



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA
REGULAR MEETING
FEBRUARY 24, 2017 – 8:30 AM
WATSONVILLE CITY COUNCIL CHAMBERS
275 MAIN STREET
WATSONVILLE, CA 95076**

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.

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BOARD ROSTER

Director Ed Bottorff
Director Cynthia Chase
Director Jimmy Dutra
Vacant Director
Director Norm Hagen
Director John Leopold
Director Donna Lind
Director Cynthia Mathews
Director Bruce McPherson
Director Oscar Rios
Director Mike Rotkin
Ex-Officio Director Donna Blitzer
Ex-Officio Director Liber McKee

City of Capitola
City of Santa Cruz
City of Watsonville
County of Santa Cruz
County of Santa Cruz
County of Santa Cruz
City of Scotts Valley
City of Santa Cruz
County of Santa Cruz
City of Watsonville
County of Santa Cruz
UC Santa Cruz
Cabrillo College

Alex Clifford
Julie Sherman

METRO CEO/General Manager
METRO General 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 ELECT NEW CHAIR AND VICE CHAIR OF THE BOARD OF DIRECTORS**
- 4 ELECT DIRECTORS TO FILL VACANT POSITIONS ON VARIOUS BOARD STANDING COMMITTEES, ELECT DIRECTORS TO FILL VACANT POSITIONS ON THE SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC) AND ELECT REPRESENTATIVES AND ALTERNATES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION (SCCRTC)**
- 5 ANNOUNCEMENTS**
 - 5-1 Spanish language interpretation will be available during "Oral Communications" and for any other agenda item for which these services are needed.
 - 5-2 Today's meeting is being broadcast by Community Television of Santa Cruz County.
 - 5-3 Today's City of Watsonville technician is Suryel Vasquez.
- 6 BOARD OF DIRECTORS COMMENTS**

SECTION II: RECESS TO SANTA CRUZ CIVIC IMPROVEMENT COMMITTEE (SCCIC)

9:00AM OR AS SOON THEREAFTER AS POSSIBLE

SECTION III: RECONVENE TO METRO BOARD OF DIRECTORS MEETING

OPEN SESSION

- 7 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 611-2-1, 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.

8 WRITTEN COMMUNICATIONS FROM MAC (if applicable)

9 LABOR ORGANIZATION COMMUNICATIONS

10 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.

11-01 APPROVE: RECOMMENDED ACTION ON TORT CLAIMS

[Alex Clifford, CEO/General Manager](#)

11-02 ACCEPT AND FILE: PRELIMINARY CHECK JOURNAL DETAIL FOR THE MONTH OF JANUARY 2016

[Angela Aitken, Finance Manager](#)

11-03 ACCEPT AND FILE: YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF NOVEMBER 30, 2016

[Angela Aitken, Finance Manager](#)

11-04 ACCEPT AND FILE: MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING OF JANUARY 27, 2017

[Alex Clifford, CEO/General Manager](#)

11-05 ACCEPT AND FILE: MINUTES OF THE SANTA CRUZ METRO ADVISORY COMMITTEE MEETING OF NOVEMBER 2016

[Alex Clifford, CEO/General Manager](#)

11-06 ACCEPT AND FILE: METRO PARACRUZ OPERATIONS STATUS REPORT FOR OCTOBER, NOVEMBER AND DECEMBER 2016

[April Warnock, Paratransit Superintendent](#)

11-07 ACCEPT AND FILE: SANTA CRUZ METRO SYSTEM RIDERSHIP REPORTS FOR THE SECOND QUARTER OF FY17

[Barrow Emerson, Planning and Development Manager](#)

11-08 ACCEPT AND FILE: QUARTERLY STATUS REPORT OF ACTIVE GRANTS, GRANT APPLICATIONS AND OPPORTUNITIES FOR OCTOBER TO DECEMBER 2016

[Thomas Hiltner, Grants/Legislative Analyst](#)

11-09 APPROVE: CONSIDER A RESOLUTION DESIGNATING THE CEO AS THE AUTHORIZED AGENT TO SUBMIT A GRANT APPLICATION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM

[Thomas Hiltner, Grants/Legislative Analyst](#)

11-10 APPROVE: CONSIDERATION OF RESOLUTION APPROVING THE FY17 REVISED CAPITAL BUDGET

Angela Aitken, Finance Manager

11-11 APPROVE: CONSIDERATION OF DECLARING THREE (3) 2003 FORD E350 CNG VANS AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION

Angela Aitken, Finance Manager

11-12 ACCEPT: A SEMI-ANNUAL REPORT ON THE STATUS OF METRO'S DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

Angela Aitken, DBE Liaison Officer, Finance Manager

11-13 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO EARTHWORKS PAVING CONTRACTORS, INC. FOR EARTHWORK AND GRADING AT 135 DUBOIS STREET, SANTA CRUZ, CA 95060 NOT TO EXCEED \$33,600

Al Pierce, Maintenance Manager

11-14 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE AN 8TH AMENDMENT EXTENDING THE CONTRACT FOR 10 MONTHS WITH HILL INTERNATIONAL INC. FOR PROJECT MANAGEMENT CONSULTANT SERVICES

Alex Clifford, CEO/General Manager

11-15 APPROVE: CONSIDER A REVISED POSITION DESCRIPTION FOR THE SYSTEMS ADMINISTRATOR/SENIOR SYSTEMS ADMINISTRATOR POSITION, WITH NO PROPOSED SALARY SCHEDULE ADJUSTMENT

Angela Aitken, Interim Human Resources Manager and Finance Manager

11-16 APPROVE: REAUTHORIZE THE PURCHASING AGENT POSITION

Angela Aitken, Interim Human Resources Manager and Finance Manager

REGULAR AGENDA

12 CONSIDER A RESOLUTION SUPPORTING STATE ASSEMBLY BILL 1 AND SENATE ASSEMBLY BILL 1 TO INCREASE PUBLIC TRANSIT FUNDING IN CALIFORNIA

Thomas Hiltner, Grants/Legislative Analyst

13 ACCEPT: CONSIDER MOVING A DISCUSSION OF THE FY18/19 BUDGET PLANNING PROCESS TO THE BOARD FINANCE, BUDGET & AUDIT COMMITTEE

Angela Aitken, Finance Manager

14 AUTHORIZE ACTIONS RELATIVE TO THE AWARD OF CONTRACT 17-03 FOR COURIER SERVICES

Ciro Aguirre, COO

A. Consideration of proposal protest submitted by Clutch Courier relative to METRO's intent to award the contract 17-03.

B. Pending outcome of proposal protest, possible action relative to METRO's intent to award the contract 17-03. Resolution 11-14 REJECT PROTEST AND AWARD OF A CONTRACT TO PEDX FOR COURIER SERVICES NOT TO EXCEED \$81,950

15 CEO ORAL REPORT

Alex Clifford, CEO/General Manager

16 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Julie Sherman, General Counsel

17 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, MARCH 24, 2017 AT 8:30AM, SANTA CRUZ CITY COUNCIL CHAMBERS, 809 CENTER STREET, SANTA CRUZ, CA

Chair

18 RECESS TO CLOSED SESSION

SECTION VI: CLOSED SESSION

19 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation pursuant to Government Code paragraph (4) of subdivision (d) of Section 54956.9 - one case.

20 CONFERENCE WITH LEGAL COUNSEL

Significant exposure to litigation pursuant to Government Code paragraph (2) of subdivision (d) of Section 54956.9 – one case

21 CONFERENCE WITH LABOR NEGOTIATORS (GOVERNMENT CODE SECTION 54957.6)

Agency Negotiators: Alex Clifford, CEO/General Manager

Julie Sherman, General Counsel

Employee Organization: SEIU, Local 521

SECTION VII: RECONVENE TO OPEN SESSION

22 REPORT OF CLOSED SESSION ITEMS

Julie Sherman, General Counsel

23 ADJOURNMENT

Chair

of the agenda packet are available for public inspection in the Santa Cruz METRO Administrative Office (110 Vernon Street, Santa Cruz) during normal business hours. Such documents are also available on the Santa Cruz METRO website at www.scmttd.com subject to staff's ability to post the document before the meeting.



DATE: February 24, 2017
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
SUBJECT: RECOMMENDED ACTION ON TORT CLAIMS

I. RECOMMENDED ACTION

That the Board of Directors Approve Staff Recommendations for Claims for the Month of February 2017

II. SUMMARY

This staff report provides the Board of Directors with recommendations on claims submitted to the Santa Cruz Metropolitan Transit District (METRO).

III. DISCUSSION/BACKGROUND

METRO's Risk Department received three claims for the month of February, 2017 for money or damages. As a public entity, METRO must act "within 45 days after the claim has been presented" (Govt C §912.4(a)). See staff recommendations in paragraph VI.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None

V. ALTERNATIVES CONSIDERED

Within the 45-day period, the Board of Directors may take the following actions:

- Reject the claim entirely;
- Allow it in full;
- Allow it in part and reject the balance;
- Compromise it, if the liability or amount due is disputed (Govt C §912.4(a)); or
- Do nothing, and allow the claim to be denied by operation of law (Govt C §912.4 (c)).

VI. DESCRIPTION OF CLAIMS

Claimant	Claim #	Description	Recommended Action
CSAA, Brown, Crystal	17-0002	Claimant alleges bus was trying to merge and hit her vehicle	Reject
Kelly, Larry	17-0003	Claimant was a passenger on bus hit by car, now alleges back problems	Reject
Wollman, Lee	17-0004	METRO van makes contact with her parked car	Reject

Prepared by: Tom Szeszowicki, Safety Specialist

VII. APPROVAL:

Alex Clifford, CEO/General Manager



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DATE: February 24, 2017
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
**SUBJECT: ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL
DETAIL FOR THE MONTH OF JANUARY 2017**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the preliminary approved Check Journal Detail for the month of January 2017.

II. SUMMARY

- This staff report provides the Board with a preliminary approved Check Journal Detail for the month of January 2017.
- 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 2017 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 2017 for purposes of Board review, agency disclosure, accountability and transparency.

V. ALTERNATIVES CONSIDERED

N/A

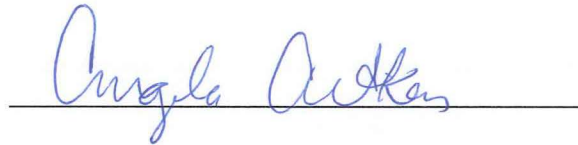
VI. ATTACHMENTS

Attachment A: Check Journal Detail for the Month of January 2017

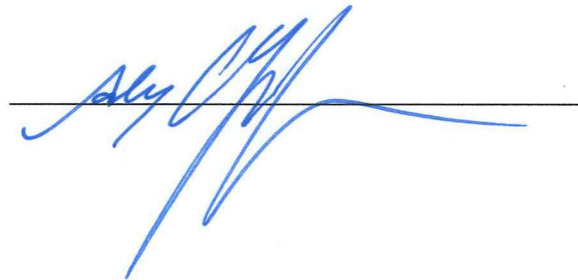
Prepared By: Holly Riley, Senior Accounting Technician

VII. APPROVALS:

Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



DATE 02/02/17 09:54

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

PAGE 1

DATE: 01/01/17 THRU 01/31/17

CHECK NUMBER	CHECK DATE	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
51187	01/30/17	-150.00	B033		CERVANTEZ, KARINA		
51532	01/30/17	-50.00	B033		CERVANTEZ, KARINA		
53237	01/30/17	-200.00	B033		CERVANTEZ, KARINA		
54255	01/30/17	-100.00	B033		CERVANTEZ, KARINA		
54699	01/30/17	-50.00	B033		CERVANTEZ, KARINA		
54788	01/30/17	-100.00	B033		CERVANTEZ, KARINA		
55112	01/30/17	-50.00	B033		CERVANTEZ, KARINA		
55340	01/30/17	-100.00	B033		CERVANTEZ, KARINA		
57997	01/09/17	264.00	382		AIRTEC SERVICE INC.		
57998	01/09/17	4,646.33	001348		ATHENS INSURANCE SERVICE, INC.		
57999	01/09/17	218.25	003248		BAY ALARM COMPANY		
58000	01/09/17	399.00	478		BEE CLENE INC		
58001	01/09/17	4,435.54	001356		BRENCO OPERATING-TEXAS, LP		
58002	01/09/17	3,150.00	616		BROWN ARMSTRONG		
58003	01/09/17	604.65	914		CALTRONICS BUSINESS SYSTEMS		
58004	01/09/17	5,250.00	001324		CAPITALEDGE ADVOCACY, INC.		
58005	01/09/17	152.25	001159		CAITTO'S GRAPHICS, INC.		
58006	01/09/17	1,168.75	130		CITY OF WATSONVILLE UTILITIES		
58007	01/09/17	36,839.06	001124		CLEAN ENERGY		
58008	01/09/17	33.15	075		COAST PAPER & SUPPLY INC.		
58009	01/09/17	60.57	003317		DENCO CONTROLS INC		
58010	01/09/17	192.00	002567		DEPARTMENT OF JUSTICE		
58011	01/09/17	609.90	001329		DOC AUTO LLC		
58012	01/09/17	420.00	916		DOCTORS ON DUTY MEDICAL CLINIC		
58013	01/09/17	87.50	002953		EPICOR SOFTWARE CORP		
58014	01/09/17	5,237.44	432		EXPRESS SERVICES INC.		
58015	01/09/17	8,313.66	002952		FLYERS ENERGY LLC		
58016	01/09/17	273.04	001302		GARDA CL WEST, INC.		
58017	01/09/17	464.69	166		HOSE SHOP, THE INC		
58018	01/09/17	251.00	1117		KELLEY'S SERVICE INC.		

