 11

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

DATE: 01/01/15 THRU 01/31/15

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
51652	01/26/15	ROSSI, DENISE	92.89	ROSSI, DENISE	0	63453	FEB 15 RETIREE SUPP	92.89	
51653	01/26/15	ROWE, RUBY	46.44	ROWE, RUBY		63454	FEB 15 RETIREE SUPP	46.44	
51654	01/26/15	ROYAL WHOLESale ELECTRIC	84.28	ROYAL WHOLESale ELECTRIC		63354	LIGHT POLES MMF	84.28	
51655	01/26/15	SANTA CRUZ AUTO PARTS, INC.	46.03	SANTA CRUZ AUTO PARTS, INC.		63461	INVENTORY PARTS	46.03	
51656	01/26/15	SANTA CRUZ COUNTY LAW LIBRARY	15.00	SANTA CRUZ COUNTY LAW LIBRARY		63434	QTRLY COPY CHARGE	15.00	
51657	01/26/15	SANTA CRUZ METRO TRANSIT W/C	54,738.75	SANTA CRUZ METRO TRANSIT W/C		63430	1/1-1/15 W/C REPLENI	14,151.94	
						63431	12/16-12/31 W/C REPL	21,115.61	
						63432	12/1-12/15 W/C REPLE	15,740.23	
						63433	INV 88-102 EXCEPT 89	3,730.97	
						63393	11/11-12/8 1217RIVER	137.95	
						63357	DEC 14 SERVICE	10,288.21	
						63446	11/24-12/23MUD PLATE	264.00	
						63374	TOOL REPLACEMENT	314.60	
						63457	FEB 15 RENT	13,322.53	
						63435	2015 ANNUAL FEE	505.00	
						63465	SC 07-14-04	1,867.89	
						63340	RPR BUS #9801	10.88	
						63331	LONGEVITY AWARD	162.37	
						63436	DEC 14 SERVICES	429.78	
						63346	LAUNDRY SERVICE	69.01	
						63347	LAUNDRY SERVICE	205.80	
						63351	LAUNDRY SERVICE	6.48	
						63352	LAUNDRY SERVICE	40.42	
						63358	LAUNDRY SERVICE	6.99	
						63370	LAUNDRY SERVICE	69.01	
						63371	LAUNDRY SERVICE	205.80	
						63388	LAUNDRY SERVICE	6.99	
						63389	12/2-1/1 TELECOM PC	308.88	
						63397	12/2-1/1 P2T PC	471.37	
						63376	DMV EXAM	75.00	
						63442	DMV EXAM	75.00	
						63443	CREDIT NOTE	-15.93	
						63455	BULK OIL	105.25	
						63466	FEB 15 RETIREE SUPP	46.44	
						63467	FEB 15 RENT/JAN CPI	4,240.00	
						63469	FEB 15 RENT	9,735.00	
						63468	OCT-DEC 14 SALES TAX	1,293.00	
						63574	FEB 15 RENT	3,500.00	
							TRADE DISPLAY 50%DEF	1,488.79	MANUAL
TOTAL								1,143,024.32	
TOTAL CHECKS								266	1,143,024.32

- THIS PAGE INTENTIONALLY LEFT BLANK -



DATE: March 27, 2015
TO: Board of Directors
FROM: Alex Clifford, CEO
SUBJECT: ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING OF MARCH 13, 2015

I. RECOMMENDED ACTION

That the Board of Directors Accept and File the Minutes for the Santa Cruz Metropolitan Transit District (METRO) Board of Directors Meeting of March 13, 2015

II. SUMMARY

- Staff is providing minutes from the Santa Cruz Metropolitan Transit District (METRO) Board of Directors Meeting of March 13, 2015.
- Each meeting, staff will provide minutes from the previous METRO Board of Directors meeting

III. DISCUSSION/BACKGROUND

The Board requested that staff include, in the Board Packet, minutes for previous METRO Board of Directors meetings. Staff is enclosing the minutes from these meetings as a mechanism of complying with this request.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None.

V. ALTERNATIVES CONSIDERED

None.

VI. ATTACHMENTS

Attachment A: Draft minutes for the Board of Directors Meeting of March 13, 2015

Prepared by: Gina Pye, Executive Assistant

VII. APPROVALS:

Alex Clifford, CEO/General Manager





**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
REGULAR MEETING
MARCH 13, 2015 – 8:00 AM
METRO ADMIN OFFICES
110 STREET
SANTA CRUZ, CA 95060**

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, March 13, 2015, at the METRO Admin Offices at 110 Vernon Street in Santa Cruz, CA.

The Board Meeting Agenda Packet can be found online at www.SCMTD.com and is available for inspection at Santa Cruz Metro’s Administrative offices at 110 Vernon Street, Santa Cruz, California.

This document has been created with accessibility in mind. This document passes the Adobe Acrobat XI Accessibility Full Check. If you have any questions about the accessibility of this document, please email your inquiry to accessibility@scmttd.com

SECTION I: OPEN SESSION

1 CALL TO ORDER at 8:04A by Vice Chair Rotkin

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

Director Ed Bottorff	City of Capitola
Director Dene Bustichi, Chair	City of Scotts Valley
Director Karina Cervantez	City of Watsonville
Director Cynthia Chase	City of Santa Cruz
Director Zach Friend	County of Santa Cruz
Director Deborah Lane	County of Santa Cruz
Director Don Lane	City of Santa Cruz
Director John Leopold	County of Santa Cruz
Director Bruce McPherson	County of Santa Cruz Departed after Closed Session
Director Mike Rotkin, Vice Chair	County of Santa Cruz

The following Directors were absent:

Director Jimmy Dutra	City of Watsonville
Ex-Officio Director Donna Blitzer	UC Santa Cruz

STAFF PRESENT:

Alex Clifford, CEO
Leslyn Syren, General Counsel

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

Heather Adamson, AMBAG	Debbie Kinslow, METRO	Suzanne Silva, METRO
Angela Aitken, METRO	Bonnie Morr, UTU/SMART	Sharon Toline, METRO
Erron Alvey, METRO	Susan Sanford, ParaCruz	Daniel Zaragoza, METRO
Carolyn Derwing, METRO	Rider	

DRAFT

8-02A.1

Attachment A

3 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Leslyn Syren, District Counsel announced the item to be discussed in closed session: Public Employee Performance Evaluation of the CEO/General Manager. Vice Chair Rotkin opened the floor to public comment on this subject.

Bonnie Morr, UTU/SMART representative and METRO employee, asked to speak as a Union rep who receives calls from the public, Union and METRO employees. She wanted to make the Board aware of the perception of the current employee structure. On the public side, the Headways statement by CEO Clifford regarding the public deficit issue was disruptive to the passengers; this was not the best way to present issues or concerns as it caused issues between the passengers and the drivers. She asked that the issues be explained using facts so that the drivers are not targeted in any way. There is no relationship or collaboration at this time with the employees.

Another issue is the perception surrounding the funding deficit. She stated public transportation always runs in the red. Some years ago system changes were implemented to address a similar deficit and we ended up with a \$3M surplus. Giving up on federal funding is a big mistake. The proposed cuts are hurting our community. She asked why METRO isn't pursuing available funding; e.g., STIC grant monies to support operations and cited comparisons to the 8% tax passed in Monterey County.

She cautioned raising fares; stating this is a fine line which could push passengers back to their cars.

4 ADJOURN TO CLOSED SESSION

The Board recessed to Closed Session at 8:15A.

SECTION II: CLOSED SESSION

SECTION I: OPEN SESSION RECONVENED @ 9:06A

Director McPherson departed after the Closed Session.

5 ANNOUNCEMENTS

There were no staff announcements

Vice Chair Rotkin announced the following items were distributed to Board members and are available for public review at the sign-in table:

- New Headways issue
- Corrected Board Meeting Calendar noting the Public Hearings scheduled for the April 10 meetings: 9:00A at Santa Cruz City Council Chambers and 6:30P at the Watsonville City Council Chambers

6 COMMUNICATIONS TO THE BOARD OF DIRECTORS

Vice Chair Rotkin opened the floor to public comment.

Becky Taylor stated the 68 bus from Santa Cruz to Capitola arrived at least 5 minutes early the last time she rode it. She also said that the comments made by Chair Bustichi at the last METRO Board meeting were unacceptable, homophobic, racist and have no place in our community.

Susan Sanford said ParaCruz is a fantastic service which she has used for past two years; however, she had heard about the public meetings from one of the drivers; received a letter postmarked 2/23 but dated 2/6; and, received a pamphlet the day of the meeting which raises the point that these meetings

DRAFT

8-02A.2

Attachment A

were not inclusive of the public. She would be glad to assist METRO to keep the service going. ParaCruz riders are a fragile group on fixed income who need the service. Of the 3 proposals, the mileage based proposal would hurt the majority of riders. Personally, she does not support it and suggested looking at implementing an 8% tax; she believes the public would support a tax increase if given the correct information and advance education.

Director Leopold reported on his recent visit to Sacramento where he met with a number of legislators. He is encouraged that Sacramento is talking about transportation this year and believes cap and trade will be better than predicted. He anticipates more news by the end of this month. Jim Frasier has introduced legislation to lower the voter threshold for transportation initiatives.

Director Deborah Lane noted that she also received mail too late to attend the public meetings. She referenced correspondence from DREDF which states mileage based fees are not legal. General Counsel Syren will investigate this further.

Chair Bustichi requested METRO increase the advertising of the upcoming public hearings on April 10; e.g., utilize the weekly papers, the Santa Cruz Sentinel, etc. Vice Chair Rotkin suggested buying advertising space.

Chair Bustichi noted that METRO and RTC are investigating a possible collaborative sales tax initiative.

CEO Clifford will provide a list of public meeting notices for the April 10 meetings.

7 LABOR ORGANIZATION COMMUNICATIONS

Vice Chair Rotkin opened the floor to public comment. Hearing none, he announced the following items were distributed to Board members and available for public review at the sign-in table:

- List of new Chair, Vice Chair and other Committee Appointees

CONSENT AGENDA

9-01 ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF DECEMBER 2014

At the request of Director Deborah Lane and consent of the Board, this item was pulled from Consent and discussed in the Regular Agenda.

Director Deborah Lane noted that some, not all, Board members receive a stipend for Board attendance. Finance Manager Aitken responded that Board members are entitled to \$50/per meeting. At Director Deborah Lane's request, Finance Manager Aitken will provide the total amount paid in FY14 for Board stipends to the Board Members via email.

ACTION: MOTION TO ACCEPT THE PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF DECEMBER 2014.

MOTION: DIRECTOR DEBORAH LANE SECONDED: DIRECTOR LEOPOLD
MOTION PASSED WITH 9 AYES (Directors Bottorff, Bustichi, Cervantez, Chase, Friend, Deborah Lane, Don Lane, Leopold and Rotkin). Directors Blitzer, Dutra and McPherson were absent.

DRAFT

8-02A.3

Attachment A

REGULAR AGENDA

10 ORAL PRESENTATION OF INTRODUCTION OF NEW CLASS

Superintendent Gouveia welcomed the six members of the first Operator training class of 2015 and introduced one of the trainers, Sharon Toline, to present the new Operators.

- Sophia Chavez
- Gustavo Magana
- David Medina
- Clint Nabor
- Peter Pena
- Heriberto Torres

Each operator thanked METRO for the opportunity and looked forward to being part of the team and serving the community.

11 YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF DECEMBER 31, 2014

Finance Manager Aitken provided further detail to the presentation.

Vice Chair Rotkin thanked staff for keeping expenses under budget and recognized their efforts.

CEO Clifford Alex noted METRO is revisiting passenger fare methodology; projecting 6/% year over year sales tax revenue growth had proven to be too aggressive. Vice Chair Rotkin suggested checking with the County for their expertise.

Director Leopold asked if overtime is being incurred as a result of the 14 open positions. Finance Manager Aitken responded that there is some Bus Operator overtime. The 14 open positions, 3 of which are admin positions with some in fleet and facilities, are being analyzed. CEO Clifford added that these 14 open positions have fluctuated over the past couple of months.

Noting the big bump in labor costs, Director Deborah Lane wondered if there would be a decrease in longevity expense. Finance Manager Aitken noted that longevity is a fluctuating category and she didn't have the analysis with her.

Recognizing the new class of Operators, Vice Chair Rotkin asked how many vacant Bus Operator positions still exist? COO Aguirre answered that we are attempting to stabilize at 164 Operators: 1/3 new, 1/3 with longevity and a potential 6 retirees this fiscal year. He added that we cannot exceed the 8/80 rule due to safety issues; Operators are not mandated to work overtime. We try to piece together shifts to accommodate routes.

Director Deborah Lane acknowledged kudos to COO Aguirre for accompanying her and others to the recent meeting in Watsonville.

12 CONSIDERATION OF AWARD OF CONTRACT WITH ATHENS ADMINISTRATORS FOR THIRD PARTY ADMINISTRATION OF WORKERS' COMPENSATION CLAIMS IN AN AMOUNT NOT TO EXCEED \$275,000

Vice Chair Rotkin announced that Suzanne Silva, Assistant HR Manager, would be presenting this agenda item in HR Manager Slater's absence. Ms. Silva explained the process of this contract and requested approval for the contract as presented. The claims have been well managed and the process is working.

DRAFT

8-02A.5

Attachment A

Board of Directors Meeting Minutes
March 13, 2015
Page 7 of 7

15 CONSIDERATION OF AMENDED RESOLUTION SETTING A PUBLIC HEARING ON APRIL 10, 2015

District Counsel Syren elaborated on the two public hearings which are scheduled for Friday, April 10, 2015:

- 9:00A in the Santa Cruz City Chambers; and,
- 6:30P in the Watsonville City Chambers

ACTION: APPROVE THE AMENDED RESOLUTION SETTING A PUBLIC HEARING ON APRIL 10, 2015 AS PRESENTED

MOTION: DIRECTOR DON LANE

SECONDED: DIRECTOR CHASE

MOTION PASSED WITH 9 AYES (Directors Bottorff, Bustichi, Cervantez, Chase, Friend, Deborah Lane, Don Lane, Leopold and Rotkin). Directors Blitzer, Dutra and McPherson were absent.

16 CONSIDERATION OF APPOINTMENT OF BECKY TAYLOR TO THE METRO ADVISORY COMMITTEE (MAC) FOR A TERM OF OFFICE ENDING MARCH 12, 2017

Director Leopold introduced Becky Taylor, acknowledging that he has known her and her family for a long time. He is excited to see her as part of the MAC.

ACTION: APPROVE THE APPOINTMENT OF BECKY TAYLOR TO THE METRO ADVISORY COMMITTEE (MAC) FOR A TERM OF OFFICE ENDING MARCH 12, 2017

MOTION: DIRECTOR LEOPOLD

SECONDED: DIRECTOR DON LANE

MOTION PASSED WITH 9 AYES (Directors Bottorff, Bustichi, Cervantez, Chase, Friend, Deborah Lane, Don Lane, Leopold and Rotkin). Directors Blitzer, Dutra and McPherson were absent.

17 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, MARCH 27, 2015 AT 9:00 AM, SANTA CRUZ CITY COUNCIL CHAMBERS, 809 CENTER STREET, SANTA CRUZ Rotkin

18 ADJOURNMENT

Vice Chair Rotkin adjourned the meeting at 10:00A

Respectfully submitted,

Gina Pye, Executive Assistant

Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day. The agenda packet and materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Santa Cruz METRO Administrative Office (110 Vernon Street, Santa Cruz) during normal business hours. Such documents are also available on the Santa Cruz METRO website at www.scmted.com subject to staff's ability to post the document before the meeting.

DRAFT

8-02A.7

- THIS PAGE INTENTIONALLY LEFT BLANK -



DATE: March 27, 2015
TO: Board of Directors
FROM: Alex Clifford, CEO
**SUBJECT: ACCEPT AND FILE MINUTES FOR THE METRO ADVISORY
COMMITTEE (MAC) MEETING OF FEBRUARY 18, 2015**

I. RECOMMENDED ACTION

**That the Board of Directors accept and file the minutes for the METRO
Advisory Committee (MAC) meeting of February 18, 2015.**

II. SUMMARY

- Staff is providing minutes from the MAC meeting on February 18, 2015.
- Each month staff will provide the minutes from the previous MAC meeting.

III. DISCUSSION/BACKGROUND

The Board requested that staff include in the Board Packet minutes from previous MAC meetings. Staff is enclosing the minutes from these meetings as a mechanism of complying with this request.

IV. ATTACHMENTS

Attachment A: Approved Minutes for the MAC meeting of
February 18, 2015

Prepared By: Dawn Martin, Administrative Assistant

V. APPROVALS:

Alex Clifford, CEO/General Manager



MINUTES

MAC MEETING OF FEBRUARY 18, 2015

Attachment A



The METRO Advisory Committee (MAC) met on Wednesday, February 18, 2015 in the Pacific Station Conference Room located at 920 Pacific Avenue in Santa Cruz, California.

1 CALL TO ORDER

Chair, Veronica Elsea, called the meeting to order at 6:03 p.m.

ROLL CALL

MEMBERS PRESENT

Len Burns – Arrived after roll call

Veronica Elsea, Chair

Naomi Gunther, Vice-Chair – Arrived after roll call

Donald “Norm” Hagen

Nicona Keesaw

Joseph Martinez

Donald Peattie

Ernestina Saldana

STAFF PRESENT

None

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

Anna Gouveia, METRO
Carolyn Derwing, METRO
Ciro Aguirre, METRO
Daniel Zaragoza, METRO
Dawn Martin, METRO
Debbie Kinslow, METRO

Felipa de Leon
Gina Pye, METRO
Maria Granados-Boyce, METRO
Tom Hiltner, METRO

2 AGENDA ADDITIONS/DELETION

Chair Elsea requested that handouts/items be sent prior to the meeting so staff could distribute.

Mr. Hagen requested adding an item for attendance.

MOTION: PLACE THE ATTENDANCE ITEM ON THE NEXT AGENDA.

MOTION: BURNS

SECOND: SALDANA

OPPOSED: HAGEN

MOTION: CARRIED

3 ORAL/WRITTEN COMMUNICATION

Ms. de Leon stated that some of the buses in Watsonville are not making announcements. Ms. Gouveia inquired if there were specific buses identified.

4 COMMUNICATIONS FROM METRO ADVISORY COMMITTEE

Chair Elsea referenced a beautiful card was mailed to Claire Fliesler and thanking Mr.Hagen for the financial contribution.

The letter that was written by Chair Elsea was delivered to the Board with the February 13, 2015 packet and hopefully the vacancies will be filled.

Mr. Hagen thanked Chair Elsea for the letter to the Board and the card to Claire.

8-03A.1

Attachment A

5 METRO PRESENTATION

METRO staff presented budget and operation information, and opened the meeting for feedback.

- Question: Regarding Holiday Service
 - Fixed routes do not run on Memorial Day, 4th of July, or Labor Day, so Paratransit, per ADA, is not obligated to run on these days.
- Pick Up/Drop Off – If METRO dropped you off, METRO is obligated to return and pick you up; would send another van and charge a premium for second van.
 - Question: Example of service outside of the current service area: If METRO mirrored fixed route, METRO would still pick up individuals outside the service area at a premium fare. An example, Corralitos – bus does not run on Saturday or Sunday and if a ride is needed Paratransit would pick you up at a premium fare.
 - Question: Is Santa Cruz County too small to charge by zone like Monterey County? Yes
- Examples of other counties were cited.
- MST charges per mile. 2.7 miles or less is \$3.00, 2.7 – 19.7 is \$5.00 and more than 19.7 is \$7.00
- METRO’s proposal would be 0-10 miles for \$4.00 (current charge), 10-20 miles would be an additional \$2.00. Anything over 20 miles would be charged an additional \$2.00 for a full fare of \$8.00.
- Question: Charge of \$12.00 fare quoted earlier, does this include Hwy 17, because any rider who is informed would buy a day pass. Example: If three buses are required. Watsonville to Boulder Creek – 77 to 91/71/69 to 39/35, this utilizes ParaCruz prices.
- Question: A \$30 monthly pass, can travel Pajaro to Boulder Creek, plus anywhere they want, but a person with a disability would not be able to do this.
- Concerns with off school term, no buses, mobility challenges and then needing to pay premium costs.
- School term – buses related to USCS class schedules, when not connected and not aware of the schedule – hard to set expectations when buses temporarily drop off for Holiday or vacation.
- Idea of mileage Watsonville to downtown – (2 buses) two fares of \$4; if over 10 mile mark it would cost \$6. ParaCruz shared ride sometimes winds around. Confirmed that fare is more like “as the crow flies”, so fare would not include tour of the county. Point of pick up to point of drop off, is how fare is calculated.
- Calculations seem confusing, needing to plan, to figure out, and needing to call. A person with memory disabilities or trouble with numbers; feels this structure is troubling.
- Question: Suppose transfer is scheduled at METRO and the 71 is coming 30 minutes late. Will ParaCruz wait or is this considered as a no show because bus didn’t make it on time.
 - Answer: Process is under consideration, if there is an explanation given as to why the person didn’t show up.
 - Question: Also, is the driver in charge to call Paratransit when arriving late and ParaCruz is waiting, or is the person required to reach ParaCruz that the bus is late and please wait.
- Concerns regarding if drivers are ready for the demand when buses are running late.
- Question: 35, for instance, Bear Creek in the evening after last fixed route, is this technically on the 35 route?
 - If there is no fixed route bus, there would be a premium charge.
 - Does this also include 79 which stops at 6:00 pm? Answer: Yes, it would.
- Question: is 5:00 pm on 79, last pick up at 5:00 pm or arrive at 5:00. Answer: Rider should look at all services provided, example, 69A runs a little later and is a fixed route. One mile after 5:00 pm would be a premium rate.
- Question: Has there been a discussion about adding some tax for everybody in the county contributing towards METRO, rather than one group feeling they are being affected.

Attachment A

- Answer: We currently receive a ½ cent sales tax, so to ask for more is not on the table. We need to look at the climate and the economy has not shown great improvement. There is also a lag from Silicon Valley progression.
- Comment that perhaps combining some of the proposals may help the position in asking the community for assistance.
- Two members stated they would support a \$50 premium fare to the airport.
- Concerns with changes, possible reductions and ways to improve timeliness.
 - Process of rider time recalibration major trunk service is being evaluated, especially peak times for 69/71 and looking at making Cabrillo a half-way point. Hoping to have a change by the summer, perhaps the fall.
 - Concern regarding the effect of route cancellations in rural areas and added pressure to the disabled community. Feels this is unfair and feels targeted. The Commission of Disabilities asked METRO to raise the general fee on fixed route first to minimize impact to ParaCruz. Motions were shared from recent Commission of Disabilities meeting.
 - Response: In 2008, a reduction in fixed route was implemented by METRO and it was agreed that ParaCruz would not be affected. Paratransit remained fully-staffed and functional with services beyond ADA. Need to understand that this is a multi-phased project. This is an area we don't want to hit again, but we want to balance it out. Restructuring is going to; hopefully, make the service more efficient, as a result we are more than \$.50-\$1 less than MST and most surrounding agencies.
- Subject of Lift Line was discussed and was ascertained that Lift Line falls under a different agency, and individuals will need to qualify for their services.
- Suggestion to METRO to determine a service base and women's fares for dark/certain areas. Can ParaCruz make adjustments?
- Question: Has there ever been a monthly pass for the ParaCruz? Answer: No
- Concern that individuals using fixed route service and on limited income won't be able to reach their destinations on Holidays, etc.
- Currently, Public Meetings are scheduled only in the evening. Recommended a daytime/workday Public Meeting be made available, and if any other process for ideas, actions, etc.
 - Comments and suggestions are being recorded, including any communication via telephone call, US mail, email, etc. Email address was provided for feedback: feedback@scmtd.com, mailing address: Santa Cruz METRO, 110 Vernon Street, Santa Cruz, CA 95060 and telephone number for Administrative Office: 831-426-6080.
- Concerns expressed regarding presentation was not made available prior to meeting. Three members asked for accessible copies to be made available and also available on the web site. Response was given that this would be looked into and information will be reported back to committee.
- A list of comments were provided to Erich Friedrich, as requested.

6 ACCEPT & FILE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING ON JANUARY 21, 2015

MOTION: ACCEPT & FILE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING ON JANUARY 21, 2015

MOTION: SALDANA

SECOND: HAGEN

MOTION PASSED WITH TWO ABSTENTIONS: BURNS AND GUNTHER

MOTION: CARRIED

Attachment A

7 REPORT OUT OF THE BUS STOP ADVISORY COMMITTEE (BSAC) MEETING

This is Mr. Burns' final report as the BSAC has been dissolved with no notice. Mr. Burns attended the meeting and an additional agenda item had been added, which was a proposal to dissolve the committee. In the past, a quorum had been difficult to achieve. At this meeting, everyone was present. Research was cited that those present had the authority to dissolve the committee. Mr. Burns feels that issues coming from the committee are now squelched.

MOTION: MAC TO WRITE A LETTER TO BOARD EXPRESSING CONCERNS REGARDING THE PROCESS BY WHICH THE BSAC WAS DISSOLVED SO HASTILY AND EXPRESSING OUR CONCERNS THAT THERE IS NOW A LOSS OF ANY INPUT OR KNOWLEDGE OF WHAT IS GOING ON AT METRO.

MOTION: BURNS

SECOND: SALDANA

MOTION PASSED WITH ONE ABSTENTION: HAGEN

MOTION: CARRIED

Mr. Hagen requested that the process be addressed in the letter.

Discussion that public does not know what they need to communicate, so the vehicle of communication that has been utilized has been the BSAC.

8 UPDATE ON PACIFIC STATION REDESIGN PROJECT

Mr. Hiltner provided highlights on Pacific Station and Watsonville design process.

9 DISCUSSION OF TICKET VENDING MACHINE (TVM) STATUS

Ms. Granados-Boyce provided update on TVM Braille placards. Also, in addition to getting drawings for the Braille placards, the firmware should be tested in April and possibly ready for use by the end of May.

Inquiry regarding testing process and concern was raised that the committee are not professional testers, just users. This will be looked into and will be reported on.

8:00 pm – Ms. Gunther departed meeting

10 DISCUSSION OF RIDERSHIP – FIXED ROUTE

Due to time constraints, no discussion was provided.

11 DISCUSSION OF RIDERSHIP – PARACRUZ

Due to time constraints, no discussion was provided.

12 COMMUNICATIONS TO THE SANTA CRUZ METRO CEO

None

13 COMMUNICATIONS TO THE SANTA CRUZ METRO BOARD OF DIRECTORS

Letter from Chair Elsea

14 DISCUSSION OF MAC BOARD MEMBERS MEETING INDIVIDUALLY WITH SPONSORING BOARD MEMBERS

Table for next agenda

Attachment A

- 15 DISCUSSION OF MAC BOARD MEMBERS SUPPORTING BUS DRIVERS IN NEGOTIATIONS**
Table for next agenda
- 16 DISTRIBUTION OF VOUCHERS**
Vouchers were distributed
- 17 ITEMS FOR NEXT MEETING AGENDA**
- Discussion of MAC Board members meeting individually with sponsoring Board members.
 - Discussion of MAC Board members supporting bus drivers in negotiations
 - Request to add item regarding attendance
- 18 ADJOURNMENT**
Meeting adjourned at 8:06 p.m.

Respectfully submitted,

Dawn Martin
Administrative Assistant

- THIS PAGE INTENTIONALLY LEFT BLANK -



DATE: March 27, 2015

TO: Board of Directors

FROM: Alex Clifford, CEO

**SUBJECT: ACCEPT AND FILE SANTA CRUZ COUNTY REGIONAL
TRANSPORTATION COMMISSION (SCCRTC) MEETING MINUTES
REFLECTING VOTING RESULTS FROM SANTA CRUZ METRO
APPOINTEES**

I. RECOMMENDED ACTION

That the Board of Directors Accept and File the Minutes for the Santa Cruz County Regional Transportation Commission (SCCRTC).

II. SUMMARY

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

III. DISCUSSION/BACKGROUND

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

IV. FINANCIAL CONSIDERATIONS/IMPACT

None.

V. ALTERNATIVES CONSIDERED

None.

VI. ATTACHMENTS

Attachment A: Minutes of the February 5, 2015 Regular SCCRTC Meeting

Prepared by: Gina Pye, Executive Assistant

VII. APPROVALS:

Alex Clifford, CEO/General Manager



Attachment A



Santa Cruz County Regional Transportation Commission

Minutes

Thursday, February 5, 2015

**Watsonville City Council Chambers
275 Main Street, Suite 400
Watsonville, CA**

1. Roll call

The meeting was called to order at 9:05 a.m.

Members present:

Aileen Loe (ex-officio)
Michael Termini (alt.)
Ryan Coonerty
Don Lane
Virginia Johnson (alt.)
Randy Johnson

Jimmy Dutra
Greg Caput
Zach Friend
John Leopold
Karina Cervantez (alt.)

Staff Present:

George Dondero
Luis Mendez
Yesenia Parra

Rachel Moriconi
Maggie Miller Bardacke
Ginger Dykaar

2. Oral communications

Norm Hagen, resident of Watsonville, thanked the Commission for holding the meeting in Watsonville.

Lowell Hurst, Alternate Commissioner, asked the Commission not to be discouraged by any negative talk about county transportation projects.

3. Additions or deletions to consent and regular agendas

An attachment to Item 19 and the Director's Report were distributed.

Attachment A

CONSENT AGENDA

Commissioner Lane moved and Commissioner Caput seconded the consent agenda. The motion passed unanimously with Commissioners Lane, Leopold, V. Johnson, Coonerty, Termini, Cervantez, Caput, Dutra, Friend, and R. Johnson, voting "aye."

MINUTES

4. Approved draft minutes of the January 15, 2015 Regional Transportation Commission meeting
5. Accepted draft minutes of the January 6, 2015 Elderly and Disabled Transportation Advisory Committee (E&D TAC) meeting
6. Accepted draft minutes of the January 15, 2015 Interagency Technical Advisory Committee (ITAC) meeting

POLICY ITEMS

No consent items

PROJECTS and PLANNING ITEMS

No consent items

BUDGET AND EXPENDITURES ITEMS

7. Accepted status report on Transportation Development Act (TDA) revenues

ADMINISTRATION ITEMS

8. Approved appointment of members to the Elderly and Disabled Transportation Advisory Committee (E&D TAC)

INFORMATION/OTHER ITEMS

9. Accepted monthly meeting schedule
10. Accepted correspondence log
11. Accepted letters from RTC committees and staff to other agencies
 - a. Letter of support from the Bicycle Advisory Committee for the County of Santa Cruz Health Services Agency 2016 Office of Traffic Safety grant
12. Accepted miscellaneous written comments from the public on RTC projects and transportation issues

Attachment A

13. Accepted information items-*none*

REGULAR AGENDA

14. Commissioner reports – oral reports

Commissioner Leopold expressed his appreciation to Commissioner Johnson for sharing his photos from the Arana Gulch Multi-Use Trail Project ribbon cutting event that took place on January 14.

15. Director's report – oral report
(*George Dondero, Executive Director*)

Executive Director George Dondero reported on the major progress on the railroad bridge rehabilitation project. He noted that work was completed on the La Selva Beach steel trestle, the Hidden Beach timber trestle and the bridge improvements at Wilder Creek, that permits for the Harkins Slough bridge have been secured and work had started that week and is expected to last three weeks. Mr. Dondero also thanked Commissioner Johnson for the photos and book that Commissioner Randy Johnson made to record the Arana Gulch trail ribbon cutting event, providing the link to the book online and showing Commissioners the professional book that was made. He showed a slideshow of photos documenting the railroad bridge work. He announced that RTC is planning a completion ceremony in February at the La Selva Beach trestle and that the MBSST master plan won another award.

Commissioners discussed the successful completion of the Arana Gulch Multi-Use trail and the ribbon cutting event; and the storage of rail cars on the rail line in regards to public views of the water.

Executive Director George Dondero told Commissioners about the current art exhibit at the RTC offices that was made by students with the theme of transportation and views of outdoor Santa Cruz.

16. Caltrans report and consider action items – oral report

Aileen Loe, Deputy Director of Caltrans Region 5, reported that the California Transportation Agency (CTA) released their 2015 report that outlines CTA's goals and projections and said that the link to the report is available online. Responding to a question from the January RTC meeting, she noted that the RTC does not need to have a staff engineer to be a lead agency for federally funded construction projects but rather must have one of its full time employees be responsible for the project.

Commissioners discussed the rail line crossing in Watsonville; the road closures on Hwy 9 and the impacts of the San Lorenzo water project and the

Attachment A

Safe Routes to School grants.

17. Committee Appointments

Executive Director Dondero presented the staff report.

Commissioners discussed the roles of the Budget & Administrative/Personnel Committee members and the meetings locations.

Commissioner Caput moved, and Commissioner Lane seconded to accept the staff recommendation to make at least one interim appointment (Commissioner Coonerty) to the B&A/P Committee to ensure a quorum for its Feb 12, 2015 meeting; and to communicate their individual preferences regarding serving on the B&A/P Committee to the RTC Chair or Executive Director by February 17, 2015. The motion passed unanimously, with Commissioners Coonerty, Friend, R. Johnson, V. Johnson (alt.), Caput, Termini (alt.), Lane, Leopold, Dutra, and Cervantez (alt.) voting "aye."

18. 2015 Legislative Priorities and Legislative Updates

Senior Transportation Planner Rachel Moriconi presented her staff report.

Commissioners discussed efforts to secure additional cap and trade projects and the likelihood of potential alternative forms of revenue for State and County transportation projects such as higher gas taxes, vehicle registration fees, and sales tax for transportation projects.

Lowell Hurst, Alternate Commissioner, stated his support for the staff recommendation and encouraged the Commission and staff to continue to think ahead to look at alternative sources of revenue and the need to raise public awareness that funding for transportation might have to change.

Commissioner Lane moved, and Commissioner Caput seconded to accept the staff recommendation to approve State and Federal Legislative Priorities for 2015 to assist in analyzing the transportation impacts of legislative activities.

The motion passed unanimously, with Commissioners Coonerty, Friend, R. Johnson, V. Johnson (alt.), Caput, Termini (alt.), Lane, Leopold, Dutra, and Cervantez (alt.) voting "aye."

19. Unified Corridors Plan: Santa Cruz County Transportation Modeling Tools

Transportation Planner Ginger Dykaar presented her staff report.

Commissioners discussed citizen support for the use of data in transportation planning.

Attachment A

Lowell Hurst, Alternate Commissioner, stated his support for the staff recommendation and asked that the Commission think about the County's perpendicular corridors in addition to the three north-south corridors.

Commissioner Friend moved, and Commissioner Coonerty seconded to authorize the Executive Director to negotiate and execute an agreement with the consulting firm Fehr and Peers to develop Santa Cruz County transportation modeling tools for an amount not to exceed \$250,000.

The motion passed (**Resolution 15-15**) with Commissioners Coonerty, Friend, V. Johnson (alt.), Caput, Termini (alt.), Lane, Leopold, Dutra, and Cervantez (alt.) voting "aye," and Commissioner R. Johnson voting "no."

20. Review of items to be discussed in closed session

The regular meeting adjourned to closed session at 10:07 a.m.

CLOSED SESSION

21. Conference with legal counsel—anticipated litigation. Significant Exposure to Litigation to be considered for one case pursuant to Government Code Section 54956.9 (d)(2).
22. Conference with Labor Negotiators Pursuant to Government Code 54957.6

Commission Negotiators: George Dondero and Yesenia Parra
Bargaining Units: Mid-Management Unit and General Representation Unit

OPEN SESSION

23. Report on closed session – *none*

Commissioners reconvened to open session at 11:15 and there was no closed session report.

24. Next meetings

The next RTC meeting is scheduled for Thursday, April 5, 9:00 a.m. at the Board of Supervisors Chambers, 701 Ocean Street, 5th Floor, Santa Cruz, CA.

The next Transportation Policy Workshop meeting is scheduled for Thursday, March 19, 2015 at 9:00 a.m. at the RTC Offices, 1523 Pacific Avenue, Santa Cruz, CA.

Respectfully submitted,
Maggie Miller Bardacke, Staff

Attachment A

Attendees

Murray Fontes	City of Watsonville
Maria Esther Rodriguez	City of Watsonville
Lowell Hurst	City of Watsonville
Heather Adamson	AMBAG

S:\RTC\TC2015\TC0315\Minutes\2015-02-05-minutes.docx



DATE: March 27, 2015
TO: Board of Directors
FROM: April Warnock, Paratransit Superintendent
**SUBJECT: ACCEPT AND FILE THE METRO PARACRUZ OPERATIONS STATUS
REPORT FOR JANUARY 2015**

I. RECOMMENDED ACTION

That Santa Cruz Metropolitan Transit District's (METRO) Board of Directors accept and file the Metro ParaCruz Operations Status Report for January 2015.