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

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DATE: 01/01/17 THRU 01/31/17

CHECK NUMBER	CHECK DATE	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
58019	01/09/17	1,901.05	001233	KIMBALL MIDWEST	75869	INVENTORY ORDER	71.94	
					75870	RPR VEH #2401 PC	54.35	
					75871	INVENTORY ORDER	40.00	
					75799	NON INVENTORY ORDER	68.90	
					75800	NON INVENTORY ORDER	1,832.15	
58020	01/09/17	432.00	003271	KJRB INC	75864	TOWING VEH #9813	432.00	
58021	01/09/17	736.35	852	LAW OFFICES OF MARIE F. SANG	75823	CL# 2010226708	181.50	
					75824	CL# 2004103558	554.85	
58022	01/09/17	183.00	E993	LEONARD, CHRISTOPHER	75836	PRE EMPLOYMENT EXAM	150.00	
					75837	DMV RETEST	33.00	
58023	01/09/17	156.85	003059	MAILFINANCE INC	75839	12/28-1/27 LEASE ADM	156.85	
58024	01/09/17	1,837.15	003293	MAKAI SOLUTIONS	75832	RPR BAY #9	1,837.15	
58025	01/09/17	6,272.94	003115	OFFICE TEAM	75815	TEMP W/E 12/9/16	963.13	
					75821	TEMP W/E 12/16/16	1,966.04	
					75822	TEMP W/E 12/23/16	1,634.52	
					75827	TEMP W/E 12/09/16	1,709.25	
58026	01/09/17	14,462.58	009	PACIFIC GAS & ELECTRIC	75891	11/23-12/22 1200B RI	45.96	
					75892	11/22-12/21 1200B RI	2,086.51	
					75893	11/22-12/21 GOLF	7,482.02	
					75894	11/23-12/22 VERNON	4,848.09	
					75793	OFFICE SUPPLIES	230.95	
58027	01/09/17	895.68	043	PALACE ART & OFFICE SUPPLY	75840	OFFICE SUPPLIES	664.73	
					75872	TEMP W/E 12/4/16	241.15	
58028	01/09/17	241.15	003307	PEOPLE READY INC	75841	1/1-3/31 METER RENT	146.48	
58029	01/09/17	146.48	050	PITNEY BOWES INC. RENTAL PMT	75790	RPR TILE WTC	10.20	
58030	01/09/17	254.19	107A	PROBUILD COMPANY LLC	75791	RPR TILE WTC	132.24	
					75795	RPR TILE WTC	86.75	
58031	01/09/17	4,881.79	R659	RANKIN STOCK HEABERLIN	75831	PAINT FUEL STATION	25.00	
					75897	SC 03-15-10	2,497.00	
					75898	SC 03-15-10	1,038.00	
					75899	SC 03-15-10	1,346.79	
					75875	LIGHTS	73.72	
58032	01/09/17	73.72	536	RIVERSIDE LIGHTING & ELECTRIC	75797	HAZ WASTE	2,594.21	
58033	01/09/17	2,594.21	001379	SAFETY-KLEEN INC	75846	1/4-1/3/18 RENEWAL	957.00	
58034	01/09/17	957.00	002910	SAGE SOFTWARE, INC.	75848	RPR VEH #206 PC	109.74	
58035	01/09/17	536.17	135	SANTA CRUZ AUTO PARTS, INC.	75849	INVENTORY ORDER	284.92	
					75850	CREDIT	-0.78	
					75851	RPR VEH #1125 PC	63.56	
					75852	INVENTORY ORDER	27.99	
					75853	INVENTORY ORDER	37.17	
					75854	RPR VEH #501	13.57	
58036	01/09/17	20,255.77	002917	SANTA CRUZ METRO TRANSIT W/C	75817	12/1-12/15 W/C REPLE	12,052.47	
					75826	12/15-12/31 W/C REPL	8,203.30	
58037	01/09/17	8,514.43	079	SANTA CRUZ MUNICIPAL UTILITIES	75881	11/5-12/6 1200A RIVE	88.76	
					75882	11/5-12/6 1200B RIVE	20.58	
					75883	11/5-12/6 CED WALNUT	952.95	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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PAGE 3

DATE: 01/01/17 THRU 01/31/17

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58038	01/09/17	167.59	122		75884	11/5-12/6 GOLF IRRIG	9.70	
58039	01/09/17	3,589.74	003292		75885	11/5-12/6 PACIFIC IR	63.12	
					75886	11/5-12/6 PACIFIC	3,048.70	
					75887	11/5-12/6 1200B RIVE	2,628.69	
					75888	11/5-12/6 GOLF CLUB	1,244.99	
					75889	11/5-12/6 VERNON	446.24	
					75890	11/5-12/6 VERNON IRR	10.70	
					75900	REPLENISHMENT	167.59	
					75794	TEMP W/E 12/11/16	1,018.71	
					75830	TEMP W/E 12/18/16	1,293.60	
					75844	TEMP W/E 12/25/16	1,277.43	
					75814	INVENTORY ORDER	1,500.64	
					75812	RPR VEH #1127 PC	183.12	
					75813	RPR VEH #1125 PC	109.55	
					75865	LAUNDRY SERVICE	209.77	
					75866	CUSTODIAL SUPPLIES	65.01	
					75863	FREIGHT	80.98	
					75805	INVENTORY ORDER	597.80	
					75806	INVENTORY ORDER	7.35	
					75807	INVENTORY ORDER	48.37	
					75862	INVENTORY ORDER	1,447.04	
					75895	DMV EXAM	75.00	
					75819	NOV 16 DOT DRUG TEST	76.00	
					75825	JOB PLACEMENT AD	169.00	
					75956	ADA RAMP MB OPS	28,790.70	VOIDED
					75956	ADA RAMP MB OPS	-28,790.70	**VOID
					75957	ADA RAMP MB OPS	28,790.70	MANUAL
					75969	TILE FLOOR WTC	68.59	
					75997	LOCKS ON DISPLAY CAB	486.90	
					75857	CREDIT	-8.16	
					75858	CREDIT	-93.89	
					75859	CREDIT	-15.65	
					75861	INVENTORY ORDER	15.65	
					75926	INVENTORY ORDER	577.71	
					75932	INVENTORY ORDER	305.37	
					75933	INVENTORY ORDER	125.06	
					75934	INVENTORY ORDER	8.16	
					75935	INVENTORY ORDER	359.11	
					75974	RPR VEH #1120PC	320.00	
					75992	HVAC RPR SMC	198.00	
					75925	TVM FAN COMPONENTS	54.79	
					75916	11/19-12/18 CEMENT	164.13	
					75917	11/19-12/18 SKY-OCEA	279.77	
58053	01/16/17	320.00	003089					
58054	01/16/17	198.00	382					
58055	01/16/17	54.79	002828					
58056	01/16/17	4,107.98	001D					

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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ALL CHECKS FOR ACCOUNTS PAYABLE

PAGE 4

DATE: 01/01/17 THRU 01/31/17

CHECK NUMBER	CHECK DATE	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
58057	01/16/17				75945	11/19-12/18 CALNET3	3,506.33	
58058	01/16/17	960.88	AT&T MOBILITY		75996	11/19-12/18 ELEV OPS	157.75	
58059	01/16/17	26.01	BATTERIES PLUS #314		75922	11/24-12/23 WIFI BUS	960.88	
58060	01/16/17	3,677.00	BATTERIES USA, INC.		75968	BATTERIES	26.01	
58061	01/16/17	258.37	CAIG LABORATORIES INC.		76005	BATTERIES	3,677.00	
58062	01/16/17	948.66	CAPITOL CLUTCH & BRAKE, INC.		75942	INVENTORY ORDER	258.37	
58063	01/16/17	24.19	CDW GOVERNMENT, INC.		75927	BRAKE SUPPLIES	948.66	
58064	01/16/17	14,842.00	CLEAN ENERGY		75948	MONITOR WALL MOUNT	24.19	
58065	01/16/17	2,350.00	COASTAL LANDSCAPING INC. DBA		75902	DEC 16 MAINTENANCE	14,842.00	
58066	01/16/17	52.49	COSTCO		75962	TREE TRIM SMC ISLAND	2,350.00	
58067	01/16/17	627.56	CREATIVE BUS SALES, INC.		75953	ACCOMPLISH WORKSHOP	52.49	
		3,138.11	CUMMINS PACIFIC LLP		75928	INVENTORY ORDER	627.56	
					75924	RPR VEH #1304	1,396.80	
					75939	CREDIT	-70.69	
					75947	SOFTWARE RENEWAL	1,812.00	
58068	01/16/17	2,126.25	DAY WIRELESS SYSTEMS		76004	DEC 16 MAINTENANCE	2,126.25	
58069	01/16/17	1,906.99	DEANE INDUSTRIAL MACHINING		75999	RPR CYLINDER HEAD	966.15	
					76000	RPR VEH #2223	940.84	
58070	01/16/17	2,632.02	DIESEL MARINE ELECTRIC, INC.		75937	INVENTORY ORDER	2,632.02	
58071	01/16/17	8,574.23	EAST BAY TIRE CO.		76006	TIRES	182.16	
					76007	TIRES	493.29	
					76008	TIRES	927.31	
					76009	TIRES	1,018.92	
					76010	TIRES	416.12	
					76011	TIRES	1,275.14	
					76012	TIRES	927.31	
					76013	TIRES	965.64	
					76014	TIRES	986.58	
					76015	TIRES	482.82	
					76016	TIRES	416.12	
					76017	TIRES	482.82	
58072	01/16/17	329.07	EXPRESS SERVICES INC.		76025	TEMP W/E 11/6/16	329.07	
58073	01/16/17	1,500.37	FIS		75901	NOV 16 MERCHANT FEES	1,500.37	
58074	01/16/17	57.36	FRONTIER COMMUNICATIONS CORP		75914	12/13-1/12 SKY-OCEAN	57.36	
58075	01/16/17	2,240.91	GRAINGER		75955	INVENTORY ORDER	442.67	
					75960	INVENTORY ORDER	1,094.05	
					75961	MINI BLOWER	92.46	
					75966	INVENTORY ORDER	531.53	
					75967	INVENTORY ORDER	80.20	
					75986	RPR VEH #2404PC	139.55	
					75987	INVENTORY ORDER	14.14	
					75998	INVENTORY ORDER	98.22	
					75943	INVENTORY ORDER	924.22	
58077	01/16/17	924.22	KEYSTON BROTHERS		75907	JAN 17 EAP	668.25	
58078	01/16/17	668.25	MANAGED HEALTH NETWORK		75915	11/26-12/25 TVM WIRE	109.98	
58079	01/16/17	1,09.98	NEXTEL COMMUNICATIONS/SPRINT		75988	RPR VEH #2404 PC	128.41	
58080	01/16/17	359.88	NORTH BAY FORD LINC-MERCURY					

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58081	01/16/17	379.18 003218	NVB EQUIPMENT, INC.		75989	RPR VEH #1106 PC	155.43	
58082	01/16/17	2,563.88 009	PACIFIC GAS & ELECTRIC		75990	RPR VEH #1118 PC	76.04	
58083	01/16/17	168.96 043	PALACE ART & OFFICE SUPPLY		75923	TEAR DOWN CYLINDERS	379.18	
58084	01/16/17	5,463.77 003307	PEOPLE READY INC		75906	11/29-12/27 PACIFIC	2,563.88	
					75970	OFFICE SUPPLIES	168.96	
					75918	TEMP W/E 12/4/16	1,295.32	
					75919	TEMP W/E 12/11/16	220.48	
					75920	TEMP W/E 12/18/16	220.48	
					75921	TEMP W/E 12/25/16	1,977.43	
					75946	TEMP W/E 12/11/16	1,750.06	
58085	01/16/17	75.50 481	PIED PIPER EXTERMINATORS, INC.		75993	DEC 16 PEST WTC	75.50	
58086	01/16/17	38,851.40 002939	PREFERRED BENEFIT		75909	JAN 17 DENTAL	38,851.40	
58087	01/16/17	629.66 882	PRINT SHOP SANTA CRUZ	7	75971	PROPERTY RECEIPTS	629.66	
58088	01/16/17	52.83 107A	PROBUILD COMPANY LLC		75903	BUS STOP STICKERS	52.83	
58089	01/16/17	158.04 003266	REFLECTIVE APPAREL FACTORY INC		75911	RAIN SUITS	79.00	
					75912	RAIN SUITS	79.04	
58090	01/16/17	686.12 135	SANTA CRUZ AUTO PARTS, INC.		75975	CREDIT	-4.08	
					75976	INVENTORY ORDER	3.37	
					75977	INVENTORY ORDER	90.38	
					75978	INVENTORY ORDER	15.67	
					75979	INVENTORY ORDER	90.38	
					75980	RPRR VEH #501	153.74	
					75981	RPR VEH #504	53.16	
					75982	INVENTORY ORDER	95.06	
					75983	RPR VEH #504	94.81	
					76001	CREDIT	-58.27	
					76002	CREDIT	-90.35	
					76003	RPR VEH #707	242.25	
58091	01/16/17	496.87 079	SANTA CRUZ MUNICIPAL UTILITIES		75952	11/10-12/12 PARACRUZ	496.87	
58092	01/16/17	188.64 002459	SCOTT'S VALLEY WATER DISTRICT		75904	10/7-12/5 WATER SVT	142.94	
					75905	10/7-12/5 WATER SVT	45.70	
58093	01/16/17	1,034.88 003292	SLINGSHOT CONNECTIONS LLP		75949	TEMP W/E 1/1/17	1,034.88	
58094	01/16/17	182.88 001232	SPECIALIZED AUTO AND		75991	RPR VEH #315	182.88	
58095	01/16/17	356.41 001976	SPORTWORKS NORTHWEST, INC.		75936	INVENTORY ORDER	356.41	
58096	01/16/17	151.29 002245	STAPLES CONTRACT & COMM INC		75954	OFFICE SUPPLIES	151.29	
58097	01/16/17	619.88 003242	THE JANEK CORPORATION		75940	RPR FAREBOX	619.88	
58098	01/16/17	1,052.41 003285	TRANSIT HOLDINGS INC		75929	RPR VEH #2226	80.02	
					75930	REBUILD DIFFERENTIAL	1,077.19	
					75931	INVENTORY ORDER	141.08	
					75938	CREDIT	-245.88	
58099	01/16/17	1,814.49 002207	TY CUSTOM DESIGN	0	75910	BUS OPERATOR PATCHES	1,548.29	
58100	01/16/17	7,564.67 057	U.S. BANK		75913	SUPERVISOR BADGES	266.20	
58101	01/16/17	76.84 003082	ULINE INC		75958	****-****-****-5056	2,548.32	
58102	01/16/17	463.60 003152	UNIFIRST CORPORATION		75959	****-****-****-1518	5,016.35	
					75941	INVENTORY ORDER	76.84	
					75950	CUSTODIAL SUPPLIES	6.99	

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58103	01/16/17	9,792.04 002829	VALLEY POWER SYSTEMS, INC.		75963	LAUNDRY SERVICE	14.64	
					75964	CUSTODIAL SUPPLIES	39.42	
					75965	MATS	6.48	
					75984	CUSTODIAL SUPPLIES	65.01	
					75985	LAUNDRY SERVICE	331.06	
					76018	RPR VEH #2227	2,866.11	
					76019	RPR VEH #2221	6.25	
					76020	RPR VEH #2227	339.40	
					76021	RPR VEH #2223	118.89	
					76022	INVENTORY ORDER	57.86	
					76023	INVENTORY ORDER	241.52	
					76024	INVENTORY ORDER	6,162.01	
58104	01/16/17	950.25 434	VERIZON WIRELESS	0	75944	11/13-12/12 WIFI BUS	950.25	
58105	01/16/17	10,378.52 001043	VISION SERVICE PLAN		75908	JAN 17 VISION	10,378.52	
58106	01/16/17	375.00 001165	VU, THANH DR. MD	7	75951	DMV EXAM	75.00	
					76026	DMV EXAM	75.00	
					76027	DMV EXAM	75.00	
					76028	DMV EXAM	75.00	
					76029	DMV EXAM	75.00	
58107	01/16/17	163.18 002291	WINCHESTER AUTO		75972	CREDIT	-64.63	
58108	01/16/17	165.84 147	ZEE MEDICAL SERVICE CO.		75973	INVENTORY ORDER	227.81	
					75994	FIRST AID KIT 1200A	52.20	
					75995	FIRST AID KIT GOLF	113.64	
58109	01/23/17	198.00 382	AIRTEC SERVICE INC.		76100	RPR HVAC 1200B RIVER	198.00	
58110	01/23/17	30.58 002861	AMERICAN MESSAGING SVCS, LLC		76134	JAN 17 PAGER	30.58	
58111	01/23/17	28.10 002928	ANDRES LANDSCAPING	7	76156	INVENTORY ORDER	28.10	VOIDED
58111	01/23/17	-28.10 002928	ANDRES LANDSCAPING	7	76156	INVENTORY ORDER	-28.10	**VOID
58112	01/23/17	5,696.26 001844	BRINKS INCORPORATED		76030	DEC 16 1200B SERVICE	4,081.85	
					76031	DEC 16 1200B SERVICE	1,614.41	
58113	01/23/17	50.44 003319	CHIEF ENTERPRISES INC		76164	INVENTORY ORDER	50.44	
58114	01/23/17	4,769.47 001346	CITY OF SANTA CRUZ-FINANCE		76055	3RD QTR PARK DEF FEE	649.50	
					76056	3RD QTR PARK DEF FEE	637.50	
58115	01/23/17	40.67 130	CITY OF WATSONVILLE UTILITIES		76098	COOP RETAIL MGMT	3,482.47	
58116	01/23/17	47,922.94 001124	CLEAN ENERGY		76097	12/19-1/6 FINAL WTC	40.67	
					76102	LNG 12/08/16	9,620.05	
					76103	LNG 12/12/16	10,808.39	
					76104	LNG 12/14/16	9,003.56	
					76105	LNG 12/16/16	7,498.40	
					76106	LNG 12/20/16	10,992.54	
58117	01/23/17	295.00 367	COMMUNITY TELEVISION OF		76065	11/18 BOARD MEETING	118.00	
58118	01/23/17	24,908.50 003116	CUMMINS PACIFIC LLP		76066	10/31 BOARD MEETING	177.00	
					76078	RPR VEH #2803	19,161.66	
					76079	RPR VEH #2226 & 2223	2,873.42	
58119	01/23/17	174.18 002949	DEANE INDUSTRIAL MACHINING		76080	RPR VEH #2226 & 2223	2,873.42	
58120	01/23/17	64.00 002567	DEPARTMENT OF JUSTICE		76118	RPR VEH #2223	174.18	
					76148	DEC16 FINGERPRINTING	64.00	

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58121	01/23/17	375.00 916	DOCTORS ON DUTY MEDICAL CLINIC		76151	DEC 16 DOT DRUG TEST	375.00	
58122	01/23/17	1,469.40 003274	EAST BAY TIRE CO.		76162	TIRES	986.58	
58123	01/23/17	325.87 003322	EUGENE B MOULERS		76163	TIRES	482.82	
58124	01/23/17	3,610.14 432	EXPRESS SERVICES INC.		76131	RPR REFRIG ALI WTC	325.87	
					76069	TEMP W/E 12/25/16	960.00	
					76093	TEMP W/E 1/8/17	420.19	
					76143	TEMP W/E 12/25/16	349.32	
					76144	TEMP W/E 1/1/17	455.63	
					76152	TEMP W/E 1/1/17	390.00	
					76153	TEMP W/E 12/25/16	1,035.00	
58125	01/23/17	60.00 T270	FIRST FRIDAY SANTA CRUZ		76059	2/3 FIRST FRIDAY EVE	60.00	
58126	01/23/17	7,080.62 002952	FLYERS ENERGY LLC		76113	12/1-12/15 FUEL	1,852.11	
					76166	12/16-12/31 FUEL PC	5,228.51	
58127	01/23/17	3,356.56 647	GENFARE A DIV OF SPX CORP		76068	COIN CASHBOX	2,418.29	
					76081	RPR PEM MACHINE HD	76.61	
					76159	RPR PEM MACHINE	472.50	
					76160	INVENTORY ORDER	136.67	
					76161	INVENTORY ORDER	252.49	
					76108	TVM PINPAD S/W UPDAT	150.00	
58128	01/23/17	150.00 003310	GOVERNMENT PAYMENT CONSULTING		76050	RPR FAN WTC	9.29	
58129	01/23/17	9.29 546	GRANITEROCK COMPANY		76039	DEC 16 WASTE SVTC	259.94	
58130	01/23/17	1,428.49 001097	GREENWASTE RECOVERY, INC.		76040	DEC16 WASTE MTHR/SV	20.27	
					76041	1/1-3/31 WASTE GVR/C	69.27	
					76042	1/1-3/31 WASTE SOQ/C	69.27	
					76043	1/1-3/31 SOQ/COTTON	138.36	
					76044	1/1-3/31 WASTE FREED	69.27	
					76045	1/1-3/31 FREE/BOWKER	69.27	
					76046	1/1-3/31 HWY17/BC	207.81	
					76047	1/1-3/31 AIR/FREEDOM	138.54	
					76048	1/1-3/31 BIG BASIN	69.27	
					76049	1/1-3/31 LOMOND/HWY9	69.27	
58131	01/23/17	15,000.00 R678	GREGORY REEVE-WILSON, KIRA		76092	DEC 16 WASTE PC	247.95	
58132	01/23/17	45.14 166	HOSE SHOP, THE INC		76032	15CV00179	15,000.00	
58133	01/23/17	108.14 1117	KELLEY'S SERVICE INC.		76119	INVENTORY ORDER	45.14	
					76091	INVENTORY ORDER	75.43	
					76109	INVENTORY ORDER	57.72	
					76110	CREDIT	-25.01	
58134	01/23/17	108.00 001400	KIPLINGER LETTER		76137	ANNUAL RENEWAL	108.00	
58135	01/23/17	1,254.00 852	LAW OFFICES OF MARIE F. SANG	7	76147	CL16001136 2697 6778	1,254.00	
58136	01/23/17	14,877.88 003017	MANSFIELD OIL CO OF GAINSVILLE		76165	DIESEL 12/27/16	14,877.88	
58137	01/23/17	1,943.59 003273	MGP XI REIT LLC		76169	FEB 17 RENT	1,943.59	
58138	01/23/17	200.00 003061	NEOFUNDS BY NEOPOST DBA		76058	*****-****-1598	200.00	
58139	01/23/17	3,629.55 004	NORTH BAY FORD LINC-MERCURY		76114	RPR VEH #1116 PC	155.14	
					76115	RPR VEH #1108 PC	3,474.41	
58140	01/23/17	3,313.03 003115	OFFICE TEAM		76146	TEMP W/E 12/30/16	1,661.02	
					76150	TEMP W/E 1/6/17	1,652.01	

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58141	01/23/17	7,322.07	009			PACIFIC GAS & ELECTRIC		
					76051	12/4-1/4 SVT WTC PNR	3,014.15	
					76052	12/3-1/3 SVT TVM	57.07	
					76053	11/29-12/27 1200ARIV	4,116.87	
					76170	12/7-1/6 PARACRUZ	133.98	
58142	01/23/17	182.44	023			INVENTORY ORDER	91.22	
					76071	INVENTORY ORDER	91.22	
					76072	INVENTORY ORDER	19.24	
58143	01/23/17	19.24	043			OFFICE SUPPLIES	19.24	
58144	01/23/17	1,485.00	002947			DEC 16 COURIER SVC	1,485.00	
58145	01/23/17	881.92	003307	7		TEMP W/E 1/1/17	881.92	
58146	01/23/17	65.00	481			JAN 17 PREST GOLF	65.00	
58147	01/23/17	1,146.11	107A			INVENTORY ORDER	20.53	
					76120	INVENTORY ORDER	3.60	
					76121	RPR WTC FLOORS	378.90	
					76122	RPR WALL BETTYS	115.65	
					76123	RPR WALL BETTYS	224.68	
					76124	SANDBAGS	15.44	
					76125	SANDBAGS	-20.66	
					76126	CREDIT	7.81	
					76127	RPR BUSSTOP GRVLY RD	48.93	
					76128	RPR BUSSTOP GRVLY RD	351.23	
					76129	RPR WALL BETTYS	150.30	
58148	01/23/17	150.30	003020			DEC 16 DOT DRUG TEST	659.70	
58149	01/23/17	659.70	003024			10/1-12/31IMAGES OPS	265.82	
58150	01/23/17	265.82	215			12/26-1/25 RENEWAL	54.61	
58151	01/23/17	125.41	135			INVENTORY ORDER	-26.64	
					76086	INVENTORY ORDER	13.67	
					76087	CREDIT	11.46	
					76088	INVENTORY ORDER	37.25	
					76089	INVENTORY ORDER	35.06	
					76090	INVENTORY ORDER	9,361.88	
58152	01/23/17	9,361.88	002917			1/1-1/15 W/C REPLEN	320.00	
58153	01/23/17	320.00	001292			DEC 16 SHREDDING	407.70	
58154	01/23/17	407.70	149			LEGAL AD AUCTION	2,500.00	
58155	01/23/17	2,500.00	002267	0		JAN 17 LEGISLATE SVC	743.82	
58156	01/23/17	2,037.42	003292			TEMP W/E 1/8/17	1,293.60	
					76033	TEMP W/E 12/4/16	910.00	
58157	01/23/17	1,820.00	002067			4TH QTR WATER SAMPLE	910.00	
					76132	4TH QTR SAMPLE OPS	14,469.87	
58158	01/23/17	14,469.87	001075	7		FEB 17 RENT	79.95	
58159	01/23/17	121.70	001232			SMOG VEH #2404 PC	41.75	
					76116	SMOG VEH #708	373.77	
58160	01/23/17	373.77	080A			OCT-DEC16 DIESEL TAX	2,261.75	
58161	01/23/17	2,261.75	002871			RPR EMERGENCY LIGHT	930.70	
58162	01/23/17	1,138.61	003285			INVENTORY ORDER	207.91	
					76082	INVENTORY ORDER	1,639.90	
58163	01/23/17	1,639.90	002207	0		PARATRANSIT ID PATCH	328.00	
58164	01/23/17	731.57	003037			12/9 SERVICE CALL		

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58165	01/23/17	346.05 003152	UNIFIRST CORPORATION		76038 2/1-4/30 MONITOR MMF	403.57	
					76063 LAUNDRY SERVICE	14.64	
					76111 LAUNDRY SERVICE	213.51	
					76112 LAUNDRY SERVICE	65.01	
					76136 MATS TOWELS	6.99	
					76138 CUSTODIAL SUPPLIES	39.42	
					76139 MATS	6.48	
58166	01/23/17	67.15 007	UNITED PARCEL SERVICE		76084 FREIGHT	14.32	
					76085 FREIGHT	32.49	
					76096 FREIGHT	20.34	
58167	01/23/17	1,859.08 002829	VALLEY POWER SYSTEMS, INC.		76073 CREDIT	-271.88	
					76074 CREDIT	-145.45	
					76075 CREDIT	-135.94	
					76076 RPR VEH #2227	195.80	
					76077 RPR VEH #2227	1,274.82	
					76155 RPR VEH #2223	297.51	
					76157 INVENTORY ORDER	489.27	
					76158 INVENTORY ORDER	154.95	
					76060 OFFICE SUPPLIES	873.44	
58168	01/23/17	873.44 003294	VARIDESK LLC		12/2-1/1 TELECOMM PC	308.94	
58169	01/23/17	638.61 434	VERIZON WIRELESS	0	12/2-1/1 PUSH2TALK	329.67	
					76054 DMV EXAM	75.00	
58170	01/23/17	75.00 001165	VU, THANH DR. MD	7	PARKING EXPENSE	143.50	
58171	01/23/17	143.50 E526	WARNOCK, APRIL		NOV 16 SERVICES	2,154.14	
58172	01/23/17	2,154.14 003321	YORK RISK SERVICES GROUP INC		SAFETY SUPPLIES PC	31.22	
58173	01/23/17	232.74 147	ZEE MEDICAL SERVICE CO.		FIRST AID WTC	47.35	
					76140 SAFETY SUPPLIES SMC	154.17	
					76141 INVENTORY ORDER	41.96	
58174	01/30/17	41.96 003151	ABC BUS INC		TRAVEL REIMBURSEMENT	77.65	
58175	01/30/17	77.65 E662	ALVEY, ERRON		INVENTORY ORDER	1,375.76	
58176	01/30/17	1,375.76 001356	BRENCO OPERATING-TEXAS, LP		FEB 17 MEDICAL	817,474.86	
58177	01/30/17	817,474.86 502	CA PUBLIC EMPLOYEES'		RPR FMLASER PRINTER	64.02	
58178	01/30/17	64.02 914	CALTRONICS BUSINESS SYSTEMS	0	FEB 16 RETIREE SUPP	102.49	
58179	01/30/17	102.49 M022	CAPELLA, KATHLEEN		BUS STOP DECALS	176.45	
58180	01/30/17	176.45 001159	CATTO'S GRAPHICS, INC.		RPR VEH #1118 PC	2,834.08	
58181	01/30/17	2,834.08 909	CLASSIC GRAPHICS		LNG 12/30/16	8,444.27	
58182	01/30/17	32,784.51 001124	CLEAN ENERGY		LNG 12/28/16	10,649.41	
					76186 BALL VALVE	1,127.40	
					76188 HOSE ASSY DUAL	903.70	
					76189 TRANSMITTER & SENSOR	488.77	
					76190 LNG 12/23/16	11,170.96	
58183	01/30/17	2,890.00 003034	COASTAL LANDSCAPING INC. DBA		JAN 17 LANDSCAPING	2,890.00	
58184	01/30/17	3,109.52 003116	CUMMINS PACIFIC LLP		RPR VEH #1203	825.16	
					76201 RPR VEH #2806	841.03	
					76202 RPR VEH #2802	1,443.33	
58185	01/30/17	51.24 M039	DAVILA, ANA MARIA	0	FEB 16 RETIREE SUPP	51.24	

DATE 02/02/17 09:54

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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PAGE 10

DATE: 01/01/17 THRU 01/31/17

CHECK NUMBER	CHECK DATE	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
58186	01/30/17	1,150.00	916		76221	NOV 16 DOT DRUG TEST	1,150.00	
58187	01/30/17	654.54	E985		76184	TRAVEL REIMBURSEMENT	654.54	
58188	01/30/17	133.00	298		76232	BUS OPERATOR TESTING	133.00	
58189	01/30/17	231.92	003322		76262	RPR THERMOSTAT WTC	231.92	
58190	01/30/17	495.00	003324		76235	12/7-6/7 FENCE 1217R	495.00	
58191	01/30/17	516.38	432		76223	TEMP W/E 1/15/17	111.38	
					76237	TEMP W/E 1/1/17	405.00	
58192	01/30/17	51.24	001172		76213	RPR BATHROOM HANDLE	51.24	
58193	01/30/17	500.00	003323		76234	CLTA TITLE PNR	500.00	
58194	01/30/17	171.91	003279		76181	1/13-2/12 SKY-OCEAN	57.15	
					76236	1/16-2/15 SKY-RIVER	57.40	
58195	01/30/17	90.00	001189	7	76238	12/16-1/15 SKY-RIVER	57.36	
58196	01/30/17	51.24	M041	0	76208	LOCK ON ROOF SMC	90.00	
58197	01/30/17	4,706.30	282		76225	FEB 16 RETIREE SUPP	51.24	
					76211	FAN STEAM CLEANER	1,194.32	
					76212	RPLC ROOF FAN WTC	2,987.17	
					76287	INVENTORY ORDER	75.20	
					76288	INVENTORY ORDER	74.07	
					76289	INVENTORY ORDER	7.00	
					76290	INVENTORY ORDER	198.88	
					76291	INVENTORY ORDER	56.17	
					76297	DIGITAL HYGROMETER	58.74	
					76298	GRAFFITI REMOVAL	54.75	
58198	01/30/17	16,556.10	001745		76250	JAN 17 LTD	10,567.10	
					76251	JAN 17 AD&D	5,989.00	
58199	01/30/17	60,550.80	003178		76268	DEC 16 MB PROJ MGMT	60,550.80	
58200	01/30/17	26.58	E021		76178	TRAVEL REIMBURSEMENT	26.58	
58201	01/30/17	947.08	166		76195	INVENTORY ORDER	67.97	
					76196	INVENTORY ORDER	652.07	
					76292	INVENTORY ORDER	227.04	
58202	01/30/17	2,394.75	002979		76192	INVENTORY ORDER	1,193.50	
					76194	INVENTORY ORDER	1,201.25	
58203	01/30/17	79.98	1117		76244	RPR VEH #807	16.58	
					76245	RPR VEH #505	63.40	
58204	01/30/17	280.00	002990	7	76253	CPR FIRST AID CERT	280.00	
58205	01/30/17	195.00	003249		76256	WASTE OIL PICKUP	195.00	
58206	01/30/17	1,669.10	001052		76209	CUSTODIAL SUPPLIES	1,669.10	
58207	01/30/17	125.00	001454		76248	RPR LEXMARK 5170XM	125.00	
58208	01/30/17	1,952.52	003115		76231	TEMP W/E 1/13/17	1,952.52	
58209	01/30/17	16.00	T299		76174	4 TICKETS @ \$4/EA	16.00	
58210	01/30/17	213.27	043		76255	OFFICE SUPPLIES	36.62	
					76277	OFFICE SUPPLIES	157.46	
					76280	OFFICE SUPPLIES	19.19	
58211	01/30/17	51.24	M109		76226	FEB 16 RETIREE SUPP	51.24	
58212	01/30/17	302.00	481		76259	JAN 17 PEST BETTYS	58.00	
					76260	JAN 17 PEST METROMKT	53.50	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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ALL CHECKS FOR ACCOUNTS PAYABLE