II. SUMMARY

- Summary review of monthly operational statistics for ParaCruz.
- Summary of monthly operational information about ParaCruz.

III. DISCUSSION/BACKGROUND

Comparing December 2014 statistics to January 2015, ParaCruz rides decreased by 344 rides.

Comparing January 2014 statistics to January 2015, ParaCruz rides decreased by a mere three single trips.

METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Santa Cruz Metropolitan 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.

IV. FINANCIAL CONSIDERATIONS/IMPACT

There are no financial considerations for this report.

V. ALTERNATIVES CONSIDERED

Not applicable

VI. COORDINATION

This staff report has been coordinated with statistics provided by the Finance and Fleet Departments. Additional data was provided by the Eligibility Coordinator.

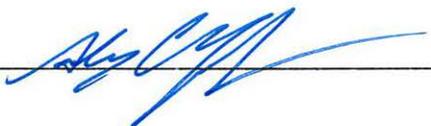
VII. ATTACHMENTS

- Attachment A:** ParaCruz On-time Performance Chart
- Attachment B:** Comparative Operating Statistics Tables
- Attachment C:** Number of Rides Comparison Chart and Shared vs. Total Rides Chart
- Attachment D:** Mileage Comparison Chart and Mileage Data Tables
- Attachment E:** Eligibility Chart
- Attachment F:** Monthly Assessments

Prepared By: April Warnock, Paratransit Superintendent

VIII. APPROVALS:

April Warnock, Paratransit Superintendent 

Alex Clifford, CEO/General Manager 

- THIS PAGE INTENTIONALLY LEFT BLANK -

Attachment A

ParaCruz On-time Performance Report

	January 2014	January 2015
Total pick ups	7495	7492
Percent in “ready window”	96.44%	91.43%
1 to 5 minutes late	1.24%	3.25%
6 to 10 minutes late	.96%	2.18%
11 to 15 minutes late	.64%	1.14%
16 to 20 minutes late	.31%	.79%
21 to 25 minutes late	.20%	.36%
26 to 30 minutes late	.11%	.17%
31 to 35 minutes late	.01%	.13%
36 to 40 minutes late	.01%	.15%
41 or more minutes late (excessively late/missed trips)	.08%	.03%
Total beyond “ready window”	3.56%	8.57%

During the month of January 2015, ParaCruz received nine (9) Customer Service Reports. One (1) report was valid. Four (4) of the reports were complaints that were not verifiable or valid. Four (4) of the reports were compliments.

In March of 2014, METRO ParaCruz received an upgrade to their scheduling software, Trapeze. The upgrade was needed to prepare Trapeze for the addition of Mobile Data Computers (MDC's) to the system, those installations happened in mid-May. July 2014 was the first full month of real-time data entered by Operators into the MDC's. Recognizing that data was manually entered previously, from handwritten manifests, by Operators and Reservationists, it is not surprising that there is a shift in the data being gathered and compiled. The 'on-time' statistics reflected utilizing the 'real-time' equipment reflects a lower level of 'on time' performance than previously realized, as shown in the chart above.

This more accurate data is providing staff the opportunity to focus on the late pick-ups and to work incrementally towards achieving a target of 95% in “ready window” with an initial goal of achieving 92% by the end of FY15.

- THIS PAGE INTENTIONALLY LEFT BLANK -

Attachment B

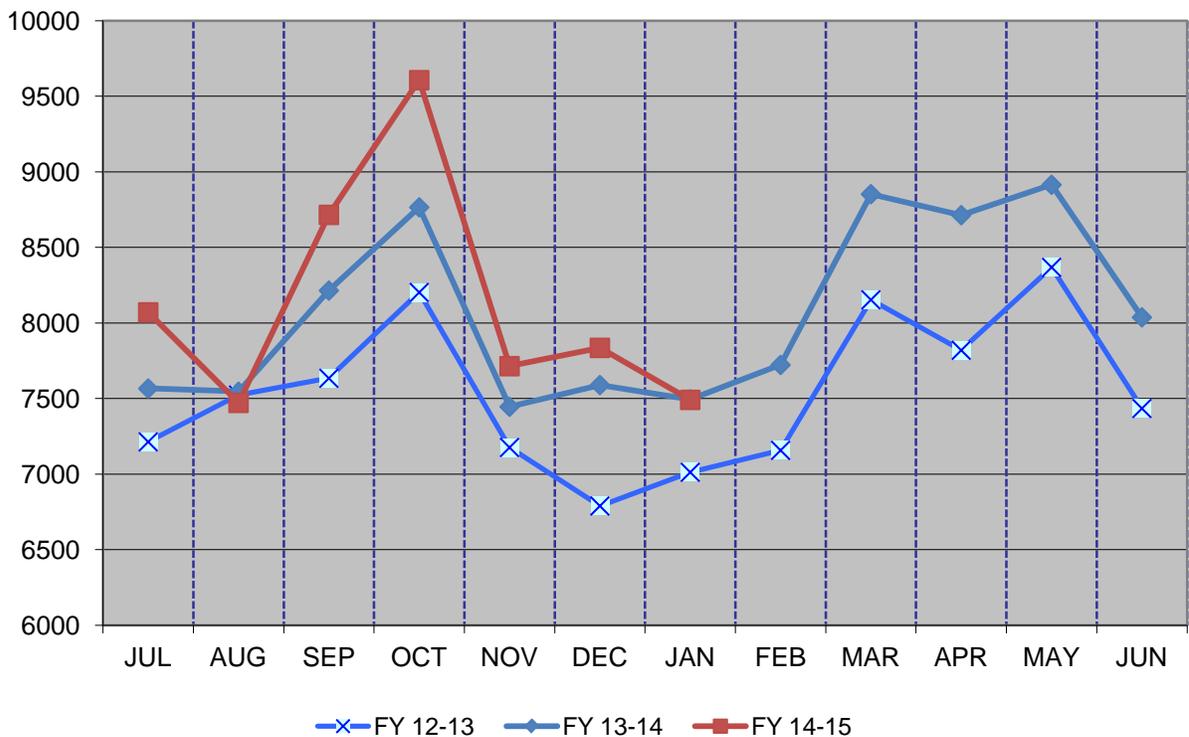
Comparative Operating Statistics through January 2015.

	January 2014	January 2015	Fiscal 13-14	Fiscal 14-15	Performance Averages	Performance Goals
Requested	7971	8085	58,388	61,137	8842	
Performed	7495	7492	54,605	56,902	8263	
Cancels	19.71%	20.64%	19.36%	21.00%	20.55%	
No Shows	3.45%	2.97%	2.96%	3.04%	3.05%	Less than 3%
Total miles	54,255	55,495	391,682	419,053	60,181	
Av trip miles	4.75	5.42	4.8	5.36	5.16	
Within ready window	96.44%	91.43%	95.36%	91.17%	92.39%	92.00% or better
Excessively late/missed trips	6	2	17	26	3.67	Zero (0)
Call center volume	N/A	6097	N/A	N/A	N/A	VOIP being UPDATED
Hold times less than 2 minutes	N/A	95.6%	N/A	N/A	N/A	Greater than 90%
Distinct riders	805	821	1551	1580	822	
Most frequent rider	57 rides	55 rides	328 rides	347 rides	57 rides	
Shared rides	64.2%	62.9%	64.2%	64.3%	64.35%	Greater than 60%
Passengers per rev hour	1.93	1.98	2.00	1.98	1.98	Greater than 1.6 passengers/hour
Rides by supplemental providers	3.22%	4.08%	11.58%	5.68%	5.10%	No more than 25%
Vendor cost per ride	\$23.67	\$24.57	\$23.96	\$24.61	\$24.49	
ParaCruz driver cost per ride (estimated)	\$23.96	\$30.77	\$29.22	\$30.98	\$30.37	
Rides < 10 miles	62.13%	64.20%	63.78%	63.26%	63.21%	
Rides > 10	37.87%	35.80%	36.22%	36.74%	36.79%	
Denied Rides	0	0	0	0	0	Zero

- THIS PAGE INTENTIONALLY LEFT BLANK -

Attachment C

NUMBER OF RIDES COMPARISON CHART



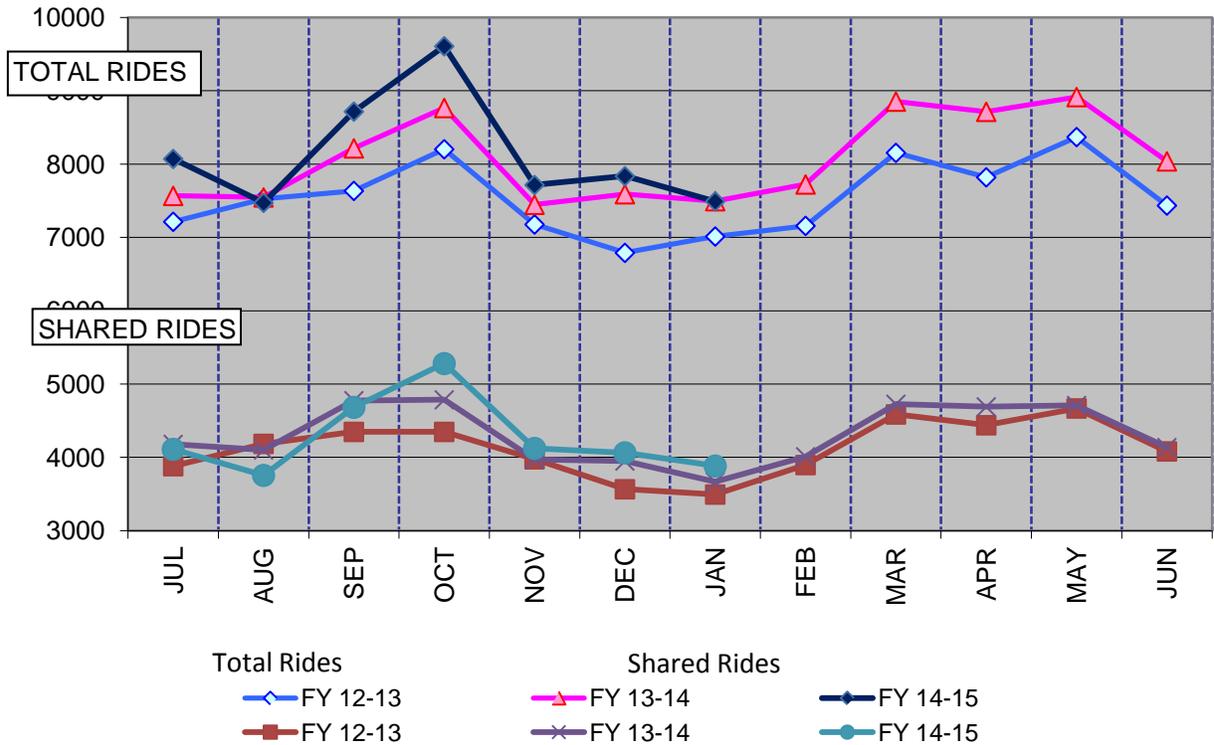
Data Table for Number of Rides performed monthly.

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 12-13	7214	7524	7635	8203	7177	6790	7013	7158	8154	7820	8369	7435
FY 13-14	7567	7546	8215	8766	7446	7590	7495	7723	8853	8714	8915	8038
FY 14-15	8071	7472	8716	9607	7715	7836	7492					

- THIS PAGE INTENTIONALLY LEFT BLANK -

Attachment D

TOTAL RIDES vs. SHARED RIDES



Data table for total number of rides provided.

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 12-13	7214	7524	7635	8203	7177	6790	7013	7158	8154	7820	8369	7435
FY 13-14	7567	7546	8215	8766	7446	7590	7495	7723	8853	8714	8915	8038
FY 14-15	8071	7472	8716	9607	7715	7836	7492					

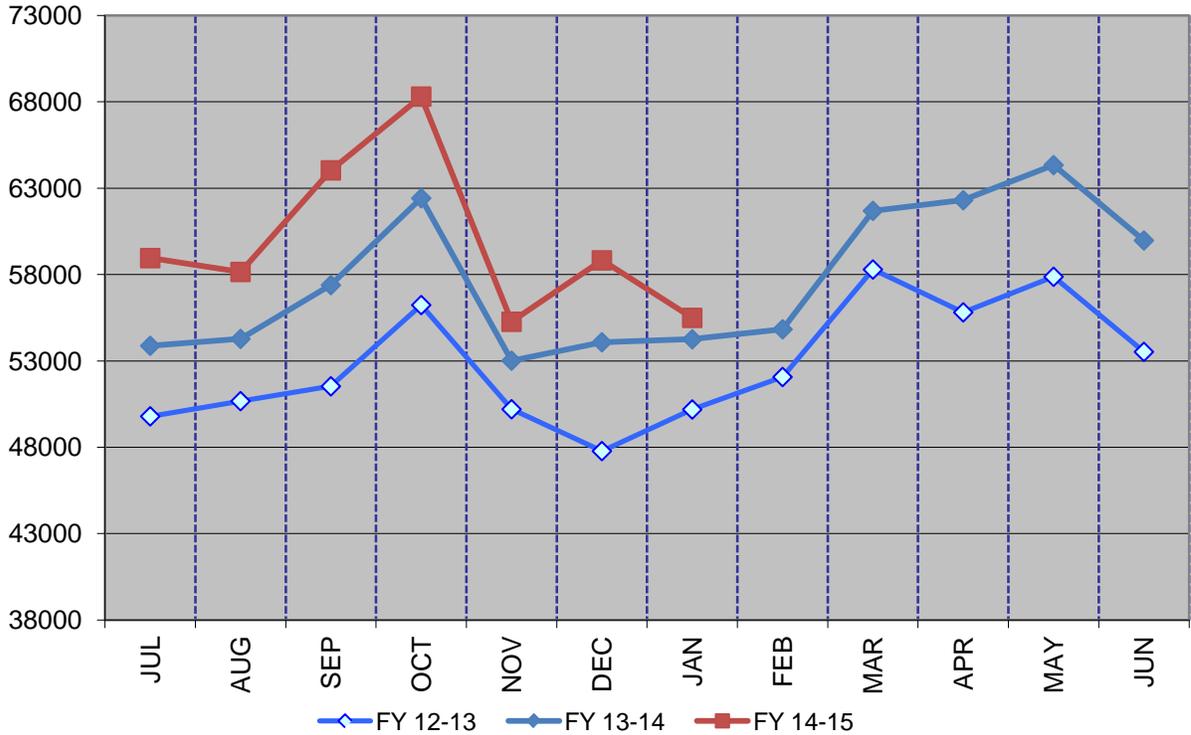
Data table for total number of shared rides provided.

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 12-13	3881	4185	4348	4348	3975	3566	3494	3896	4586	4439	4668	4082
FY 13-14	4179	4101	4775	4786	3971	3950	3666	4010	4726	4690	4709	4136
FY 14-15	4110	3755	4683	5280	4123	4063	3883					

- THIS PAGE INTENTIONALLY LEFT BLANK -

Attachment E

MILEAGE COMPARISON



Data table for monthly mileage

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 12-13	49795	50675	51532	56236	50205	47783	50191	52073	58295	55814	57874	53528
FY 13-14	53878	54278	57391	62420	53017	54083	54255	54833	61690	62304	64339	59974
FY 14-15	58954	58154	64034	68305	55269	58823	55495					

Data table for year-to-date mileage

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 12-13	49795	100470	152002	208238	258443	306223	356414	408491	466786	522551	580425	633953
FY 13-14	53878	108156	165547	227877	280894	334976	391682	446515	508205	570509	634848	694822
FY 14-15	58954	117108	181142	249415	304685	363487	419053					

- THIS PAGE INTENTIONALLY LEFT BLANK -

Attachment F

Monthly Assessments

	UNRESTRICTED	RESTRICTED CONDITIONAL	RESTRICTED TRIP BY TRIP	TEMPORARY	DENIED	TOTAL
FEBRUARY 2014	36	0	2	2	1	41
MARCH 2014	52	0	2	4	0	58
APRIL 2014	56	0	3	1	0	60
MAY 2014	27	2	2	1	1	33
JUNE 2014	45	1	3	5	1	55
JULY 2014	32	3	3	2	1	41
AUGUST 2014	52	6	4	0	0	62
SEPTEMBER 2014	62	0	9	3	0	74
OCTOBER 2014	51	5	7	7	0	70
NOVEMBER 2014	34	0	2	4	1	41
DECEMBER 2014	89	3	2	2	0	96
JANUARY 2015	28	1	3	11	1	44

Number of Eligible Riders for the month of January 2015 = 3,697

- THIS PAGE INTENTIONALLY LEFT BLANK -



DATE: March 27, 2015
TO: Board of Directors
FROM: Carolyn Derwing, Schedule Analyst/Acting Planner
**SUBJECT: ACCEPT AND FILE SANTA CRUZ METRO SYSTEM RIDERSHIP
REPORT FOR THE MONTH OF JANUARY 2015**

I. RECOMMENDED ACTION

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

II. SUMMARY

- This report contains Ridership Summaries and Ridership Statistics for Santa Cruz Metropolitan Transit District's (METRO) fixed route bus service for the month of January 2015.
- System-wide ridership was up 4.1% in January 2015 compared to the same months in 2014.
- Year-to-date ridership totals for local fixed route service are up by 3.7% as compared to 2014.
- Year-to-date ridership totals for the Highway 17 Express are up 3.8% as compared to 2014.
- Year-to-date ridership totals for UCSC are up by 8.0% as compared to 2014.

III. DISCUSSION/BACKGROUND

- Ridership reports are prepared monthly in order to keep the Board of Directors apprised of METRO's ridership statistics and ridership trends. The attached Ridership Summaries and Ridership by Route reports reflect ridership statistics for METRO's fixed route bus service for the month of January 2015.
- Attachment "A" shows system-wide ridership statistics for January 2015 and compares them to January 2014. System-wide, January 2015 ridership was up 4.1% as compared to the same month in 2014. Local fixed route service was up 4.1% as compared to January 2014. Highway 17 Express service saw an increase of 2.5% in January 2015 as compared to January 2014.

This report also compares year-to-date totals for FY15 as compared to FY14. By the end of January, overall ridership for FY15 is up 3.7% compared to the same time period in FY14. Local fixed route is up by 3.7% for FY15 and Highway 17 is up 3.8% for FY15.

- Attachment “B” shows UCSC ridership statistics for the month of January 2015 and compares them to the same month in 2014. UCSC experienced an increase in ridership of 6.0% for the month of January. UCSC averages for school term days, weekdays and weekends were all up for the fourth straight month.

This report also compares UCSC year-to-date totals for FY15 as compared to FY14. By the end of January 2015, UCSC ridership was up 8.0% as compared to January 2014.

- Attachment “C” shows weekday, Saturday and Sunday, ridership by route for the month of January 2015. Overall, monthly ridership was up 4.1% in January 2015 as compared to the same month in the previous year. There was one more Saturday and one less weekday in January 2015 as compared to 2014; that is why Saturday ridership was up by almost 30%. The routes with the highest ridership for the month of January were the Route 16, the Route 71 and the Route 15. In January, the top three routes accounted for approximately 42% of all ridership.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Revenue derived from passenger fares and passes is reflected in the FY15 revenue. While year to date system-wide ridership is up, net passenger fare revenues are down when compared to budget. The adopted FY15 passenger fares budget was based on the FY14 passenger fares budget, plus a 3% increase, because actual year to date revenues were not yet available. The Finance Department plans to re-evaluate the passenger revenue model for the FY16 budget.

V. ALTERNATIVES CONSIDERED

There are no alternatives to consider.

VI. ATTACHMENTS

Attachment A:	Monthly Ridership Summary for January 2015
Attachment B:	Monthly UCSC Ridership Summary for January 2015
Attachment C:	Monthly Ridership by Route Report for January 2015

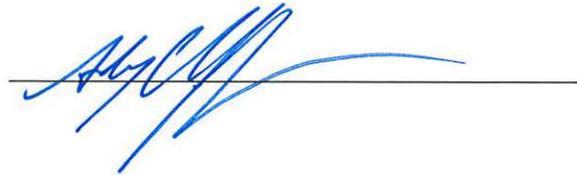
Prepared By: Carolyn Derwing, Schedule Analyst/Acting Planner

VII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



- THIS PAGE INTENTIONALLY LEFT BLANK -

Monthly Ridership Summary

JANUARY 01, 2015 - JANUARY 31, 2015

Calendar Operating Days

	This Year	Last Year
Weekdays	22	23
Saturdays	5	4
Sundays	4	4

Bikes and Mobility Devices

	This Year	Last Year*
Bikes	18,187	18,562
Mobility Dev.	2,039	2,496

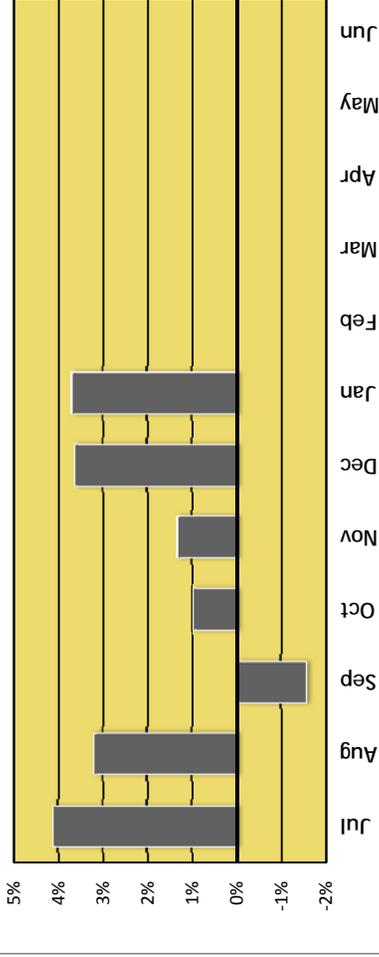
Monthly System Totals

	Monthly Totals		
	This Year	Last Year*	Difference % Change
Local Fixed Route	513,021	492,604	20,417 4.1%
AMTRAK/Highway 17 Express	29,262	28,553	709 2.5%
System Total	542,283	521,157	21,126 4.1%

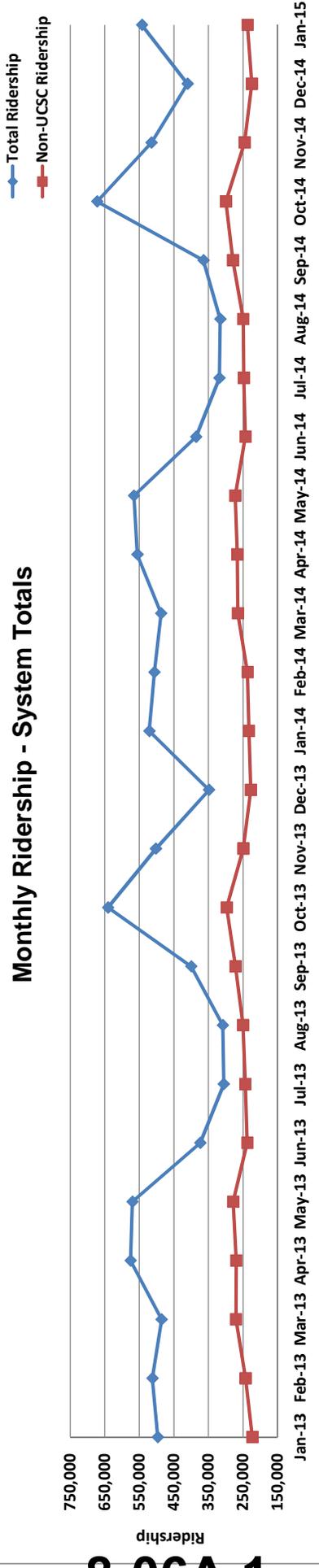
System Daily Averages

	Weekdays			Saturday			Sunday		
	This Year	Last Year*	Difference % Change	This Year	Last Year*	Difference % Change	This Year	Last Year*	Difference % Change
Local Fixed Route	19,076	18,087	989 5.5%	10,865	10,462	403 3.9%	9,754	8,690	1,065 12.3%
AMTRAK/Highway 17 Express	1,022	987	35 3.5%	745	752	-7 -0.9%	764	711	53 7.4%
System Total	20,098	19,074	1,024 5.4%	11,611	11,214	397 3.5%	10,518	9,400	1,118 11.9%

Total Ridership YTD % Change



Monthly Ridership - System Totals



8-06A.1

*previous year statistics have been updated since last year's ridership report was produced

- THIS PAGE INTENTIONALLY LEFT BLANK -

UCSC Ridership Summary

JANUARY 01, 2015 - JANUARY 31, 2015

Calendar Operating Days

	This Year	Last Year
School Term Days	19	19
Weekdays	22	23
Weekend Days	9	8

UCSC Revenue

	This Year	Last Year	\$ Difference	% Change
Student Billing	\$398,326.32	\$363,462.50	\$34,863.82	9.6%
Staff Billing	\$16,951.04	\$17,324.69	-\$373.65	-2.2%
Route 20D Service	\$4,988.66	\$3,077.24	\$1,911.42	62.1%
Total	\$420,266.02	\$383,864.43	\$36,401.59	9.5%

UCSC Monthly System Totals

	Monthly Totals			
	This Year	Last Year*	% Change	
Students	292,887	274,988	17,899	6.5%
Staff & Faculty	12,464	13,113	-649	-4.9%
Total	305,351	288,101	17,250	6.0%

Year to Date Totals

	This Year	Last Year*	Difference	% Change
Students	1,267,546	1,167,782	99,764	8.5%
Staff & Faculty	87,957	86,735	1,222	1.4%
Total	1,355,503	1,254,517	100,986	8.0%

UCSC System Daily Averages

	School Term Days			
	This Year	Last Year*	% Change	
Students	12,459	11,988	470	3.9%
Staff & Faculty	566	584	-18	-3.1%
Total	13,025	12,572	452	3.6%

Weekdays

	This Year	Last Year*	Difference	% Change
Students	10,991	10,169	822	8.1%
Staff & Faculty	510	522	-13	-2.4%
Total	11,500	10,691	809	7.6%

Weekend Days

	This Year	Last Year*	Difference	% Change
Students	5,677	5,139	538	10.5%
Staff & Faculty	139	139	1	0.7%
Total	5,816	5,278	538	10.2%

8-06B.1

*Previous year statistics have been updated since last year's ridership report was produced

- THIS PAGE INTENTIONALLY LEFT BLANK -

Ridership by Route

Attachment C

JANUARY 01, 2015 - JANUARY 31, 2015

Route	Corridor	Weekday Ridership	Weekday Average	Saturday Ridership	Saturday Average	Sunday Ridership	Sunday Average	Monthly Ridership
10	UCSC via High St.	31,481	1,431	2,659	532	2,237	559	36,377
15	UCSC via Laurel West	52,764	2,398					52,764
16	UCSC via Laurel East	93,631	4,256	13,649	2,730	9,468	2,367	116,748
19	UCSC via Lower Bay	35,284	1,604	7,871	1,574	6,031	1,508	49,186
3	Mission/Beach	3,178	144	272	54	174	44	3,624
4/4W	Harvey West/Emeline	3,355	153	136	27	110	28	3,601
6	Broadway/Frederick	465	21					465
8	Emeline	79	4					79
12A	UCSC East Side District	1,231	65					1,231
20	UCSC via West Side	19,508	887	5,220	1,044	3,892	973	28,620
20D	UCSC via West Side Supp.	16,067	846					16,067
30	Graham Hill/Scotts Valley	661	30					661
33	Lompico SLV/Felton Faire	321	19					321
34	South Felton	60	4					60
35/35A	Santa Cruz/Scotts Valley/SLV	27,822	1,265	4,576	915	2,882	721	35,280
40	Davenport/North Coast	1,842	84	57	11	41	10	1,940
41	Bonny Doon	1,478	67	65	13	47	12	1,590
42	Davenport/Bonny Doon	241	11	57	11	55	14	353
54	Capitola/Aptos/La Selva Beach	138	6	75	15	55	14	268
55	Rio Del Mar	2,434	111					2,434
56	La Selva Beach	353	16					353
66/66N	Live Oak via 17th	11,556	525	2,122	424	1,548	387	15,226
68	Like Oak via Broadway/Portola	7,915	360	1,492	298	1,071	268	10,478
69A	Capitola Road/Watsonville	16,630	756	3,190	638	2,171	543	21,991
69W	Cap. Road/Cabrillo/Watsonville	19,579	890	3,775	755	2,522	631	25,876
71	Santa Cruz to Watsonville	45,943	2,088	7,670	1,534	5,637	1,409	59,250
72	Corralitos	2,604	118					2,604
74	Ohlone Parkway/Rolling Hills	1,624	74	217	43	118	30	1,959
75	Green Valley Road	4,490	204	943	189	812	203	6,245
77	Civic Plaza / Pajaro	815	37					815
79	East Lake	1,736	79	280	56	146	37	2,162
91x	Santa Cruz/Watsonville Express	14,393	654					14,393
Hwy 17	AMTRAK/Hwy 17 Express	22,481	1,022	3,727	745	3,054	764	29,262
Monthly Total		442,159	20,098	58,053	11,611	42,071	10,518	542,283
Previous Year*		438,700	19,074	44,856	11,214	37,601	9,400	521,157
% Change		0.8%	5.4%	29.4%	3.5%	11.9%	11.9%	4.1%

*Previous year statistics have been updated since last year's ridership report was produced.

- THIS PAGE INTENTIONALLY LEFT BLANK -



DATE: March 27, 2015
TO: Board of Directors
FROM: Thomas Hiltner, Acting Planning and Development Manager
**SUBJECT: ACCEPT AND FILE STATUS REPORT OF ACTIVE GRANTS AND
SUBMITTED GRANT PROPOSALS FOR MARCH 2015**

I. RECOMMENDED ACTION

That the Board receives and files the monthly status report on grants and applications. This is for information only. No action is required

II. SUMMARY

- Santa Cruz Metropolitan Transit District (METRO) relies upon grant funding for more than 30% of its FY15 operating revenue and 96% of its FY15 capital budget.
- A list of METRO's active grants (Attachment A) and a list of grant proposals for new funds (Attachment B) are provided monthly in order to apprise the Board of the status of grants funding
- METRO has active grant awards totaling \$38,778,298.
- METRO staff is developing new applications totaling \$1,319,192 for new projects.
- No action is required; this report is for information only.

III. DISCUSSION/BACKGROUND

METRO relies upon grant funding for more than 30% of its FY15 operating revenue and 96% of its FY15 capital funding. Transportation Development Act (TDA), State Transit Assistance (STA) and the Federal Transit Administration (FTA) annually allocate funds by formula while others such as the Monterey Bay Unified Air Pollution Control District's AB2766 Motor Vehicle Emissions Reduction Program and the California Department of Transportation (Caltrans) discretionary planning grants are competitively awarded based on merit. METRO relies on both formula and discretionary grant revenue to support its operating and capital budgets.

This staff report is to apprise the Board of Directors of active grants funding current projects and proposed grants for new projects and ongoing operating costs. **Attachment A** lists all of METRO's active grants with the award amount, the remaining balance and the status of the projects funded by the grant.

Attachment B lists METRO's open grant applications with a brief description, source and status of proposed projects.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Active grant awards for operating and capital projects total \$38,778,298, an increase of approximately \$345,000 over February resulting from an additional allocation of \$127,747 from the Public Transportation Modernization, Improvement and Service Enhancement Account, activation of the SCCRTC User-Oriented Transit Travel Planning Project for \$4,338 and activation of the FY14 Rural Operating Assistance grant for \$212,267.

The unspent balance of active grants is \$24,249,047, a decrease of \$335,194 due to the award of new grants and reductions from project progress payments. Please see Attachment A.

Current grant applications request \$1,319,192 a decrease of approximately \$30,000 due to the activation of the Caltrans rural operating assistance grant and activation of the Cap & Trade application. Please see Attachment B.

V. ALTERNATIVES CONSIDERED

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

VI. ATTACHMENTS

Attachment A: METRO Active Grants as of March 15, 2015.

Attachment B: METRO Grant Applications as of March 15, 2015.

Prepared By: Thomas Hiltner, Acting Planning and Development Mgr.

VII. APPROVALS:

Thomas Hiltner, Acting Planning
and Development Manager



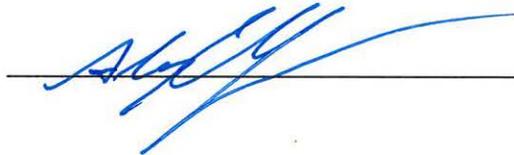
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



- THIS PAGE INTENTIONALLY LEFT BLANK -

Attachment A

Santa Cruz METRO
Active Grants as of March 15, 2015

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Local Share	Grant Status
1	FY15 Transit Security Projects Expiration: 3/31/18	Comprehensive Security and Surveillance	\$ 440,505	\$ 440,505	-	Received Notice of Project Eligibility on 3/11/15. \$ Grant Balance as of 3/15/15.
2	FY13 Transit Security Projects Expiration: 3/31/16	Video Surveillance and Lighting at remaining METRO Facilities	\$ 440,505	\$ 279,521	-	WTC lighting and emergency generator installation top priorities. \$ Grant Balance as of 3/15/15.
3	FTA 5309 State Good Repair grant for Buses and Mobile Data Computers Expiration: None	Purchase 6 new CNG replacement buses; purchase 42 Mobile Data Computers for ParaCruz	\$ 2,814,538	\$ -	25,761	Buses and MDCs Delivered and Paid. FTA funds expended and this grant will be closed with the 4/15/15 quarterly report. Approximately \$26,000 in local cash will be used for spare parts. \$ Grant Balance as of 3/15/15
4	FY 11/12 Proposition 1B - State and Local Partnership Program (SLPP) Expiration: 12/11/15	CTC	\$ 5,812,000	\$ 2,202,256	2,202,256	California Transportation Commission allocated \$5.812 M from the Proposition 1B Bond Act State and Local Partnership Program on 8/22/12 for construction of Judy K. Souza Operations Building. METRO uses SLPP funds to pay the Lewis C. Nelson contract. The contractor continues to pour the final concrete layer on the tarmac. Grant Balance as of 3/15/15.

Attachment A

Santa Cruz METRO
Active Grants as of March 15, 2015

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Local Share	Grant Status
5	FY10 - 13 PTMISEA funds (Public Transportation Modernization, Infrastructure and Service Enhancement Act) Expiration: 6/30/17	MetroBase development, Judy K. Souza Operations Facility	\$ 12,010,147	\$ 8,970,984	-	PTMISEA funds through FY13 are for the MetroBase phase II project, JKS Operations Facility including the temporary operating facility. \$ Grant Balance as of 3/15/15.
6	FY15 PTMISEA Award/Payment Anticipated: December 2014 Anticipated Expiration: 6/30/17	Funds allocated to Pacific Station subject to Board approval.	\$ 5,949,126	\$ 5,949,126	-	Caltrans announced award of \$5,821,379 on 11/18/14 with added \$127,747 from Caltrans unspent overhead.
7	Pacific Station Design Engineering FTA 5309 Expiration: None	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 396,000	\$ 114,909	28,727	Group 4 and METRO presented design alternatives at 100% completion and participated in a design charrette on 2/18 to explore opportunities with the adjacent Devcon project. Group 4 is revising the Final Report for presentation to the Project Management Team on 3/19/15. Ad-hoc committee will review the final report in April with presentation of a recommendation and final report to the Board tentatively scheduled for 5/22/15. Grant Balance as of 3/15/15.

Attachment A

Santa Cruz METRO
Active Grants as of March 15, 2015

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Local Share	Grant Status
8	Pacific Station Design Engineering FTA 5309 Expiration: 9/30/15	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 490,000	\$ 159,687	\$ 39,922	Group 4 and METRO presented design alternatives at 100% completion and participated in a design charrette on 2/18 to explore opportunities with the adjacent Devcon project. Group 4 is revising the Final Report for presentation to the Project Management Team on 3/19/15. Ad-hoc committee will review the final report in April with presentation of a recommendation and final report to the Board tentatively scheduled for 5/22/15. Grant Balance as of 3/15/15.
9	FY14 FTA 5304 Planning Internship Expiration: 8/31/16	Hire a student intern to gain experience in public transit planning.	\$ 40,281	\$ 32,554	\$ 4,217	Caltrans awarded Internship grant 8/13/13 for \$40,281. Two new interns are working on a cost allocation model, survey forms, and data cleaning as directed. \$ Grant Balance as of 3/15/15.
10	FY14 Caltrans FTA 5304 Planning Grant Expiration: unknown	METRO assistance to RTC Passenger Rail Study .	\$ 18,000	\$ 16,270	\$ -	RTC pass-through from Caltrans \$250,000 feasibility study. Consultant is revising alternatives with no METRO participation in the last month. Final report by 6/15/15. \$ Grant Balance as of 3/15/15.

Attachment A

Santa Cruz METRO
Active Grants as of March 15, 2015

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Local Share	Grant Status
11	2014 Regional Surface Transportation Program (RSTP) Expiration: 6/30/15	Mainline Routes Run-Time Recalibration	\$ 30,000	\$ 15,385	\$ -	Project began on 3/17/14. Planning will complete a 2nd round of time check surveys in April. Board recommendations have been rescheduled to May. \$ Grant Balance as of 3/15/15.
12	2014 Surface Transportation Improvement Program (STIP) Expiration: 2/20/15	ParaCruz Van Replacements	\$ 345,000	\$ 345,000	\$ 86,000	Caltrans executed a Program Supplement with METRO for \$345,000 on 9/25/14 for ParaCruz van Replacements. Procurement has contracted 4 ParaCruz vehicles. \$ Balance as of 3/15/15.
13	FY15 TDA/STA Operating Assistance Expiration: None	FY15 TDA/STA Operating Assistance.	\$ 9,246,726	\$ 5,189,646	\$ 5,189,646	RTC Resolution approved TDA/STA claim on 5/1/14 for operating revenue. RTC paid the FY15 TDA second quarter receipt to METRO. \$ Grant Balance as of 3/15/15.
14	FY14 FTA 5311 Rural Area formula Operating Assistance Award Anticipated: September 2014	Operate Rural Service in Santa Cruz County	\$ 212,267	\$ -	\$ 275,112	Staff is preparing invoice for reimbursement.
15	Feasibility Study of Downtown Circulator (Santa Cruz) Expiration: 6/30/17	Grant for a consultant feasibility study of downtown circulator with consideration of electric buses in Santa Cruz.	\$ 74,749	\$ 74,749	\$ 9,684	Grant was awarded 5/28/14. Staff is re-evaluating this project for relevance and will revise accordingly. \$ Grant Balance as of 3/15/15.

Attachment A

Santa Cruz METRO
Active Grants as of March 15, 2015

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Local Share	Grant Status
16	FY15 Caltrans FTA 5304 Planning Grant pass-through to METRO. Expiration: 3/3/17	METRO assistance to RTC User-Oriented Transit Travel Planning Project.	\$ 4,338	\$ 4,338	-	SCCRIC Project Manager informed METRO that the project is ready for consultant kick-off. METRO staff will be reimbursed \$4,338 for up to 100 staff hours for technical assistance. \$ Grant Balance as of 3/15/15.
17	2013 FTA 5339 Formula Funds Expires: 9/30/16	Rolling Stock	\$ 454,116	\$ 454,116	\$ 112,981	Staff is revising the project scope of work for a contract amendment to fund LCNG upgrades, non-revenue vehicles, Vernon bus stop and fiber-optic switches. \$Grant Balance as of 3/15/15.
		Total	\$ 38,778,298	\$ 24,249,047	\$ 7,974,306	

- THIS PAGE INTENTIONALLY LEFT BLANK -

Attachment B

Santa Cruz METRO
Applications as of March 15, 2015

#	Application Date	Grant	Description	\$ Grant	Local Share	Funding Source	Status of Award
1	12/1/2014	FY15/16 Caltrans 5310 cycle	Four ParaCruz Expansion Vans for Elderly/Disabled program beyond ADA requirements. \$1.3M statewide	\$ 268,000	\$ -	FY15 FTA 5310	Application submitted 12/1.
2	10/31/2014	FY15/16 Caltrans Sustainable Transportation Planning	Joint project w/Monterey Salinas Transit to study feasibility of operating Buses on Highway 1 road shoulder, subject to Board approval. \$8.3M statewide	\$ 209,473	\$ 27,140	FY15 FTA 5304	Caltrans, CHP, METRO, AMBAG,MST partnership submitted the application 10/31/14. Caltrans has not announced Grant Awards which staff anticipated in February.
3	10/31/2014	FY15/16 Caltrans Sustainable Transportation Planning	Study feasibility of operating Bus Rapid Transit (BRT) on the RTC Rail right-of-way. \$8.3M statewide	\$ 218,520	\$ 28,635	FY15 FTA 5304	METRO submitted the application 10/31/14. Caltrans has not announced Grant Awards which staff anticipated in February..
4	1/15/2014	FY14 Transit Security Projects Award Anticipated: October 2014	Comprehensive Security and Surveillance	\$ 440,505	\$ -	FY14 Prop 1B CTSGP funds from Cal-OES	Received Notice of Project Eligibility on 1/27/14. Financial Management Forms Workbook to be submitted. This is an advance payment grants.
5	4/15/2015	FY15 Low Carbon Transit Operations Program (Cap & Trade)	Add customer service and ADA eligibility offices to the Watsonville Transit Center.	\$ 182,694	\$ -	FY15 Cap & Trade	Application due 4/15/15.
			Total	\$ 1,319,192	\$ 55,775		

- THIS PAGE INTENTIONALLY LEFT BLANK -



DATE: March 27, 2015
TO: Board of Directors
FROM: Alex Clifford, CEO
SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT AMENDMENT WITH RNL DESIGN, INC. FOR ARCHITECT AND ENGINEERING SERVICES IN AN AMOUNT NOT TO EXCEED \$50,000

I. RECOMMENDED ACTION

Authorize the CEO to execute a contract amendment with RNL Design, Inc. for Architect and Engineering Services to increase the not-to-exceed value of the Contract in an amount not to exceed \$50,000.

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) has a contract with RNL Design, Inc. for Architect and Engineering Services for Construction of the Judy K. Souza Building (“the Project”) that is due to expire on June 30, 2015.
- The Contract was contemplated to end June 30, 2015; however, due to Project delays, the completion date is now estimated to be sometime this Fall.
- RNL Design, Inc. has submitted a proposal to extend their services through the new anticipated completion of the Project.
- Expenditures against the Contract have reached the not-to-exceed limit; however, staff is requesting additional time to negotiate the proposed costs with RNL Design, Inc. before entering into a related contract amendment.
- Staff recommends amending the Contract with RNL Design, Inc. to increase the Contract not-to-exceed amount by \$50,000 to allow work on the Project to continue during negotiation of the contract extension amendment.

III. DISCUSSION/BACKGROUND

The RNL Design, Inc. Contract has a not-to-exceed value of \$1,112,211 that has been reached. The Contract has an expiration date of June 30, 2015. Due to approved and pending Change Orders involving time extension claims with the primary construction contractor, Lewis C. Nelson and Sons, Inc., the completion date of the new Judy K. Souza Operations Building is now estimated to be sometime in early Fall. A proposal extending the related A&E services through the new Project completion date was submitted by RNL Design, Inc. on March 3, 2015. Staff is requesting time to thoroughly review and negotiate the proposal

before bringing a contract amendment extending the term of the Contract and increasing the final negotiated not-to-exceed value to the Board of Directors for approval.

This fifth contract amendment in the amount of \$50,000 will allow RNL Design, Inc. to continue providing services critical to the Project while staff negotiates the proposal. A sixth contract amendment will come back to the Board of Directors in May, requesting an extension of Contract time and increasing the Contract by the final negotiated amount, less the \$50,000 if this amendment is approved today.

Staff recommends that the Board of Directors authorize the CEO to execute a contract amendment to the Contract with RNL Design, Inc. for Architect and Engineering Services to increase funds in an amount not to exceed \$50,000. Andrew Kreck, Project Manager, will continue to serve as the Contract Administrator and ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

This Contract has a total not to exceed of \$1,112,211. Additional funds in an amount of \$50,000 are requested to increase the contract authority at this time. The new Contract total not to exceed would be \$1,162,211.

Funds to support this contract amendment are included in the MetroBase Phase II Project Budget.

V. ALTERNATIVES CONSIDERED

- Do not increase the not-to-exceed value of the Contract. Staff does not recommend this option, as the continual services of an Architect-Engineer firm are critical to keeping the Project on schedule.

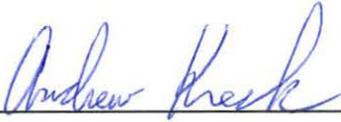
VI. ATTACHMENTS

Attachment A: Contract Amendment with RNL Design, Inc.

Prepared By: Erron Alvey, Purchasing Manager

VII. APPROVALS:

Andrew Kreck, Project Manager



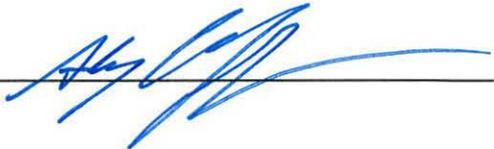
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



- THIS PAGE INTENTIONALLY LEFT BLANK -

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FIFTH AMENDMENT TO CONTRACT NO. 12-25 FOR ARCHITECT AND ENGINEERING SERVICES

This Fifth Amendment to Contract No. 12-25 for Architect and Engineering Services is made effective April 1, 2015 between the Santa Cruz Metropolitan Transit District (“Santa Cruz METRO”), a political subdivision of the State of California, and RNL Design, Inc. (“Architect-Engineer”).

I. RECITALS

- 1.1 Santa Cruz METRO and Architect-Engineer entered into a Contract for Architect and Engineering Services (“Contract”) on March 19, 2012. The purpose of the Contract is to review and update the current plans, drawings and specifications for the construction of the new Judy K. Souza Operations Facility, Parking Structure and related site work (“Project”).
- 1.2 The Contract allows for amendment upon mutual written consent.
- 1.3 Santa Cruz METRO and Architect-Engineer desire to amend the Contract to increase the Contract total not-to-exceed amount.

Therefore, Santa Cruz METRO and Architect-Engineer amend the Contract as follows:

II. COMPENSATION

- 2.1 Article 5.01 is amended to include the following language:

Santa Cruz METRO shall compensate Architect-Engineer in an amount not to exceed \$50,000 under the terms of the Fifth Amendment.

The new Contract total not-to-exceed amount is \$1,162,211. Architect-Engineer understands and agrees that if they exceed the \$1,162,211 maximum amount payable under this Contract, they do so at their own risk.

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.

Attachment A

IV. AUTHORITY

4.1 Article 7 is amended to include the following language:

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

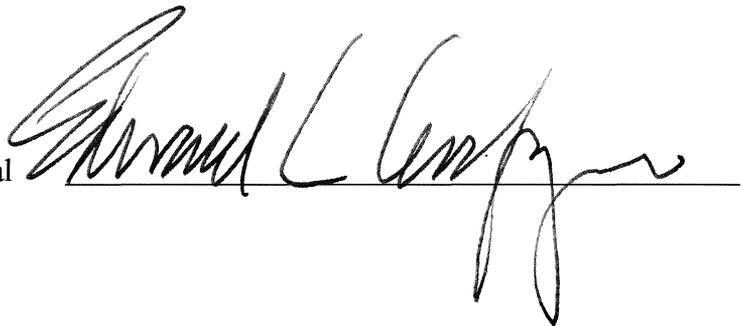
Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT

Alex Clifford, CEO/General Manager _____

Architect-Engineer –
RNL DESIGN, INC.

Edward L. Carfagno, Associate Principal



Approved as to Form:

Leslyn Syren, District Counsel





DATE: March 27, 2015
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
**SUBJECT: CONSIDERATION OF RESOLUTION APPROVING THE FY15 REVISED
CAPITAL BUDGET**

I. RECOMMENDED ACTION

That the Board of Directors adopt a resolution approving the FY15 Revised Capital Budget, as presented in Attachment B

II. SUMMARY

- The Board of Directors adopted the FY15 Capital Budget on June 27, 2014.
- Periodic capital budget revisions may be required due to new grant awards, new projects, changes to the scope of existing projects, and removal of projects that are no longer needed.
- Revisions to an adopted capital budget require Board approval and the adoption of a resolution.

III. DISCUSSION/BACKGROUND

The Board of Directors must adopt an Operating and Capital Budget by June 30th each year. The Board adopted the FY15 & FY16 Operating and FY15 Capital Budget on June 27, 2014.

Since the FY15 Capital Budget was adopted, two (2) revisions have been approved on December 12, 2014, and March 13, 2015; an overall increase of \$907,923.

Staff requests that the Board adopt a resolution (**Attachment A**) to approve the Revised FY15 Capital Budget (**Attachment B**)

A Reconciliation by Project as of March 27, 2015 (**Attachment C**) is provided; this reconciles the (current) FY15 Revised Capital Budget against the (original) FY15 Capital Budget adopted on June 27, 2014.

This revision adds the following projects:

The L/CNG Fueling Facility Project:

- Funds are needed to replace LNG tank valves, actuators and control system with updated technology. Existing components are failing causing inability to unload tankers and fuel buses.

Mid-Life Bus Engine and Associated Component Overhaul Campaign:

- To ensure efficient operation of Fixed Route buses over their minimum 12 year/500,000 mile life, (FTA Mandate.) METRO performs an engine and transmission overhaul and replaces high-wear components at approximately 6-7 years and 300,000 miles.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The original FY15 Capital Budget adopted June 27, 2014 totals \$20,861,899.

- Revision 1 - December 12, 2014 - the first revision added \$907,923, for a revised FY15 Capital Budget balance of \$21,769,822.
- Revision 2 – March 13, 2015 – the second revision decreased the budget by \$9,000, for a Revised FY15 Capital Budget balance of \$21,760,822.
- Revision 3 – March 27, 2015 – this third revision increases the budget by \$38,000, for a revised FY15 Capital Budget balance of \$21,798,822.
 - Revision 3 – transfers \$130,000 *from* the MetroCenter Repairs project *to* the new Upgrade L/CNG Fueling Facility project with no increase to the budget
 - Revision 3 – adds the Mid-Life Bus Engine Overhaul Campaign project in the amount of \$38,000.

The Reconciliation by Project as of March 27, 2015 (Attachment C) lists the detail of all changes by project since adoption on June 27, 2014. The year to date change is a net increase of \$936,923.

The Capital / Operating Reserve balance is currently estimated at approximately \$2.3M.

V. ALTERNATIVES CONSIDERED

- There are no recommended alternatives at this time. If the revised budget is not approved, important capital improvements and capital projects would be delayed or cancelled.

VI. ATTACHMENTS

Attachment A: FY15 Revised Capital Budget Resolution

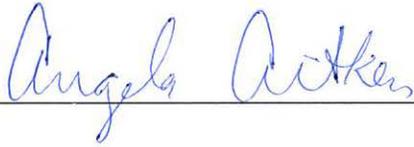
Attachment B: FY15 Revised Capital Budget

Attachment C: FY15 Revised Capital Budget – Reconciliation by Project as of March 27, 2015

Prepared By: Debbie Kinslow, Assistant Finance Manager

VII. APPROVALS:

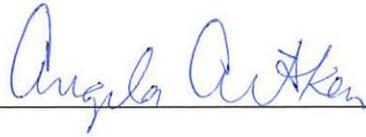
Angela Aitken, Finance Manager



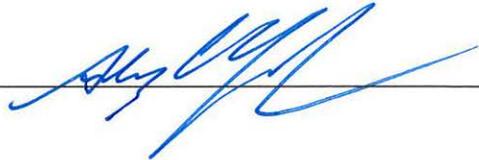
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

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

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

A RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING A REVISION TO THE FY15 CAPITAL BUDGET

WHEREAS, it is necessary to revise the adopted FY15 Capital Budget of the Santa Cruz Metropolitan Transit District to provide for revisions in the capital budget.

NOW, THEREFORE, BE IT RESOLVED, the FY15 Capital Budget is hereby amended per the attached Attachment B.

PASSED AND ADOPTED this 27th day of March 2015 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:

Dene Bustichi, Chair

Attest:

Alex Clifford, CEO/General Manager

Approved as to form:

Leslyn K. Syren, District Counsel

- THIS PAGE INTENTIONALLY LEFT BLANK -

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
REVISED FY15 CAPITAL BUDGET
AS OF MARCH 27, 2015

PROJECT/ACTIVITY	OPERATING / CAPITAL RESERVES	PLEDGED - STA - SLPP BACKFILL (1)	RESTRICTED - SAKATA/LAW SUIT PROCEEDS	RESTRICTED - STA	RESTRICTED - STATE BOND FUNDS (1B) (2)	RESTRICTED - FY11 PTMISEA (1B)	TOTAL
Estimated Balance @ December 31, 2013:	\$ 11,000,000	\$ 3,012,000	\$ 1,335,000	\$ 575,000	\$ 930,000	\$ 10,400,000	\$ 27,252,000
Grant-Funded Projects							
1 MetroBase Project - Operations Bldg. (STA, SLPP, SAKATA, PTMISEA)	\$ 3,012,000	\$ 3,012,000	\$ 1,335,000	\$ -	\$ -	\$ 8,400,000	\$ 15,759,000
2 MetroBase Project - Phase II - Real Estate Acquisition (SAKATA, PTMISEA)						\$ 2,000,000	\$ 2,000,000
3 Video Surveillance Project - CCTV (STATE-1B BOND)					\$ 489,495	\$ 489,495	\$ 489,495
4 Land Mobile Radio Project - LMR (STATE-1B BOND)					\$ 440,505	\$ 440,505	\$ 440,505
5 Pacific Station/Metro Center - Conceptual Design (RESERVES, STA)	\$ 462,649					\$ 462,649	\$ 462,649
6 Pacific Station/Metro Center - Conceptual Design / MOU w/ City of SC (RESERVES, FTA)	\$ 220,500					\$ 220,500	\$ 220,500
7 State of Good Repair #2 - 6 Buses, 42 MDC's (RESERVES, FTA)	\$ 231,790					\$ 231,790	\$ 231,790
8 Watsonville Transit Center - Conceptual Design (RESERVES, STA)	\$ 160,000			\$ 30,000		\$ 190,000	\$ 190,000
Subtotal	\$ 4,086,939	\$ 3,012,000	\$ 1,335,000	\$ 30,000	\$ 930,000	\$ 10,400,000	\$ 19,793,939
IT Projects							
9 Replacement IT Equipment (Computers, Laptops, Printers, etc.) (STA)				\$ 10,000		\$ 10,000	\$ 10,000
10 HR Software Upgrade (STA) (Partial Funding)				\$ 40,000		\$ 40,000	\$ 40,000
Subtotal	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000
Facilities Repair & Improvements							
11 Metro Center Repairs (RESERVES, STA)	\$ 130,000			\$ 26,000		\$ 156,000	\$ 156,000
12 Upgrade L/CNG Fueling Facility (RESERVES)	\$ 130,000					\$ 130,000	\$ 130,000
13 Fire Egress at 138 Golf Club (STA) (Partial Funding)				\$ 50,000		\$ 50,000	\$ 50,000
14 Repaint SVT (STA)				\$ 44,300		\$ 44,300	\$ 44,300
15 Bus Stop Repairs / Improvements (RESERVES, STA)	\$ 43,436			\$ 84,065		\$ 127,501	\$ 127,501
16 WTC Renovations & Repairs (STA)				\$ 39,000		\$ 39,000	\$ 39,000
Subtotal	\$ 303,436	\$ -	\$ -	\$ 243,365	\$ -	\$ -	\$ 546,801

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
REVISED FY15 CAPITAL BUDGET
AS OF MARCH 27, 2015

PROJECT/ACTIVITY	OPERATING / CAPITAL RESERVES	PLEDGED - STA - SLPP BACKFILL (1)	RESTRICTED - SAKATA/LAW SUIT PROCEEDS	RESTRICTED - STA	RESTRICTED - STATE BOND FUNDS (1B) (2)	RESTRICTED - FY11 PTMISEA (1B)	TOTAL
Revenue Vehicle Replacement & Campaigns							
17 Paracruz Van (1) & Support Vehicles (12) - (RESERVES, FTA)	\$ 567,097					\$	\$ 567,097
18 Paracruz Van Replacements (4) (RESERVES, STIP)	\$ 431,250					\$	\$ 431,250
19 Mid-Life Bus Engine Overhauls Campaign	\$ 38,000					\$	\$ 38,000
Subtotal	\$ 1,036,347	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,036,347
Non-Revenue Vehicle Replacement							
20 Replace 3 Relief Vehicles (STA)				\$ 66,000		\$	\$ 66,000
21 Replace Supervisor Vehicles-2 SUV's (STA)				\$ 21,000		\$	\$ 21,000
Subtotal	\$ -	\$ -	\$ -	\$ 87,000	\$ -	\$ -	\$ 87,000
Fleet & Maint Equipment							
22 Facility Tooling (STA)				\$ 12,000		\$	\$ 12,000
23 Capital Eligible Tool Replacements (STA)				\$ 10,000		\$	\$ 10,000
24 Refrigerant Recovery Recycle Recharge Machine (STA)				\$ 6,800		\$	\$ 6,800
Subtotal	\$ -	\$ -	\$ -	\$ 28,800	\$ -	\$ -	\$ 28,800
Office Equipment							
25 Replace two (2) Photocopier / Scanners (STA)				\$ 52,000		\$	\$ 52,000
26 Office Furniture Ergonomic & Distressed Furniture (STA)				\$ 40,000		\$	\$ 40,000
27 Furniture Suites for new GM & AGM (STA)				\$ 10,000		\$	\$ 10,000
Subtotal	\$ -	\$ -	\$ -	\$ 102,000	\$ -	\$ -	\$ 102,000
Misc.							
28 Ticket Vending Machine-SLV (1) (RESERVES, STA)	\$ 105,000			\$ 20,935		\$	\$ 125,935
TVM Audible Improvements - Firmware, Braille Placards, and Key Pads (RESERVES)	\$ 25,000			\$ 3,000		\$	\$ 25,000
30 Trade Show Kit (STA)	\$ 130,000			\$ 23,935		\$	\$ 153,935
Subtotal	\$ -	\$ -	\$ -	\$ 23,935	\$ -	\$ -	\$ 153,935
TOTAL CAPITAL PROJECTS	\$ 5,556,722	\$ 3,012,000	\$ 1,335,000	\$ 565,100	\$ 930,000	\$ 10,400,000	\$ 21,798,822
Estimated Ending Balance @ June 30, 2015:	\$ 5,443,278	\$ -	\$ -	\$ 9,900	\$ -	\$ -	\$ 5,453,178

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 REVISED FY15 CAPITAL BUDGET
 AS OF MARCH 27, 2015

PROJECT/ACTIVITY	OPERATING / CAPITAL RESERVES	PLEDGED - STA - SLPP BACKFILL (1)	RESTRICTED - SAKATA/LAW SUIT PROCEEDS	RESTRICTED - STA	RESTRICTED - STATE BOND FUNDS (1B) (2)	RESTRICTED - FY11 PTMISEA (1B)	TOTAL
CAPITAL PROGRAM FUNDING							
PTMISEA (1B)						\$ 10,400,000	\$ 10,400,000
State Transit Assistance (STA)		\$ 3,012,000		\$ 565,100			\$ 3,577,100
Sakata / Lawsuit Proceeds			\$ 1,335,000				\$ 1,335,000
State Security Bond Funds (1B)					\$ 930,000		\$ 930,000
State-Local Partnership program (SLPP)	\$ 3,012,000 (3)						\$ 3,012,000
Federal Grants (FTA)	\$ 1,127,402 (3)						\$ 1,127,402
Statewide Transportation Improvement Program (STIP)	\$ 345,000 (3)						\$ 345,000
Reserved Retained Earnings	\$ 1,072,320						\$ 1,072,320
TOTAL CAPITAL FUNDING BY FUNDING SOURCE	\$ 5,556,722	\$ 3,012,000	\$ 1,335,000	\$ 565,100	\$ 930,000	\$ 10,400,000	\$ 21,798,822
Non-Restricted Funds	\$ 1,072,320						\$ 1,072,320
Restricted Funds	\$ 4,484,402 (3)	\$ 3,012,000	\$ 1,335,000	\$ 565,100	\$ 930,000	\$ 10,400,000	\$ 20,726,502
TOTAL CAPITAL FUNDING	\$ 5,556,722	\$ 3,012,000	\$ 1,335,000	\$ 565,100	\$ 930,000	\$ 10,400,000	\$ 21,798,822

- THIS PAGE INTENTIONALLY LEFT BLANK -

Attachment C

FY15 REVISED CAPITAL BUDGET RECONCILIATION BY PROJECT AS OF MARCH 27, 2015

FY15 FINAL CAPITAL BUDGET ADOPTED JUNE 27, 2014: \$ 20,861,899

CAPITAL PROJECT	SOURCE	AMOUNT	TOTAL
-----------------	--------	--------	-------

Add: Increase funding to Pacific Station Conceptual Design Project	FTA	\$	105,372
	RESERVES	\$	26,343

Reason: BOD authorized an Add Service Request to produce alternative designs for the existing and an expanded site through 60% design completion to the existing Group 4 contract on **June 27, 2014**

Add: Increase funding to Pacific Station Conceptual Design Project	FTA	\$	29,689
	RESERVES	\$	7,422

Reason: BOD authorized an Add Service Request to produce alternative designs for the existing and an expanded site through 60% design completion to the existing Group 4 contract on **October 24, 2014**

Add: Increase funding for Watsonville Transit Center Conceptual Design Project	RESERVES	\$	30,000
---	----------	----	--------

Reason: BOD authorized additional design work to the existing B+U contract on **April 25, 2014**

Add: Create a line item for Capital Eligible Tool Replacements	STA	\$	10,000
---	-----	----	--------

Reason: Emergency request received on **October 3, 2014** to replace a broken Tire Sensor System Tool, that exceeds the \$1,000 capital asset threshold. CEO requested that a line item be created for capital eligible tool replacements.

Add: New Project - Paracruz Vans & 12 Support Vehicles Project funded with FTA Section 5339 funds	FTA	\$	454,116
	RESERVES	\$	112,981

Reason: FTA Section 5339 grant award. Supplemental agreement with Caltrans executed on **October 22, 2014**

Remove: Replace 2 Custodial Vans	STA	\$	(75,000)
---	-----	----	----------

Reason: The 2 Custodial Vans will be replaced with the FTA Section 5339 Formula grant award referenced above

Attachment C

FY15 REVISED CAPITAL BUDGET RECONCILIATION BY PROJECT AS OF MARCH 27, 2015

CAPITAL PROJECT	SOURCE	AMOUNT	TOTAL
Remove: Small Vehicle Lift	STA	\$ (25,000)	
Reason: The Small Vehicle Lift is no longer needed as per discussion at the Capital Projects Prioritization Meeting on September 9, 2014			
Remove: Torque Wrench Calibration Tool	STA	\$ (3,000)	
Reason: The Torque Wrench Calibration Tool is no longer needed as per discussion at the Capital Projects Prioritization Meeting on September 9, 2014			
Add: TVM Audible Improvements	RESERVES	\$ 25,000	
Reason: BOD authorized the purchase of Firmware, Braille Placards, and Key Pads for Metro's TVMs in an amount not to exceed \$25K on September 26, 2014			
Transfer funds: from Ticket Vending Machine-SLV project to Bus Stop Repairs / Improvements project	STA	\$ (1,065)	
	STA	\$ 1,065	
Reason: Fund professional engineering services to be provided by Bowman & Williams for the Felton Faire Bus Stop Evaluation to determine the accessibility issues of a TVM at the site			
Add: HR Software Upgrade	STA	\$ 40,000	
Reason: Per discussion at October 30, 2014 Unfunded Capital Budget Meeting - Part III - <i>partially</i> fund the HR Software Upgrade. Total cost = \$75K			
Add: Fire Egress at 138 Golf Club Facility	STA	\$ 50,000	
Reason: Per discussion at October 30, 2014 Unfunded Capital Budget Meeting - Part III - fund the Fire Egress at 138 Golf Club Facility			
Add: Facility Tooling	STA	\$ 12,000	
Reason: Per discussion at October 30, 2014 Unfunded Capital Budget Meeting - Part III - <i>partially</i> fund the Facility Tooling Project - Estimated Total cost = \$24K			

Attachment C

FY15 REVISED CAPITAL BUDGET RECONCILIATION BY PROJECT AS OF MARCH 27, 2015

CAPITAL PROJECT	SOURCE	AMOUNT	TOTAL
<hr/>			
Add: Add remaining balance of STA Carryover funds to Bus Stop Repairs / Improvements Project. STA Carryover funds depleted at this time.	STA	\$ 83,000	
Reason: Per discussion at October 30, 2014 Part III Unfunded Capital Budget Meeting - transfer the remaining STA Carryover funds to the Bus Stop Repair / Improvements project			
<hr/>			
Add: Trade Show Kit	STA	\$ 3,000	
Reason: This trade show kit will be used by the Public Outreach Committee per email received on November 17, 2014			
<hr/>			
Remove: Interactive White Board - Paracruz	STA	\$ (3,500)	
Reason: The Interactive White Board is no longer needed as per email received on December 17, 2014			
<hr/>			
Remove: Modular Drawer Cabinets (4) for Facilities Maint Parts	STA	\$ (8,500)	
Reason: The Modular Drawer Cabinets are no longer needed as per email received on February 11, 2015			
<hr/>			
Transfer funds: <u>Reduce</u> Metro Center Repairs Project / <u>Add</u> - Upgrade L/CNG Fueling Facility Project	Reserves	\$ (130,000)	
	Reserves	\$ 130,000	
Reason: Funds needed to replace LNG tank valves, actuators and control system with updated technology. Existing components are failing causing inability to unload tankers and fuel buses; per Unfunded Capital Meeting Discussion on February 17, 2015			
<hr/>			
Add: Mid-Life Bus Engine Overhauls Campaign	Reserves	\$ 38,000	
Reason: To ensure efficient operation of Fixed Route buses over their minimum 12 year/500,000 mile life (FTA mandate.) METRO performs an engine and transmission overhaul and replaces high-wear components at approximately 6-7 years and 300,000 miles; per Budget Meeting March 16, 2015			
<hr/>			
	FTA	\$ 589,177	
	STA	\$ 108,000	
	RESERVES	\$ 239,746	
TOTAL CAPITAL BUDGET REVISIONS YTD:			\$ 936,923
<hr/>			
FY15 REVISED CAPITAL BUDGET AS OF MARCH 27, 2015:			\$ 21,798,822
<hr/>			

- THIS PAGE INTENTIONALLY LEFT BLANK -



DATE: March 27, 2015

TO: Board of Directors

FROM: Andrew Kreck, Project Manager, Hill International

SUBJECT: CONSIDERATION OF METROBASE MONTHLY CHANGE REPORT

I. RECOMMENDED ACTION

Accept and file the MetroBase Monthly Change Report.

II. DISCUSSION/BACKGROUND

The Santa Cruz Metropolitan Transit District (METRO) has a contract with Lewis C. Nelson and Sons, Inc. for the construction of the Judy K. Souza Operations Building.

Per the Board's request, the Project Manager is to provide a monthly summary of change orders. Since the Report to the Board on February 13, 2015, the following five (5) Change Orders have been executed.

Change Order Number	Description	Increase in Contract Time (Days)	Increase in Contract Amount
11	Weather and Miscellaneous Delays	13	\$0
14	Added Battery Backups/Delete Overhead Coils	-0-	\$0
31	Concrete Pile Redesign	12	\$62,942
32	Pile Cutoff (Time Only)	21	\$31,717
33	Added Site Work	-0-	\$12,799
Totals		46	\$107,458

III. FINANCIAL CONSIDERATIONS/IMPACT

See attached.

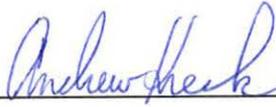
IV. ATTACHMENTS

Attachment A: Executed Change Orders Table

Prepared by: Andrew Kreck, Project Manager, Hill International

V. APPROVALS:

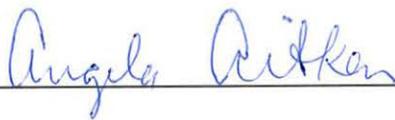
Andrew Kreck, Project Manager



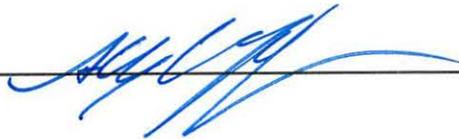
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

Executed Change Orders

Contract No. 12-23

Original Contract Amount: \$13,572,000.00
Original Contract Time (Days): 668

Revised Contract Amount: \$14,131,231.68
Revised Contract Time (Days): 763

No.	Effective Date	Description	Increase in Contract Amount	Increase in Contract Time (in Days)	Approved By
001	5/16/13	Site improvements at 135 Dubois	\$ 200,586.00	-0-	Board/Les White
002	6/4/13	Extend completion date by 49 days	\$ -	49	Board/Les White
003	6/4/13	Additional site improvements at 135 Dubois	\$ 36,369.00	-0-	Les White
004	6/4/13	Demolish concrete sound wall; Provide Pile Driving Notification	\$ 17,297.00	-0-	Les White
005	6/4/13	Demolish CPU planter wall, trees, shrubs, and chain link fencing	\$ 8,905.00	-0-	Les White
006	7/25/13	Expose tops of overdriven piles	\$ 2,324.00	-0-	Les White
007	8/7/13	Cut off prestressed concrete piles 54 ft. long or less	\$ 50,000.00	-0-	Les White
008	9/26/13	Cut off prestressed concrete piles longer than 54 ft. to achieve correct elevation	\$ 26,000.00	-0-	Les White
009	9/26/13	Provide labor, equipment, and materials to modify pile caps	\$ 18,994.00	-0-	Les White
010	9/15/14	Fire Service Backflow Preventor (FD #17)	\$ 10,621.00	-0-	Alex Clifford
011	2/25/14	Weather & Misc. Delay	\$ -	13	Board/Alex Clifford
012	11/20/14	Differing site condition encountered during parking lot demolition.	\$ 49,777.00	-0-	Alex Clifford
013	11/20/14	Modification of parking deck storm drain piping at grid lines E/1 on ground floor	\$ 1,920.00	-0-	Alex Clifford
014	3/17/15	Add battery backups/delete over head coils	\$ -	-0-	Alex Clifford
015	12/8/14	Partnering sessions (METRO's one half share of cost)	\$ 10,000.00	-0-	Alex Clifford
016	1/6/15	Furnishing and installing of epoxy-coated rebar dowels	\$ 3,798.68	-0-	Alex Clifford
017	1/14/15	Additional vehicular PCC pavement	\$ 15,182.00	-0-	Alex Clifford
031	3/17/15	Pile Redesign	\$ 62,942.00	12	Board/Alex Clifford
032	3/17/15	Pile Cap Redesign	\$ 31,717.00	21	Board/Alex Clifford
033	3/17/15	Additional Sitework	\$ 12,799.00	-0-	Alex Clifford

Totals: \$ 559,231.68 95

- THIS PAGE INTENTIONALLY LEFT BLANK -



DATE: March 27, 2015
TO: Board of Directors
FROM: Chair Dene Bustichi
SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors recognize the anniversaries of those Santa Cruz Metropolitan Transit District (METRO) employees named on the attached list and that the Board Chair present them with awards.

II. SUMMARY

None.

III. DISCUSSION/BACKGROUND

Many employees have provided dedicated and valuable years to METRO. 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/IMPACT

None.

V. ALTERNATIVES CONSIDERED

None.

VI. ATTACHMENTS

Attachment A: Employee Recognition List

Prepared by: Gina Pye, Executive Assistant

VII. APPROVALS:

Alex Clifford, CEO/General Manager



Attachment A



EMPLOYEE LONGEVITY AWARDS TO BE PRESENTED AT THE BOARD MEETING ON MARCH 27, 2015

For March 2015

CERTIFICATE OF APPRECIATION FOR 10 YEARS

Cheri Tuttle Callis

Senior IT Tech

For March 2015

CERTIFICATE OF APPRECIATION FOR 30 YEARS

Kenneth R. Brown

Facility Maintenance Worker II

For March 2015

CERTIFICATE OF APPRECIATION FOR 35 YEARS

Larry D. Mungiola

Bus Operator

- THIS PAGE INTENTIONALLY LEFT BLANK -

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

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

RESOLUTION OF APPRECIATION FOR THE SERVICES OF LAWRENCE SWAIN AS PARATRANSIT VAN OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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

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

WHEREAS, METRO, requiring an employee with expertise and dedication appointed Lawrence Swain to serve in the position of Paratransit Van Operator, and

WHEREAS, Lawrence Swain served as a member of the Paratransit Department of METRO for the time period of January 7, 2005 to March 19, 2015, and

WHEREAS, Lawrence Swain provided METRO with dedicated service and commitment during the time of employment, and

WHEREAS, Lawrence Swain served METRO with distinction, and

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

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

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

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

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

PASSED AND ADOPTED this 27th day of March 2015 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:

Dene Bustichi, Chair

Attest:

Alex Clifford, CEO/General Manager

Approved as to form:

Leslyn K. Syren, District Counsel

Santa Cruz Metropolitan Transit District
PARACRUZ
Outstanding Service Commendation

Ramona Nance

PARATRANSIT OPERATOR

Has received Customer Recognition for providing Outstanding Service and is hereby provided this certificate of Commendation for dedication and commitment in the delivery of Santa Cruz Metro ParaCruz services.