PAGE 11

DATE: 01/01/17 THRU 01/31/17

CHECK NUMBER	CHECK DATE	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
58213	01/30/17	1,649.35	107A	PROBUILD COMPANY LLC	76261	JAN 17 PRST VERNON	190.50	
					76214	GAS SPOUT VERNON	29.64	
					76215	SIGNAGE LETTERS WTC	8.34	
					76216	ANGLE BAR OPS	5.37	
					76217	INVENTORY ORDER	14.83	
					76263	TARP FOR RPR GOLF	103.51	
					76264	RPLC RECEPTACLES WTC	13.84	
					76265	SANDBAGS FOR STORM	190.20	
					76266	EXHAUST FAN	41.98	
					76267	RPR SINK HOLE GOLF	551.56	
					76271	RPR SINK HOLE GOLF	25.94	
					76272	RPR SINK HOLE GOLF	331.58	
					76273	RPR SINK HOLE GOLF	259.38	
					76274	RPR SINK HOLE GOLF	73.18	
58214	01/30/17	1,935.00	003304	RENNE SLOAN HOLTZMAN SAKAI LLP	76218	NOV16 HARASS TRAININ	1,935.00	
58215	01/30/17	444.94	001153	REPUBLIC ELEVATOR COMPANY INC	76299	JAN17 ELEVATOR MAINT	444.94	
58216	01/30/17	6,750.71	904	RNL/INTERPLAN, INC. A CA CORP	76269	PROF SVC THRU 12/31	6,750.71	
58217	01/30/17	102.49	M085	ROSSI, DENISE	76227	FEB 16 RETIREE SUPP	102.49	
58218	01/30/17	51.24	M030	ROWE, RUBY	76228	FEB 16 RETIREE SUPP	51.24	
58219	01/30/17	259.69	135	SANTA CRUZ AUTO PARTS, INC.	76240	TOOLS	173.99	
					76241	CREDIT	-13.01	
					76270	INVENTORY ORDER	29.64	
					76281	INVENTORY ORDER	8.24	
					76282	INVENTORY ORDER	2.18	
					76283	CREDIT	-0.78	
					76284	INVENTORY ORDER	59.43	
58220	01/30/17	10,616.14	977	SANTA CRUZ TRANSPORTATION, LLC	76293	DEC 16 SERVICE	10,616.14	
58221	01/30/17	575.00	003175	SAP REFERRAL SERVICES LLC	76233	REFERRAL SERVICES	575.00	
58222	01/30/17	194.97	122	SCWTD PETTY CASH - OPS	76182	REPLENISHMENT	194.97	
58223	01/30/17	2,295.78	003292	SLINGSHOT CONNECTIONS LLP	76173	TEMP W/E 11/13/16	1,074.94	
					76249	TEMP W/E 1/15/17	1,220.84	
58224	01/30/17	171.36	002245	STAPLES CONTRACT & COMM INC	76175	OFFICE SUPPLIES	145.39	
					76183	OFFICE SUPPLIES	25.97	
58225	01/30/17	501.00	080	STATE BOARD OF EQUALIZATION	76222	OCT-DEC 16 SALES TAX	501.00	
58226	01/30/17	441.70	002675	THOMSON REUTERS BARCLAYS WEST	76176	DEC 16 SERVICES	441.70	
58227	01/30/17	5,091.77	003285	TRANSIT HOLDINGS INC	76203	INVENTORY ORDER	276.81	
					76204	INVENTORY ORDER	99.60	
					76205	INVENTORY ORDER	1,289.81	
					76206	INVENTORY ORDER	634.12	
					76207	INVENTORY ORDER	1,194.69	
					76242	INVENTORY ORDER	1,505.24	
58228	01/30/17	740.83	003037	TYCO INTEGRATED SECURITY	76243	INVENTORY ORDER	91.50	
58229	01/30/17	391.21	003152	UNIFIRST CORPORATION	76191	2/1-4/30 1200A RIVER	740.83	
					76254	MATS TOWELS PC	6.99	
					76257	MATS OPS	6.48	
					76258	CUSTODIAL SUPPLIES	39.39	

DATE 02/02/17 09:54

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

PAGE 12

DATE: 01/01/17 THRU 01/31/17

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
58230	01/30/17	288.00	UPS STORE #1128		76275	MATS TOWELS	6.99	
					76276	LAUNDRY SERVICE	14.64	
					76285	CUSTODIAL SUPPLIES	65.01	
					76286	LAUNDRY SERVICE	205.81	
					76295	MATS	6.48	
					76296	CUSTODIAL SUPPLIES	39.42	
					76219	NOV16 FINGERPRINTING	224.00	
					76220	DEC16 FINGERPRINTING	64.00	
58231	01/30/17	6,055.65	VALLEY POWER SYSTEMS, INC.		76172	INVENTORY ORDER	28.10	
					76197	INVENTORY ORDER	594.60	
					76198	INVENTORY ORDER	9.21	
					76199	INVENTORY ORDER	2,090.32	
					76200	INVENTORY ORDER	3,333.42	
58232	01/30/17	478.56	VERIZON WIRELESS	0	76171	12/2-1/PUSH2TALK PC	478.56	
58233	01/30/17	150.00	VU, THANH DR. MD	7	76179	DMV EXAMS	75.00	
58234	01/30/17	51.24	YAGI, RANDY	0	76180	DMV EXAM	75.00	
58235M01	01/30/17	5,000.00	CABRILLO COLLEGE EXTENSION SUPERVISOR CLASSES		76229	FEB 16 RETIREE SUPP	51.24	
					76300	SUPERVISOR CLASSES	5,000.00	MANUAL
TOTAL		1,512,376.06	ACCOUNTS PAYABLE			TOTAL CHECKS	249	1,512,376.06



DATE: February 24, 2017
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
**SUBJECT: ACCEPT AND FILE THE YEAR TO DATE MONTHLY FINANCIAL
REPORT AS OF NOVEMBER 30, 2016**

I. RECOMMENDED ACTION

**That the Board of Directors accept and file the Year to Date Monthly
Financial Report as of November 30, 2016.**

II. SUMMARY OF ISSUES

- An analysis of Santa Cruz Metropolitan Transit District's (METRO) financial status is prepared monthly in order to inform the Board of Directors regarding METRO's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year.
- This staff report is the web-accessible companion document to the attached PowerPoint presentation titled "Year to Date Monthly Financial Report as of November 30, 2016."
- Staff recommends that the Board of Directors accept and file the attached report.

III. DISCUSSION/BACKGROUND

Below are the written explanations of the various charts and graphs in the attached Year to Date Monthly Financial Report as of November 30, 2016. The fiscal year has elapsed 42%.

Slide 1

(Cover) Year to Date Monthly Financial Report as of November 30, 2016

Slide 2

FY17 Operating Revenue and Expenses for the Month Ending November 30, 2016

- Operating Revenues for the month are favorable by \$99K
- Operating Expenses
 - Labor Regular - favorable by \$99K
 - Labor OT - unfavorable by \$179K
 - Fringe Benefits – favorable by \$171K

- Non-Personnel - favorable by \$40K
- Total Operating Expenses – favorable by \$131K
- Total Budget to Actual Variance - favorable by \$230K

Slide 3

FY17 Operating Revenue and Expenses Year to Date as of November 30, 2016

- Operating Revenues Year to Date are favorable by \$20K
- Operating Expenses
 - Labor Regular - favorable by \$151K
 - Labor OT - unfavorable by \$785K
 - Fringe Benefits - favorable by \$572K
 - Non-Personnel - favorable by \$291K

- Total Operating Expenses –favorable by \$229K

Total Budget to Actual Variance - favorable by \$249K

Slide 4

FY17 Operating Revenue by Major Funding Source - Year to Date as of November 30, 2016

- Passenger Fares- actual is \$3,818K while budget is \$4,352K
- Sales Tax Revenue- actual is \$8,379K while budget is \$8,167K
- TDA- actual and budget are both \$1,675K
- Other Revenue- actual is \$215K while budget is \$247K
- Fuel Tax Credit- actual is \$309K while the budget is \$0
- STA Op Assistance- actual is \$151K while the budget is \$0
- STIC Op Assistance- actual is \$2,084K while the budget is \$2,125K
- Federal Op Assistance- actual is \$4,203K while the budget is \$4,247K

Slide 5

Favorable/ (Unfavorable) Revenue Variance to Budget Year to Date as of November 30, 2016

- Passenger Fares variance to budget is unfavorable by \$534K primarily due to:
 - Passenger Fares – Bulk Purchase and the decrease in bulk purchases of discounted passes from Cabrillo College. Additionally system-wide ridership year to date as of November 30, 2016 decreased 5% year-over-year due to the service reduction implemented after September 8, 2016.

- Special Transit Fares and the anticipated budgeted increase from the contract with Cabrillo College. The FY17 Special Transit Fares Budget currently includes \$944K for Cabrillo oriented services (12-month commitment from Cabrillo College). The funding commitment, however, was subsequently aligned with the school year, hence will cover a 10-month period of the 2016 – 17 school year (Fall and Winter semester).
- Decreased Highway 17 Ridership as a result of increased fares (in the fall of 2015); lower fuel prices; reduced on-time performance due to increased congestion, as well as the service reduction implemented September 8, 2016.
- Sales Tax Revenue variance to budget is favorable by \$213K due to higher than anticipated sales.
- Other Revenue variance to budget is unfavorable by \$32K primarily due to
 - Seasonal fluctuations in the Advertising Income, while the budget has been straight-lined.
 - Other Operating Assistance – AMBAG Funding and the Bus of Shoulder Study grant budgeted, but not awarded.
- Fuel Tax Credit variance to budget is favorable by \$309K as the total budget for Fuel Tax Credit is entered at the end of the fiscal year. Fuel Tax Credit is transferred to Reserves at year-end.
- STA Op Assistance variance to budget is favorable by \$151K as it is an adjustment for STA payments for the prior fiscal year, FY16.
- STIC Op Assistance variance to budget is unfavorable by \$42K due to lower allocations. Updated budget projections were available after the FY17 Final budget was finalized and were not captured in the final budget document.
- Federal Op Assistance variance to budget is unfavorable by \$44K due to lower allocations.

Slide 6

FY17 Operating Expenses by Major Expense Category Year to Date as of November 30, 2016

- Labor - Regular- actual is \$6,606K while budget is \$6,757K
- Labor – OT - actual is \$1,464K while budget is \$679K
- Fringe Benefits - actual is \$8,042K while budget is \$8,614K
- Services - actual is \$1,074K while budget is \$1,269K
- Mobile Materials & Supplies - actual is \$1,177K while budget is \$1,171K
- Other Expenses - actual is \$834K while budget is \$935K

Slide 7

FY17 Operating Expenses by Major Expense Category Year to Date as of November 30, 2016

- Labor – Regular variance to budget is favorable by \$152K due to
 - 14 vacant funded positions, of which 5 are on hold
 - Extended unpaid leaves of absence
- Labor – OT variance to budget is unfavorable by \$785K due to vacant positions and extended leaves of absence in various departments.
- Fringe Benefits variance to budget is favorable by \$573K primarily due to the 14 vacant funded positions and extended unpaid leaves of absence.
- Services variance to budget is favorable \$195K due to Prof & Tech Fees and Repair – Rev Vehicle under budget.
- Mobile Materials & Supplies variance to budget is unfavorable by \$6K.
- Other Expenses are favorable by \$102K primarily due to lower Settlement Costs and Miscellaneous expenses.

Slide 8

FY17 Capital Budget Spending Year to Date as of November 30, 2016

- Total Capital Projects spending year to date is \$895K; FY17 budget is \$5.2M
 - Construction Related Projects account for 90.5% of the spending

Slide 9

FY17 Capital Budget – Excludes MetroBase Project – JKS Ops Bldg. - Spending Year to Date as of November 30, 2016

- Total Capital Projects spending year to date is \$134K; FY17 budget without JKS Ops Bldg. is \$2.3M. Spending percentages are as follows:
 - Construction Related Projects (excluding-JKS Ops Bldg) are 36.5%
 - Facilities Projects are 59.0%
 - Misc Projects are 4.0%
 - IT Projects are 0.5%

Slide 10

(Cover Sheet) – Metrobase Phase II Operations Building Life of Project – Budget Adopted January 27, 2017

Spending as of February 10, 2017

Slide 11

MetroBase Phase II - Life of Project - Spending as of February 10, 2017

- Total Project Budget is \$27.3M; spending is at \$26.3M; remaining is \$1.0M; project is 96% spent

Slide 12

(Cover Sheet) - Additional Information

Slide 13

Additional Information for the Month of November 2016

- Unemployment Rate % in Santa Cruz County is 6.1%
- \$ Gasoline per Gallon for the San Francisco-Oakland-San Jose area is \$2.75
- Monthly Ridership - Without UCSC (Highway 17 and Fixed Route) has decreased in November to approximately 217K riders.

Slide 14

FY17 Operating Expenses Year to Date as of January 31, 2017: Preliminary

- Operating Expenses
 - Labor Regular - favorable by \$420K
 - Labor OT - unfavorable by \$1,084K
 - Fringe Benefits - favorable by \$680K
 - Non-Personnel - favorable by \$784K
- Total Operating Expenses - favorable by \$800K

IV. FINANCIAL CONSIDERATIONS/IMPACT

Total Budget to Actual Variance for the month and year to date is favorable, by \$230K and \$249K, respectively.