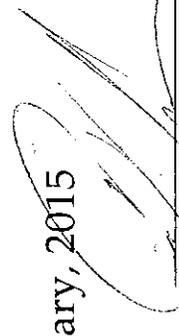
Awarded on this 11th day of February, 2015



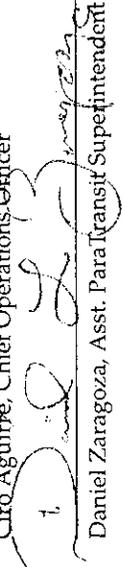
Alex Clifford, CEO/General Manager



April Warnock, Para Transit Superintendent



Ciro Aguirre, Chief Operations Officer



Daniel Zaragoza, Asst. Para Transit Superintendent

Santa Cruz Metropolitan Transit District
PARACRUZ
Outstanding Service Commendation

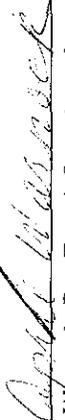
Chris Sullivan

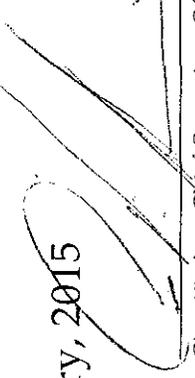
PARATRANSIT SUPERVISOR

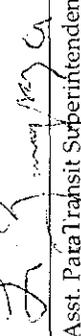
Has received Customer Recognition for providing Outstanding Service and is hereby provided this certificate of Commendation for dedication and commitment in the delivery of Santa Cruz Metro ParaCruz services.

Awarded on this 11th day of February, 2015


Alex Clifford, CEO/General Manager


April Warnock, ParaTransit Superintendent


Ciró Aguirre, Chief Operations Officer


Daniel Zaragoza, Asst. ParaTransit Superintendent



DATE: March 27, 2015
TO: Board of Directors
FROM: Maria Granados-Boyce, Supervisor Customer Service
SUBJECT: **CONSIDERATION OF ESTABLISHING STAND UP 4
TRANSPORTATION DAY IN SANTA CRUZ ON APRIL 9, 2015**

I. RECOMMENDED ACTION

Approve METRO organizing a public event on Thursday, April 9, 2015 for National Transportation Infrastructure Day, Stand Up 4 Transportation Day.

II. SUMMARY

- This event will collectively call attention to the state of our transportation infrastructure in this country. Stand Up 4 Transportation Day will be a local day for national education and outreach to the public and our elected officials, to help send a message to Congress that the expansion, maintenance and upkeep of our public transit needs the approval of a long term federal funding bill before the MAP21 expires on May 31, 2015.
- Our community continues to shift toward public transit-centric living. Public transit drives growth, attracts development, and builds value along its corridors. Funding for transportation infrastructure is crucial to providing a well functioning transit system to our community.
- Staff recommends that the Board of Directors approve and support this outreach program and event that will focus on enhancing community awareness of this funding and ask Congress to approve a long term bill.
- Additionally staff also requests that the Board of Directors sign a proclamation establishing April 9, 2015 as Stand Up 4 Transportation Day.

III. DISCUSSION/BACKGROUND

The event would partner with local organizations, officials and associations that benefit from transportation infrastructure investment.

The intention of METRO's involvement in Stand Up 4 Transportation Day is to turn the public's attention to the necessary funding that needs to be approved at the federal level in order to help close the deficit that agencies are experiencing nationwide. It is through this funding and the partnerships METRO creates in the community that we can establish a solid foundation for transit-centric and multi modal living. Convenience and the desire to work, play, learn and meet by utilizing these modes of transportation, is a goal throughout the nation.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The required funding in the amount of approximately \$3,500 to organize this event is available in the FY15 current fiscal year's Customer Service budget.

V. ALTERNATIVES CONSIDERED

- Do not sponsor the event. This is not recommended as the Santa Cruz community should have current information about the impact of having no long term transportation bill in place.

VI. ATTACHMENTS

Attachment A: A Resolution Establishing Stand Up 4 Transportation Day (A National Transportation Infrastructure Day) in Santa Cruz on April 9, 2015.

Prepared By: Maria Granados-Boyce Supervisor Customer Service

VII. APPROVALS:

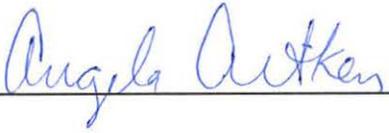
Allen Pierce, Maintenance Manager



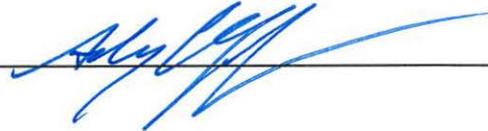
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO



- THIS PAGE INTENTIONALLY LEFT BLANK -

Attachment A

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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted: _____

ESTABLISH STAND UP 4 TRANSPORTATION DAY (A NATIONAL TRANSPORTATION INFRASTRUCTURE DAY) IN SANTA CRUZ ON APRIL 9, 2015

WHEREAS, April 9, 2015 marks the STAND UP 4 TRANSPORTATION DAY, a national transportation infrastructure day that highlights the critical need to invest in updating our nation's transportation infrastructure;

WHEREAS, transportation is the economic backbone of our nation's economy and public transportation is an important part of our nation's transportation system, federal funding for public transportation infrastructure needs to increase and Congress needs to pass a long-term, multimodal transportation bill by May 31, 2015;

WHEREAS, public transportation is a proven catalyst for economic growth since for every \$1 invested in public transportation, \$4 in economic returns is generated locally, creating economically vibrant and prosperous communities;

WHEREAS, public transportation offers millions of Americans access to economic opportunities since nearly 60 percent of the trips taken on public transportation are for work commutes;

WHEREAS, STAND UP 4 TRANSPORTATION DAY will be celebrated in small, medium, and large communities across the United States, as a day that highlights the critical need for funding transportation infrastructure, both public transportation and highway infrastructure;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, that it hereby establishes April 9th as Stand Up 4 Transportation Day, in Santa Cruz, Santa Cruz County, California and that the Santa Cruz Metropolitan Transit District will join with public transportation agencies and business across the country to participate in STAND UP 4 TRANSPORTATION DAY to encourage greater federal investment in public transportation infrastructure;

ALSO BE IT RESOLVED THAT Santa Cruz METRO declares that quality public transportation services are essential for the economic prosperity of our country, our communities and for individuals;

Attachment A

ALSO BE IT RESOLVED THAT WHERE PUBLIC TRANSPORTATION GOES, COMMUNITY GROWS.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on March 27, 2015 by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

DENE BUSTICHI
Board Chair

ATTEST:

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN SYREN
District Counsel



Year to Date Monthly Financial Report as of January 31, 2015

Santa Cruz METRO Board of Directors

March 27, 2015

Angela Aitken, Finance Manager

FY15 Operating Revenue and Expenses For the Month Ending January 31, 2015

58% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Actual vs Budget
Operating Revenue:	\$2,254	\$2,409	(\$155)
Operating Expenses:			
Labor	\$1,622	\$1,642	(\$20)
Fringe Benefits	\$1,640	\$1,643	(\$3)
Non-Personnel Expenses	\$572	\$725	(\$153)
Total Operating Expenses:	\$3,834	\$4,010	(\$176)
Operating Budget Under/(Over):			\$21

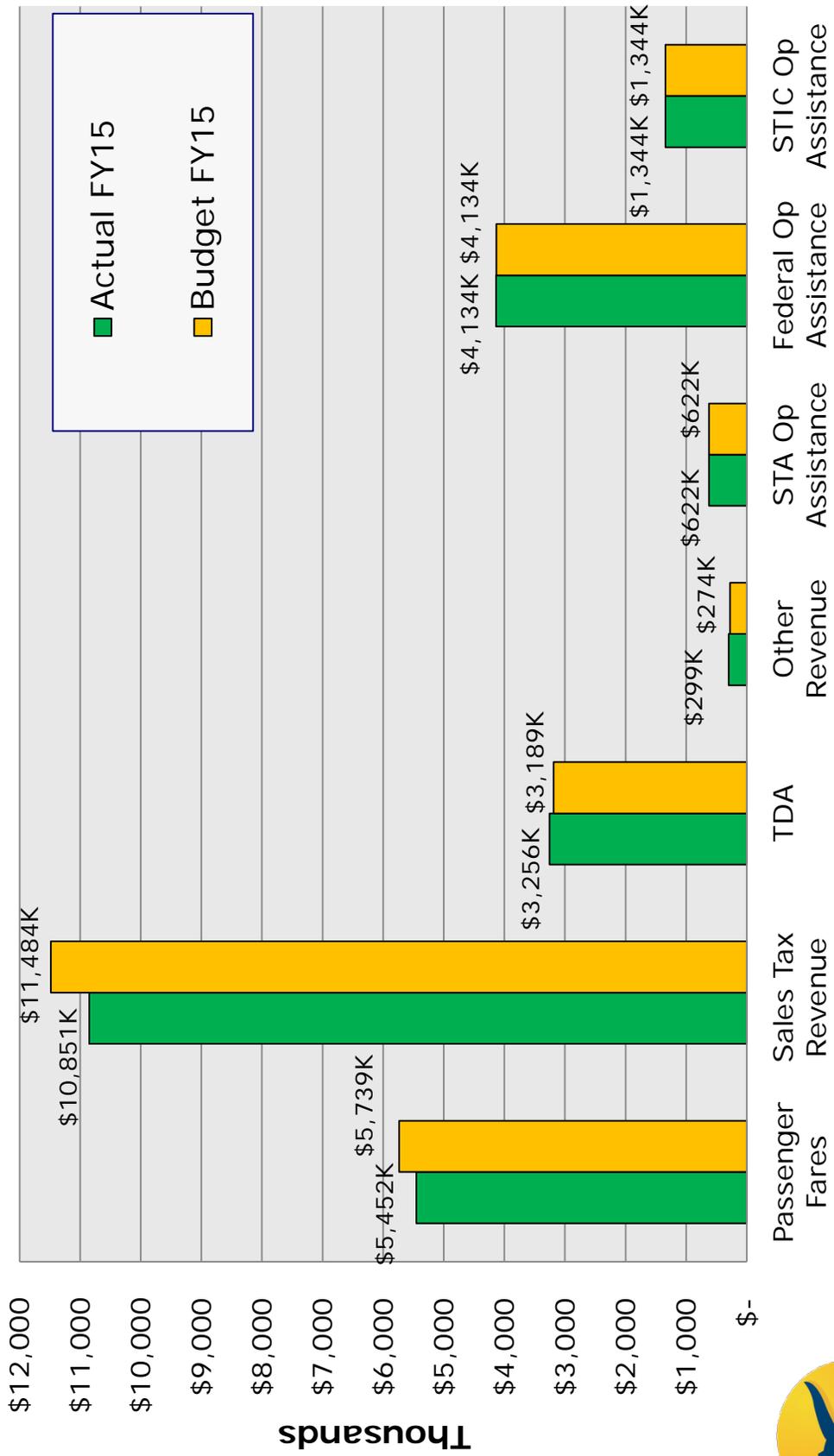
FY15 Operating Revenue and Expenses

Year to Date as of January 31, 2015

58% of Fiscal Year Elapsed

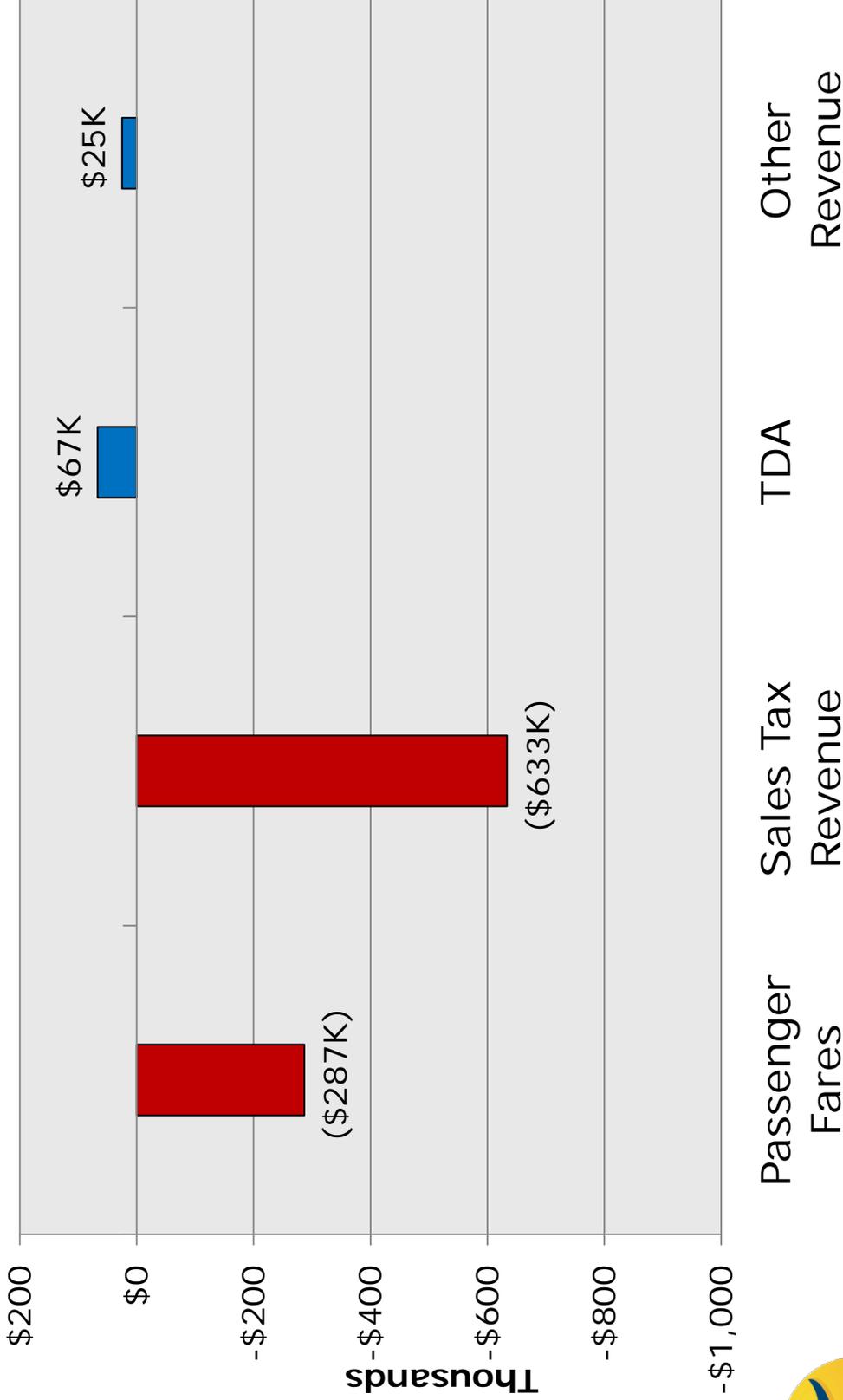
\$ In Thousands	Actual	Budget	Actual vs Budget
Operating Revenue:	\$25,958	\$26,786	(\$828)
Operating Expenses:			
Labor	\$10,993	\$11,495	(\$502)
Fringe Benefits	\$10,638	\$11,506	(\$868)
Non-Personnel Expenses	\$4,916	\$5,241	(\$325)
Total Operating Expenses:	\$26,548	\$28,243	(\$1,695)
Operating Budget Under/(Over):			\$867

FY15 Operating Revenue by Major Funding Source Year to Date as of January 31, 2015 58% of Fiscal Year Elapsed



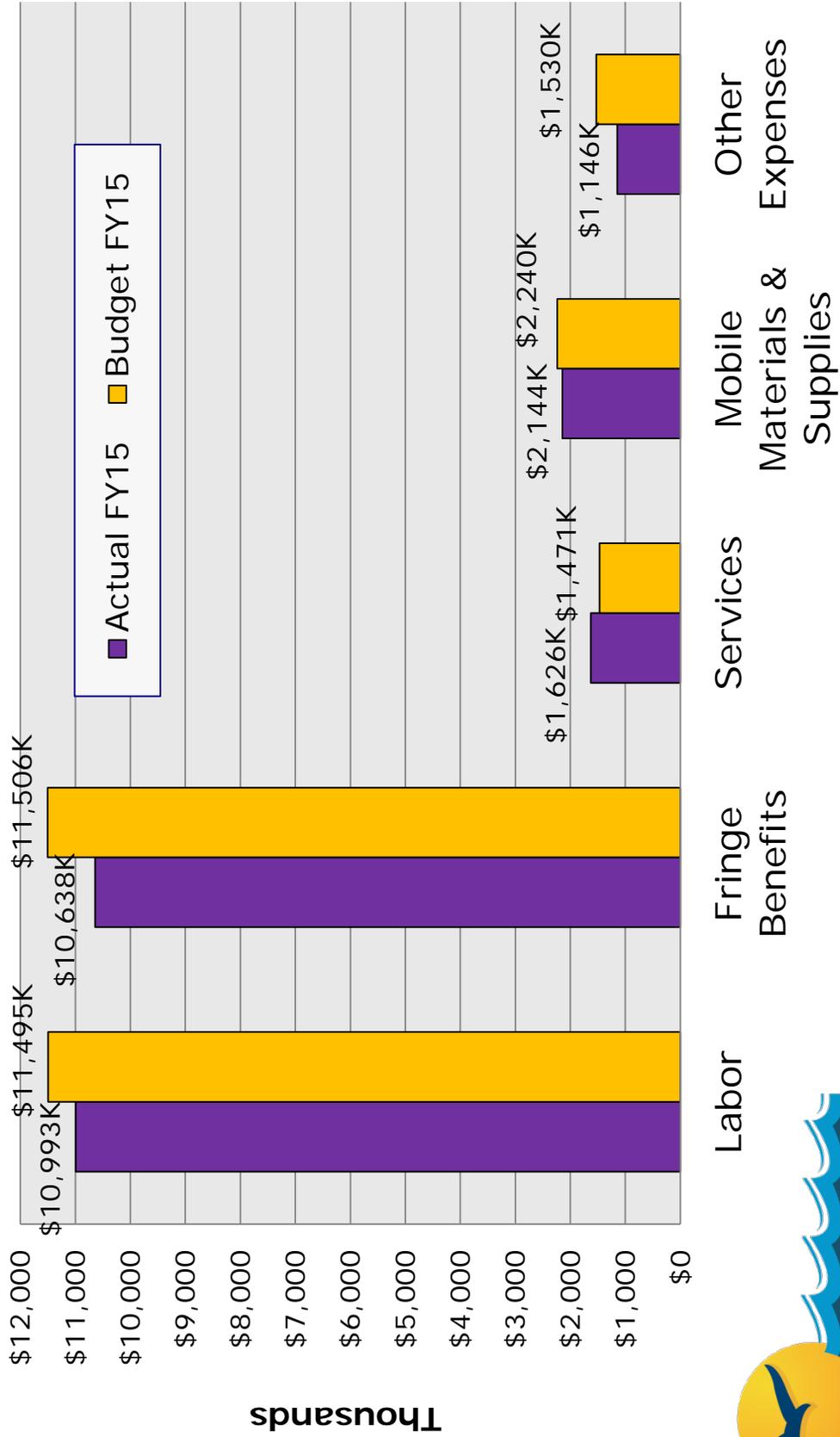
Favorable/(Unfavorable) Revenue Variance to Budget Year to Date as of January 31, 2015

58% of Fiscal Year Elapsed



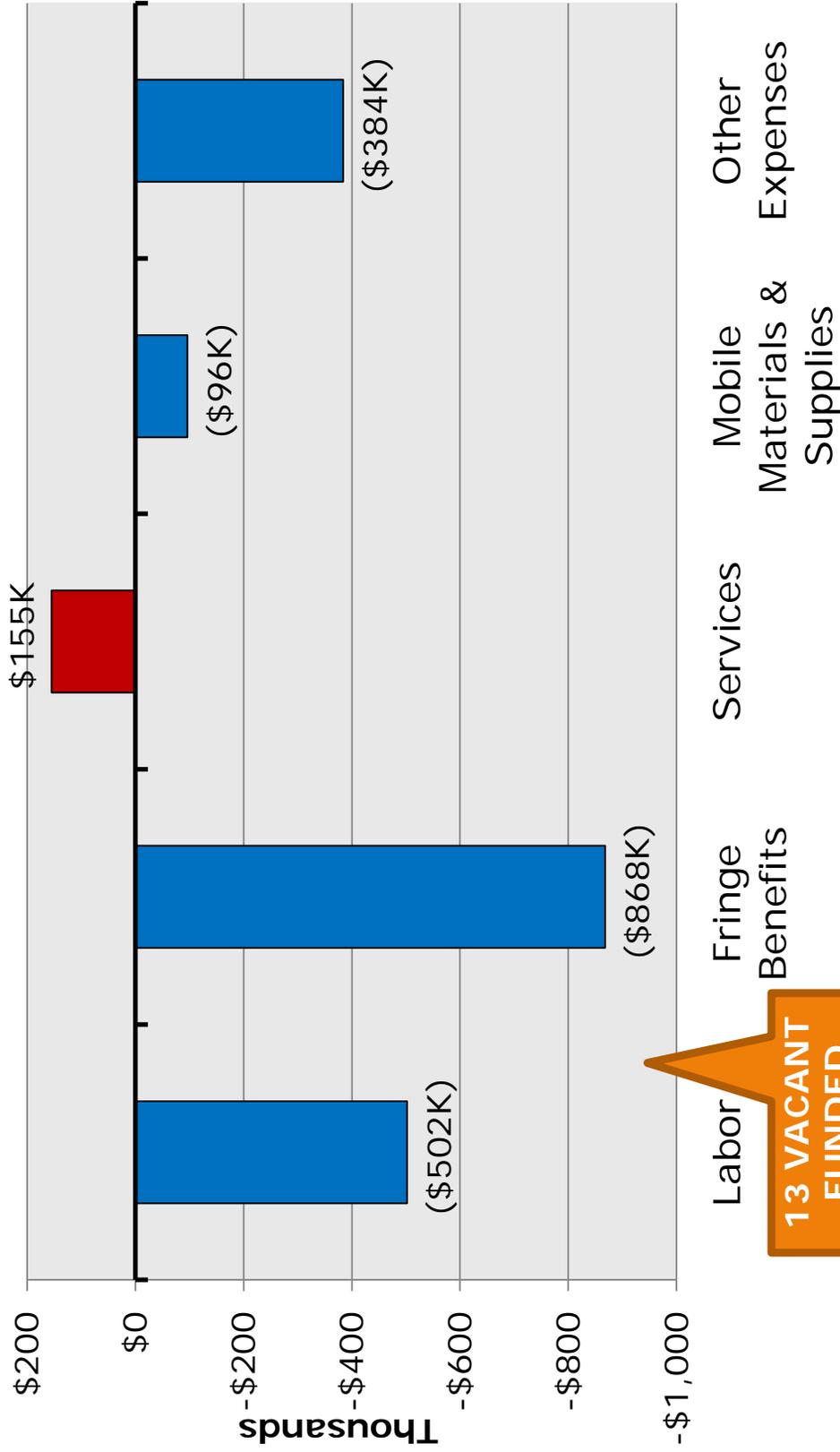
FY15 Operating Expenses by Major Expense Category Year to Date as of January 31, 2015

58% of Fiscal Year Elapsed



(Favorable)/Unfavorable Expense Variance to Budget
Year to Date as of January 31, 2015

58% of Fiscal Year Elapsed



13 VACANT FUNDED POSITIONS

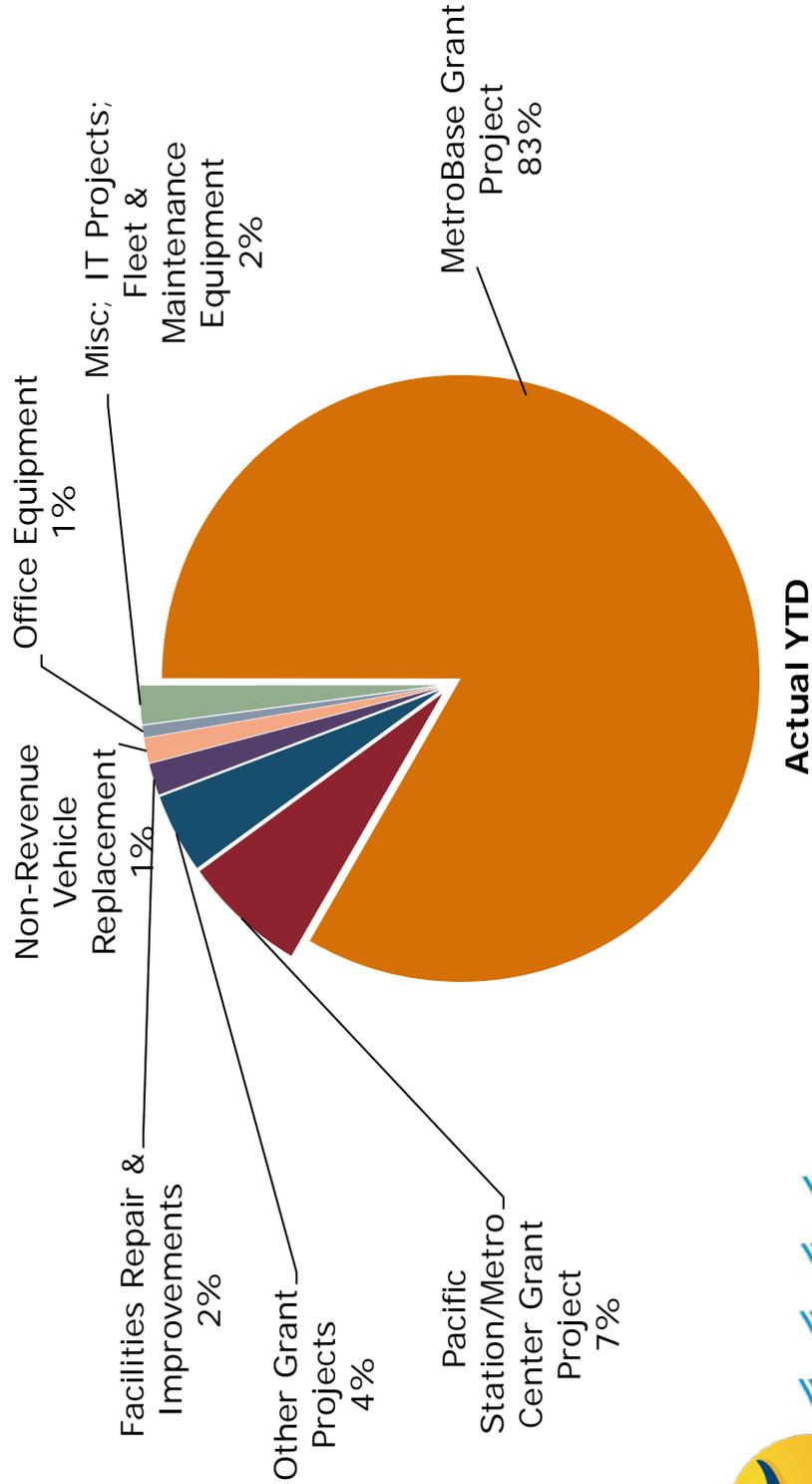


FY15 Capital Budget

Year to Date as of January 31, 2015

58% of Fiscal Year Elapsed

	Actual YTD	Total FY15 Budget	% Spent YTD
Total Capital Projects:	\$4,226,126	\$21,769,822	19%



Questions

- THIS PAGE INTENTIONALLY LEFT BLANK -



DATE: March 27, 2015
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
SUBJECT: QUARTERLY LEGISLATIVE UPDATE

I. RECOMMENDED ACTION

Receive and file

II. SUMMARY

Federal

- In March, the CEO attended the APTA Legislative conference in Washington, DC.
- The CEO met with key staff from Senator Boxer's office, Congressman Farr and lead staff from the majority and minority sides of the Senate Committee on Banking, Housing, and Urban Affairs and the House Subcommittee on Highways and Transit.
- The CEO also had a meeting with Therese McMillan, Acting FTA Administrator, and attended the Senate Banking Committee Bus Operations roundtable.
- The CEO continues to track key State and Federal legislation and to actively participate as a member of the American Public Transportation Association (APTA) Legislative Committee, the California Transit Association (CTA) Legislative Committee and the Bus Coalition meetings.
- President Obama's GROW AMERICA Act would increase transportation funding from \$11B in FY15 to \$18.4B in FY16.
- APTA is advocating for \$100.4B over six years, taking funding from \$11B in FY15 to \$22.2B in FY20.
- We continue to advocate for the doubling of the Small Transit Intensive Cities (STIC) program; making the alternative fuels credit permanent and not subject to the annual extenders process; and, to reinstate and make permanent the transit benefit with parity to the parking benefit.

State

- We continue to advocate for a new multi-modal transportation infrastructure bond act to replace Proposition 1B.

- We continue to monitor Cap and Trade programs and to attend roundtables and training sessions. The Governor's budget proposes \$1B in 2015-16, with 60% earmarked for transportation programs, including high-speed rail.
- Cap and Trade: We are advocating, through the CTA, for an increase in formula allocation from 5% to 10% for the Low Carbon Transit Operations Program (LCTOP). We will apply by the April 15th deadline for our full allocation in FY15 in the amount of \$182,469.
- **SUPPORT***: ACA 4 (Frazier), Lower-Voter Threshold for Transportation Taxes. Lowers the approval threshold from two-thirds to 55%.
- **SUPPORT***: AB 464 (Mullin), the local sales tax limit increase bill. AB 464 increases from 2% to 3% the statewide cap on sales tax at the local level.
- **SUPPORT***: AB 1250 (Bloom), Bus Axle-Weights. The current temporary reprieve expires in 2015. Current law limits bus axle-weights to 20,500 lb./axle. METRO bus axle-weights range from 13,220 on the front axle to 27,760 on the rear axle. This legislation will allow the discussion to continue.
- **WATCH/OPPOSE if not amended***: SB 9 (Beall), Changes to Cap and Trade Transit and Intercity Rail Capital Program. Removes operations uses and limits to capital projects exceeding \$100M.
- **SUPPORT***: SB 508 (Beall), Transportation Development Act Requirements. We are working through the CTA to seek an extension on the use of State Transit Assistance (STA) in the operating fund. This Bill would delete the sunset on the STA exemption.
- **SUPPORT***: AB 318 (CHAU), Unclaimed Property. This Bill would change the storage period limit for lost and unclaimed property from 90 to 30 days. It would also allow transit agencies to donate unclaimed property to charitable organizations instead of limiting transit agencies to auctioning off unclaimed property.

**Staff will take these positions on these Bills unless otherwise directed by the Board.*

III. DISCUSSION/BACKGROUND

Federal

In general, at this stage in the legislative cycle, there does not appear to be much momentum for new funding sources such as gas tax or repatriation. On both the House and Senate side of reauthorization, it appears that the current extension will likely expire on May 31st and it is likely that Congress will need to pass another short-term extension, combined with an infusion of General Funds to shore-up the Highway Trust Fund. Both the Senate Banking Committee and the House Transportation Committee have expressed that they will await the Highway Trust Fund funding marks before they introduce a Bill.

Both the House and Senate staffers are holding to the concept of zero-sum game. That is, if new programs are created or the Bus and Bus Facilities receives money for discretionary allocation, the money will have to come from somewhere within the existing program.

There are other detrimental funding rumblings that we will need to be vigilant in monitoring. There has been some talk about eliminating the General Fund contributions to the Highway Trust Fund and another which would propose to take transit completely out of the Highway Trust Fund and subject it to the General Fund.

Finally, Congressman Farr continues to be a strong advocate for both METRO and transportation funding.

State

One of the highest priorities on the State side is either to extend the current exemption of performance criteria for using State Transit Assistance funds in the operating budget or to make the exemption permanent. On Cap and Trade, we are exploring METRO projects which would qualify for discretionary funds in some of the competitive programs like the Transit and Intercity Rail Capital Program. Only the Low Carbon Transit Operations Program (LCTOP) gives direct allocations by formula, and even these projects must meet the stringent guidelines of the programs, which target greenhouse gas (GHG) emissions, affordable housing and disadvantaged communities, of which Santa Cruz County has very few.

Cap and Trade will not result in new formula grant programs to help with our structural deficit. Instead, the grants may augment funding for new programs. In this first round, METRO was challenged to identify qualifying programs for our LCTOP formula grant application. In the FY16 budget, we are proposing to establish a customer service center at the Watsonville Transit Center with the grant paying the capital costs as well as some of the personnel costs. Future LCTOP grants can be used to help fund customer service agents in subsequent years.

We are also hopeful that the Pacific Station project will qualify for the Affordable Housing and Sustainable Communities Program. However, since it is not located in a disadvantaged community census tract, or heavily serviced by routes that travel through disadvantaged community census tracts, the future Watsonville Transit Center may become a more viable candidate for this funding source. Projects must meet criteria focused on reducing passenger Vehicle Miles Traveled (VMT) by Disadvantaged Community residents or in a Disadvantaged Community.

Finally, the guidelines for the Low Carbon Transportation Operations pot give particular emphasis to reducing emissions by using new zero-emissions buses. While we are not recommending that METRO pursue zero emission buses yet, we will explore whether or not CNG buses will qualify for this funding source. We will also investigate the paratransit vehicle side of the business to see if there are any well-tested zero-emission paratransit vehicles on the market which would meet the guideline criteria.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Receive and file report. No fiscal impact.

V. ALTERNATIVES CONSIDERED

- The Board could choose to redirect the CEO's legislative activities.

VI. ATTACHMENTS

None

Prepared By: Alex Clifford, CEO/General Manager

VII. APPROVALS:

Alex Clifford, CEO/General Manager



- THIS PAGE INTENTIONALLY LEFT BLANK -



DATE: March 27, 2015
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
**SUBJECT: APPROVAL OF FY16 AND FY17 PRELIMINARY OPERATING BUDGETS
AND FY16 CAPITAL BUDGET FOR REVIEW AND TDA/STA CLAIMS
PURPOSES**

I. RECOMMENDED ACTION

That the Board of Directors adopt the attached FY16 and FY17 preliminary line item Operating Budgets and FY16 Capital Budget for review and TDA/STA claims purposes.

II. SUMMARY

- The Board of Directors must adopt a preliminary line item budget in order to allow submittal of Santa Cruz METRO's Transportation Development Act (TDA) and State Transit Assistance (STA) claims to the Santa Cruz County Regional Transportation Commission (SCCRTC) by the April 1st deadline.
- The proposed two-year **FY16 Revised and FY17 preliminary line item Operating Budgets – Attachment A** total **\$49,994,995** and **\$51,991,665**, respectively. This is a "first-cut" budget. An updated proposed two-year budget will be presented to the Board of Directors in May, which will reflect the latest data regarding revenues and expenses.
- The preliminary **FY16 Capital Budget – Attachment B** totals **\$17,021,243**
- The Board adopted the FY15 and FY16 Final Operating Budgets on June 27, 2014. This budget revises the adopted FY16 Final Operating Budget and is a new FY17 Preliminary Operating Budget.
- Over the next few months, staff will continue to refine revenue and expense projections, as updated information becomes available. An updated proposed two-year budget will be presented to the Board of Directors in May.
- Budget Workshop with the Unions will be scheduled for early May to answer questions regarding staff's recommended budget and to obtain input from the employee organizations.
- The **Unfunded Capital Projects** list, as of 3/12/2015, presented in **Attachment C**, totals approximately \$200M over the next ten years.

III. DISCUSSION/BACKGROUND

The Board of Directors must adopt a preliminary line item budget in order to allow submittal of Santa Cruz METRO's Transportation Development Act (TDA) and State Transit Assistance (STA) claims to the Santa Cruz County Regional Transportation Commission (SCCRTC) by the April 1st deadline. This is a "first-cut" budget. An updated proposed two-year budget will be presented to the Board of Directors in May, which will reflect the latest data regarding projected revenues and expenses.

A. Operating Revenues

Operating Revenues total \$49,994,995 in FY16 and \$51,991,665 in FY17. Major **Operating Revenue** assumptions in the preliminary **FY16 Revised Budget** over the FY16 Final budget, adopted in June 2014, include:

- Passenger Fares – decrease of -13.2% or (\$578K)
- Special Transit Fares – decrease of -3.1% or (\$110K)
- Highway 17 Fares – decrease of -11.2% or (\$189K)
- Sales Tax – decrease of -9.3% or (\$1,958K)
- Transportation Development Act (TDA) - decrease of -2.9% or (\$191K)
- FTA Sec 5307 – Operating Assistance - decrease of -5.4% or (\$238K)
- FTA Sec 5307 – STIC – decrease of -7.5% or (\$107K)
- Low Carbon Transit Operations Program (LCTOP) – increase of 100% or \$96K - new source of funding this fiscal year
- (Alternative) Fuel Tax Credit – increase of 100% or \$638K
- Transfer (to)/from Operating Reserves – increase of 79.6% or \$2,543K

Budget assumptions above are consistent with revenue trends from the past 5 years, actual revenue collections for the first 7 months in FY15, as well as current economic indicators and information updates from local, state and federal authorities.

Potential revenue increases in Passenger Fares and Advertising, presented at the Structural Deficit Workshop (V of VII) in January 2015 are not included in the "first-cut" of the budget, as both are based on hiring a new Marketing, Communications & Customer Service Manager. The position, however, remains unfunded in the preliminary FY16 Revised and FY17 Operating Budgets due the budget shortfall.

Moderate increases in most **Operating Revenue** Sources are budgeted in **FY17**, with the exception of the following:

- FTA Sect 5307-STIC – increase of 60.0% or \$794K due to meeting all 6 performance thresholds per UZA (Urbanized Areas)
- Transfer (to)/from Operating Reserves – increase of 7.2% or \$412K due to the need to close the budget gap

B. Operating Expenses

Operating Expenses total \$49,994,995 in FY16 and \$51,991,665 in FY17. Major **Operating Expenses** assumptions in the preliminary **FY16 Revised budget** over the FY16 Final budget, adopted in June 2014, include:

- Personnel Expenses (Labor and Fringe Benefits) decreased by -0.1% or (\$21K)
- Non-Personnel Expenses decreased by -7.1% or (\$656K)

Personnel Expenses:

Most positions approved since November 2014, as well as the following two new positions are included in the preliminary FY16 Revised and FY17 budgets:

- Custodial Service Worker I: 1 FTE to cover Watsonville Transit Center custodial work previously contracted out to one of the tenants
- Customer Service Coordinator: 1 FTE for the new Customer Service Office at the Watsonville Transit Center. The position is funded from the Low Carbon Transit Operating Program (LCTOP).

Positions, approved since November 2014, that remain unfunded in the preliminary FY16 Revised and FY17 budgets due to the budget shortfall are listed below:

- Marketing, Communications & Customer Service Manager: 1 FTE
- Database Administrator: 1 FTE
- Electronic Technician: 1 FTE

Total Personnel Expenses remain virtually unchanged between the FY16 Final budget, adopted in June 2014, and the FY16 Revised budget, despite added new positions, since November 2014, primarily due to the following:

- Minimal or no budget impact when converting existing positions to new positions.
- Reduction of 1 Fixed Route Bus Operator FTE due to discontinued Route 6 Service.
- Incorporated budget efficiencies, as presented at the Structural Deficit Workshop (V of VII) in January 2015, primarily resulting in reduction in Bus Operator Overtime.
- Budget reductions in Retirement, State Disability (SDI) and State Unemployment (SUI) insurance accounts are due to lower than anticipated percentage changes in employer contribution rates.

Non – Personnel Expenses:

To narrow the budget gap and promote operational efficiencies, Staff took the approach to align the FY16 Revised budget projections in Non-Personnel to the FY14 Actuals and implement further budget reductions, when possible. As a result, budget savings are anticipated in most Non-Personnel categories, as depicted in the table below:

ACTUAL	ACTUAL FY14	REVISED BUDGET FY16	\$ VAR
SERVICES	\$2,547,777	\$2,627,290	\$79,513
MOBILE MATERIALS & SUPPLIES	\$3,808,475	\$3,745,084	(\$63,391)
OTHER MATERIALS & SUPPLIES	\$359,431	\$352,489	(\$6,942)
UTILITIES	\$481,051	\$525,189	\$44,139
CASUALTY & LIABILITY	\$817,808	\$664,310	(\$153,498)
TAXES	\$40,673	\$42,701	\$2,028
PURCHASED TRANS.	\$213,032	\$200,000	(\$13,032)
MISC EXPENSE	\$248,528	\$202,225	(\$46,303)
LEASES & RENTALS	\$207,247	\$218,861	\$11,614
NON-PERSONNEL TOTAL	\$8,724,023	\$8,578,149	(\$145,873)

The following Items remain unfunded in the preliminary FY16 Revised and FY17 budgets:

- Class and Comp Study
- ADA Consultant for Bus Stop and Facilities Accessibility
- Marketing Budget in Customer Service department related to the new Marketing, Communications & Customer Service Manager position, also unfunded at this time.

Major **Operating Expenses** assumptions in the preliminary **FY17 Budget** over the FY16 Revised Budget include:

- **Personnel Expenses** (Labor and Fringe Benefits) increased by 5.4% or \$2,246K due to:
 - Anticipated contractual items allotted for in FY17
 - Projected increase in Retirement as per CalPERS Annual Valuation Report from October 2014.
 - Anticipated increase in Medical insurance premiums based on historical trends, as well as current market conditions.
- **Non-Personnel Expenses** decreased by -2.9% or (\$249K) primarily due to the completion of the System wide service restructuring and Labor negotiation expenses in FY16.

C. Capital Budget

The preliminary **FY16 Capital Budget** as shown in **Attachment B** totals **\$17,021,243**.

The **Unfunded Capital Projects** list as of 3/12/2015 is presented in **Attachment C** and totals approximately \$200M over the next 10 years.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The proposed two-year FY16 Revised and FY17 preliminary line item **Operating Budgets** total **\$49,994,995** and **\$51,991,665**, respectively.

The preliminary FY16 Revised and FY17 Operating Budgets are balanced budgets with the use of funds from the Operating / Capital Reserves account; \$5.7M in FY16, and \$6.2M in FY17.

However, the preliminary FY16 Revised and FY17 Operating Budgets are not structurally balanced budgets. This means that recurring expenses exceed recurring revenues. For a variety of reasons, true structural balance may not be possible at a given time. In such a case, using reserves to balance the budget may be considered, but only in the context of a plan to return to structural balance, replenish fund balances, and ultimately remediate the negative impacts of any other short-term balancing actions that may be taken.

In FY16, we are proposing to use \$5.7M in operating reserves, and \$6.2M in FY17 to balance the operating budgets. At this time, we are forecasting to fully deplete our reserves during FY17.

V. ALTERNATIVES CONSIDERED

- There are no recommended alternatives at this time. The Board of Directors must adopt a preliminary line item budget in order to allow submittal of Santa Cruz METRO's Transportation Development Act (TDA) and State Transit Assistance (STA) claims to the Santa Cruz County Regional Transportation Commission (SCCRTC) by the April 1st deadline. This is a "first-cut" budget. A two-year budget proposal will be presented to the Board of Directors in May, which will reflect the latest data regarding projected revenues and expenses.

VI. ATTACHMENTS

Attachment A: FY16 Revised and FY17 Preliminary Line Item Operating Budgets

Attachment B: FY16 Preliminary Capital Budget

Attachment C: Unfunded Capital Projects as of 3/12/2015

Prepared By: Kristina Mihaylova, Sr. Financial Analyst

VII. APPROVALS:

Angela Aitken, Finance Manager Angela Aitken

Approved as to fiscal impact:
Angela Aitken, Finance Manager Angela Aitken

Alex Clifford, CEO/General Manager Angela Aitken for
Alex Clifford²

- THIS PAGE INTENTIONALLY LEFT BLANK -

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY16 & FY17 PRELIMINARY OPERATING BUDGET REVENUE SOURCES

	FINAL BUDGET		REVISED BUDGET		FINAL BUDGET		% CHANGE		
	FY15	FY16	FY16	FY16	FY16	REVISED BUDG FY16	BUDG FY16	BUDG FY17	% CHANGE
1 Passenger Fares	4,250,459	4,377,973	3,800,000				3,850,000		1.3%
2 Special Transit Fares	3,407,643	3,509,872	3,400,000				3,550,000		4.4%
3 Paratransit Fares	323,795	333,509	335,000				335,000		0.0%
4 Highway 17 Fares	1,640,203	1,689,409	1,500,000				1,550,000		3.3%
5 Highway 17 Payments	455,260	468,918	500,000				500,000		0.0%
6 Commissions	5,768	5,941	3,500				3,500		0.0%
7 Advertising Income	225,000	225,000	225,000				275,000		22.2%
8 Rent Income	165,763	170,736	144,344				150,000		3.9%
9 Interest Income	45,000	35,000	65,000				45,000		-30.8%
10 Other Non-Transp Revenue	18,000	18,000	13,000				15,000		15.4%
11 Sales Tax (1/2 cent)	19,675,758	21,053,061	19,095,116				19,477,018		2.0%
12 SLPP Backfill for Metro Base	(3,012,000)	-	(2,000,000)				-		100.0%
13 Transp Dev Act (TDA) Funds	6,377,610	6,568,938	6,377,491				6,377,491		0.0%
14* FTA Sec 5307 - Op Assistance	4,133,984	4,401,049	4,163,523				4,246,793		2.0%
15 FTA Sec 5311 - Rural Op Asst	212,267	229,157	177,787				181,343		2.0%
16 AMBAG/CTC/Misc. Grant Funding	10,000	84,749	64,000				64,000		0.0%
17 STIC	1,344,113	1,430,946	1,323,588				2,118,060		60.0%
18 STA - SLPP Backfill for Metro Base	3,012,000	-	2,000,000				-		-100.0%
19 STA - Operating (Current Year)	2,689,917	2,800,000	2,832,152				2,832,152		0.0%
20 Low Carbon Transit Operations Program (LCTOP)		-	96,411				104,804		8.7%
21 Fuel Tax Credit	-	-	638,208				638,208		0.0%
22 Fuel Tax Credit (Transfer to Reserves)	-	-	(638,208)				(638,208)		0.0%
23 Carryover from Previous Years	-	-	-				-		0.0%
24 Medicare Subsidy	75,000	75,000	141,743				167,256		18.0%
25 Transfer (to)/from Operating Reserves	3,408,933	3,194,673	5,737,340				6,149,248		7.2%
TOTAL REVENUE	48,464,472	50,671,930	49,994,995				51,991,665		4.0%

* FTA funding is used solely to fund labor expense

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY16 & FY17 PRELIMINARY OPERATING BUDGET

Consolidated Expenses

ACCOUNT	FINAL	FINAL	REVISED	% CHANGE		% CHANGE	
	BUDGET FY15	BUDGET FY16	BUDGET FY16	FINAL BUDG FY16	REVISED BUDG FY16	BUDGET FY16	BUDG FY17
LABOR							
501011 Bus Operator Pay	9,378,428	9,761,937	9,681,997	-0.8%		10,097,438	4.3%
501013 Bus Operator OT	2,105,529	2,191,418	1,888,681	-13.8%		1,710,442	-9.4%
501021 Other Salaries	7,748,334	7,939,699	8,066,888	1.6%		8,422,105	4.4%
501023 Other OT	473,197	488,470	513,938	5.2%		526,834	2.5%
Totals	19,705,489	20,381,523	20,151,504	-1.1%		20,756,820	3.0%
FRINGE BENEFITS							
502011 Medicare/Soc. Sec.	342,772	353,385	349,699	-1.0%		360,974	3.2%
502021 Retirement	4,333,972	4,750,432	4,560,052	-4.0%		5,120,595	12.3%
502031 Medical Ins	8,475,197	9,180,889	9,718,724	5.9%		10,512,299	8.2%
502041 Dental Ins	537,457	554,288	557,969	0.7%		578,961	3.8%
502045 Vision Ins	129,498	133,383	133,585	0.2%		138,272	3.5%
502051 Life Ins/AD&D	50,443	51,833	52,709	1.7%		54,462	3.3%
502060 State Disability Ins (SDI)	238,577	293,289	220,016	-25.0%		233,521	6.1%
502061 Long Term Disability Ins	148,562	150,345	143,199	-4.8%		160,175	11.9%
502071 State Unemployment Ins (SUI)	84,712	112,712	75,748	-32.8%		80,834	6.7%
502081 Worker's Comp Ins	1,364,750	1,405,693	1,405,693	0.0%		1,447,864	3.0%
502101 Holiday Pay	643,075	664,771	663,656	-0.2%		692,693	4.4%
502103 Floating Holiday	94,595	89,277	96,038	7.6%		101,226	5.4%
502109 Sick Leave	1,031,292	1,020,199	1,018,333	-0.2%		1,062,845	4.4%
502111 Annual Leave	2,014,456	2,059,947	1,991,434	-3.3%		2,076,492	4.3%
502121 Other Paid Absence	150,561	155,643	196,185	26.0%		204,700	4.3%
502251 Phys. Exams	14,110	14,110	14,110	0.0%		14,110	0.0%
502253 Driver Lic Renewal	4,656	4,656	4,656	0.0%		4,656	0.0%
502999 Other Fringe Benefits	66,648	61,680	63,535	3.0%		61,334	-3.5%
Totals	19,725,332	21,056,533	21,265,342	1.0%		22,906,013	7.7%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY16 & FY17 PRELIMINARY OPERATING BUDGET Consolidated Expenses

ACCOUNT	FINAL	FINAL	REVISED	% CHANGE		BUDGET	% CHANGE					
	BUDGET	BUDGET	BUDGET	FINAL	BUDG	FY16	BUDG					
	FY15	FY16	FY16	BUDG	FY16	FY16	FY16	FY17	BUDG	FY16	BUDG	FY17
SERVICES												
503011	82,250	83,250	83,250	83,250	0.0%	83,250	0.0%	83,250	83,250	0.0%	83,250	83,250
503012	347,200	353,050	353,000	353,000	0.0%	353,000	0.0%	353,000	353,000	0.0%	353,000	353,000
503031	229,950	249,291	405,558	405,558	62.7%	405,558	62.7%	169,042	169,042	-58.3%	169,042	169,042
503032	105,000	105,000	94,000	94,000	-10.5%	94,000	-10.5%	94,000	94,000	0.0%	94,000	94,000
503033	90,000	55,000	106,396	106,396	93.4%	106,396	93.4%	106,396	106,396	0.0%	106,396	106,396
503034	10,300	8,700	8,720	8,720	0.2%	8,720	0.2%	5,075	5,075	-41.8%	5,075	5,075
503041	-	-	-	-	0.0%	-	0.0%	-	-	0.0%	-	-
503161	79,510	81,580	34,642	34,642	-57.5%	34,642	-57.5%	34,642	34,642	0.0%	34,642	34,642
503162	23,450	23,850	28,368	28,368	18.9%	28,368	18.9%	28,568	28,568	0.7%	28,568	28,568
503171	534,550	534,837	458,500	458,500	-14.3%	458,500	-14.3%	458,500	458,500	0.0%	458,500	458,500
503221	13,100	13,100	13,048	13,048	-0.4%	13,048	-0.4%	10,248	10,248	-21.5%	10,248	10,248
503222	-	-	-	-	0.0%	-	0.0%	-	-	0.0%	-	-
503225	5,500	5,500	-	-	-100.0%	-	-100.0%	-	-	0.0%	-	-
503351	59,740	61,532	55,342	55,342	-10.1%	55,342	-10.1%	55,342	55,342	0.0%	55,342	55,342
503352	562,095	577,367	581,233	581,233	0.7%	581,233	0.7%	564,449	564,449	-2.9%	564,449	564,449
503353	364,500	375,315	327,233	327,233	-12.8%	327,233	-12.8%	327,233	327,233	0.0%	327,233	327,233
503354	18,020	19,101	30,000	30,000	57.1%	30,000	57.1%	30,000	30,000	0.0%	30,000	30,000
503363	42,230	43,497	48,000	48,000	10.4%	48,000	10.4%	48,000	48,000	0.0%	48,000	48,000
Totals	2,567,395	2,589,971	2,627,290	2,627,290	1.4%	2,627,290	1.4%	2,367,745	2,367,745	-9.9%	2,367,745	2,367,745
MOBILE MATERIALS & SUPPLIES												
504011	90,743	93,465	84,952	84,952	-9.1%	84,952	-9.1%	84,952	84,952	0.0%	84,952	84,952
504012	2,521,518	2,597,163	2,400,000	2,400,000	-7.6%	2,400,000	-7.6%	2,400,000	2,400,000	0.0%	2,400,000	2,400,000
504021	279,000	287,370	272,023	272,023	-5.3%	272,023	-5.3%	272,023	272,023	0.0%	272,023	272,023
504161	-	-	-	-	0.0%	-	0.0%	-	-	0.0%	-	-
504191	949,000	968,000	988,109	988,109	2.1%	988,109	2.1%	988,109	988,109	0.0%	988,109	988,109
Totals	3,840,261	3,945,999	3,745,084	3,745,084	-5.1%	3,745,084	-5.1%	3,745,084	3,745,084	0.0%	3,745,084	3,745,084

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY16 & FY17 PRELIMINARY OPERATING BUDGET Consolidated Expenses

ACCOUNT	FINAL	FINAL	REVISED	% CHANGE		% CHANGE	
	BUDGET FY15	BUDGET FY16	BUDGET FY16	FINAL BUDG FY16	BUDG FY16	BUDG FY17	BUDG FY17
OTHER MATERIALS & SUPPLIES							
504205 Freight Out	413	425	136		-68.0%	136	0.0%
504211 Postage & Mailing	14,430	14,615	12,575		-14.0%	12,575	0.0%
504214 Promotional Items	1,200	1,200	800		-33.3%	800	0.0%
504215 Printing	83,380	87,338	36,184		-58.6%	40,184	11.1%
504217 Photo Supp/Process	4,600	4,600	2,686		-41.6%	2,686	0.0%
504311 Office Supplies	93,669	88,628	71,537		-19.3%	71,537	0.0%
504315 Safety Supplies	24,936	26,785	22,039		-17.7%	22,039	0.0%
504317 Cleaning Supplies	61,900	64,200	54,480		-15.1%	54,480	0.0%
504409 Repair/Maint Supplies	126,000	130,000	117,000		-10.0%	117,000	0.0%
504417 Tenant Repairs	20,000	20,000	10,000		-50.0%	10,000	0.0%
504421 Non-Inventory Parts	26,103	27,106	20,000		-26.2%	20,000	0.0%
504511 Small Tools	9,600	9,800	4,269		-56.4%	4,269	0.0%
504515 Employee Tool Replacement	3,000	3,000	783		-73.9%	783	0.0%
Totals	469,231	477,698	352,489		-26.2%	356,489	1.1%
UTILITIES							
505011 Gas & Electric	275,420	282,853	269,200		-4.8%	269,200	0.0%
505021 Water & Garbage	146,386	150,578	111,000		-26.3%	111,000	0.0%
505031 Telecommunications	240,240	244,650	144,989		-40.7%	144,989	0.0%
Totals	662,046	678,080	525,189		-22.5%	525,189	0.0%
CASUALTY & LIABILITY							
506011 Insurance - Property	63,167	75,172	61,615		-18.0%	61,615	0.0%
506015 Insurance - PL/PD	445,484	477,626	452,695		-5.2%	452,695	0.0%
506021 Insurance - Other	-	-	-		0.0%	-	0.0%
506123 Settlement Costs	150,000	150,000	150,000		0.0%	150,000	0.0%
506127 Repairs - District Prop	-	-	-		0.0%	-	0.0%
Totals	658,651	702,798	664,310		-5.5%	664,310	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 & FY17 PRELIMINARY OPERATING BUDGET**
Consolidated Expenses

ACCOUNT	FINAL BUDGET FY15	FINAL BUDGET FY16	REVISED BUDGET FY16	FINAL BUDGET FY16	REVISED BUDGET FY16	% CHANGE BUDG FY16	% CHANGE BUDG FY17
TAXES							
507051 Fuel Tax	14,420	14,853	15,000	15,000	15,000	1.0%	0.0%
507201 Licenses & Permits	18,050	18,514	14,701	14,701	14,901	-20.6%	1.4%
507999 Other Taxes	18,540	19,096	13,000	13,000	13,000	-31.9%	0.0%
Totals	51,010	52,462	42,701	42,701	42,901	-18.6%	0.5%
PURCHASED TRANS.							
503406 Contract/Paratransit	250,000	250,000	200,000	200,000	200,000	-20.0%	0.0%
Totals	250,000	250,000	200,000	200,000	200,000	-20.0%	0.0%
MISC EXPENSE							
509011 Dues/Subscriptions	70,552	71,777	75,980	75,980	75,980	5.9%	0.0%
509081 Advertising - District Promo	16,000	16,000	5,000	5,000	5,000	-68.8%	0.0%
509101 Employee Incentive Program	20,500	20,500	20,300	20,300	20,300	-1.0%	0.0%
509121 Employee Training	82,900	80,500	34,421	34,421	34,421	-57.2%	0.0%
509122 BOD Travel	16,000	16,000	1,791	1,791	1,791	-88.8%	0.0%
509123 Travel	96,066	94,066	45,612	45,612	45,612	-51.5%	0.0%
509125 Local Meeting Expense	5,200	5,000	6,521	6,521	6,521	30.4%	0.0%
509127 Board Director Fees	12,600	12,600	12,600	12,600	12,600	0.0%	0.0%
509150 Contributions	-	-	-	-	-	0.0%	0.0%
509198 Cash Over/Short	-	-	-	-	-	0.0%	0.0%
Totals	319,818	316,443	202,225	202,225	202,225	-36.1%	0.0%
LEASES & RENTALS							
512011 Facility Lease	189,740	194,622	195,322	195,322	201,350	0.4%	3.1%
512061 Equipment Rental	25,500	25,800	23,539	23,539	23,539	-8.8%	0.0%
Totals	215,240	220,422	218,861	218,861	224,889	-0.7%	2.8%
PERSONNEL TOTAL	39,430,820	41,438,056	41,416,846	41,416,846	43,662,833	-0.1%	5.4%
NON-PERSONNEL TOTAL	9,033,652	9,233,874	8,578,149	8,578,149	8,328,832	-7.1%	-2.9%
TOTAL OPERATING EXPENSES	48,464,472	50,671,930	49,994,995	49,994,995	51,991,665	-1.3%	4.0%

- THIS PAGE INTENTIONALLY LEFT BLANK -

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT PRELIMINARY FY16 CAPITAL BUDGET AS OF MARCH 27, 2015

PROJECT/ACTIVITY	RESTRICTED FEDERAL FUNDS	RESTRICTED - SAKATA/LAW SUIT PROCEEDS	RESTRICTED - FY11 PTMISEA (1B)	RESTRICTED - SLPP	RESTRICTED - CAL-EMA PROP 1B - TRANSIT SECURITY	RESTRICTED - STIP	RESTRICTED - CAPITAL STA	RESTRICTED LCTOP (CAP & TRADE)	SALES TAX MATCH - SLPP - (BACKFILL - WSTA)	OPERATING / CAPITAL RESERVES	Total
Construction Related Projects											
1 Metrobase Project - Judy K Souza - Operations Bldg.	\$ -	\$ 635,000	\$ 9,225,000	\$ 2,380,000	\$ 538,000	\$ -	\$ -	\$ -	\$ 2,380,000	\$ -	\$ 14,620,000
2 Transit Security Projects											\$ 538,000
3 Pacific Station/Metro Center - Conceptual Design / MOU w/ City of SC	\$ 300,000										\$ 375,000
4 Watsonville Transit Center - Conceptual Design	\$ -						\$ 7,000				\$ 7,000
5 Gates/Fences - Vernon Bus Stop (FTA 5339) *	\$ -										\$ -
6 Fire Egress - 138 Golf Club (FTA 5339) *	\$ -										\$ -
7 WTC Customer Service Booth Remodel	\$ -							\$ 82,000			\$ 82,000
8 Vernon Office Reconfiguration (FTA 5339) *	\$ 300,000	\$ 635,000	\$ 9,225,000	\$ 2,380,000	\$ 538,000	\$ -	\$ 7,000	\$ 82,000	\$ 2,380,000	\$ -	\$ 15,780,000
Subtotal											
IT Projects											
9 Finance Software Replacement (Partial Funding ~ 1/2)											\$ 125,000
10 HR Software Upgrade								\$ 35,000			\$ 35,000
11 Fiber optic Switches (FTA 5339) *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000
Subtotal											\$ 205,000
Facilities Repair & Improvements											
12 Bus Stop Repairs / Improvements										\$ 90,000	\$ 90,000
13 L/CNG Station Upgrades-Paris (FTA 5339) *	\$ -						\$ 71,790			\$ 40,000	\$ 115,226
14 ADA Bus Stop Improvements (FTA 5339) *	\$ -						\$ 8,000			\$ -	\$ 8,000
15 WTC Renovations & Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 86,790	\$ -	\$ -	\$ -	\$ 86,790
Subtotal										\$ 43,436	\$ 130,226
Revenue Vehicle Replacement & Campaigns											
16 Paracruz Van Replacements (4)				\$ 345,000						\$ 86,250	\$ 431,250
17 State of Good Repair #2 - 6 Buses, 42 MDC's										\$ 35,000	\$ 35,000
18 Mid-Life Bus Engine Overhaul Campaign										\$ 152,000	\$ 152,000
19 Bus Repair Campaign (~ 12 per year)				\$ 345,000						\$ 168,000	\$ 513,000
Subtotal										\$ 441,250	\$ 786,250
Non-Revenue Vehicle Replacement											
20 Replacement Non-Revenue Vehicles (FTA 5339) *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal											\$ -
Fleet & Maint Equipment											
21 Facility Tooling (FTA 5339) *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal											\$ -
Office Equipment											
22 Replace two (2) Photocopier / Scanners	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,032	\$ -	\$ -	\$ -	\$ 31,032
Subtotal											\$ 31,032
Misc.											
23 Ticket Vending Machine-SLV (1)							\$ -			\$ 63,735	\$ 63,735
24 TVM Audible Improvements - Firmware, Braille Placards, and Key Pads										\$ 25,000	\$ 25,000
Subtotal										\$ 88,735	\$ 88,735
TOTAL CAPITAL PROJECTS	\$ 300,000	\$ 635,000	\$ 9,225,000	\$ 2,380,000	\$ 538,000	\$ 345,000	\$ 199,822	\$ 82,000	\$ 2,380,000	\$ 936,421	\$ 17,021,243
* FTA 5339 - Staff is currently developing the comprehensive list of projects to be funded with FTA Section 5339 grant funds; the next revised Preliminary FY16 Capital Budget to be presented to the Board in May may include additional projects along with amounts for those projects listed as \$0 above, along with any new projects identified between now and then.											
FTA 5339 - FTA Share = \$454,116; Local Share = \$113,529 - Total \$567,645											

15B.1

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT PRELIMINARY FY16 CAPITAL BUDGET AS OF MARCH 27, 2015

PROJECT/ACTIVITY	RESTRICTED FEDERAL FUNDS	RESTRICTED - SAKATA/LAW SUIT PROCEEDS	RESTRICTED - FY11 PTMISEA (1B)	RESTRICTED - SLPP	RESTRICTED - CAL-EMA PROP 1B - TRANSIT SECURITY	RESTRICTED - STIP	RESTRICTED - CAPITAL STA	RESTRICTED LCTOP (CAP & TRADE)	SALES TAX MATCH - SLPP - (BACKFILL W/STA)	OPERATING / CAPITAL RESERVES	Total
CAPITAL PROGRAM FUNDING											
Federal Sources of Funds:											
Federal Grants (FTA)	\$ 300,000										\$ 300,000
Sakata / Lawsuit Proceeds		\$ 635,000									\$ 635,000
State Sources of Funds:											
PTMISEA (1B)			\$ 9,225,000								\$ 9,225,000
State-Local Partnership Program (SLPP)				\$ 2,380,000							\$ 2,380,000
CalEMA Prop 1B Transit Security Grant Funds (CTSGP)					\$ 538,000						\$ 538,000
Statewide Transportation Improvement Program (STIP)						\$ 345,000					\$ 345,000
Capital Restricted - State Transit Assistance (STA)							\$ 199,822				\$ 199,822
Low Carbon Transit Operations Program (LCTOP) - Cap & Trade								\$ 82,000			\$ 82,000
Sales Tax Match for SLPP - (Backfilled w/STA)									\$ 2,380,000		\$ 2,380,000
Local Sources of Funds:											
Operating / Capital Cash Reserves										\$ 936,421	\$ 936,421
TOTAL CAPITAL FUNDING BY FUNDING SOURCE	\$ 300,000	\$ 635,000	\$ 9,225,000	\$ 2,380,000	\$ 538,000	\$ 345,000	\$ 199,822	\$ 82,000	\$ 2,380,000	\$ 936,421	\$ 17,021,243
Restricted Funds	\$ 300,000	\$ 635,000	\$ 9,225,000	\$ 2,380,000	\$ 538,000	\$ 345,000	\$ 199,822	\$ 82,000	\$ 2,380,000		\$ 16,084,822
Non-Restricted Funds										\$ 936,421	\$ 936,421
TOTAL CAPITAL FUNDING	\$ 300,000	\$ 635,000	\$ 9,225,000	\$ 2,380,000	\$ 538,000	\$ 345,000	\$ 199,822	\$ 82,000	\$ 2,380,000	\$ 936,421	\$ 17,021,243

15B.2

**Santa Cruz METRO
Unfunded Capital Projects**

Consideration for Future Grant Applications

UNFUNDED CAPITAL PROJECTS

#	Project	Description	Cost (000s)	Potential Funding Source	17	18	19	20	21	22	23	24	25	DEPT.
17	Facilities Bucket Truck ParaCruz Operating Facility	Person lift for high-altitudework.	\$ 100	FY14 FTA 5339		\$ 100								Fleet
18	Mobility Management (Center)	Design, Right-of-Way and construction for new ParaCruz Operating Facility	\$ 10,000	Unfunded		\$ 10,000								Paracruz Const. Ops.
19	MetroBase Maintenance Facility Wing 2	Design, Right-of-Way and construction for second wing of Maintenance Facility	\$ 15,000	Unfunded		\$ 15,000								Maint. Const. Ops.
20	Maintenance Equipment Routine replacements	Routine Replacements; Welder	\$ 125	Unfunded		\$ 75	50							Fleet
21	Offsite SCMTD Servers	MetroBase, Balance of Lifetime Budget	\$ 50	MetroBase		\$ 50								IT Const.
22	ParaCruz Adds & Replacement Vans 2017	Replace (17) Paracruz mid-size vans Goshen, E350 Transporter, E350 Versa Shuttle; 4 expansion vehicles	\$ 1,300	Unfunded		\$ 1,300								ParaCruz
23	Watsonville Transit Center Renovation	Fascia or complete transit center renovation. Add ADA eligibility office. Requires buy-in from local community, possible City of Watsonville financial participation.	TBD	Unfunded										Const. Facilities
24	Bus Replacements 2018	Bus Replacements Replace 13 2200s	\$ 7,800	FTA 5339/STIP		\$ 7,800								Fleet
25	Roof Replacement, Pacific Station	Remove Curved windows; replace roof	\$ 250	Unfunded		\$ 250								Facilities
26	Relocate Mechanics Sink, fleet	138 Golf Club Capital + Engineering Cost	\$ 10	Unfunded		\$ 10	10							Fleet Facilities
27	Bird Abatement	All Facilities	\$ 10	Unfunded		\$ 10	10							Facilities
28	MetroBase: River Street overflow parking lot.	Demolition of 1211/1217 River Street houses; environmental report; design engineering and construction for bus parking.	\$ 300	Unfunded		\$ 300								ParaCruz
29	ParaCruz Adds & Replacement Vans 2018	Replace (13) Paracruz mid-size vans C5500 Elite, E350 Transporter, E350 Versa Shuttle	\$ 935	Unfunded		\$ 935								ParaCruz

**Santa Cruz METRO
Unfunded Capital Projects**

Consideration for Future Grant Applications

Attachment C

UNFUNDED CAPITAL PROJECTS

#	Project	Description	Cost (000s)	Potential Funding Source	UNFUNDED CAPITAL PROJECTS										DEPT.			
					17	18	19	20	21	22	23	24	25					
44	Reseal/Resurface	Reseal, resurface asphalt at Pacific Station, upper Vernon St. lot, Scotts Valley Transit Center, Soquel P & R	\$ 75	Unfunded	\$ 75													Facilities
45	Metro Rebranding	Establish consistent brand with uniform signage, letterhead, adds	\$ 500	Unfunded														
46	Landscaping/Irrigation	Re-landscape & irrigate all sites	\$ 500	Unfunded	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	Facilities
47	Bus Replacements 2022	Bus Replacements Replace (13) 2800s CNG Buses	\$ 7,800	FTA 5339/STIP							\$ 7,800							Fleet
48	Tire Carousel	138 Golf Club Capital + Engineering Cost	\$ 50	Unfunded	\$ 50													Fleet
49	Replace Fleet Hose Reels	Replace Golf Club Lube Hose Reel system	\$ 100	Unfunded			\$ 100											Fleet
50	Roof Replacement, Fueling Station	Replace Roof	\$ 50	Unfunded							\$ 50							Facilities
51	Remove Diesel Tank	Remove tank after replacement of last diesel bus fleet	\$ 100	Unfunded					\$ 100									Const. Facilities
52	Fare System Integration	System Integrator to analyze and propose integrated fare media strategy	\$ 100	Unfunded.	\$ 100													IT Planning Fleet
53	Fare System Upgrade	Upgrade GFI Farebox system to enable fare media loading, tracking, registration, interoperability via internet. Necessary IT upgrades	\$ 1,300	Unfunded.	\$ 1,300													IT Planning Fleet
54	Signal Priority/Pre- Emption for Buses	Enable coach operators to actuate traffic signals to prolong green or change red lights to improve transit running time.	\$ 2,000	Coordinate with Public Works in affected jurisdiction					\$ 2,000									Planning Ops
55	Bus Replacements 2023	Bus Replacements Replace (5) 1000s CNG Buses	\$ 3,000	FTA 5339/STIP							\$ 3,000							Fleet
56	Bus Replacements 2024	Bus Replacements Replace (11) 1200s CNG Buses (~\$600K each)	\$ 13,200	FTA 5339/STIP										\$ 6,600	\$ 6,600	\$ 6,600		Fleet

Santa Cruz METRO
Unfunded Capital Projects
 Consideration for Future Grant Applications

#	Project	Description	Cost (000s)	Potential Funding Source	UNFUNDED CAPITAL PROJECTS										DEPT.		
					17	18	19	20	21	22	23	24	25				
57	South County Ops. & Maint. Facility	Auxiliary Operating & Maint Facility in Watsonville.	\$ 50,000	Unfunded													Grants Facilities Const.
59	Bus Replacements 2020	Bus Replacements Electric Bus	\$ 3,000	FTA 5339/STIP				\$ 3,000									Fleet
60	Felton Faire Bus Stop	Either relocate or improve path of travel for 2 stops			\$ 100												Planning Facilities
Unfunded Capital Costs thru 2025			\$198,923	NA	\$ 7,230	\$ 30,045	\$ 62,621	\$ 2,511	\$ 10,686	\$ 3,936	\$ 9,786	\$ 4,936	\$ 8,536	\$ 58,636			Grants Finance
ROLLING STOCK REPLACEMENTS:			\$58,985	NA	\$2,800	\$23,150	\$8,735	\$300	\$3,000	\$0	\$7,800	\$0	\$6,600	\$6,600	\$58,985		

- THIS PAGE INTENTIONALLY LEFT BLANK -



DATE: March 27, 2015
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
SUBJECT: DISSOLUTION OF THE BUS STOP ADVISORY COMMITTEE (BSAC)

I. RECOMMENDED ACTION

Receive and file this report

II. SUMMARY

- Director Deborah Lane has requested that the Board Chairman place this item on the agenda for discussion (Attachment A).
- By a vote of 6 to 5, the BSAC dissolved itself on January 29, 2015.
- In the not too distant past there were two citizen advisory committees: the Metro Accessible Services Transit Forum (MASTF) and the Metro Users Group (MUG).
- The MASTF, a now dissolved committee, may have been created in January 1989.
- No records could be found relative to the creation of the BSAC. It is, however, clear that the BSAC existed in 1989 because the MASTF Bylaws reflected that the Chair of the MASTF - Bus Stop Improvement Committee "...will be MASTF's representative to the Metro Bus Stop Advisory Committee (BSAC)..."
- METRO Board minutes reflect that MUG was eliminated from the Board Bylaws by Board action on October 24, 2003; at which time Board minutes reflect that the METRO Board created the Metro Advisory Committee (MAC) and the METRO Bylaws were amended to add the MAC on December 19, 2003.
- MASTF continued until about February 2006, at which time Board minutes reflect that the General Manager reported: "Only four people attended the January 2006 meeting, and only one person attended the February 2006 meeting last week. With the lack of participation, MASTF no longer has anyone to produce agenda and minutes and has changed its name to MASDF, and is now a discussion group rather than a structured Brown Act committee."
- After February 2006, no further records could be found relative to MASDF.
- The BSAC is clearly a committee created by a former General Manager many years ago and pre-dates the creation of the MASTF in 1989. The BSAC has

never been included in the METRO Board Bylaws and its members have never been directly appointed by the METRO Board.