V. ALTERNATIVES CONSIDERED

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

VI. ATTACHMENTS

Attachment A: Year to Date Monthly Financial Report as of November 30, 2016 Presentation

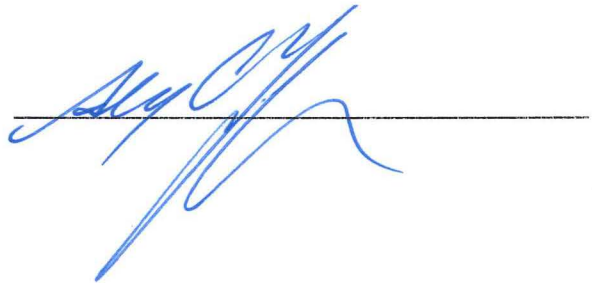
Prepared By: Kristina Mihaylova, Sr. Financial Analyst

VII. APPROVALS:

Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager





Year to Date Monthly Financial Report as of November 30, 2016

Santa Cruz METRO Board of Directors

February 24, 2017

Angela Aitken, Finance Manager

FY17 Operating Revenue and Expenses

For the Month Ending November 30, 2016

42% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual
Operating Revenue:	\$2,952	\$2,853	\$99
Operating Expenses:			
Labor - Regular	\$1,252	\$1,351	\$99
Labor - Overtime	\$315	\$136	(\$179)
Fringe Benefits	\$1,552	\$1,723	\$171
Non-Personnel Expenses	\$621	\$661	\$40
Total Operating Expenses:	\$3,740	\$3,871	\$131
Operating Budget Favorable/ (Unfavorable):			\$230

11-03A.2

FY17 Operating Revenue and Expenses

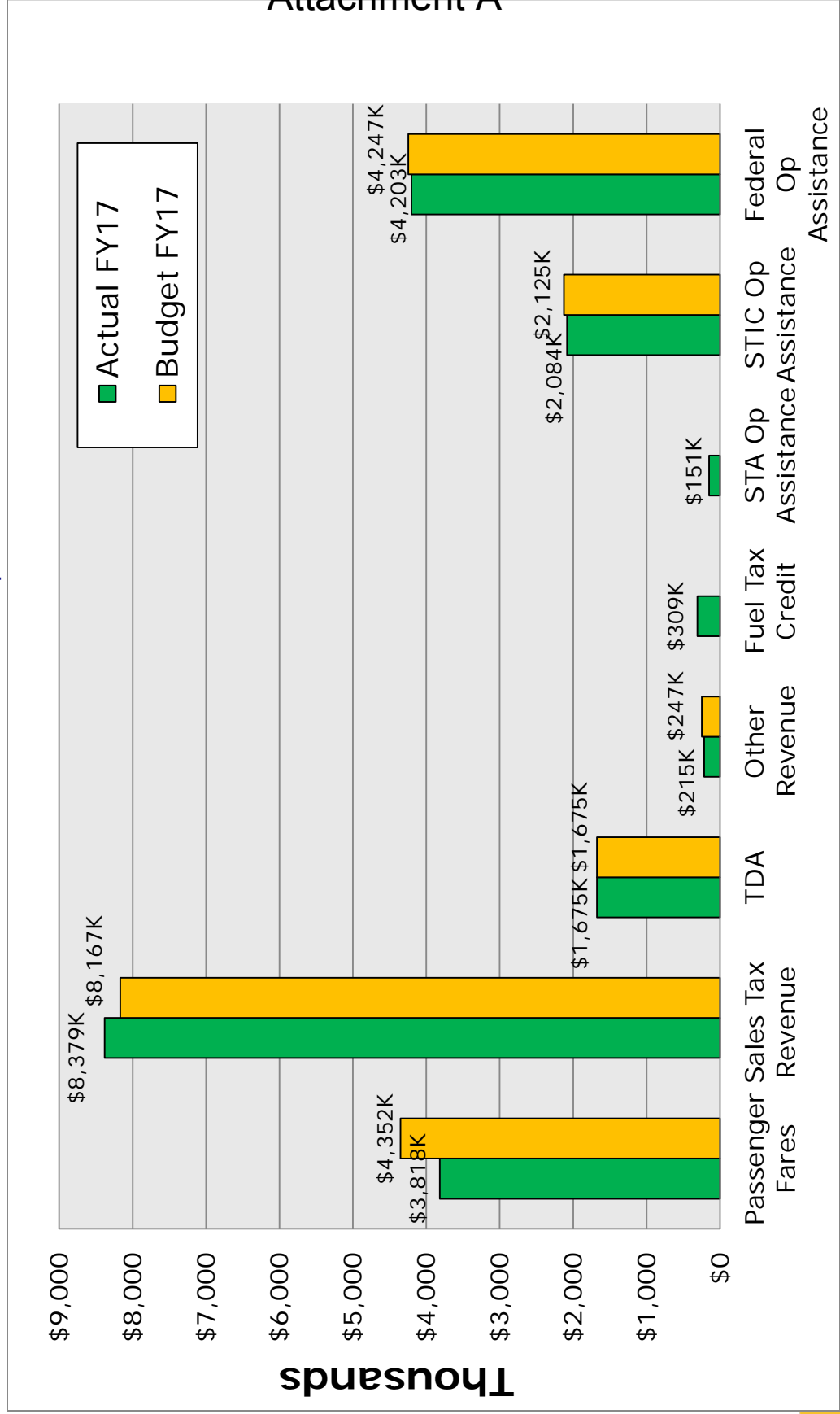
Year to Date as of November 30, 2016

42% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual
Operating Revenue:	\$20,833	\$20,813	\$20
Operating Expenses:			
Labor - Regular	\$6,606	\$6,757	\$151
Labor - Overtime	\$1,464	\$679	(\$785)
Fringe Benefits	\$8,042	\$8,614	\$572
Non-Personnel Expenses	\$3,084	\$3,375	\$291
Total Operating Expenses:	\$19,196	\$19,425	\$229
Operating Budget Favorable/ (Unfavorable):			\$249

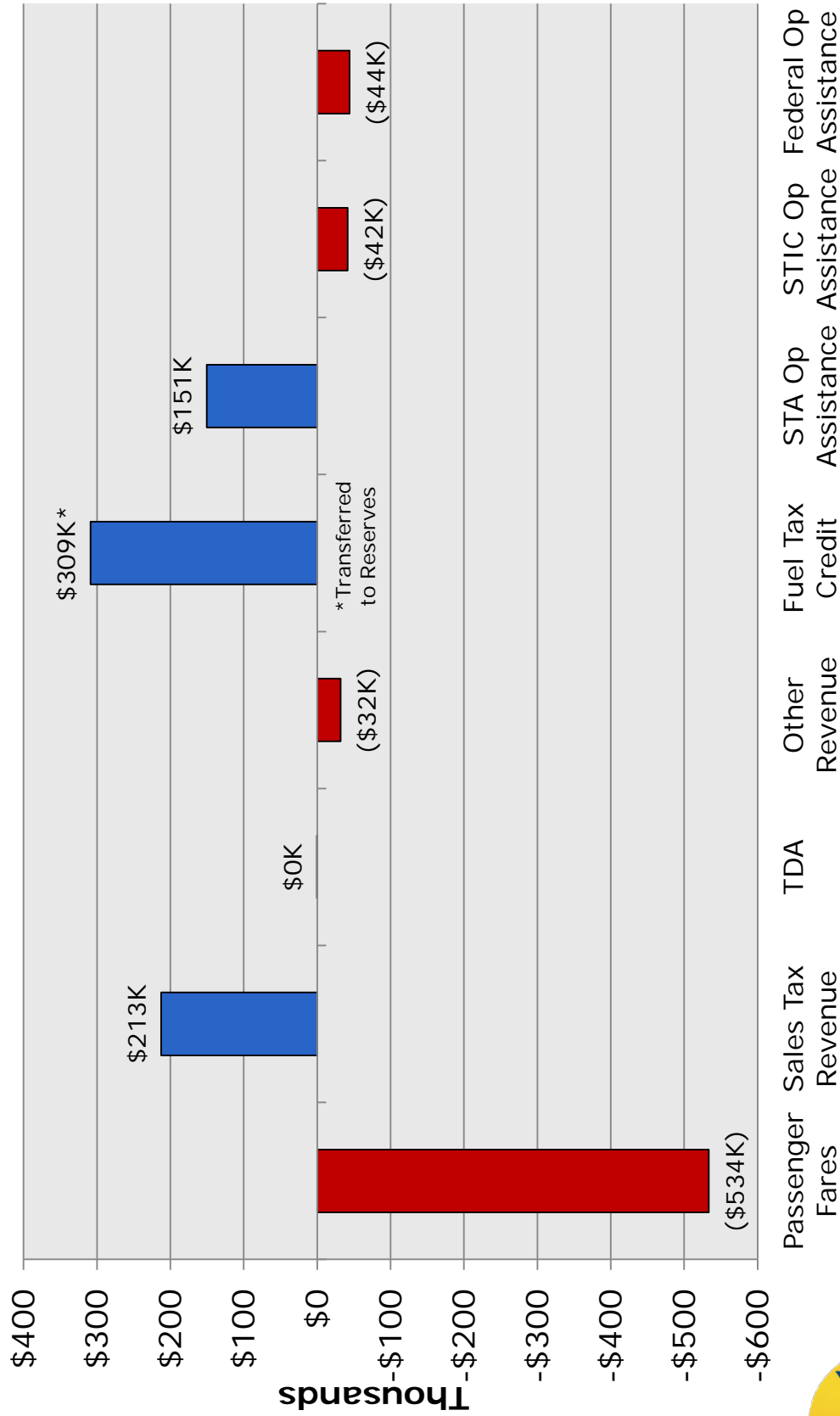
11-03A.3

FY17 Operating Revenue by Major Funding Source Year to Date as of November 30, 2016 42% of Fiscal Year Elapsed



Favorable/(Unfavorable) Revenue Variance to Budget Year to Date as of November 30, 2016

42% of Fiscal Year Elapsed



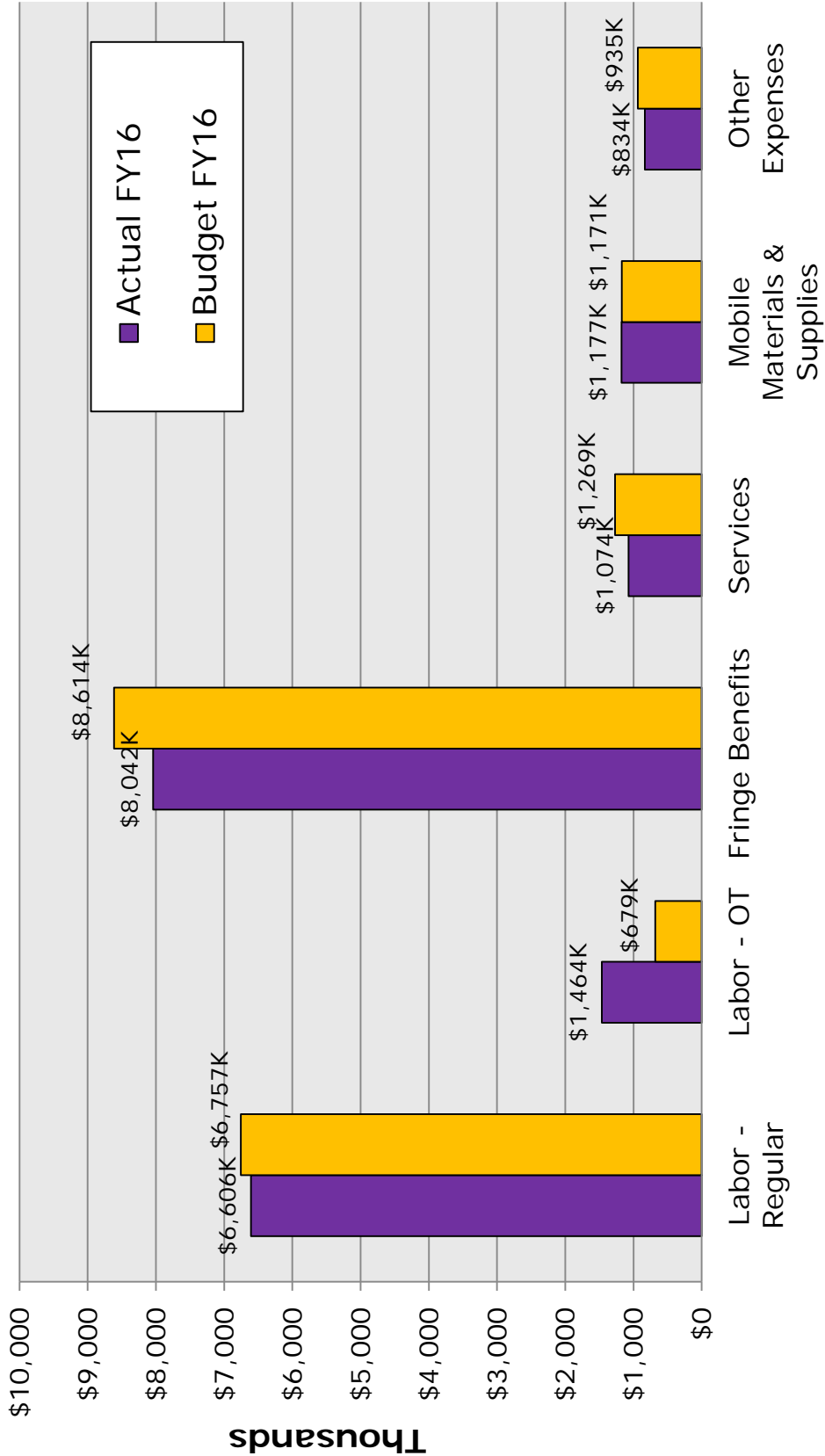
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SANTA CRUZ METRO

FY17 Operating Expenses by Major Expense Category Year to Date as of November 30, 2016

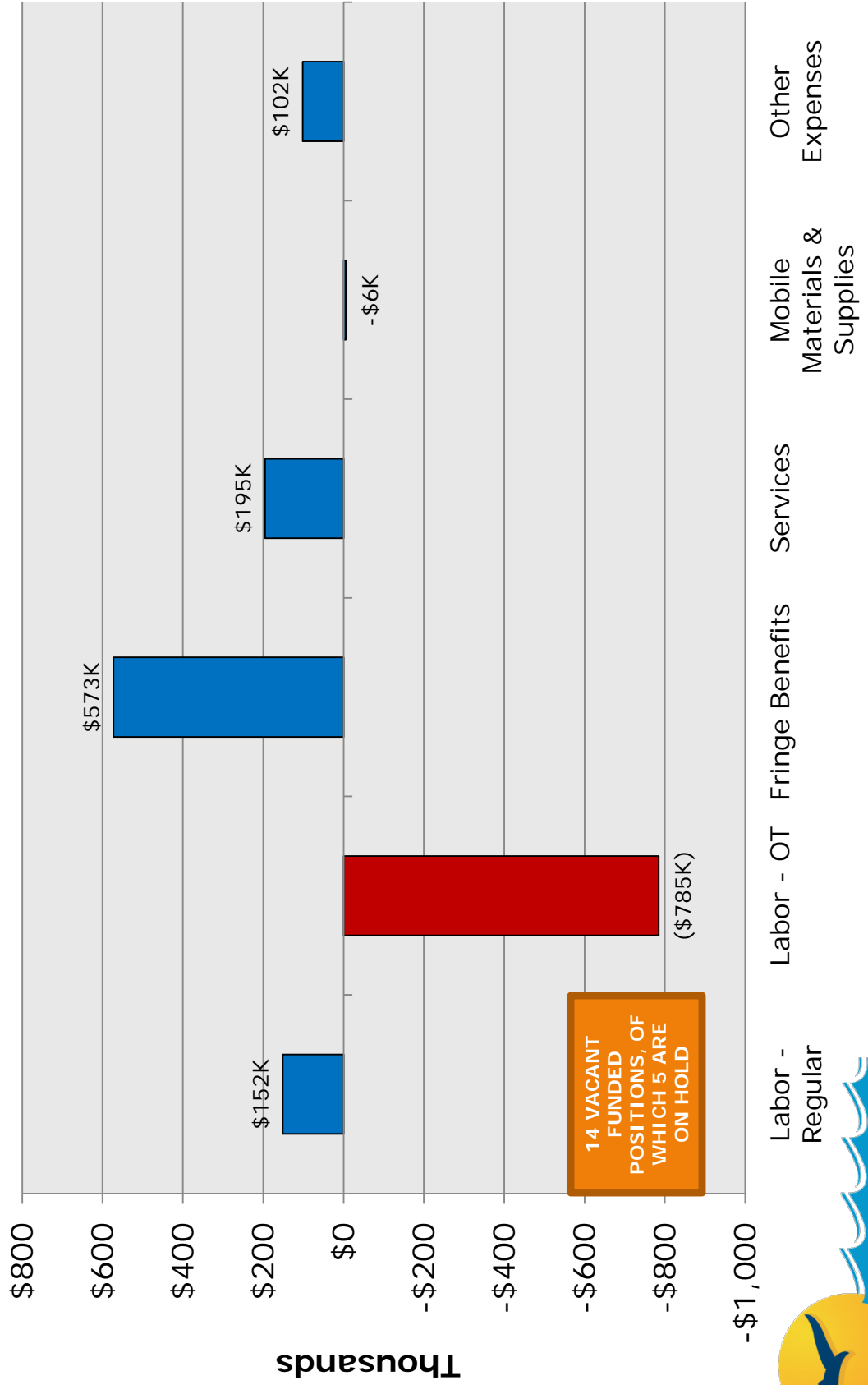
42% of Fiscal Year Elapsed



11-03A.6

Favorable/(Unfavorable) Expense Variance to Budget Year to Date as of November 30, 2016

42% of Fiscal Year Elapsed



11-03A.7



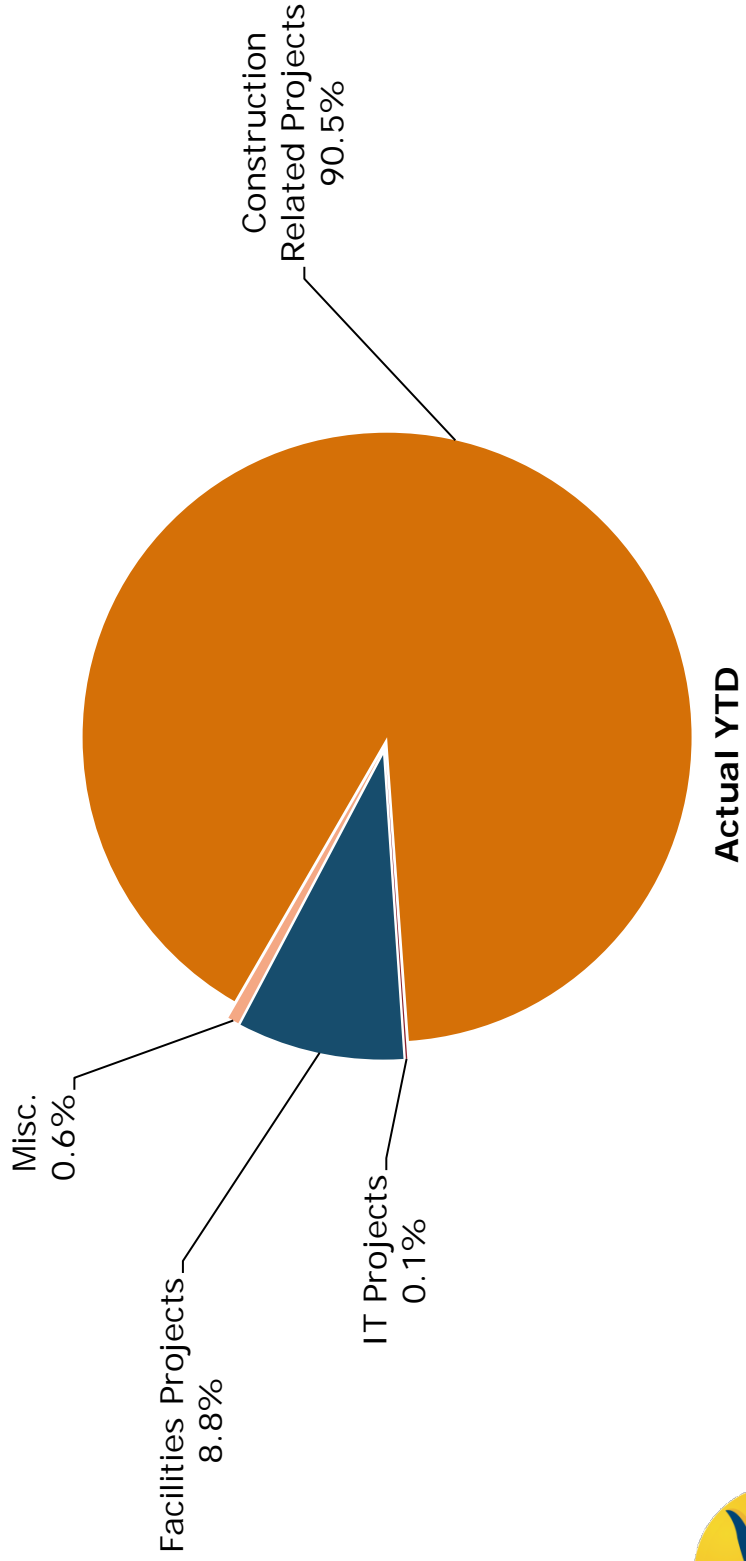
SANTA CRUZ METRO

FY17 Capital Budget

Spending Year to Date as of November 30, 2016

42% of Fiscal Year Elapsed

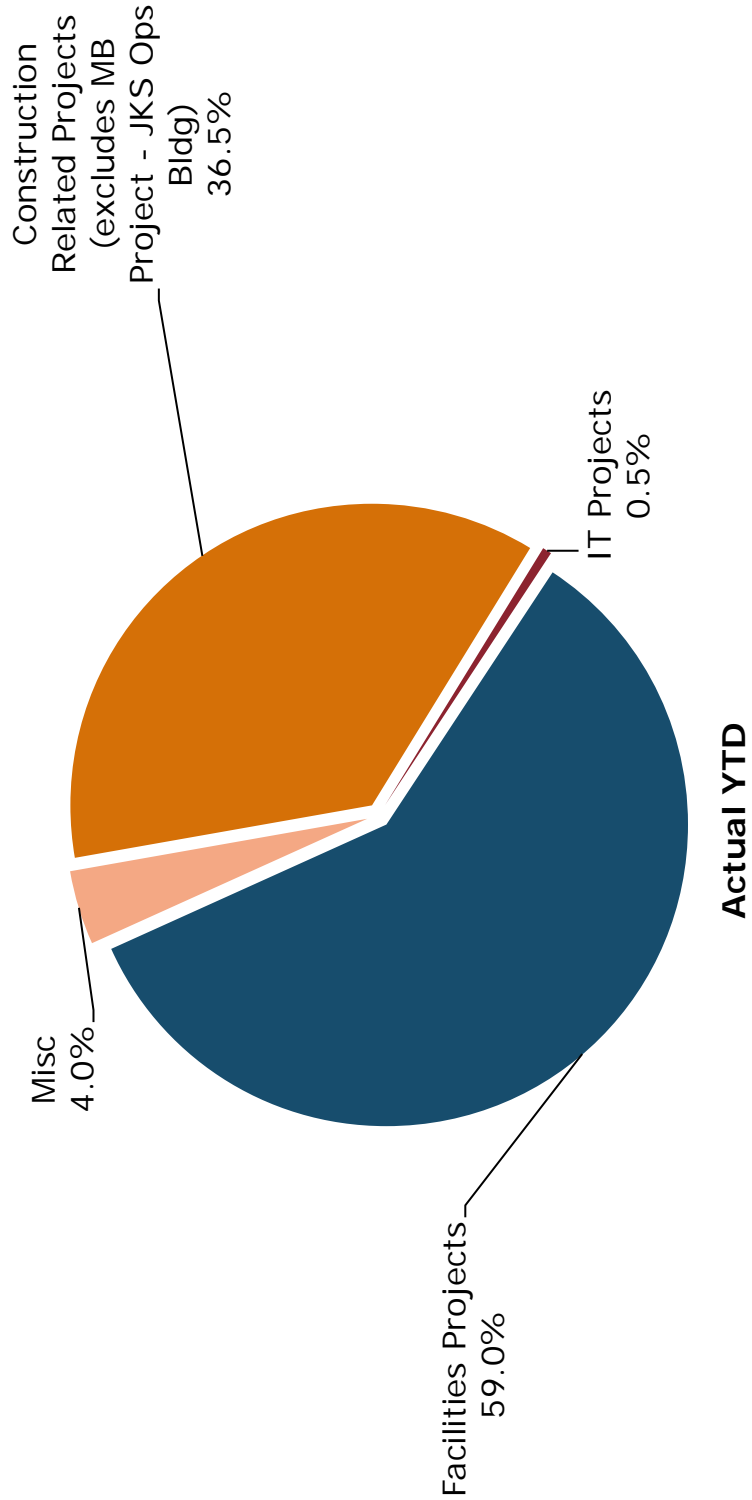
	Actual YTD	Total FY17 Budget	% Spent YTD
Total Capital Projects:	\$895,435	\$5,210,832	17%



FY17 Capital Budget - Excludes MetroBase Project - JKS Ops Bldg. Spending Year to Date as of November 30, 2016

42% of Fiscal Year Elapsed

	Actual YTD	Total FY17 Budget	% Spent YTD
Total Capital Projects:	\$133,599	\$2,340,832	5.7%



MetroBase Phase II Operations Building Life of Project

Budget Adopted January 27, 2017

Spending as of February 10, 2017

11-03A.10



MetroBase Phase II - Life of Project

Spending as of February 10, 2017

\$ In Thousands	Budget	Actual	Remaining	% Spent
LCN – Prime Construction Contract	\$13,572	\$13,513	\$59	100%
Construction Contract Contingency	\$2,272	\$2,141	\$131	94%
In-House Project Management	\$653	\$650	\$3	100%
Consultant Costs (Hill Int'l., TRC and RNL)	\$6,902	\$6,757	\$145	98%
Non-Construction Contingencies	\$0	\$0	\$0	0%
Contracted Professional Services – prior to 9/26/14	\$150	\$150	\$0	100%
Additional Cost and Services (VSWs, Security, Dubois, etc.)	\$3,802	\$3,120	\$683	82%
Total:	\$27,350	\$26,329	\$1,021	96%

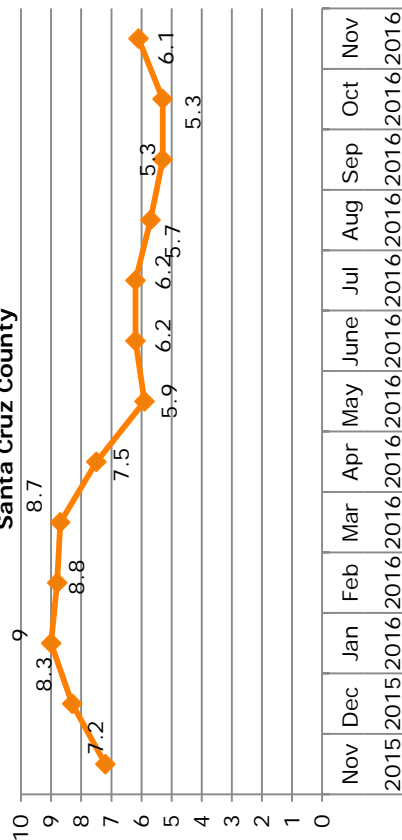
Additional Information

11-03A.12

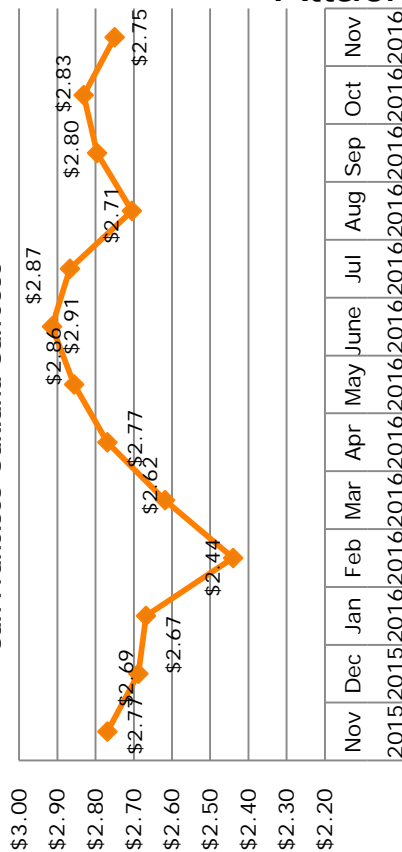


Additional Information

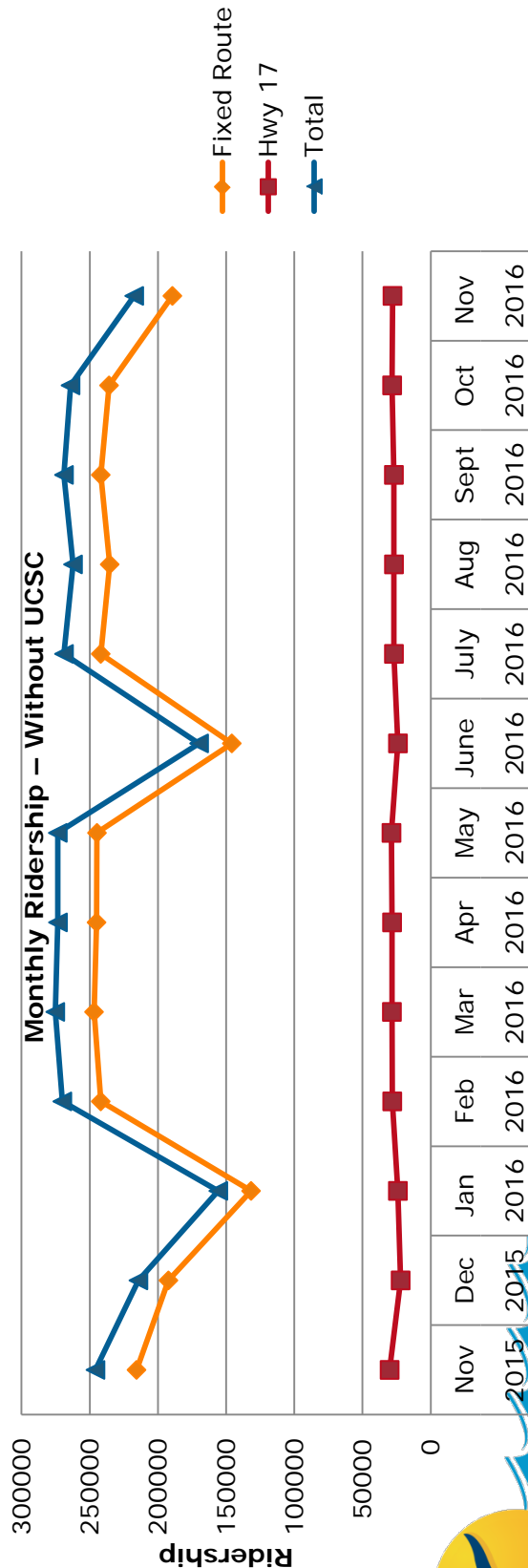
Unemployment Rate %
Santa Cruz County



\$ Gasoline per Gallon
San Francisco-Oakland-San Jose



Monthly Ridership – Without UCSC



FY17 Operating Expenses

Year to Date as of January 31, 2017: PRELIMINARY

58% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual Favorable/ (Unfavorable)
Operating Expenses:			
Labor - Regular	\$9,040	\$9,460	\$420
Labor - Overtime	\$2,035	\$951	(\$1,084)
Fringe Benefits	\$11,380	\$12,060	\$680
Non-Personnel Expenses	\$3,948	\$4,732	\$784
Total Operating Expenses:	\$26,403	\$27,203	\$800

Questions

11-03A.15



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DATE: February 24, 2017
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
**SUBJECT: ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD
OF DIRECTORS MEETING OF JANUARY 27, 2017**

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 January 27, 2017

II. SUMMARY

- Staff is providing minutes from the Santa Cruz Metropolitan Transit District (METRO) Board of Directors Meeting of January 27, 2017.
- 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 January 27, 2017

Prepared by: Gina Pye, Executive Assistant

VII. APPROVALS:

Alex Clifford, CEO/General Manager



Attachment A



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO) BOARD OF DIRECTORS AGENDA MEETING MINUTES JANUARY 27, 2017 – 8:30 AM METRO ADMIN OFFICES 110 VERNON 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, January 27, 2017 at the METRO Admin Offices, 110 Vernon Street, 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. With the exception of certain 3rd party and other attachments, it passes the Adobe Acrobat XI Accessibility Full Check. If you have any questions about the accessibility of this document, please email your inquiry to accessibility@scmttd.com

SECTION I: OPEN SESSION

- 1 CALL TO ORDER at 8:41AM by Chair Rotkin.**
- 2 The following Directors were sworn in by the Honorable Denine Guy, Presiding Judge of Santa Cruz County:**
 - New Directors:
 - Donna Lind, representing City of Scotts Valley
 - Cynthia Mathews, representing City of Santa Cruz
 - Oscar Rios, representing City of Watsonville
 - New Ex-Officio Director Liber McKee, representing Cabrillo College
 - New term for Director Ed Bottorff, representing City of Capitola
 - New term for Ex-Officio Director Donna Blitzer, representing UCSC

Chair Rotkin thanked Judge Guy and welcomed the new Board Members.