- The BSAC has never been considered a Brown Act committee. It was composed of six METRO staff members, two SEIU members, two UTU members and one MAC member. It is a logical assumption that when MASTF dissolved, the MASTF Bus Stop Improvement Committee member assigned to the BSAC was replaced with a MAC member.
- Board minutes from the METRO Board meeting on June 27, 2003 reflect some concern relative to the costs and staff time associated with multiple committees.
- The CEO recommends that the METRO Board receive and file this report.

III. DISCUSSION/BACKGROUND

The BSAC was created under the authority of the General Manager sometime prior to January 1989. It has functioned as an advisory committee to the General Manager.

The BSAC is not a Brown Act committee and the METRO Board has never made appointments to the BSAC. In contrast, MAC was created by the Board and the Board makes appointments to the MAC. The MAC is a Brown Act committee.

The BSAC is an eleven voting member committee composed of six METRO staff members representing various METRO departments, one MAC representative, two SEIU representatives (one PSA and one SEA) and two UTU representatives. Over the years various bus stop related items have been referred to the committee and the committee has on occasion provided reports or recommendations to the full Board

In the 1980s and 1990s, an advisory committee to the General Manager such as this no doubt provided value as a conduit for receiving and tracking bus stop related concerns and recommendations. However, today METRO has improved technology and better established processes for tracking bus stop work orders. METRO also has many points of contact for the public to communicate bus stop needs and concerns, most notably the MAC and a customer service request report available on our website.

This committee has had a difficult time rallying a quorum. A review of the BSAC meetings from January 2013 – December 2014 revealed that out of twenty-one attempted meetings, eleven meetings had to be cancelled due to a lack of quorum.

Finally, a review of the subject matter agendized and discussed at these meetings does not support the need for this separate and time intensive committee. All of the subject matter could have been received via the MAC or the METRO website.

With the dissolution of the BSAC, the CEO will reinvest in other mission critical projects the valuable staff time previously committed to the BSAC.

By a vote of 6 to 5, on January 29, 2015 the BSAC committee voted to dissolve itself.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The hard cost savings related to the dissolution of the BSAC are modest. The staff time required to prepare for and staff BSAC meetings is however substantial and will be reinvested in other METRO mission critical duties.

V. ALTERNATIVES CONSIDERED

The Board could take action to reestablish the BSAC as a Board sanctioned committee and amend its Bylaws to reflect such. The CEO does not recommend this approach for the reasons discussed in this report.

VI. ATTACHMENTS

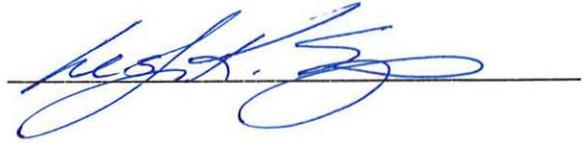
Attachment A: Submittal by METRO Director Deborah Lane

Attachment B: Santa Cruz Metropolitan Transit District (METRO):
Addressing Bus Stop Needs

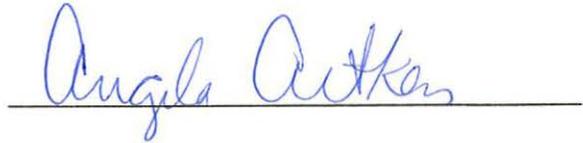
Prepared By: Alex Clifford, CEO/General Manager

VII. APPROVALS:

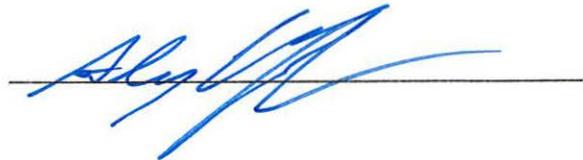
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager





Deborah Lane <lane.deborah4@gmail.com>

Thank you for your response...

3 messages

Deborah Lane <lane.deborah4@gmail.com>

Fri, Jan 30, 2015 at 3:09 PM

To: Alex Clifford <aclifford@scmttd.com>, John Leopold <john.leopold@co.santa-cruz.ca.us>, Karina Cervantez <karina.cervantez@cityofwatsonville.org>, Donna Blitzer <dblitzer@ucsc.edu>, Zach Friend <zach.friend@co.santa-cruz.ca.us>, Bruce McPherson <bruce.mcpherson@co.santa-cruz.ca.us>, Dene Bustichi <dene@bustichi.com>

Alex,

Remember a guy named [REDACTED] failed Metro in many ways. The man was overwhelmed by his duties and acting far above his skill set. We know some of what he did to cover up his inadequacies. He almost cost Metro its standing with the FTA.

[REDACTED] was in charge of BSAC. With the deterioration of BSAC, another of [REDACTED] failures becomes evident. As I stated yesterday, BSAC's current state is due to a lack of leadership.

Before [REDACTED] BSAC was a vital part of Metro. The committee was run by David Kono, now retired. BSAC gave reports to the board, MASTF and MUG (two advisory groups), and took care of the constant needs that draw on Metro's limited resources.

Yesterday, Metro's Fixed Route Superintendent, Ana Gouveia, explained to me what was intended. *I can support* technological updates which improve responsiveness. And as the present manager stated, paraphrasing, "Some people have been waiting since 2005. That's too long." I agree with Al. That's too long.

But, don't blame BSAC for the failures. Blame [REDACTED]. He was in charge.

What I will oppose is a technology that places the District in yet another costly ADA predicament. As MAC representative to BSAC, Len Burns, explained a useable accessible technology does not yet exist.

Mr. Burns also described yesterday's BSAC meeting as an "ambush." I must agree. I was shocked.

The thug's approach your staff employed is unacceptable in our District and tramples the agreement we have with our unions regarding appropriate management-labor interaction. You needlessly antagonized our labor partners. Again.

That younger staff members were exposed to this kind of ham-fisted, dumb tactic and compelled to implement it, concerns me. There are many young people at the beginning of their careers in our District. They should not be taught to behave in the abusive, antagonistic manner I witnessed yesterday.

Your staff, in their hurry to dissolve BSAC, failed to answer pertinent questions regarding how and who will handle the various functions of that body. These functions relate to how we interact with the people of this county and how their concerns are addressed. The approach you imposed seems fragmented. I don't want to see more distance created between the people and Metro.

I continue to dispute your account of BSAC's formation. Like staff, you continue to not provide us with concrete proof.

What really gets me, though, is that all of this upset, mistrust, and conflict could have been avoided. You are not a popular leader and I remind you of what former GM, [REDACTED] warned: You will not succeed without the community.

Sincerely,
Deborah Lane

February 2, 2015

Attachment A

Lyslyn Syren, District Counsel

SCMTD Administration Offices

110 Vernon Street

Santa Cruz, CA 95060

FREEDOM OF INFORMATION ACT REQUEST

Dear Counsel,

I request you provide me with all information relating to the dissolution of SCMTD'S Bus Stop Advisory Committee (BSAC). Specifically:

- a. Records of telephone, email, texts, notes, minutes, and conversations between management, staff, labor or labor's representatives that occurred prior to and following the committee's dissolution.
- b. That such records include the substance of these contacts. By substance I mean actual words spoken, texted, emailed, written down, recorded, or in any manner conveyed. A synopsis of such communications is not acceptable.

Thank you,



Deborah Lane

SCMTD Board Member

833 Front Street, #228

Santa Cruz, CA 95060

(831) 234-7740

MASTF

**Metro Accessible Services Task Force
Santa Cruz Metropolitan Transit District
ACCESSIBLE SERVICES NEEDS REPORT**

July 27, 1989

Introduction

The Metro Accessible Services Task Force (MASTF) was created on January 29, 1989 when a group of concerned individuals met to discuss a plan of action that would lead to a 100% accessible public transit system. Riders from the senior and disability communities as well as the Metro Accessible Services Coordinator viewed MASTF as a vehicle to gain more effective and informed input on accessibility services *from the perspective of the people who used such services*. Representatives from the California Association of the Physically Handicapped (CAPH) and Community Resources for the Disabled (CRD) were included to provide an essential link and liasion between the disability community and Metro staff in organizing MASTF meetings. It was quickly realized and agreed upon by MASTF members that a "needs report document" be the initial focus toward improving the quality and scope of accessible services being formulated and implemented by SCMTD.

Accessible public transportation is one of the foundations of an accessible community. This is because many riders including seniors and/or people with disabilities are *transit dependent* which means that their main avenue of access to our society is obtained through the transportation services provided by SCMTD. Metro holds a unique and special place within our local community, not simply as a bus company offering transportation, but as an essential public service entity providing people access to jobs, shopping, commercial businesses, cultural entertainments, social and political events, etc. It is in this light that the providing of accessible public transportation, especially as applied to our senior and disability communities, becomes for Metro a legal mandate (under Section 504 of the Rehabilitation Act of 1973) of guaranteeing and protecting the basic civil rights as enjoyed by all citizens.

"Providing People Access" is the key idea toward understanding the larger social role and responsibility that Metro holds within the vision of an accessible community. The hiring of the Metro Accessible Services Coordinator was the first step toward recognizing that providing *accessible* public transportation required a position that would act as a liasion for those riders who used such services and a advocate for a 100% accessible Metro transit system. MASTF naturally followed as the means by which these consumers of accessible services could provide feedback to Metro on the quality, and more importantly, on how to *improve* Metro's accessible services. Toward that end and goal, MASTF members organized themselves into three basic sub-committees: **Bus Improvement & Service, Bus Stop Improvement, Training & Procedures**. MASTF members also reviewed Metro's Affirmative Action Plan and considered budget requests relating to accessible services for FY 1989-90.

Attachment D

Bus Stop Improvement Committee Chairperson

The Bus Stop Improvement Committee Chairperson and the MASTF Committee members will work on projects related to bus stops and make recommendations accordingly. He/she will be the liaison for community input concerning bus stop improvements. He/She will be MASTF's representative to the Metro Bus Stop Advisory Committee (BSAC), and the MASTF Chairperson will serve as his/her alternate. If the Chairperson is unable to serve as the alternate, the Chairperson shall designate an alternate from the Executive Committee, beginning with the Vice-Chairperson. The Bus Stop Improvement Committee Chairperson has the specific responsibility to represent MASTF and its policy decisions and recommendations.

Bus Services Committee Chairperson

The Bus Services Committee Chairperson and the MASTF committee members will work on projects related to bus service in general throughout the district (e.g.; buses, Headways, Bus Schedule, Customer Service Dept., etc.), and will make recommendations accordingly. He/She will serve as MASTF's representative to the Metro Users Group (MUG), and the Chairperson will serve as his/her alternate. If the Chairperson is unable to serve as the alternate, the Chairperson shall designate an alternate from the Executive Committee, beginning with the Vice-Chairperson. The Bus Service Committee Chairperson has the specific responsibility to represent MASTF and its policy decisions and recommendations:

Training and Procedures Committee Chairperson

The Training and Procedures Committee Chairperson and MASTF committee members will work on projects related to training, plus accessible policies and procedures as it relates to Metro's overall operation (e.g.: Customer Service, Personnel, etc.); and will make

B.) UPCOMING BUS INSPECTION

MASTF MEMBERS WERE INFORMED BY MR. PAT CAVATAIO OF ANOTHER BUS THAT METRO WOULD LIKE THEM TO INSPECT.

THERE WILL BE A LIFT-EQUIPPED BUS AVAILABLE ON WEDNESDAY, 9/13/89, AT 11:00 am, IN THE PARKING LOT OF THE DISTRICT OFFICES (230 WALNUT AVE., SANTA CRUZ). APPROXIMATELY 3-4 MASTF MEMBERS VOLUNTEERED TO PARTICIPATE IN THIS INSPECTION.

MASTF QUESTION: WHAT WEIGHT IS GIVEN TO THE "FEEDBACK" MASTF MEMBERS SHARE AFTER THESE INSPECTIONS?

MR. CAVATAIO INDICATED HE ASSUMED THE "FEEDBACK" WOULD RECEIVE "STRONG CONSIDERATION".

VI. METRO MANAGERS FEEDBACK ABOUT MASTF 6/29/89 "NEEDS REPORT PROPOSAL"

MR. MARK LINDER SHARED FEEDBACK FROM THE METRO MANAGERS CONCERNING THE 6/29/89 "NEEDS REPORT PROPOSAL". HE COVERED ITEMS THAT THE MANAGERS DISCUSSED. HE STATED THEIR RESPONSES WERE FOR THE 6/29/89 PROPOSAL AND NOT THE 7/28/89 FINAL VERSION OF THE "NEEDS REPORT". HE EMPHASIZED THAT THEY ENDORSED THE STATEMENT OF PURPOSE. HE SHARED THEIR SUPPORT FOR SEVERAL ITEMS IN THE "BUS IMPROVEMENT AND SERVICE" SECTION, WITH ONLY THE "ONBOARD P.A. SYSTEM" SOMETHING TO REVIEW AND CONSIDER WITH MORE BUS OPERATOR UNION INPUT.

HE INDICATED THE "BUS STOP IMPROVEMENT" NEEDS ARE PENDING FURTHER INFORMATION FROM THE METRO BUS STOP ADVISORY COMMITTEE.

HE COMMENTED ON A COUPLE OF THE "TRAINING AND PROCEDURES" NEEDS RELATED TO TRAINING AND INDICATED THINGS WERE IN MOTION AND THAT PETER VARGA COULD GIVE THE GROUP MORE DETAILED FEEDBACK. HE ALSO STATED THAT FEDERAL FUNDING IS PENDING AND WILL DETERMINE JUST HOW MUCH CAN BE DONE IN THIS AREA.

THE ONE AREA OF OPPOSITION WAS REQUIRING MANAGERS AND SUPERVISORY PERSONNEL TO UTILIZE A WHEELCHAIR ONE FULL WORK DAY A YEAR, WHICH INCLUDED RIDING TO AND FROM WORK ON A METRO BUS. HE STATED THIS COULD NOT BE A REQUIREMENT FOR EMPLOYMENT AND INDICATED THIS NEEDED TO BE CHANGED TO "ENCOURAGE".

MR. GALLOWAY STATED THE FINAL "NEEDS REPORT" WILL BE UTILIZED AS A GUIDE FOR INCLUSION IN THE METRO "SHORT RANGE TRANSIT PLAN" (SRTP).

VII. CELEBRATION OF THE NEW "ACCESSIBLE" SCOTTS VALLEY ROUTES

MASTF MEMBERS WERE CORDIALLY INVITED TO JOIN IN THE CELEBRATION OF THE NEW "ACCESSIBLE" SCOTTS VALLEY BUS ROUTES. SO, PLEASE JOIN THE FESTIVITIES ON:

THURSDAY, SEPTEMBER 28, FROM 9:30 - 10:00 am, at the METRO CENTER (PACIFIC AVE. SIDE)

***REFRESHMENTS WILL BE SERVED AND SOME METRO BOARD OF DIRECTORS WILL HELP

CELEBRATE THESE NEW ADDITIONS***

VIII. NEEDS REPORT UPDATE

A.) ADDITION OF INADVERTENTLY OMITTED "NEED" TO THE MASTF "NEEDS REPORT":

THAT ALL METRO BUSES HAVE CURTAINS WITH A WHITE ON BLACK OR BLACK ON WHITE BACKGROUND.

1.) THIS ADDITION TO THE NEEDS REPORT GENERATED MANY COMMENTS FROM MASTF MEMBERS ABOUT THE POOR VISIBILITY OF THE ELECTRONIC CURTAINS CURRENTLY IN USE. MASTF MEMBERS STRONGLY EMPHASIZED HOW IMPORTANT IT IS FROM METRO TO ACCOMPLISH THIS GOAL.

11/30/89 MASTF "MINUTES"



VI. MR. GALLOWAY (ITEMS FROM PREVIOUS MASTF AGENDAS)

A.) REVIEW OF REVISED "ACCESSIBLE POLICIES"

MR. GALLOWAY DIDN'T BRING THESE FOR DISTRIBUTION AND REVIEW. HE SAID HE WOULD MAIL THEM TO ALL MASTF MEMBERS AND THIS WILL BE DISCUSSED AT THE NEXT MEETING. HE ALSO STATED THAT THIS WILL NOT NEED TO BE FINALIZED AND/OR APPROVED BY THE METRO BOARD OF DIRECTORS AS WAS DISCUSSED PREVIOUSLY AT MASTF MEETINGS.

HE FURTHER INDICATED THAT THE POLICIES WERE REVIEWED AND APPROVED BY METRO MANAGERS ON TUESDAY, NOVEMBER 28, 1989. IN ADDITION, MR. PETER VARGA, SAFETY AND TRAINING OFFICER, WILL CONDENSE THE FINAL DOCUMENT INTO A "DRIVERS HANDBOOK".

B.) RECIPROCAL DISCOUNT CARDS WITH SANTA CLARA TRANSIT, MONTEREY-SALINAS TRANSIT, A.C. TRANSIT, AND SAM TRANS

METRO HAS AN AGREEMENT WITH SANTA CLARA TRANSIT, MONTEREY-SALINAS TRANSIT, AND SAM TRANS TO HONOR EACH OTHERS DISCOUNT CARDS.

MR. GALLOWAY WASN'T SURE ABOUT A.C. TRANSIT, BUT WILL NOTIFY MASTF AT THE NEXT MEETING.

NOTE: MASTF RECOMMENDED THAT THIS INFORMATION BE INCLUDED IN THE "DRIVERS HANDBOOK" MR. VARGA IS COORDINATING.

C.) ROUTE 93 (WATSONVILLE-SANTA CRUZ EXPRESS): CAN IT BE ADVERTISED AS ACCESSIBLE ON WEEKENDS?

MR. GALLOWAY INDICATED THAT IT'S NOT FEASIBLE TO DO THIS AT THIS TIME, BECAUSE POTENTIAL UPCOMING BUDGET CUTS MIGHT INCLUDE ROUTE 93 ON WEEKENDS.

VII. BUS STOP ADVISORY COMMITTEE REPORT (PAT CAVATAIO FOR JIM FRISHMAN)

PAT CAVATAIO ANNOUNCED THAT THE BUS STOP ADVISORY COMMITTEE WAS NOTIFIED BY MR. ED VAN DER ZANDE, MANAGER OF STRATEGIC PLANNING AND DEVELOPMENT, THAT \$26,000 OF THE ALLOCATED \$500,000 IN THIS YEAR'S BUDGET WAS "DESIGNATED" SPECIFICIALLY FOR "ELDERLY AND HANDICAPPED" BUS STOP IMPROVEMENTS.

MASTF ASKED MR. GALLOWAY WHY ONLY \$26,000 WAS SET ASIDE FOR "ELDERLY AND HANDICAPPED" IMPROVEMENTS. MR. GALLOWAY INDICATED THAT THERE WILL BE "E & H" IMPROVEMENTS MADE IN THE \$474,000 BALANCE, BUT THAT THIS ALLOCATION IS FOR SPECIAL PROJECTS THAT ARISE AND SPECIFIC PRIORITIZED PROJECTS IDENTIFIED BY THE BUS STOP ADVISORY COMMITTEE.

VIII. 1990 MASTF MEETING SCHEDULE (ATTACHED)

THE SCHEDULE OF MASTF MEETINGS FOR 1990 WAS HANDED OUT. ALL MEETINGS WILL BE AT CITICORPS SAVINGS, 3:15 - 5:00 pm. PLEASE SEE ATTACHED SCHEDULE FOR DETAILS.

RELEVANT ATTACHMENTS: B.

***** MASTF MOTIONS RELATED TO METRO
MANAGEMENT**

MASTF recommends to Management that the Board honor its commitment to restrict bikes inside buses to Routes 40, 41 and 42.

MASTF recommends that Management publish the existence of the Cabrillo cart service program availability for persons with disabilities who ride the bus by posting signs in all buses and in the Headways.

Since 1989, the Metro Accessible Services Transit Forum has had a fully participating representative on SCMTD's Bus Stop Advisory Committee (B.S.A.C.). Our representative has joined in BSAC discussions and voted on motions brought before the committee. It has recently come to MASTF's attention that the BSAC by-laws were never amended to codify our membership on the committee. MASTF therefore moves and requests that SCMTD management rectify this oversight and ensure that the SCMTD Bus Stop Advisory Committee by-laws are amended to provide for the continued full voting membership and equal participation of our designated MASTF representative as has been historically practiced and enjoyed for the past nine years.

Attachment A

ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR BEAUTZ

Adopt the resolution approving the Program of Projects and authorizing an application, an amendment and the execution of grants for FTA Urbanized Area Formula Funds.

Motion passed unanimously.

ACTION: MOTION: FITZMAURICE SECOND: DIRECTOR PHARES

Move unanimous roll call vote.

Motion passed unanimously.

15. CONSIDERATION OF RECOMMENDATION TO APPROVE ASSESSMENT FOR COOPERATIVE RETAIL MANAGEMENT DISTRICT

Summary:

Mark Dorfman informed the Board that this is an annual issue for assessment fees for the downtown property. Assessment cost is \$2,547.75, which is the same as last year's assessment.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR KROHN

Approve the assessment on property owners for the support of the Cooperative Retail Management District in downtown Santa Cruz.

Motion passed unanimously.

16. DEFERRED TO THE JUNE 21, 2002 BOARD MEETING

17. DEFERRED TO THE JUNE 21, 2002 BOARD MEETING

18. MOVED TO CONSENT AGENDA AS ITEM #7-12

19. CONSIDERATION OF MODIFYING THE DISTRICT'S BUS STOP SHELTER SPECIFICATIONS AND APPROVE BUS STOP ADVISORY COMMITTEE (BSAC) RECOMMENDATIONS

Summary:

David Konno reported that there are several issues regarding bus shelters: 1) District currently has only one type of shelter and would like a variety of types; 2) Staff wants to modify the shelter specification to address the vandalism issue and to enter into a mentor program with local businesses; 3) Staff wants to purchase a steam cleaner to maintain the shelters and shelter areas; 4) Staff would like to install the remaining Columbia shelters that are in stock this fiscal year. A handout was distributed at the May 10th Board Meeting outlining possible locations of shelters.

Attachment A

Minutes– Board of Directors
May 17, 2002
Page 9

Discussion:

Mr. Konno addressed the outbound Crestview stop and reported that he has been working with the City of Watsonville for two years on this location. Director Spence asked for a shelter across from Target. Mr. Konno will put this request on the list of locations to consider although since this is a Caltrans highway, Staff would need to go through the Caltrans permitting process. Currently, the specifications allow for brown only in shelter colors. There have been requests for the shelters in front of certain businesses to reflect the same architecture as their surroundings. Regarding advertising in the shelters, the County signage and billboard requirements preclude METRO from doing this. Director Phares asked about public service messages being placed in the shelters. Staff had not looked into this type of advertising. Director Rotkin added that when the City won the decision to ban billboards, it included both political and business advertising.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR REILLY

Approve BSAC recommendations:

- 1) Modify shelter specifications to include options for a variety of structural configurations, sizes, panel materials and colors.
- 2) Adopt Facilities Maintenance's shelter maintenance program.
- 3) Enter into a mentor program with several public agencies or non-profit organizations. Participants will assist in the removal of graffiti and vandalism at shelters and bus stops.
- 4) Purchase a trailer-mounted steam cleaner to improve the cleanliness of the bus stops.
- 5) Finish installing the five remaining Columbia shelters purchased in FY 2001.

Director Spence asked for a complete list of all bus stops and what is currently at each stop, i.e. bench, shelter, etc. David Konno has this list and will provide it to Director Spence. Director Krohn asked District Counsel to submit a report on placing public service announcements in the bus shelters. Director Ainsworth suggested that a company policy be written to determine where a shelter should be placed utilizing criteria of the number of riders at a specific stop and the length of the wait for riders. Wally Brondstatter stated that BSAC has developed criteria for this purpose and will give this information to the Board. Mr. Brondstatter added that he would return to the Board with information on all shelter types available as well.

Motion passed unanimously.

20. CONSIDERATION OF ELIMINATION OF PERFORMANCE BOND FOR NEW FLYER BUS ORDER (RFP 01-16)

Summary:

Mark Dorfman reported that there is a requirement in the contract for a 25% performance bond. New Flyer has requested relief from providing this bond in exchange for providing remote keypads at no cost. The total cost of the remote keypads would be \$49,010.

Attachment A

Minutes– Board of Directors
September 14, 2007
Page 4

retaining all former tenants as obligors on the lease, subject to all rents, obligations, interest and late charges being paid to METRO

Discussion:

There was a discussion and consensus authorizing staff flexibility to negotiate rent and to encourage new tenant to participate in Small Business education.

Motion passed unanimously with Director Bustichi being absent.

9. CONSIDERATION OF APPOINTMENT OF HEIDI CURRY TO THE METRO ADVISORY COMMITTEE (MAC) BY DIRECTOR KIRBY NICOL TO FILL THE POSITION OF PAUL MARCELIN-SAMPSON

ACTION: MOTION: DIRECTOR NICOL SECOND: DIRECTOR SKILLICORN

Approve the appointment of Heidi Curry to the METRO Advisory Committee (MAC) as the appointment of Director Nicol

Motion passed unanimously with Director Bustichi being absent.

10. CONSIDERATION OF APPROVING THE RECOMMENDATION OF THE BUS STOP ADVISORY COMMITTEE FOR THE LOCATION OF BUS SHELTERS THAT ARE READY TO BE INSTALLED

Summary:

Les White and Tom Stickel reported that the Bus Stop Advisory Committee has developed an overall priority list of locations for bus shelter installation. The first ten shelters have arrived and are ready to be installed at the locations listed as shelter-ready beginning next week. Other locations all require varying degrees of permits, engineering and construction activity. Once the first ten shelters are installed, another ten will be ordered.

ACTION: MOTION: DIRECTOR TAVANTZIS SECOND: DIRECTOR ROTKIN

Approve the recommendations of the Bus Stop Advisory Committee for the location of bus shelters that are now ready to be installed

Motion passed unanimously with Director Bustichi being absent.

11. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A ONE-YEAR CONTRACT EXTENSION WITH DEVCO OIL, INC. FOR DIESEL AND GASOLINE FUEL

Attachment A

Meeting Date: November 18, 2010

TO: Interagency Technical Advisory Committee (ITAC)

FROM: Rachel Moriconi, Senior Planner

RE: SCMTD Bus Stop Improvement Project

RECOMMENDATION

Staff recommends that the Interagency Technical Advisory Committee (ITAC) receive a presentation from Santa Cruz Metropolitan Transit District (SC Metro) staff on the Bus Stop Improvement Project.

BACKGROUND

In January 2010, the Regional Transportation Commission (RTC) programmed \$500,000 in State Transportation Improvement Program (STIP) funds to the Santa Cruz Metropolitan Transit District's (Metro) Bus Stop Improvement Project.

DISCUSSION

Several bus stops in the county are in need of repairs and improvements. Metro staff has surveyed all of its bus stops and compiled lists of needs that have been identified over the past several years by transit users, a variety of groups, including the RTC's Elderly/Disabled Transportation Advisory Committee, Metro's Bus Stop Advisory Committee and other members of the public. Metro staff then screened each location for potential modifications, estimated costs, and determined whether they required right-of-way or non-construction activities. Improvements planned for stops throughout the county vary by location and include lighting, installation of bus shelters, modification and improvements to existing shelters, and new benches.

Metro plans to modify bus stops at over 100 locations. The attached list breaks out locations to be improved using STIP funds and those to be funded with other Metro revenues, including repairs that are not eligible for STIP funds. Some of the construction will be done by the capitalized labor of Santa Cruz METRO staff. Some construction, such as concrete pads, will be contracted out. Since bus stops are located on streets and roads and highways throughout the region, **staff recommends that the Interagency Technical Advisory Committee (ITAC) receive a presentation on the project at this meeting.**

Community members are invited to attend a December 2, 2010 "final input" meeting, from 9:00 - 11:00AM at Santa Cruz METRO, 110 Vernon Street, Santa Cruz, CA.

SUMMARY

Santa Cruz Metropolitan Transit District staff will make a presentation on Bus Stop Improvement project at this meeting.

Attachment: List of Planned Bus Stop Improvements

||rtcserv2\Shared\ITAC\2010\Nov2010\BusStopProject.doc

- THIS PAGE INTENTIONALLY LEFT BLANK -



Santa Cruz Metropolitan Transit District (METRO) Addressing Bus Stop Needs

There are several methods noted below by which concerns regarding Santa Cruz Metropolitan Transit District (METRO) Bus Stops can be reported by our riders and the general public that will result in an expedited approach to address reported issues. Most Bus Stop issues are addressed by METRO's Facilities Department with respect to construction, repairs and ongoing maintenance. Each issue reported to the Facilities Department will generate a Work Ticket that will be scheduled into the Facilities Work Crew schedule to address the concern. In most cases turnaround is approximately two work days from when the concern is reported. In some instances, depending on the severity of the issue, a longer turnaround period may be required.

METRO's Facilities Department has the following mechanisms in place for internal and external communications to receive comments for existing or new Bus Stop locations, improvements, installations or removal of amenities, landscaping concerns and graffiti issues as well as health and safety concerns.

Internet

METRO's website, www.scmttd.com, allows people to report a Bus Stop concern via the internet to the Customer Service Department. The concern is reviewed by the Customer Service Supervisor who then directs the concern to the Facilities Department. Once received by Facilities, a Work Ticket is generated to schedule work crews to resolve the issue. For instances in which the issue may pose a safety hazard, a Transit Supervisor is dispatched immediately to review the site and take precautionary measures until Facilities is able to address the issue. Facilities is notified immediately of the situation so that work on the stop can be expedited.

Public Phone Call to Customer Service or Administration

METRO Customer Service may be called to report Bus Stop concerns, (831) 425-8600. These calls will be documented by Customer Service staff and, depending on the severity of the situation, may be referred to a METRO Transit Supervisor for immediate measures to be taken and/or to the Facilities Department to expedite repairs.

Occasionally METRO Administration receives phone calls from the general public with issues and concerns. Upon receipt of the call, an e-mail is sent to either the Facilities Maintenance Supervisor or the Facilities Administrative Specialist or a Facilities ticket is created.

RESPONSE TO COMMUNICATION TO THE BOARD

Attachment B

Cell Phone

A person encountering issues with particular Bus Stops are now capable of reporting their concerns via cell phone by accessing METRO's website, www.scmtd.com. These messages are then forwarded to Facilities so that maintenance or repairs can be addressed.

Pedestrian Safety Work Group

Bus Stop concerns may also be reported to the Santa Cruz County Regional Transportation Commission's (SCCRTC's) Elderly & Disabled Transportations Advisory (sub)Committee via the SCCRTC's Online Hazard Report that will be forwarded to the appropriate local jurisdiction for action. The program is well advertized on all METRO buses and at all Transit Centers.

METRO Advisory Committee

A person may bring Bus Stop concerns to the METRO's Advisory Committee (MAC), an eleven (11) member committee composed of Santa Cruz County residents who are appointed by the METRO Board of Directors. Persons with concerns regarding METRO service and/or Bus Stop issues may address the committee via phone, email, letters, or attend the public MAC meetings to voice their concerns in person. Bus Stop and other issues are discussed by the members and may be directed to METRO for further evaluation and determination. METRO staff provides progress reports on Bus Stop projects at monthly meetings.

Walk-up

A person can walk up to the Information Booth at the Pacific Station Transit Center, 920 Pacific Avenue, during normal business hours and report a Bus Stop concern. Customer Service staff will record the concern and forward it to the Customer Service Supervisor for review and processing. If the issue is urgent, Customer Service will report the issue to METRO Dispatch so that a Transit Supervisor may respond or call Facilities to expedite repairs.

Bus Operators

A person may report a Bus Stop issue to a Bus Operator who will then determine the level of urgency and either report it to Dispatch for immediate response or write it down on their Operator Comment Sheet that is forwarded to the Facilities Department in order to create a work ticket and address the issue.

METRO Transit Supervisor

A person may address Bus Stop issues with a Transit Supervisor who will obtain details regarding the concern and location of the affected Bus Stop. Depending on severity of the issue, the Supervisor may address the issue to ensure safety and/or place a work ticket in to Facilities so that further action is taken.

RESPONSE TO COMMUNICATION TO THE BOARD

Attachment B

METRO Board of Directors

A person may address the METRO Board of Directors in-person or via correspondence on any Bus Stop issue to 110 Vernon Street, Santa Cruz, CA 95060. METRO staff will initiate a review of the issue, assign departmental resources to obtain additional information on the Bus Stop and, when possible, proceed with performing repairs in-house. In some instances, requests will require extensive engineering and design work; METRO staff will evaluate feasibility and cost of performing these types of repairs or improvement in order to attempt to address the issue.

The Board of Directors communicates requests to the Facilities Department through METRO management. Management sends an e-mail to the Facilities Maintenance Supervisor for review and evaluation. Once an evaluation is completed, the response process follows the Facilities Ticket System.

Overview of METRO Process

Facilities Department Ticket System (See Attached Flow Chart)

METRO's Facilities Department ticket system was instituted approximately 2 years ago. The ticket system is web based and has an e-mail address associated so anyone may send requests. Since its inception, the Facilities Department has received approximately 4,500 tickets. Of those tickets approximately 25% were related to Bus Stops. The Bus Stop tickets received cover such issues as graffiti abatement requests, comment sheets from Coach Operators and general public comment sheets forwarded through Customer Service. Other organizations have utilized our ticket system to request services such as graffiti abatement.

Once a ticket is received, Facilities will determine how best to handle the request. During the process, updates are provided until the ticket has been completed; a closure notice is sent upon completion.

- Health and safety requests are processed immediately upon receipt.
- Graffiti requests are assigned and corrected immediately upon receipt.
- Existing or new Bus Stop amenities requests are forwarded to Planning for evaluation.
- Existing or new Bus Stop relocation requests are forwarded to Planning for evaluation.
- Comment sheets from Coach Operators are forwarded to Facilities from Operations
 - Tree trimming requests are scheduled with a number of other locations serviced at the same time.
 - Trash at Bus Stops requests are processed immediately upon receipt.
 - Health and Safety requests are processed immediately upon receipt.
 - Condition of a Bus Stop for passenger access to the stop or coach requests are surveyed by Facilities and forwarded to Planning for evaluation.
 - Traffic signals and road condition requests are forwarded to the City jurisdiction or County within 24 hours of receipt.
- General Public comment sheets forwarded to Facilities through Customer Service are processed based on the subject matter.

In all instances:

RESPONSE TO COMMUNICATION TO THE BOARD

Attachment B

- ❖ If construction is needed, METRO's approved engineering firm is brought in to survey the stop and to make recommendations. Planning reviews the recommendations with Facilities and a plan is formulated. Once plans are completed, funding is allocated by METRO through a grant or other entity. After funding is allocated, METRO's approved engineering firm will provide the process required by the City jurisdiction or County requirements, engineering plans and other items needed to bid the project.
- ❖ If no construction is needed, Planning provides Facilities with direction once evaluation is completed.
- ❖ Please refer to Attachment A.

As part of METRO's ongoing effort to improve our service, the following is being proposed for our Fiscal Year 16 Budget.

METRO ADA/504 Programs, Activities, and Services

In 2005 METRO contracted with a professional consulting firm to review METRO's ADA/504 programs, activities and services to determine whether they were accessible to persons with disabilities. The project was completed in 2008.

Given that six years has lapsed since completion of the last evaluation, METRO has obtained Board approval and will once again propose budgeting funds for the purpose of contracting the services of a professional consulting firm to review, evaluate and prepare results based on findings. METRO has experienced many changes in the last six years such as the addition of new buildings, remodeling of existing buildings, internet and upgraded equipment.

In addition to an ADA review of the facilities, METRO staff will return to the Board for a professional services contract authorization to perform a system-wide bus stop accessibility review.

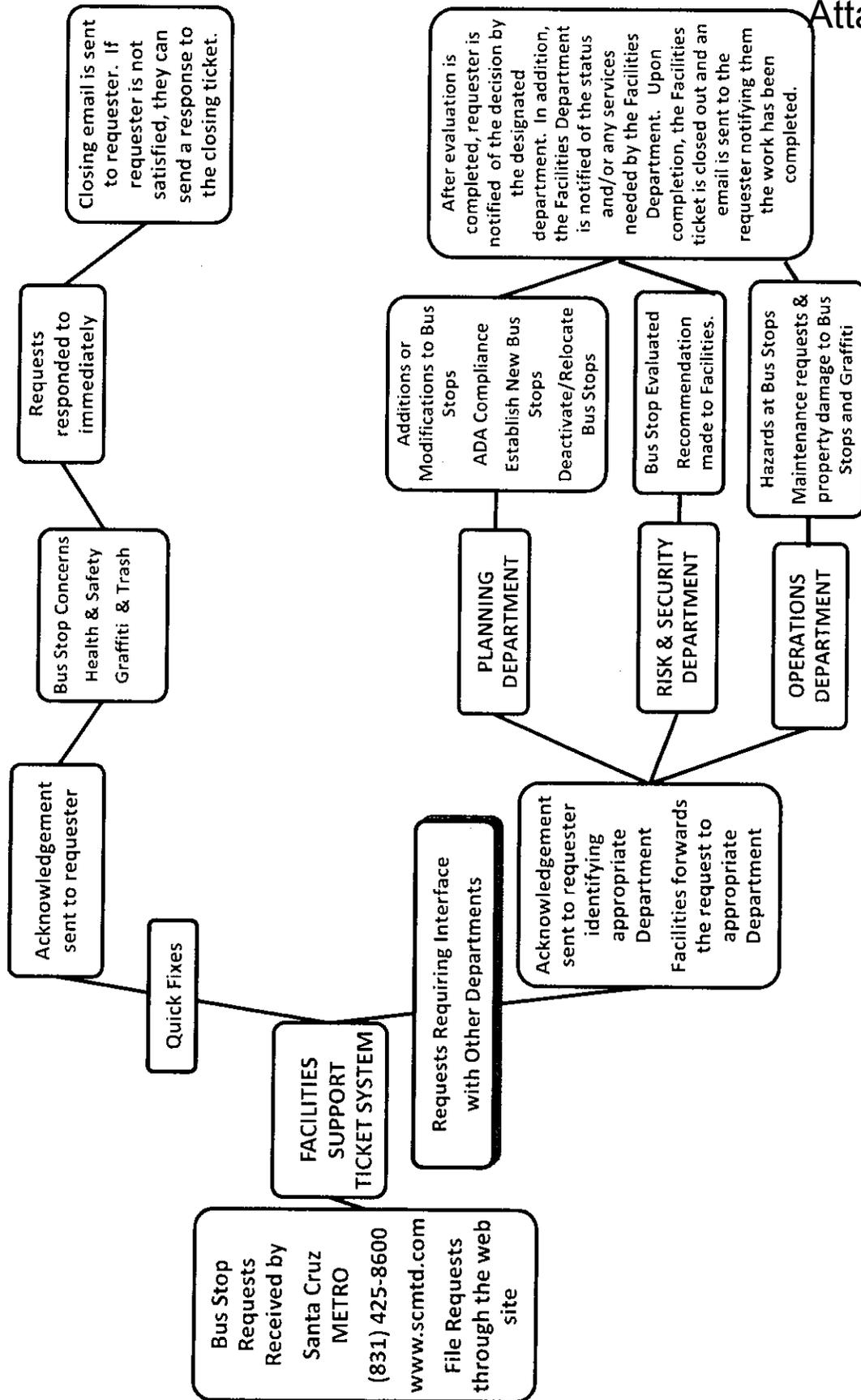
The professional services firm will attach approximate costs to upgrade programs, activities and services and/or change practices that are determined to not be in compliance with ADA/504 statutes. The extent of this evaluation will be inclusive of all METRO Departments and all facilities.

Once the evaluation is completed, departments identified with deficiencies or receipt of recommendations for improvements will be reviewed and prioritized for corrective actions. It is anticipated that through this process, METRO will be able to identify and refine processes that can better serve the disabled community who use METRO services.

Headways Publication

The next edition of METRO Headways publication will be expanded to include information for customers to communicate bus stop related complaints with contact phone numbers and addresses.

Steps for Bus Stop Concerns



- THIS PAGE INTENTIONALLY LEFT BLANK -



DATE: March 27, 2015
TO: Board of Directors
FROM: Thomas Hiltner, Acting Planning & Development Manager
Erich R. Friedrich, Senior Transportation Planner
**SUBJECT: PRESENTATION ON PUBLIC OUTREACH AND CONCEPTUAL
DESIGNS FOR THE WATSONVILLE TRANSIT CENTER**

I. RECOMMENDED ACTION

That the Board of Directors receives a presentation on the public outreach and conceptual designs for the Watsonville Transit Center and provides staff with feedback on the various design elements

II. SUMMARY

- On September 23, 2013, the Board awarded a contract to B + U Architects. (B + U) to produce alternative designs for the redevelopment of Watsonville Transit Center.
- Santa Cruz METRO Staff along with B+U conducted broad public outreach to solicit input on design features and functions of a renovated transit center.
- Santa Cruz METRO staff requests that the Board consider the presentation on the Watsonville Transit Center conceptual designs (Attachment A) and provide feedback/direction on three elements of the project:
 - **Site Scope:** Existing or Expanded
 - **Building Scope:** Renovate the current building or design an entirely new building
 - **Building Uses and Amenities:** Security Office, Info Booth, Kiosks, Community Rooms, Restaurants, Convenience Stores, etc

III. DISCUSSION/BACKGROUND

Background

Watsonville Transit Center opened in the renovated Crocker Bank building in 1995 and will require renovation to improve its operating tarmac as well as its fit and function in downtown Watsonville. The Santa Cruz METRO Board of Directors awarded a contract to B+U, LLP, an architecture firm in Southern California, to produce alternative conceptual designs from which the Board can select for the transit center renovation.

In their initial analysis, B+U determined that the current footprint of the transit center limits future service expansion, as any renovations to the existing site would only increase bus bay capacity by two bus bays. B+U proposed that Santa

Cruz METRO explore expanding the project footprint into the adjacent parcels to increase bus bay capacity. The Board approved this additional work on an expanded site to develop further alternatives for their consideration.

Public Outreach

Santa Cruz METRO Staff along with B+U conducted broad outreach to solicit public input on design features and functions of a renovated transit center. Staff set up outreach events through various community outlets including:

- Outreach booth and the Watsonville Farmers Market
- One-on-one survey of riders at the Watsonville Transit Center
- A community outreach meeting attended by the public, the Watsonville Police Department, members of the Watsonville City Council, and local media
- Meetings with the City of Watsonville Public Works and Planning departments

By October 31, 2014, 72 surveys were received. Based on the results of those surveys and notes from the various meetings, there is an overwhelming support for an expanded site for the Watsonville Transit Center. The Watsonville City council also supported an expanded site design at their May 13, 2014 meeting.

Along with opting for an overall bigger and updated transit center, the public also weighed in on features and functions of a renovated transit center. Some of those responses include:

- More protection from the elements
- Better safety, security, and lighting
- Improved bathrooms
- Community uses such as a community room, a police substation, and information booth
- More amenities such as benches, bicycle parking, and vendor kiosks
- A building with a “Civic Identity” and natural features

Conceptual Designs

Throughout the design and public outreach process, many of the suggestions have been narrowed down to three variations:

1. Update the existing building with pedestrian improvements on existing site
2. New building with pedestrian improvements, tarmac improvements on existing site
3. New building with pedestrian improvements, expanded tarmac for more service, potential onsite staff parking

While the first two options are acceptable alternatives, the expanded site (option 3) achieves the project goals and is consistent with previous Board direction, public input, and The Watsonville City Council.

Santa Cruz METRO staff requests that the board consider the presentation on the Watsonville Transit Center conceptual designs (**Attachment A**) and provide feedback/direction on three elements of the project:

- **Site Scope:** Existing or Expanded
- **Building Scope:** Renovate the current building or design an entirely new building
- **Building Uses and Amenities:** Security Office, Info Booth, Kiosks, Community Rooms, Restaurants, Convenience Stores, etc

IV. FINANCIAL CONSIDERATIONS/IMPACT

The current amount allocated in the FY15 Capital Budget for the Watsonville Transit Center redesign project this project is \$190,000.00. This includes the action taken by the Board on August 22, 2014 to prepare designs for an expanded site.

V. ALTERNATIVES CONSIDERED

- This item is informational only, there are no alternatives to consider

VI. ATTACHMENTS

Attachment A: Presentation: Watsonville Transit Center – Conceptual Designs

Prepared By: Erich Friedrich, Senior Transportation Planner

VII. APPROVALS:

Thomas Hiltner, Acting Planning &
Development Manager



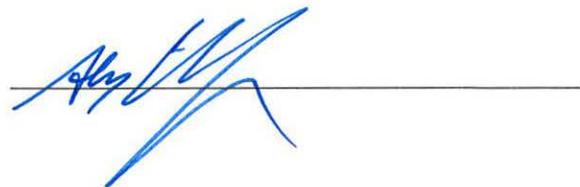
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



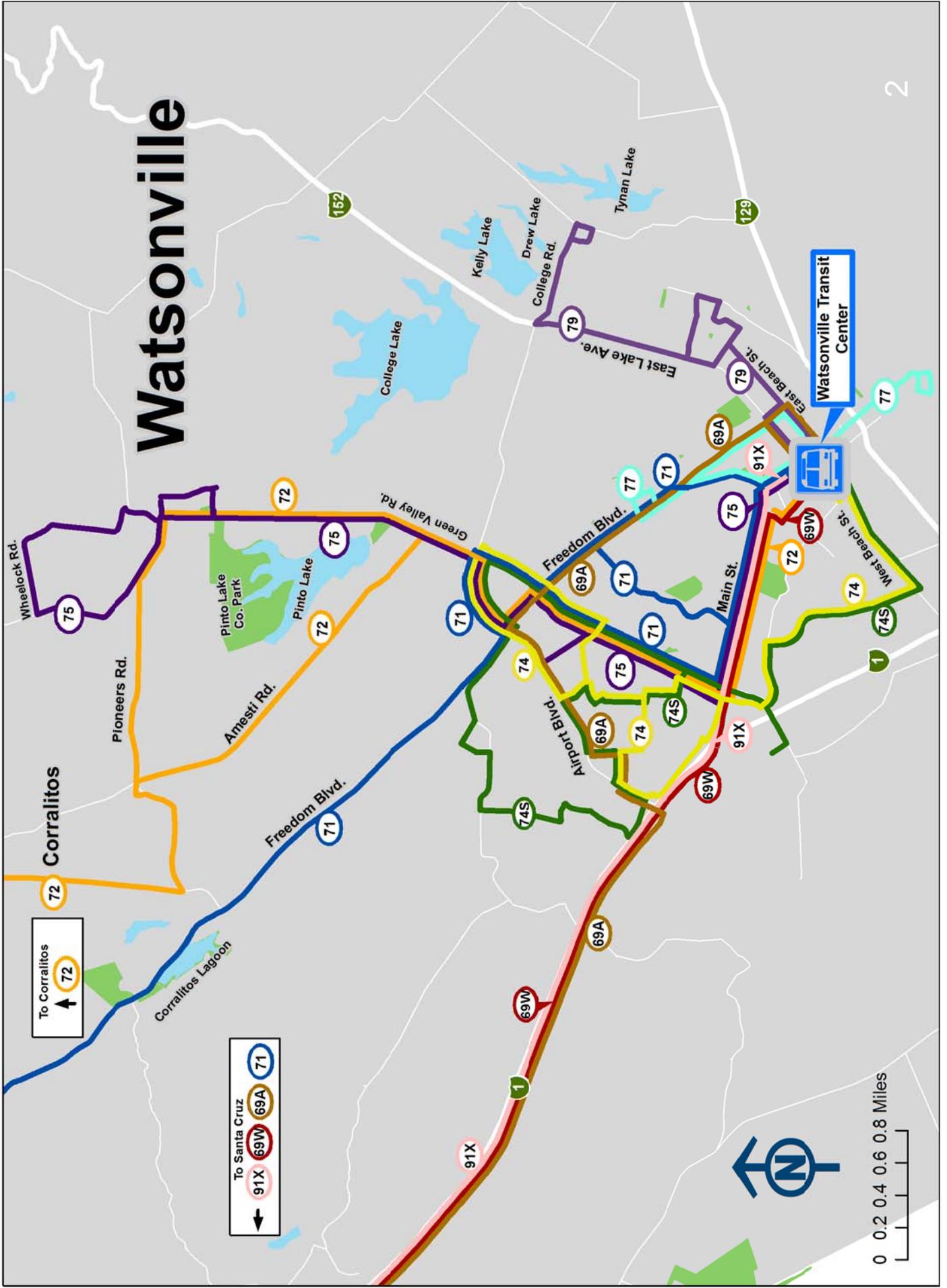
Alex Clifford, CEO/General Manager



Watsonville Transit Center – Conceptual Designs

Design Direction Meeting

- **Site Scope** - existing or expanded
- **Building Scope** - renovation vs. new
- **Building Uses and Amenities** -
Security office, Information Booth,
Community Room, Kiosk,
Restaurants



Attachment A



UC Santa Cruz

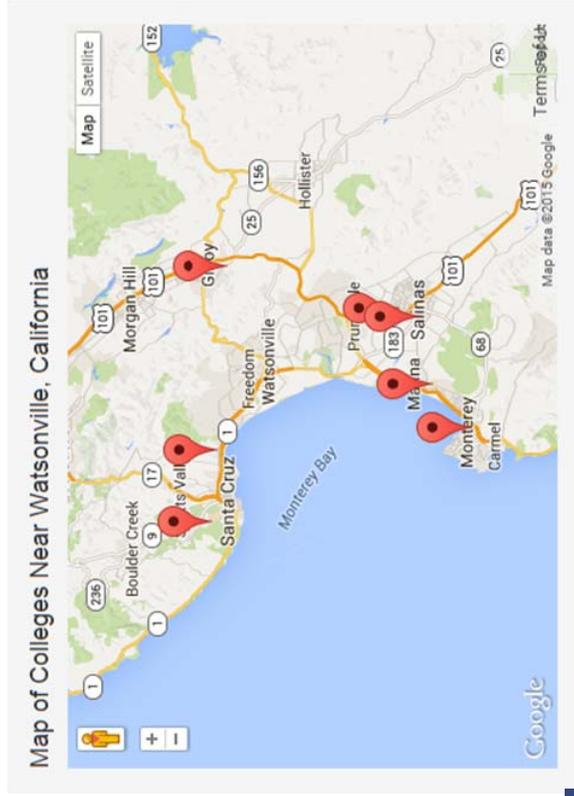
Within a 17 mile radius
6 colleges exist with
over 38,000 students
in attendance



Cabrillo College Aptos



Cabrillo College Watsonville



Monterey Peninsula College



CSU Monterey Bay



Hartnell College Salinas

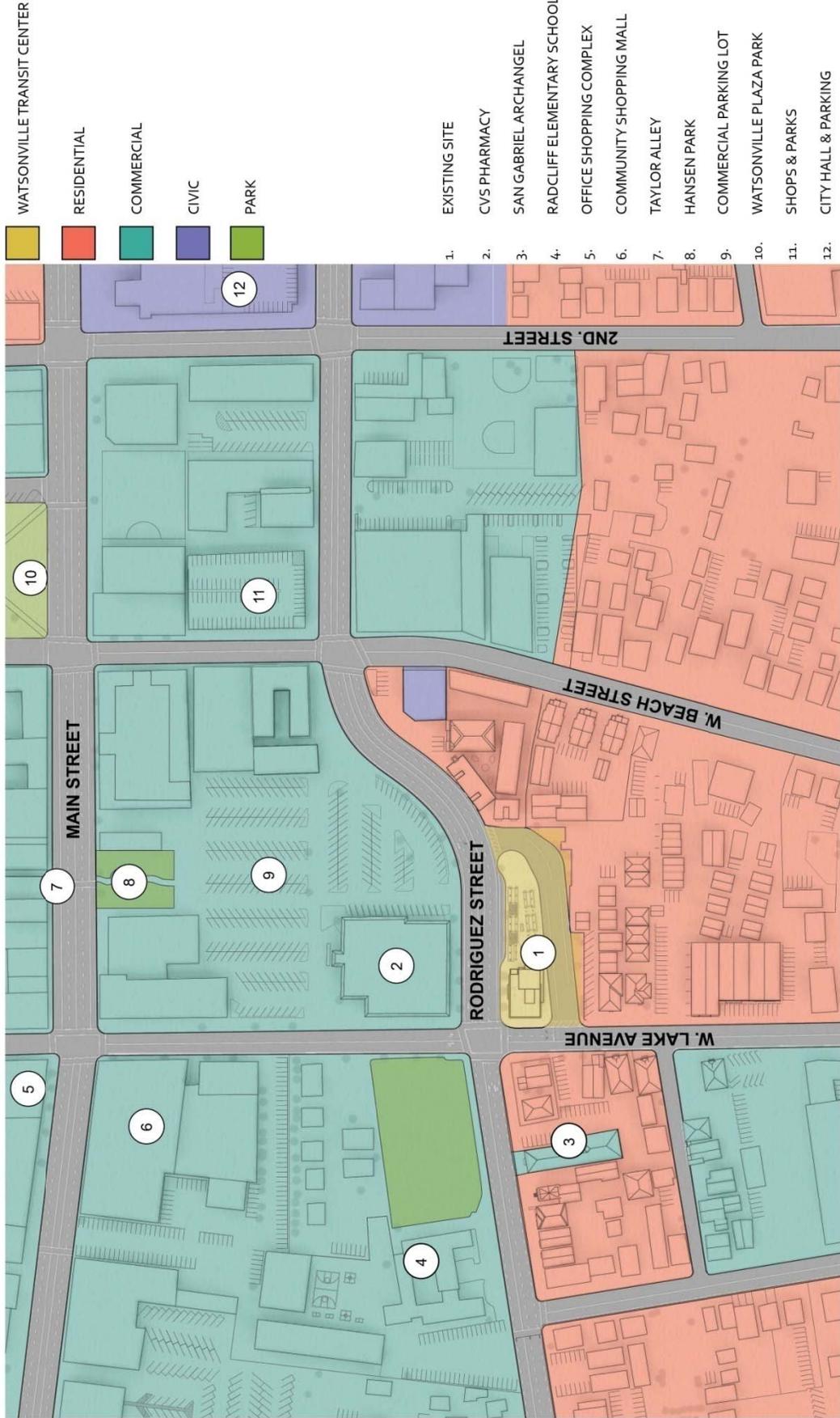


Civic Location

The Watsonville Transit Center is centrally located within the core, mixed-use activity center of Watsonville:

- Proximity to pedestrian-friendly downtown activities
- Proximity to parking: 317 public parking spaces within one block
- Near housing, City Hall, City Plaza, the main Library and shopping and other civic locales.

Attachment A



SITE PLAN/CONTEXT

Attachment A



Existing Site

6

18A.6

Existing Context



1. INTERSECTION OF RODRIGUEZ ST & WEST LAKE AVE



2. VIEW ACROSS RODRIGUEZ STREET TO CVS



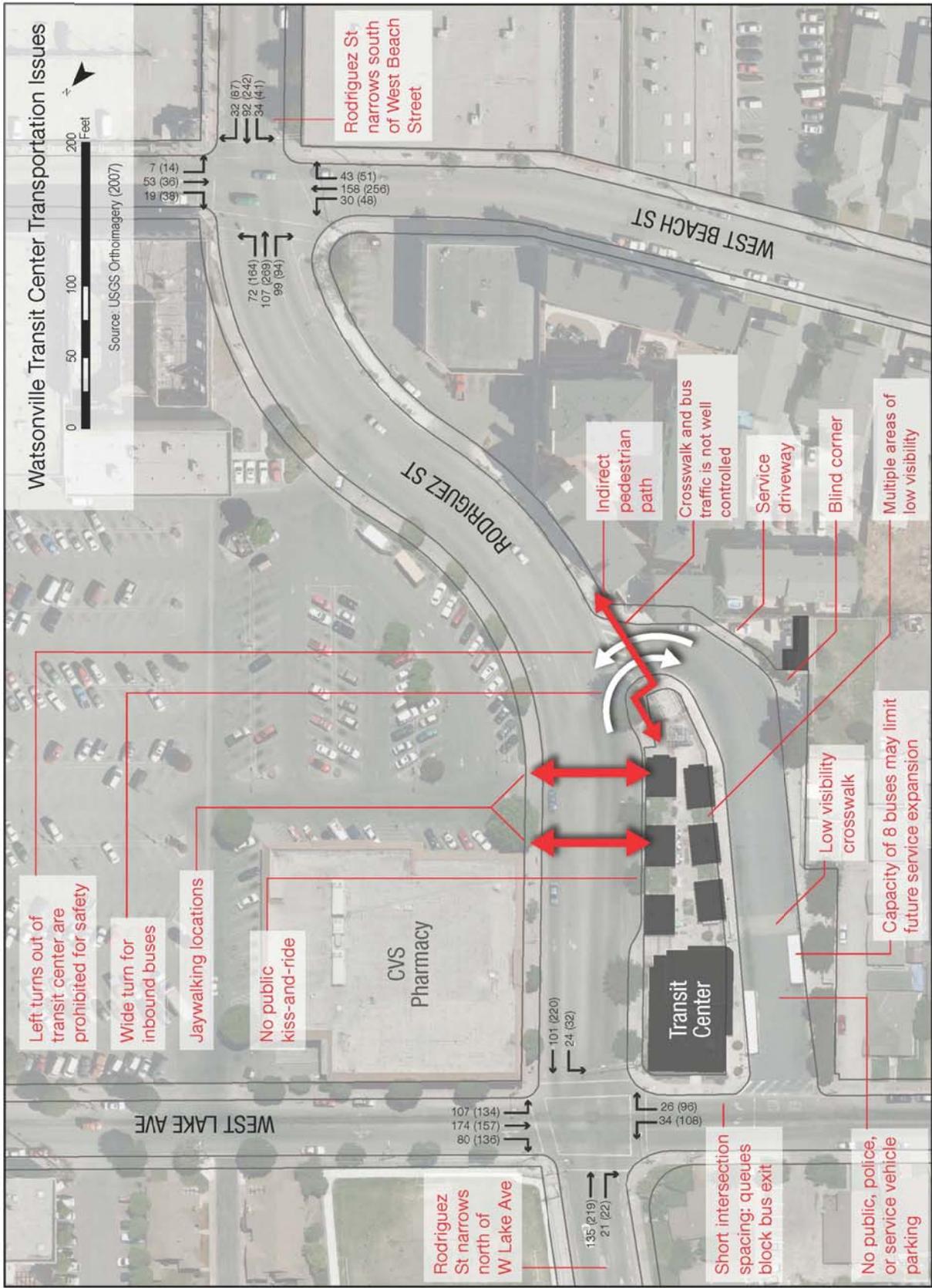
3. VIEW OF EXISTING MECHADO



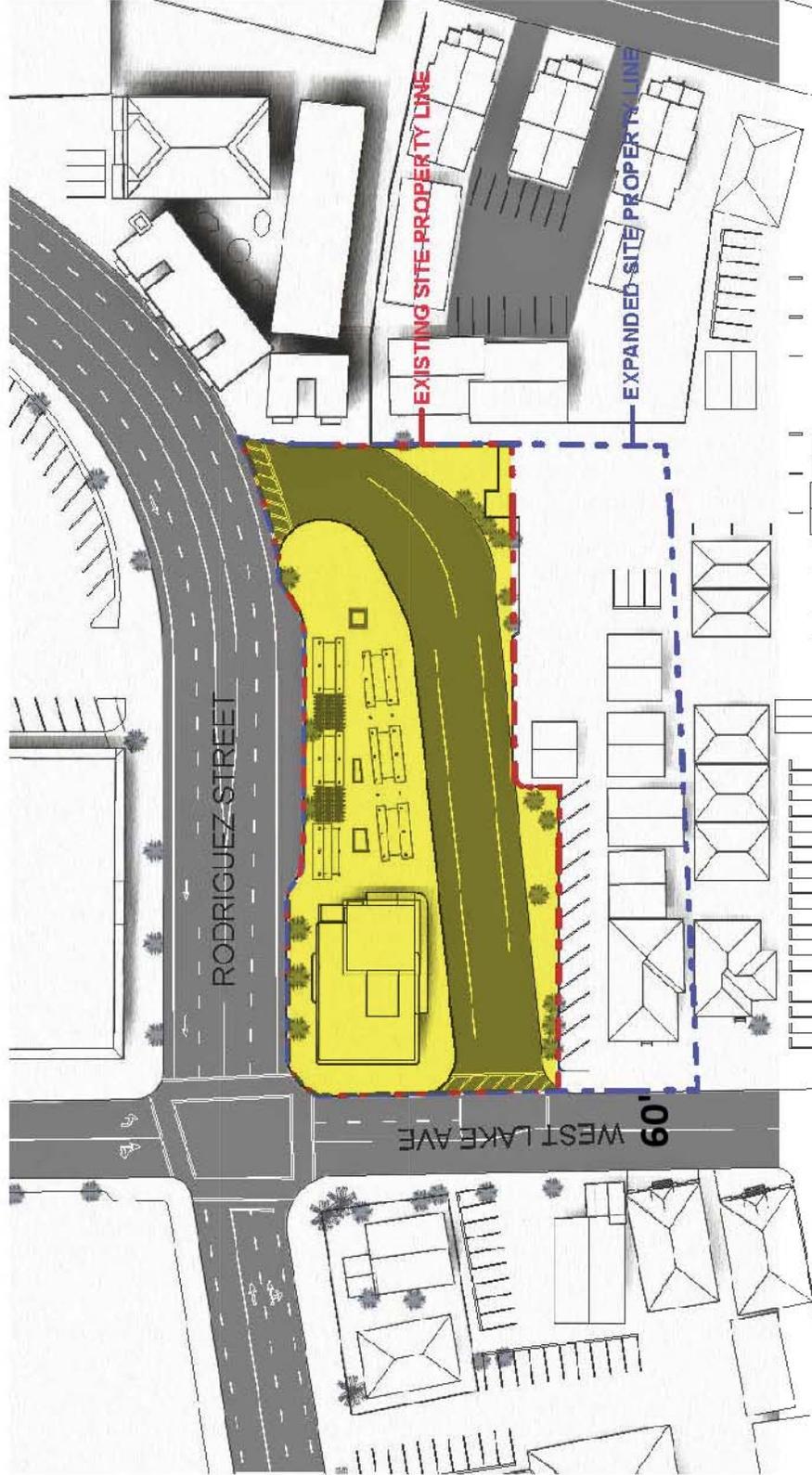
4. VIEW OF EXISTING STATION



5. VIEW OF EXISTING STATION

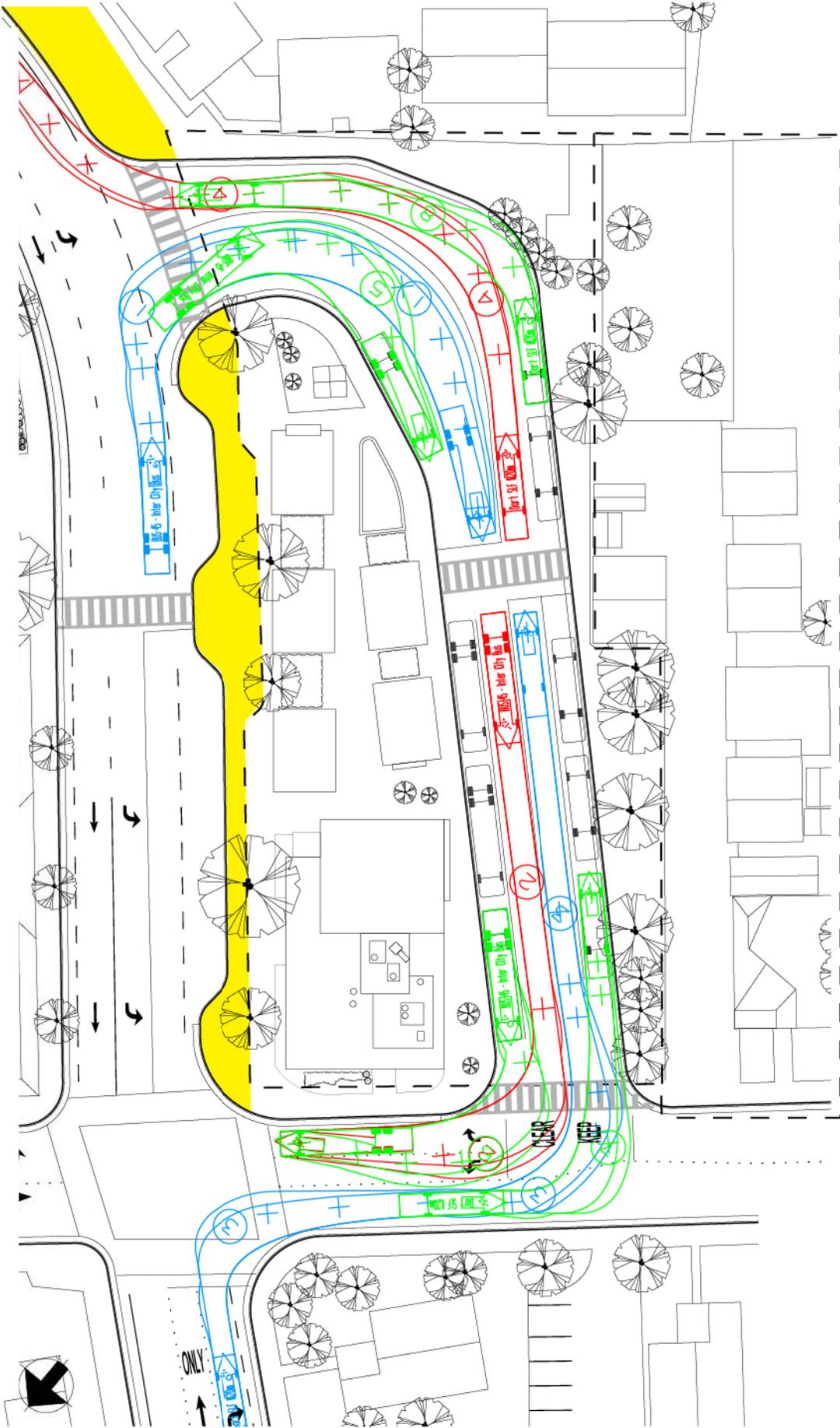


- Option 1 : Modified Station on Existing Site 1A
- Option 2 : New Station on Existing Site 1B
- Option 3 : New Station on Expanded Site



Attachment A

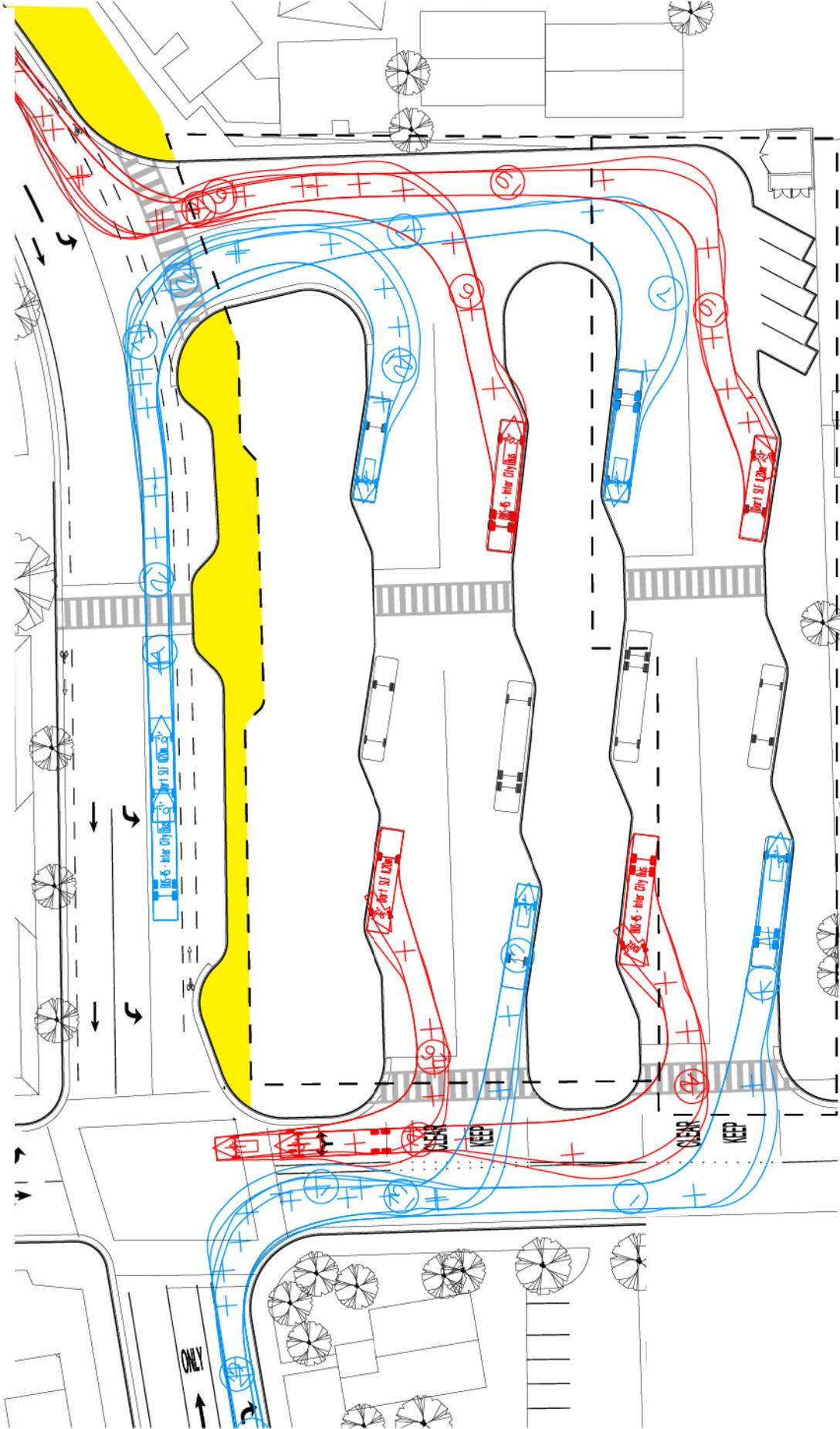
Existing Site
Tarmac A



- TWO WAY TARMAC
 - PARALLEL PARKING
 - NO ON-SITE PARKING
 - 9 BERTHS
- 11

Attachment A

Expanded Site
Tarmac D

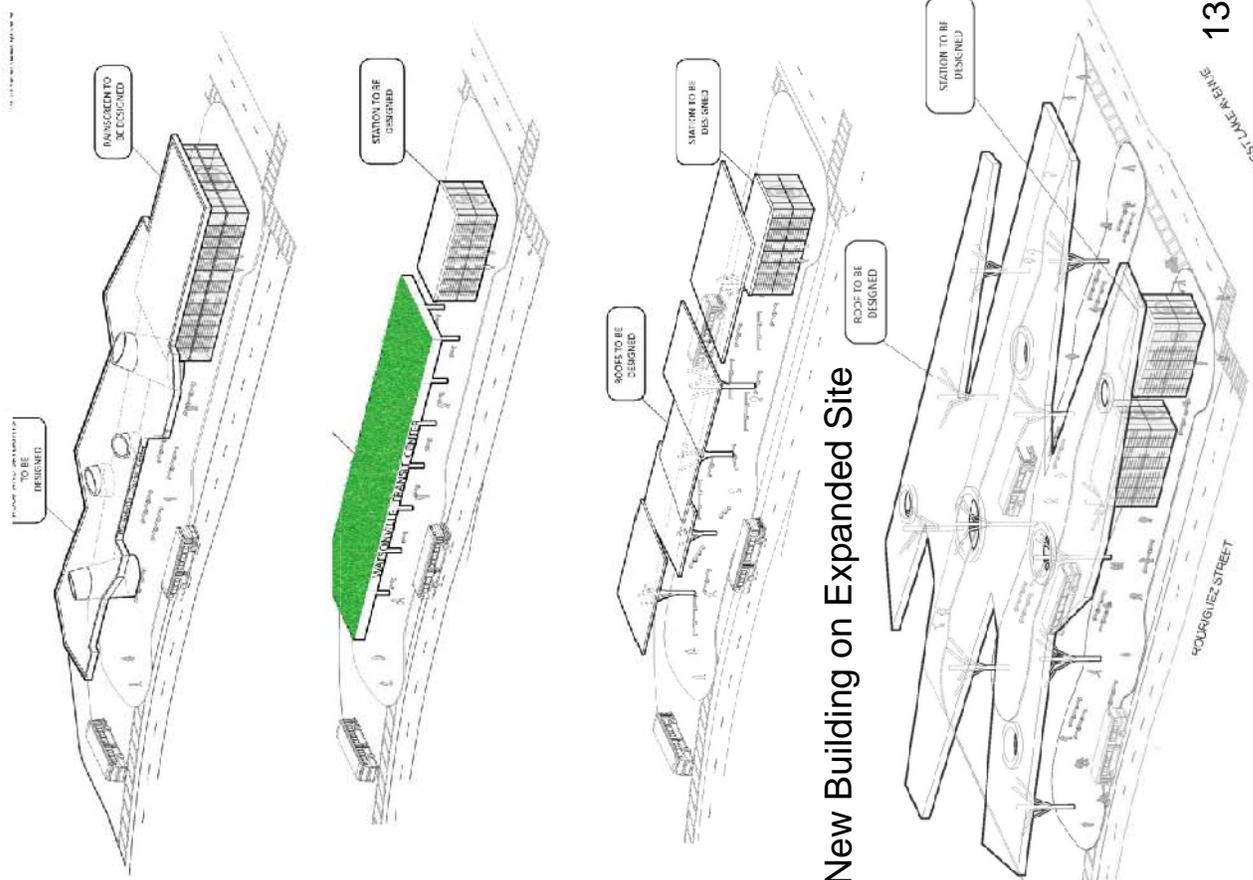
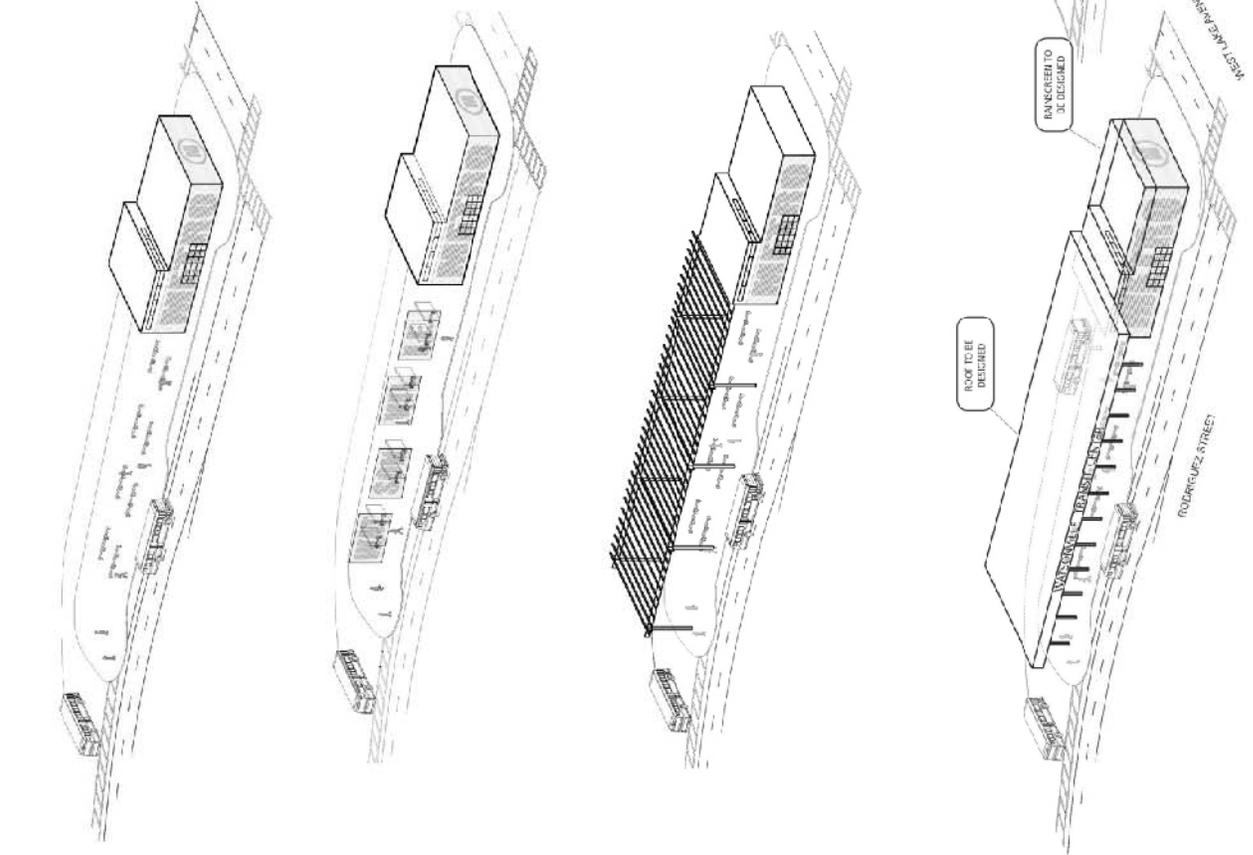