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

Director Ed Bottorff	City of Capitola
Director Donna Lind	City of Scotts Valley
Director Oscar Rios	City of Watsonville
Director Cynthia Chase	City of Santa Cruz
Director Jimmy Dutra, Vice Chair	City of Watsonville
Director Norm Hagen	County of Santa Cruz
Director Cynthia Mathews	City of Santa Cruz
Director John Leopold	County of Santa Cruz
Director Bruce McPherson	County of Santa Cruz
Director Mike Rotkin, Chair	County of Santa Cruz
Ex-Officio Director Donna Blitzer	UC Santa Cruz
Ex-Officio Director Liber McKee	Cabrillo College
Director Friend was absent.	

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11-04A.1

Attachment A



STAFF PRESENT:

Alex Clifford
Julie Sherman

METRO CEO/General Manager
METRO General Counsel

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

Angela Aitken, METRO
Erron Alvey, METRO
Andre Campbell, Hanson Bridgett
Rhonda Carter, METRO
Leslyn K. Syren, METRO

Antonio Castillo, VMU
David Gehrig, Hanson Bridgett
Delvis Seda, METRO
Suzanne Silva, METRO

4 ANNOUNCEMENTS

Chair Rotkin introduced Carlos Landaverry and his Spanish Language Interpretation services and continued with the following announcements and this meeting is being televised by Community Television of Santa Cruz County with technician, Mr. Chris Ivens, on channel 26.

5 BOARD OF DIRECTORS COMMENTS

Director Leopold announced that as of yesterday's Santa Cruz Board of Supervisors meeting, Director Fiend will be stepping down from his post as METRO Board Director. Chair Rotkin added that the indications are his position will be replaced by a citizen representative of the County.

Director McPherson inquired as to the impact of the recent storms to METRO operations. CEO Clifford said the storms created a lot of challenges for METRO and our customers. Our teams across the agency did a fabulous job of preparing for the first wave of storms. Many sandbags were put into place at the CNG River Street facility and other locations. Members of the Facilities team took their vehicles home overnight to be on call 24 hours. In some cases, they patrolled Watsonville and the Judy K. Souza Operations facility every 2 hours to ensure functionality. The river did rise, but did not breach. On several occasions, the water rose over the outflow pipe. We had anticipated this so that buses were parked out of the danger area and on side streets. This will continue to be a concern as the Judy K. Souza Operations facility is built on a flood plain. Our Bus Operators did a phenomenal job dealing with the numerous street conditions, which caused re-routing. At one time, 100 people were stranded at Diridon. Our Bus Operators spent 3 hours taking alternate routes to transport everyone; we left no one stranded. We are proud that the Agency rose to the challenge and got the job done! COO Aguirre provided additional information and commended the Operators.

Chair Rotkin asked if alternatives to the outflow pipe have been considered. CEO Clifford stated these types of storm conditions were taken into consideration when the facility was designed.

Hearing no further comments, Chair Rotkin moved to the next agenda item.

6 COMMUNICATIONS TO THE BOARD OF DIRECTORS

Suzanne Silva, Assistant HR Manager, informed the assembly that she would be resigning from METRO and thanked everyone for the opportunities afforded her during her tenure.

Hearing no further comments, Chair Rotkin moved to the next agenda item.

Attachment A

7 COMMUNICATIONS FROM MAC

Having none, Chair Rotkin moved to the next item.

8 LABOR ORGANIZATION COMMUNICATIONS

Eduardo Montesino, representing the Bus Operators and Paratransit staff, welcomed the new Board Members. He also complimented METRO's staff for their energy and contributions, which enabled us to get our customers to their destinations during the recent storms.

9 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Chair Rotkin announced the following items were distributed to Board Members and are available at the back of the room for public viewing:

- Item 10-04A: The second paragraph of Item 12 on Page 4 of the 12/9/16 METRO Board Meeting Minutes has been **corrected** to read, "The 2017 MAC Chair will be Michael Pisano, Vice Chair will be Joseph Martinez both for a **one** ~~two~~ year term, **with the option to run for a second term.**"
- News clips of interest

CONSENT AGENDA

10-01 APPROVE: RECOMMENDED ACTION ON TORT CLAIMS

10-02 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF DECEMBER 2016

10-03 ACCEPT AND FILE: YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF OCTOBER 31, 2016

10-04 ACCEPT AND FILE: MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING OF DECEMBER 9, 2016

10-05 ACCEPT AND FILE: CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR EXCESS WORKERS COMPENSATION INSURANCE AND BROKER SERVICES

10-06 ACCEPT AND FILE: CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR EMPLOYEE VISION CARE SERVICES

ACTION: MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED WITH NEW BOARD MEMBERS ABSTAINING FROM ITEM 10-04.

MOTION: DIRECTOR DUTRA

SECOND: DIRECTOR LEOPOLD

MOTION PASSED WITH 7 AYES (Directors Bottorff, Chase, Dutra, Hagen, Leopold, McPherson and Rotkin). Directors Lind, Mathews and Rios abstained. Director Friend was absent.

Attachment A

REGULAR AGENDA

- 11 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS FOR ANGELA AITKEN, MARIO ARELLANO, JON BARTHOLOMEW, RHONDA CARTER, MICHAEL COTRONEO, HARLAN GLATT, BRIAN McHALE, JUSTINA O'HAGIN AND DELVIS SEDA,**
Chair Rotkin thanked all of the following METRO employees for their contributions and presented those present with Certificates.

- Angela Aitken, Finance Manager & Interim HR Manager, 10 years of service with METRO. Ms. Aitken thanked the assembly, saying it's been a great ride.
- Jon Bartholomew, Bus Operator, 15 years of service with METRO thanked everyone for the opportunities.
- Delvis Seda, Bus Operator, 15 years of service with METRO thanked the Board and said it all began as a "day job".

The following employees were not present:

- Mario Arellano, Bus Operator, 15 years of service with METRO
- Rhonda Carter, Bus Operator, 15 years of service with METRO
- Michael Cotroneo, Operator, 15 years of service with METRO
- Harlan Glatt, Sr. Database Administrator, 10 years of service with METRO
- Brian McHale, Bus Operator, 15 years of service with METRO
- Justina O'Hagin, Bus Operator, 15 years of service with METRO

- 12 RESOLUTION OF APPRECIATION, RETIREES: FRANK JACINTO, ROBYN D. SLATER, LESLYN SYREN**

Chair Mike Rotkin spoke of his working relationship with District Counsel Syren and her history with METRO overseeing various departments in addition to the Legal Department. He thanked her for her hard work.

Ms. Syren said it had been her pleasure to serve as District Counsel since 2012. She expressed her pride in the development of many METRO staff members who have gone on to become exceptional employees throughout the industry. She also thanked her partner, Dawn, and Ms. Slater, the first METRO employee she had the pleasure of working with.

Chair Rotkin thanked Robyn Slater for her contributions to METRO. Ms. Slater said she had enjoyed her time with METRO and spoke of beginning as a contractor in the Assistant HR Manager function. When the HR Manager left one week later, she rebuilt the HR department. She thanked her co-workers in the HR and other departments.

Vice Chair Dutra thanked all the retirees for their commitment to METRO.

Chair Rotkin thanked Mr. Jacinto for his 30 years of service.

ACTION: MOTION TO APPROVE THE RESOLUTIONS OF APPRECIATION FOR FRANK JACINTO, ROBYN SLATER AND LESLYN SYREN AS PRESENTED.

MOTION: DIRECTOR LEOPOLD

SECOND: DIRECTOR CHASE

MOTION PASSED WITH 10 AYES (Directors Bottorff, Chase, Dutra, Hagen, Leopold, Lind, Mathews, McPherson, Rios and Rotkin). Director Friend was absent.

DRAFT

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13 APPROVE: RESOLUTIONS OF APPRECIATION FOR FORMER BOARD MEMBERS, DENE BUSTICHI, KARINA CERVANTEZ AND DON LANE

In their absence, Chair Rotkin thanked former Board Directors, Dene Bustichi and Karina Cervantez, for their contributions to METRO over the years. He then presented former Director Don Lane with a recognition resolution and thanked him for his years of service to the City of Santa Cruz and METRO.

ACTION: MOTION TO APPROVE THE RESOLUTIONS OF APPRECIATION FOR FORMER BOARD MEMBERS, DENE BUSTICHI, KARINA CERVANTEZ AND DON LANE AS PRESENTED.

MOTION: DIRECTOR LEOPOLD

SECOND: DIRECTOR ROTKIN

MOTION PASSED WITH 10 AYES (Directors Bottorff, Chase, Dutra, Hagen, Leopold, Lind, Mathews, McPherson, Rios and Rotkin). Director Friend was absent.

Public comment:

Ms. Liseth Guizar, welcomed new board members and congratulated friends who are retiring, in particular Leslyn Syren.

Mr. Erich Friedrich spoke of his experience working with Ms. Syren and thanked her.

Ms. Carolyn Derwing said she had been privileged to work with Ms. Syren during her 19 year tenure with METRO.

Mr. Eduardo Montesino thanked everyone for their contributions during their respective tenures.

Director Hagen thanked the retirees and METRO for making his way of life a positive experience.

14 ACCEPT FINANCIAL STATEMENTS WITH INDEPENDENT AUDITOR'S REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2016

Angela Aitken, Finance Manager, spoke of the recent audit and the fact that no findings have been discovered in the 10 years she's been with METRO. She expressed her appreciation for the contributions of the finance team. Chair Rotkin agreed it was an impressive audit and to have no findings is amazing! Director McPherson thanked Ms. Aitken and Ms. Debbie Kinslow, adding he appreciated their professionalism.

ACTION: MOTION TO ACCEPT THE FINANCIAL STATEMENTS WITH INDEPENDENT AUDITOR'S REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2016 AS PRESENTED.

MOTION: DIRECTOR McPHERSON

SECOND: DIRECTOR LEOPOLD

MOTION PASSED WITH 10 AYES (Directors Bottorff, Chase, Dutra, Hagen, Leopold, Lind, Mathews, McPherson, Rios and Rotkin). Director Friend was absent.

Attachment A

15 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO/GENERAL MANAGER, OR HIS DESIGNEE, AND GENERAL COUNSEL TO ALLOW, COMPROMISE, AND/OR SETTLE ANY WORKERS' COMPENSATION CLAIM OR CASE FILED AGAINST SANTA CRUZ METRO

Angela Aitken, Finance Manager and Interim HR Manager, provided background to the staff request to allow the CEO/General Manager and General Counsel to have a \$50,000 limit to approve claims. She added that the claims have reduced dramatically over the past 10 years; i.e., the number of claims has decreased, but the amounts have increased. She reiterated that any amount over \$50K would be presented to the Board for disposition.

Director Leopold noted that the Board of Supervisors had recently increased their limits and, with the good management in claim handling, it seems appropriate to do so here.

Director Rios asked if this is a tactic to delay resolution of a claim. Ms. Aitken responded not at all; it is helpful in being able to resolve claims quickly.

Chair Rotkin added this request is needed due to the board meeting timing in that it allows time to resolve the claim rather than waiting until the next board meeting. Ms. Aitken concurred and referenced the financial section of the staff report for specifics.

ACTION: MOTION TO APPROVE CONSIDERATION OF AUTHORIZING THE CEO/GENERAL MANAGER, OR HIS DESIGNEE, AND GENERAL COUNSEL TO ALLOW, COMPROMISE, AND/OR SETTLE ANY WORKERS' COMPENSATION CLAIM OR CASE FILED AGAINST SANTA CRUZ METRO AS PRESENTED.

MOTION: DIRECTOR LEOPOLD

SECOND: DIRECTOR MATHEWS

MOTION PASSED WITH 10 AYES (Directors Bottorff, Chase, Dutra, Hagen, Leopold, Lind, Mathews, McPherson, Rios and Rotkin). Director Friend was absent.

16 Chair Rotkin announced that Item 16 was removed from the agenda as it was addressed previously. APPROVE: CONSIDERATION OF INCREASING THE TORT LIABILITY SETTLEMENT AUTHORITY OF THE CEO/GENERAL MANAGER OR HIS DESIGNEE AND GENERAL COUNSEL TO \$50,000

AT CEO CLIFFORD'S REQUEST AND CHAIR ROTKIN'S CONCURRENCE, ITEMS 17 AND 18 WERE COMBINED TO BE DISCUSSED AND APPROVED AS ONE.

17 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 2ND AMENDMENT WITH HANSON BRIDGETT LLP TO INCREASE THE CONTRACT TOTAL BY \$96,300 FOR AS-NEEDED LEGAL SERVICES

18 APPROVE: REVISED METROBASE PHASE II (OPERATIONS BUILDING) LIFE OF PROJECT BUDGET AND CAPITAL RESOURCE ALLOCATION PLAN

Alex Clifford, CEO/General Manager, spoke of the staff report. Director Leopold agreed this was necessary to address the work to be done to close out the project.

ACTION: MOTION TO APPROVE ITEMS 17 AND 18 AS ONE: 17) AUTHORIZING THE CEO TO EXECUTE A 2ND AMENDMENT WITH HANSON BRIDGETT LLP TO

Attachment A

INCREASE THE CONTRACT TOTAL BY \$96,300 FOR AS-NEEDED LEGAL SERVICES; AND, 18) REVISED METROBASE PHASE II (OPERATIONS BUILDING) LIFE OF PROJECT BUDGET AND CAPITAL RESOURCE ALLOCATION PLAN AS PRESENTED

MOTION: DIRECTOR McPHERSON

SECOND: DIRECTOR LEOPOLD

MOTION PASSED WITH 10 AYES (Directors Bottorff, Chase, Dutra, Hagen, Leopold, Lind, Mathews, McPherson, Rios and Rotkin). Director Friend was absent.

- 19 APPROVE: CONSIDERATION OF NOMINATING DIRECTORS TO SERVE AS BOARD OFFICERS, NOMINATING DIRECTORS TO FILL VACANT POSITIONS ON VARIOUS BOARD STANDING COMMITTEES, NOMINATE DIRECTORS TO FILL VACANT POSITIONS ON THE SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC), & NOMINATING REPRESENTATIVES AND ALTERNATES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION (SCCRTC)**

Chair Mike Rotkin explained the process, noting that alternate slates can be presented up to the time of the vote. The new citizen member from the County Board of Supervisors may be added to any Committee after their appointment.

See the attached slates for presented nominations.

The elections will be held at the next Board meeting, which is scheduled for Friday, February 24, 2017 at the Santa Cruz City chambers, 809 Center Street, Santa Cruz.

- 20 ACCEPT: CEO ORAL REPORT**

Alex Clifford, CEO/General Manager, provided an update on the Frazier/Beall transportation bills. In terms of the Federal opportunities, everyone seems to be waiting to see what will happen with the new administration. President Trump has discussed airport, highway and train infrastructure, but omitted any mention of transit to date. We are trying to encourage transit to become a part of this conversation. CEO Clifford asked for Board support of transit in any discussions/meetings they may have with our legislators.

Director Leopold suggested METRO take an official position on AB1 and SB1 at next month's board meeting. Chair Rotkin asked that staff prepare materials to present to their legislators. CEO Clifford said materials would be provided at the February board meeting.

Director McPherson said everyone should be proud of the long list of accomplishments and emphasized his appreciation to the drivers and employees for their contributions to the success of Measure D, the Cabrillo measure, etc. This would not have been successful without everyone's assistance. He also thanked Director McKee for his efforts with passing Cabrillo's student fee. These are valuable contributions to maintain services. However, challenges remain, particularly in capital improvements.

There were no public comments.

- 21 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**

General Counsel Sherman announced the closed sessions as listed below in Items 22 and 23. She did not anticipate a need to report out after the closed session.

Attachment A

Board of Directors Meeting Minutes
January 27, 2017
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22 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9 (b) – one case

23 CONFERENCE WITH LABOR NEGOTIATORS (GOVERNMENT CODE SECTION 54957.6)

Agency Negotiators: Alex Clifford, CEO/General Manager

Julie Sherman, General Counsel

Employee Organization: SEIU, Local 521

There were no public comments.