- TWO WAY TARMAC
- PARALLEL PARKING
- 5 ON-SITE PARKING
- 12 BERTHS (4 MORE)

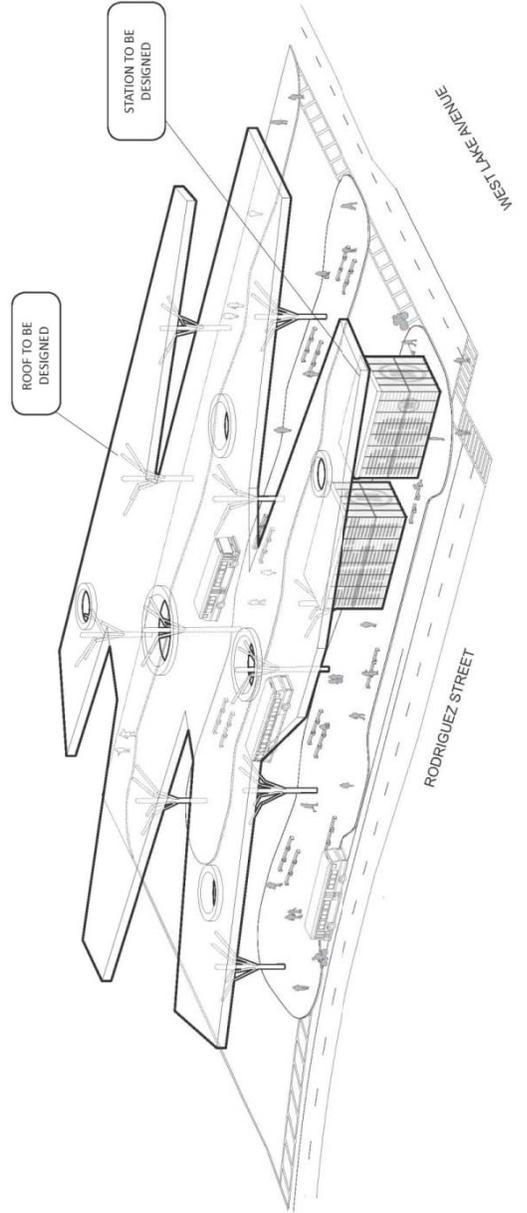
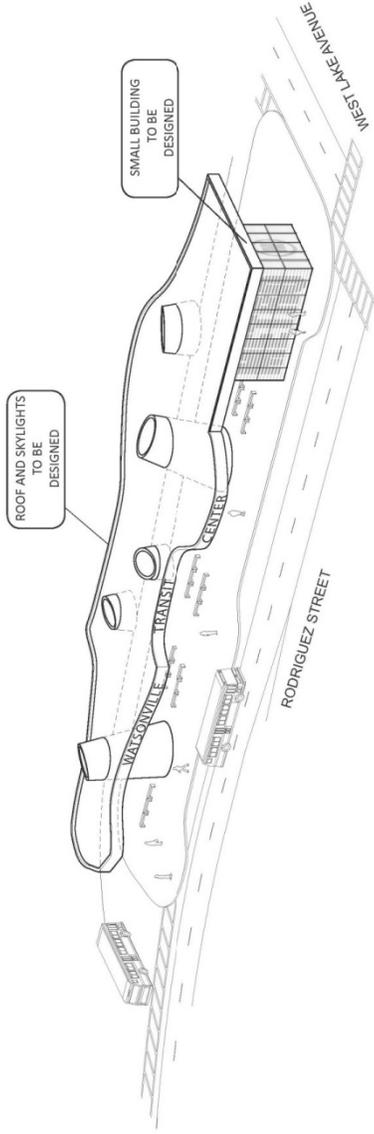
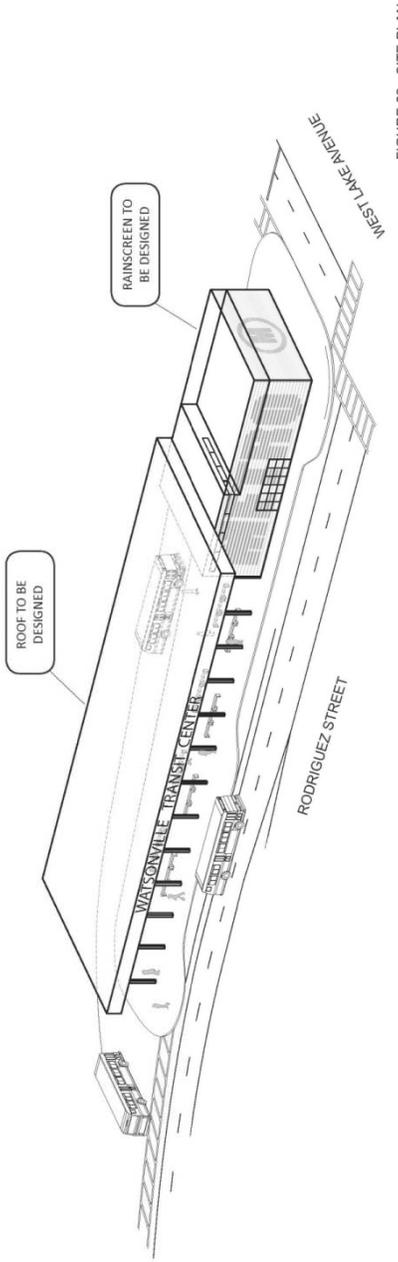
Attachment A

Existing Building on Existing Site

New Building on Existing Site



Attachment A



Renovation Size 3.5

New Building Size 2

New Building Size 3.5

On-Site Staff Parking 0

On-Site Staff Parking 0

On-Site Staff Parking 0

Mid-Block Connection Yes

Mid-Block Connection Yes

Mid-Block Connection Yes

Independent Movement Yes

Independent Movement Yes

Independent Movement Yes

Berths 9

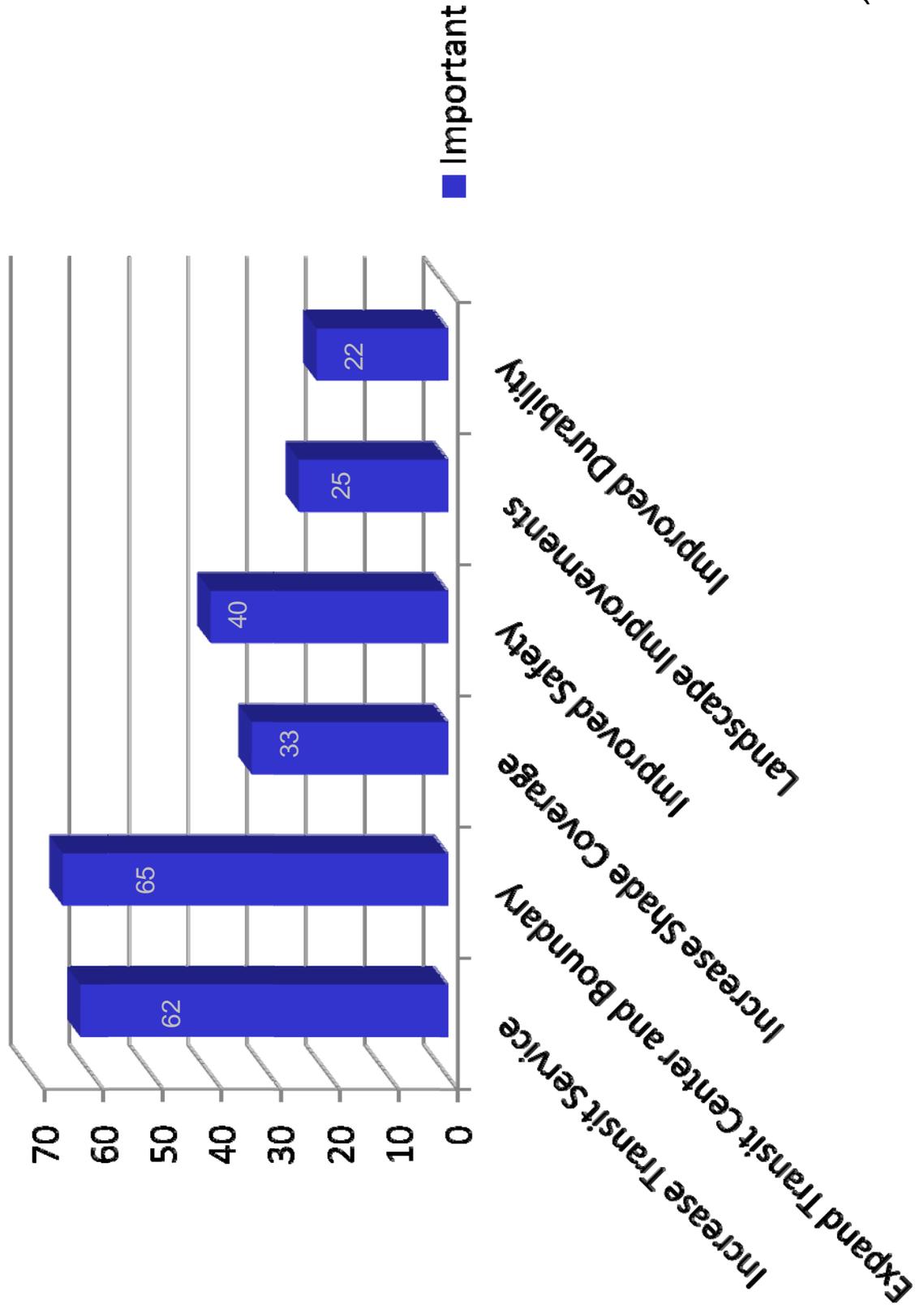
Berths 9

Berths 12 (blue) and 17 (green)

Summary of Community Outreach 1.0

A total of 72 surveys were completed in English and Spanish and turned in by the October 31 deadline.

Responses to survey questions follow below.



4. Please rate imagery associated with improvements (5 being important, 1 not as important) and provide any additional comments you may have for each:



Civic Identity



Latin American Influence



Bold



Natural

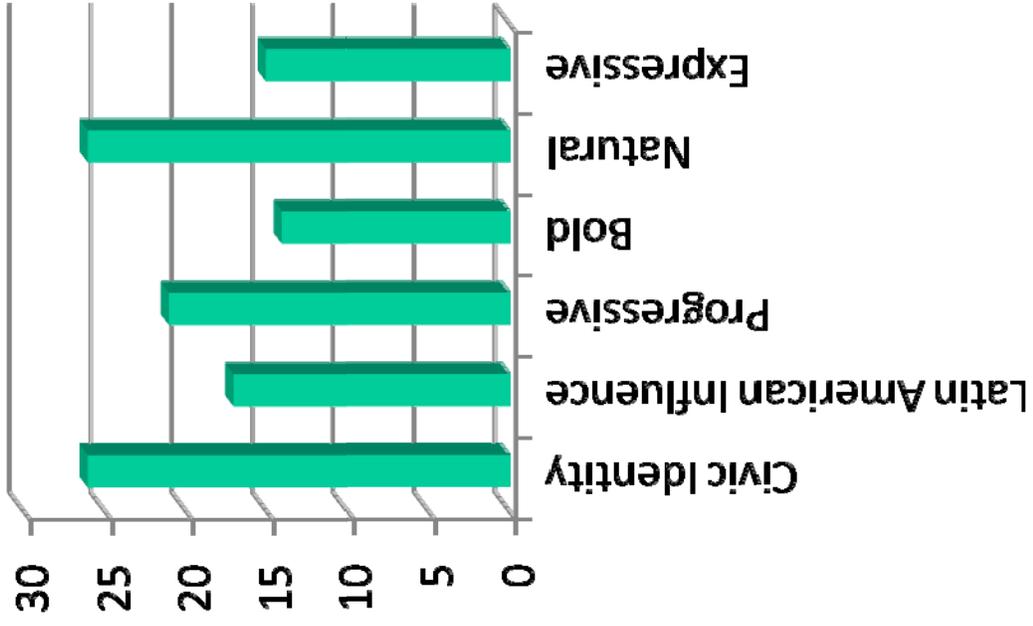


Progressive



Expressive

Attachment A



FEATURES THAT WILL BE PART OF THE WATSONVILLE TRANSIT CENTER
 CARACTERÍSTICAS QUE SERÁN PARTE DEL CENTRO DE TRÁNSITO DE WATSONVILLE



Servicio Restrooms



Arte Publico



Tienda Convenience Store



Mostrador de información Information Desk



Seguridad / Seguridad



Seguridad / Seguridad



características de las andenes Platform features



Seating / Asientos



Taxi



Paratransit

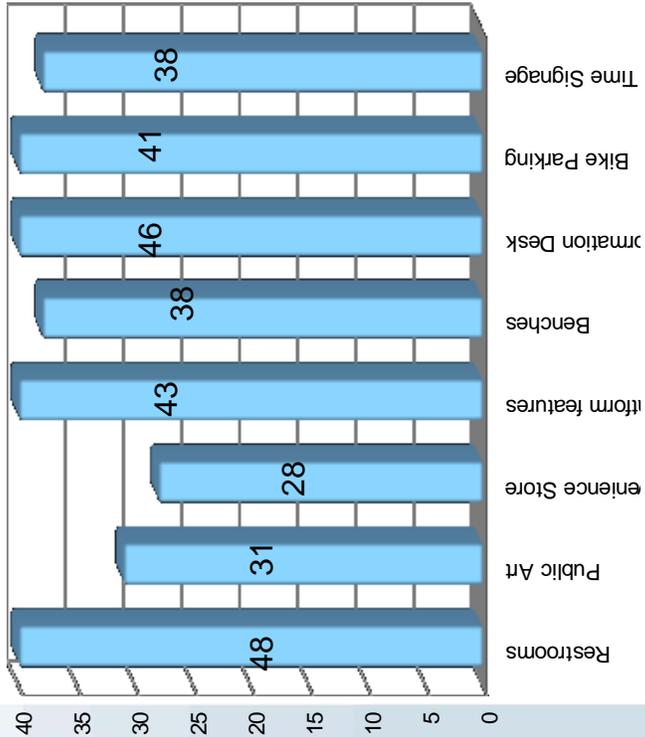


señalización en tiempo real Real-time signage



Aparcamiento para Bicicletas Bike parking

Other features



Programmatic Variations:

PROGRAMMATIC OPTIONS:

	LOBBY 1550 S.F.
	CONVENIENCE STORE 630 S.F.
	RESTAURANT 700 S.F.
	DRIVER LOUNGE 160 S.F.
	STORAGE 150 S.F.
	SECURITY 110 S.F.
	RESTROOMS M 120 S.F. W 120 S.F.

OPTION 1: EXISTING PROGRAM

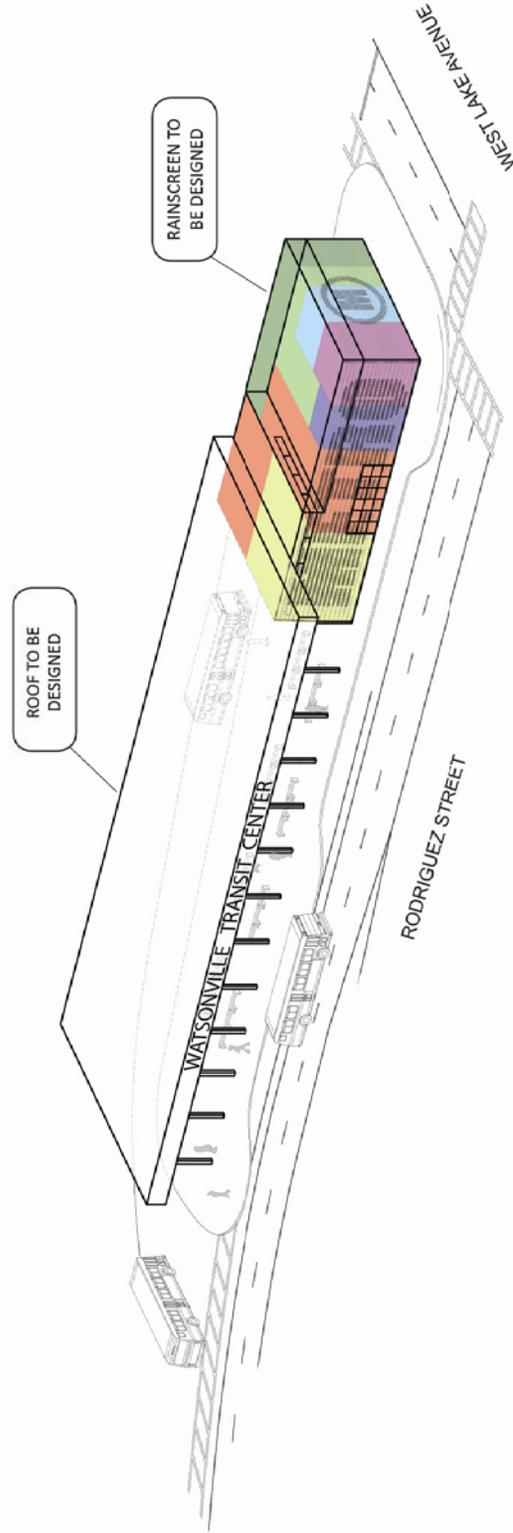
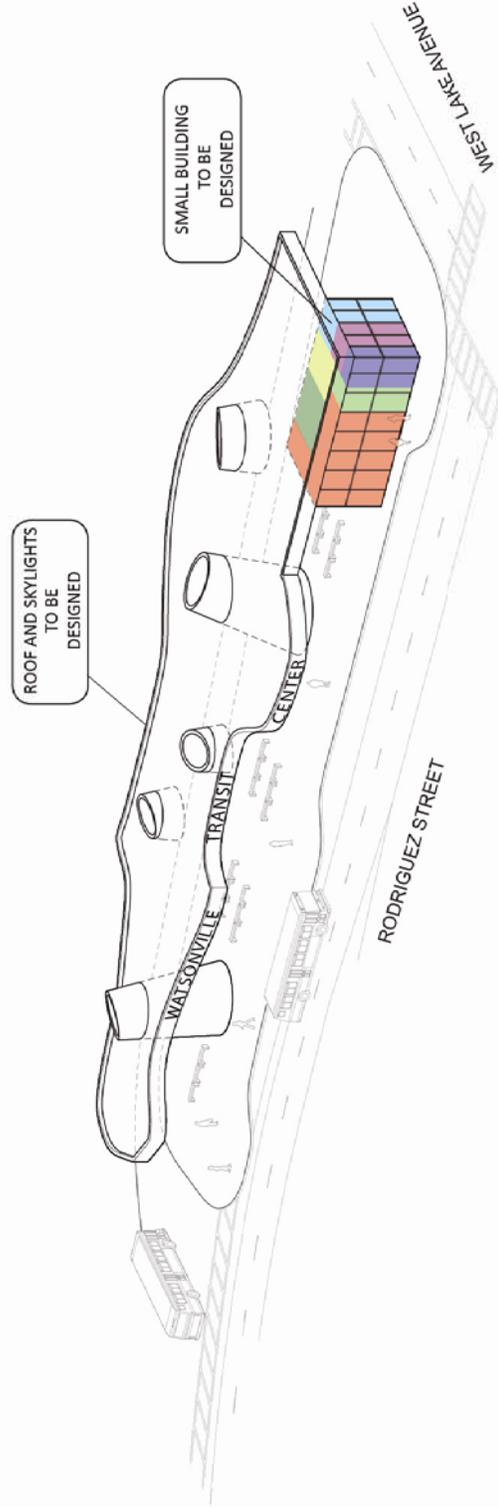


FIGURE 02 - SITE PLAN

PROGRAMMATIC OPTIONS:

**OPTION 1:
MATCH EXISTING**

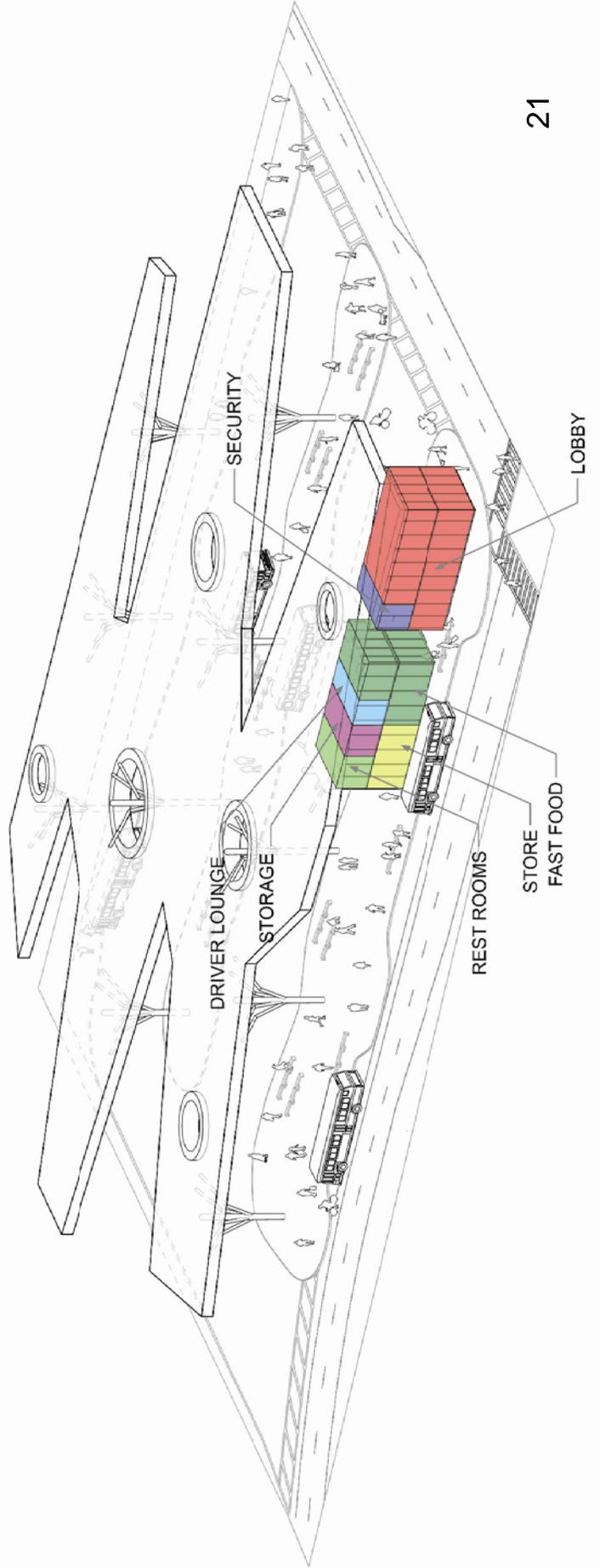
EXISTING	PROPOSED
<p>LOBBY 1550 S.F.</p>	<p>LOBBY 500 S.F.</p>
<p>CONVENIENCE STORE 630 S.F.</p>	<p>CONVENIENCE STORE 300 S.F.</p>
<p>RESTAURANT 700 S.F.</p>	<p>RESTAURANT 500 S.F.</p>
<p>DRIVER LOUNGE 160 S.F.</p>	<p>DRIVER LOUNGE 160 S.F.</p>
<p>STORAGE 150 S.F.</p>	<p>STORAGE 150 S.F.</p>
<p>SECURITY 110 S.F.</p>	<p>SECURITY 110 S.F.</p>
<p>RESTROOMS M 120 S.F. W 120 S.F.</p>	<p>RESTROOMS M 120 S.F. W 120 S.F.</p>



PROGRAMMATIC OPTIONS:

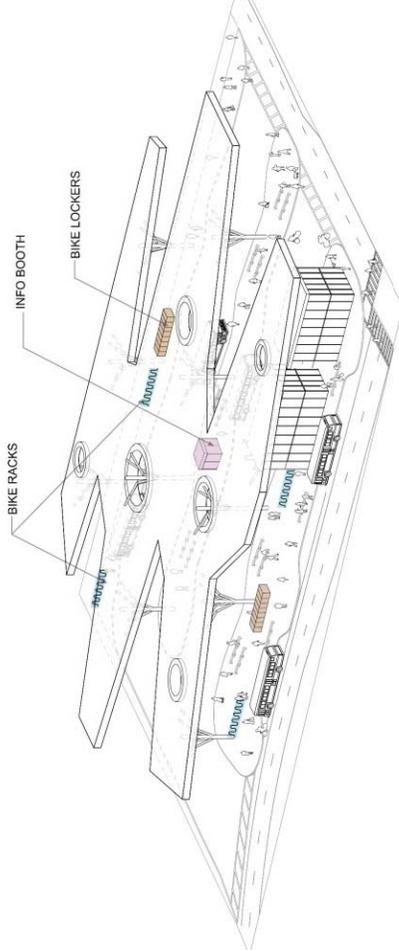
**OPTION 1:
MATCH EXISTING**

EXISTING	PROPOSED
 <p>LOBBY 1550 S.F.</p>	 <p>LOBBY 940 S.F.</p>
 <p>CONVENIENCE STORE 630 S.F.</p>	 <p>CONVENIENCE STORE 500 S.F.</p>
 <p>RESTAURANT 700 S.F.</p>	 <p>RESTAURANT 800 S.F.</p>
 <p>DRIVER LOUNGE 160 S.F.</p>	 <p>DRIVER LOUNGE 240 S.F.</p>
 <p>STORAGE 150 S.F.</p>	 <p>STORAGE 200 S.F.</p>
 <p>SECURITY 110 S.F.</p>	 <p>SECURITY 100 S.F.</p>
 <p>RESTROOMS M 120 S.F. W 120 S.F.</p>	 <p>RESTROOMS M 120 S.F. W 120 S.F.</p>



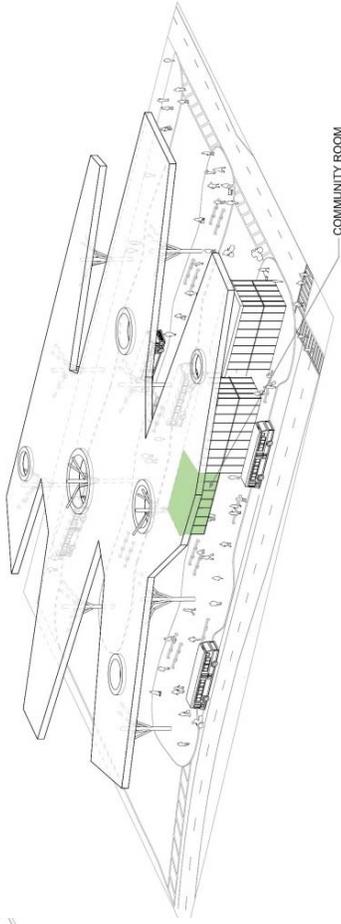
Attachment A

- BIKE RACKS 20
- BIKE LOCKERS 20
- INFO BOOTH 20

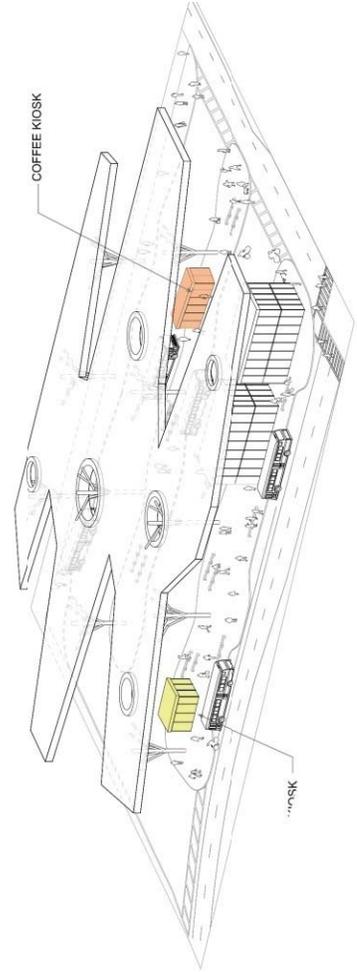


COMMUNITY ROOM
640 S.F.
50 SEAT

- 10 X 30
COFFEE KIOSK
300 S.F.
- 15 X 20
SHOP KIOSK
300 S.F.



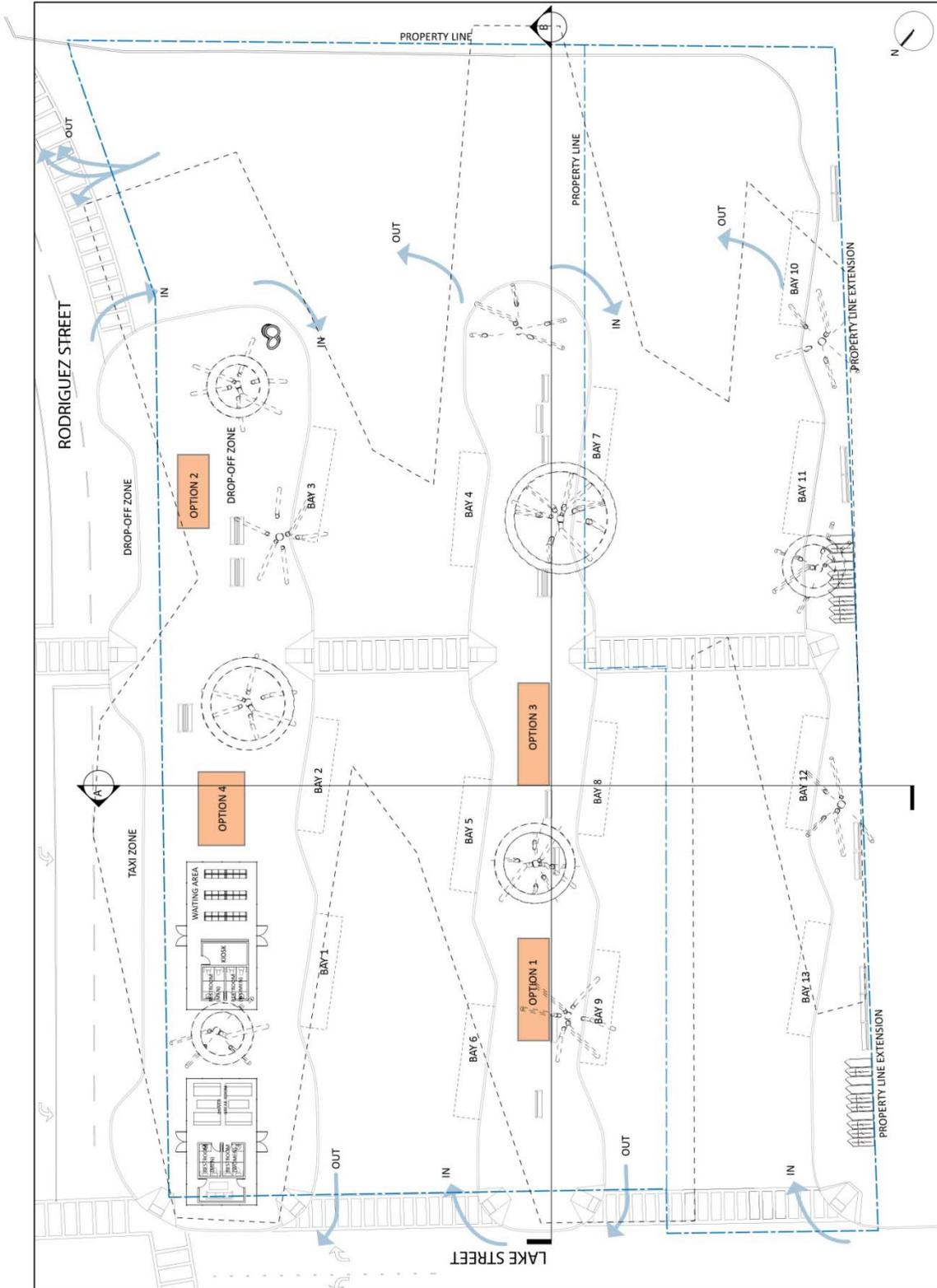
COMMUNITY ROOM



COFFEE KIOSK

Kiosk

commercial kiosk option 4



FLOOR PLAN

Summary of Key Direction:

- **Site Scope** - existing or expanded
- **Building Scope** - renovation vs. new
- **Building Uses and Amenities** -
Security office, Information Booth,
Community Room, Kiosk,
Restaurants

Next Steps

April 2015 - Refine Design

May 2015 - Community Meeting 2

June 2015 - Technical Report

**June 2015 - Final Concept Design presentation to
Santa Cruz METRO Staff and Board**

- THIS PAGE INTENTIONALLY LEFT BLANK -