24 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, FEBRUARY 24, 2017 AT 8:30AM, SANTA CRUZ CITY CHAMBERS, 809 CENTER STREET, SANTA CRUZ, CA

Chair Mike Rotkin announced the next meeting as above.

25 ADJOURNMENT

Chair Mike Rotkin adjourned the meeting at 9:51AM

Respectfully submitted,

Gina Pye
Executive Assistant

DRAFT

11-04A.8

BOARD OFFICERS AND APPOINTMENTS



Board Nominated Slate(s) – January 27, 2017

Elect Board Chair (2016: Mike Rotkin)

Nominee:

1. Jimmy Dutra

Nominated by:

Mike Rotkin

SLATE 1

BOARD OFFICERS AND APPOINTMENTS

Attachment A



Elect Board Vice Chair (2016: Jimmy Dutra)

Nominee:

1. Bruce McPherson

Nominated by:

Mike Rotkin

SLATE 1

BOARD OFFICERS AND APPOINTMENTS

Attachment A



Replace 1: Current Capital Projects Standing Committee Member (Dene Bustichi)

3 Total Members

Remaining Members: Cynthia Chase & Bruce McPherson

Nominee:

1. Donna Lind
2. Cynthia Chase
3. Bruce McPherson

Nominated by:

Mike Rotkin
Currently in place
Currently in place

SLATE 1

Nominee:

1. Ed Bottorff
2. Cynthia Chase
3. Bruce McPherson

Nominated by:

Cynthia Chase
Currently in place
Currently in place

SLATE 2

BOARD OFFICERS AND APPOINTMENTS

Attachment A



Replace 3: Finance, Budget and Audit Standing Committee Members (Karina Cervantez, Zach Friend & Don Lane)

4 Total Members

Remaining Member: Ed Bottorff

Nominee:

1. Ed Bottorff
2. John Leopold
3. Oscar Rios
4. Cynthia Mathews

Nominated by:

Currently in place
Mike Rotkin
Mike Rotkin
Mike Rotkin

SLATE 1

BOARD OFFICERS AND APPOINTMENTS



**Replace 3: Personnel/Human Resources Standing Committee Members
(Current (2016) Board Chair, Mike Rotkin; Current (2016) Board Vice Chair,
Jimmy Dutra; and, Immediate Past (2015) Board Chair, Dene Bustichi,)**

5 Total Members

**Committee Requires Current Board Chair, Current Board Vice Chair and Immediate Past Board
Chair as members**

Remaining Members: Norm Hagen, John Leopold

Nominee:

1. Nominee Current Board Chair, Jimmy Dutra (2017)
2. Nominee Current Board Vice Chair, Bruce McPherson (2017)
3. Mike Rotkin, Immediate Past Chair (2016)
4. Norm Hagen
5. John Leopold

Nominated by:

Mike Rotkin
Mike Rotkin
Automatic
Currently in place
Currently in place

SLATE 1

BOARD OFFICERS AND APPOINTMENTS



Replace 4: SCCIC Representatives
(Terms end Feb 2017) President, Zach Friend; Vice President,
Don Lane; Secretary, Mike Rotkin; and, Treasurer, Ed Bottorff
5 Total Members
Remaining Director: Norm Hagen (term ends Feb 2018)

Nominee:

1. Bruce McPherson
2. Norm Hagen
3. Cynthia Chase
4. John Leopold
5. Oscar Rios

Nominated by:

Mike Rotkin
Currently in place
Mike Rotkin
Mike Rotkin
Mike Rotkin

SLATE 1

BOARD OFFICERS AND APPOINTMENTS



Replace 3: SCCRTC Representatives (2016 Reps: Karina Cervantez, Cynthia Chase & Ed Bottorff) 3 Total Representatives

Nominee:

1. Cynthia Chase
2. Ed Bottorff
3. Norm Hagen

Nominated by:

Mike Rotkin
Mike Rotkin
Mike Rotkin

SLATE 1

Nominee:

1. Cynthia Chase
2. Ed Bottorff
3. Oscar Rios

Nominated by:

John Leopold
John Leopold
John Leopold

SLATE 2

BOARD OFFICERS AND APPOINTMENTS



Replace 3: SCCRTC Alternates (in order)
(2016 Alternates: Dene Bustichi, Mike Rotkin, Norm Hagen)
3 Total Representatives

Nominee:

1. Mike Rotkin
2. Oscar Rios
3. Donna Lind

Nominated by:

Mike Rotkin
Mike Rotkin
Mike Rotkin

SLATE 1

Nominee:

1. Mike Rotkin
2. Norm Hagen
3. Donna Lind

Nominated by:

John Leopold
John Leopold
John Leopold

SLATE 2



DATE: February 24, 2017
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
**SUBJECT: ACCEPT AND FILE MINUTES FOR THE METRO ADVISORY
COMMITTEE (MAC) MEETING OF NOVEMBER 16, 2016**

I. RECOMMENDED ACTION

**That the Board of Directors accept and file the minutes for the METRO
Advisory Committee (MAC) Meeting of November 16, 2016.**

II. SUMMARY

- Staff is providing minutes from the MAC Meeting on November 16, 2016.
- Each quarter 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.

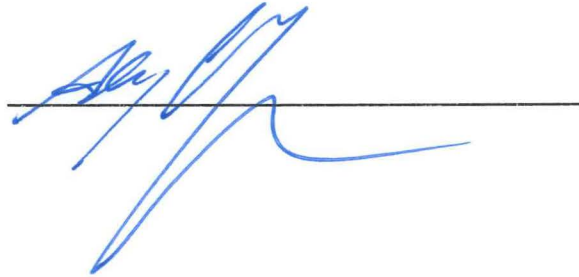
IV. ATTACHMENTS

Attachment A: Approved Minutes for the MAC Meeting of
November 16, 2016

Prepared By: Donna Bauer, Administrative Assistant

V. APPROVALS:

Alex Clifford, CEO/General Manager

A handwritten signature in blue ink, appearing to read "Alex Clifford", is written over a horizontal black line. The signature is stylized with long, sweeping strokes.

MINUTES

MAC MEETING OF NOVEMBER 16, 2016



The METRO Advisory Committee (MAC) met on Wednesday, November 16, 2016 in the Judy K. Souza Operations Facility Training Room located at 1200 River Street in Santa Cruz, California.

1 CALL TO ORDER

Meeting was called to order at 6:00 PM

ROLL CALL

MEMBERS PRESENT

Veronica Elsea, Chair
 Naomi Gunther, Vice Chair
 Joseph Martinez

Michael Pisano
 Becky Taylor

MEMBERS ABSENT

Donald Peattie - Excused
 Ernestina Saldana - Excused

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

Ciro Aguirre, METRO
 Barrow Emerson, METRO
 Harlan Glatt, METRO
 April Warnock, METRO

Daniel Zaragoza, METRO
 Julie Knight, Member of Public
 Susan Mason, Member of Public

2 ORAL/WRITTEN COMMUNICATION

Mr. Pisano mentioned that TAPS brought Slug Stop online at UCSC. Slug Stop is an app for the iPhone or Android. It gives live visual of the shuttles moving between bus stops on campus. UCSC has been working with a professor on campus to get GPS locations on their buses. Mr. Pisano suggested that METRO connect with UCSC and see if they can include METRO in their study program. Chair Elsea inquired who is paying to equip the buses with GPS. Mr. Pisano thought the professor had received grant money for this venture. He said there is another app called Slug Route but is not sponsored by TAPS; however, UCSC's website has a link for it. Mr. Barrow Emerson, Planning and Development Manager, and Mr. Harlan Glatt, Sr. Database Administrator, said they'd check with Larry Pageler, UCSC Director of Transportation and Parking Services, to learn more details.

3 ACCEPT & FILE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING OF AUGUST 17, 2016

MOTION: ACCEPT & FILE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING OF AUGUST 17, 2016

MOTION: PISANO

SECOND: TAYLOR

MOTION: CARRIED - UNANIMOUS

Attachment A

4 COMMUNICATIONS FROM METRO ADVISORY COMMITTEE

None

5 RECEIVE AND FILE METRO SYSTEM RIDERSHIP REPORTS FOR THE FOURTH QUARTER OF FY16

Mr. Emerson referred the Committee to the August 26, 2016 METRO Board of Directors Item #13-07 (see attachment) which is the ridership report that the Planning Department provides to the Board of Directors quarterly. A recap of the Fourth Quarter and FY16 vs. FY15 reports included:

- Attachment A:
 - For Fiscal Year 2015-16, system ridership was down 1% compared to the previous fiscal year. This is due primarily to the drop in the Highway 17 ridership (11% overall drop) which is attributed to the September 2015 fare increase and low gas prices.
 - Use of discounted fares and passes is up 5%.
- Attachment B:
 - For the fiscal year UCSC ridership was up 2% due to increased enrollment and more weekend trips. The slight drop in the quarter is related to students using TAPS vehicles around campus.
- Attachment C:
 - Mr. Emerson emphasized a change to this document. Instead of reporting the total riders on each route for the quarter, his department is now reporting the quarterly figures as “Average Riders Per Trip” for each route and will do so going forward.

Mr. Emerson handed out the Fall Ridership by Route report (see attachment) which shows Average Boardings per Trip by Route. This covers the period since the service reduction (9/8/16 through 10/26/16), which is included in the October 28, 2016 METRO Board of Directors Agenda Packet that is posted on the METRO website. He explained that this is the first snapshot of ridership since the Fall Schedule took effect and has been expanded to include a breakdown of UCSC ridership on the weekdays and weekends. In the future, this report will include the Cabrillo ridership as well.

Mr. Emerson also provided a sheet (see attachment) summarizing the changes in service levels since the 9/8/16 service reduction showing the change in trips, daily span of service, and frequency. In addition, he mentioned that the first few pages of the Headways Bus Rider’s Guide explains in lay person terms what changes have occurred to the new schedule.

6 WINTER 2016/2017 SERVICE CHANGE UPDATE

Mr. Emerson started off with an update on the Fall Service Changes effective September 8, 2016. The primary problem experienced has been on time performance. The reasons for this are fewer trips, overcrowding, slow boarding, and paying with cash. This has caused missed connections. METRO is responding to public input and the Bus Operators’ feedback.

Attachment A

Minutes – METRO Advisory Committee

November 16, 2016

Page 3 of 8

Vice Chair Gunther voiced her concerns about the Fall Service Changes:

- Based on her conversations with Bus Operators, the lack of on-time performance is due to a change in time points and some of those time points are not realistic. She mentioned her morning commute has been terrible, so much so that she has had to shift her schedule.
- In September data she collected, she recorded 10 trips on the same bus at the same time of day and found the morning inbound 69 was late 10-24 minutes every time. This made connecting to another bus really difficult and hard to be on time for work.
- In October, she recorded 12 trips at the same time of day. Again, none were on time.
- There is a lot of frustration/anger from riders that is being taken out on the Bus Operators. Morale is very low.
- The time points are off. She has been a bus rider for about 25 years and feels this is the worst it has ever been. It is unfair to the riders and Bus Operators.

Mr. Emerson segued into the Winter Service changes that will take effect on December 15, 2016 and announced that the travel times have been adjusted on many of the routes for the reasons that Vice Chair Gunther mentioned previously as well as feedback from our Bus Operators and the public. The main change was increasing travel times on most routes using the data our Interns have been collecting.

Mr. Pisano wanted to know if there has been any more movement on the Scotts Valley Center. Mr. Emerson said that his department has been talking with Director Larry Pageler and, without justification for more service, it's difficult for METRO to add more minutes and hours of service at this time due to financial constraints. However, we are trying to figure out approaches to 35A's routing and we are trying to see if we have the ability to work the 17 into inbound local service. The problem with the Kaiser/UCSC situation is that those two destinations have to show us the evidence to justify a route.

Mr. Pisano commented that the landlord of the Scotts Valley/Borland site was going to supply shuttles back and forth between the campus and the buildings but then decided not to go with shuttles. They plan to use Uber and provide two Zip cars at the location. Mr. Emerson acknowledged and apologized that METRO does not have the resources to attract people before their travel behaviors are set.

7 DISCUSS MARKETING IDEAS

Mr. Emerson reminded the Committee that METRO does not have a Marketing Department but he is available to listen to ideas. However, due to limited resources, we cannot act on them at this time and gave some examples of ideas that are being considered:

- Cabrillo College has contacted METRO about buying external ads on the buses to encourage people to go to college. Cabrillo has a small marketing department and the concern is that they can't get much value for their money. This becomes a policy issue for the METRO Board of Directors to address.

Attachment A

- KSCO has been talking to us about trading advertising on the Hwy. 17 bus for letting us sponsor their over-the-hill traffic report every 15 minutes. Two problems arise: (1) the only place on a bus going over Hwy. 17, that would be of any value to them, would be on the back end. We currently do not have space available on these particular vehicles for a billboard, and (2) policy dictates the types of advertising we can do.
- Comcast – the PSA in Spring 2016 was "Please come and give your input on the upcoming service change." In Fall 2016 we ran another PSA thanking riders for their patience. We are considering running that PSA again to maintain our presence and thank riders for their continued support as we go through ridership changes. They are not very expensive for 15 second slots and sometimes we benefit from getting additional slots free when Comcast hasn't sold all of their ad air time.
- Ms. April Warnock added that one of METRO's Bus Operators designed the button "Support Public Transit and Keep Santa Cruz County Moving." These buttons have been handed out at Open Streets Santa Cruz, are in our main lobby, and Bus Operators wear them. The same bus operator designed posters "Support Public Transit" that are posted at the transit centers.
- Ms. Warnock also mentioned the art contest held for children in Santa Cruz County. There were eight entries and they all won. The first place winner's artwork is on the cover of Headways; two second place winners' artwork is displayed on the sides of eight buses. The rest of the contest entries will have their artwork placed inside the buses. Mr. Glatt mentioned that all of the entries will be posted on METRO's website when we go to the Winter Schedule.

Chair Elsea urged everyone to keep thinking about these types of ideas. Mr. Emerson encouraged others to do as Vice Chair Gunther has done in providing data on the routes they ride. Even though we have the Interns riding various routes and collecting data, it still is only a sampling.

Mr. Pisano thought someone had volunteered their group months ago to do bus surveys. Mr. Emerson said a group did come forward but because they didn't follow our survey protocol, the information they gathered had no value.

Vice Chair Gunther asked if Mr. Emerson could provide the survey forms to interested Committee members. Mr. Emerson was enthusiastic about Committee members participating in collecting data and replied that he'd send an email letting them know the information needed so that survey forms could be created for their specific routes requested.

Mr. Pisano would like name tags created for Committee members. Chair Elsea said that this was brought up a few months ago. The goal is to create tags identifying them as a "METRO Advisory Committee Member" without specific names on them. This would allow the public to identify them as an information/complaint conduit. Mr. Emerson said he'd look into this.

Attachment A

8 DISCUSS CURRENT ONLINE FORM MODIFICATIONS THAT WERE MANDATED BY THE 2016 TRIENNIAL REVIEW AND OFFER EDITS TO MAKE THEM MORE USER-FRIENDLY

Using the METRO website, Mr. Glatt reminded everyone to check the METRO News Bulletin link and Quarterly Service Changes to review the Winter Service changes. From there you can hone in on the route schedules and route maps using the provided links. He also reviewed the features of Schedule By Stop.

Mr. Glatt also previewed an example of what the new bus stop signs will look like. Each bus stop sign will have a custom Stop ID. By using the Stop ID, you can obtain information on every stop in the system. The Board of Directors approved this signage change at the October 28, 2016 meeting (see attachment). The signs are being printed and will be installed in December/January.

Mr. Glatt pulled up the Customer Service screen on METRO's website and gave a brief background on the findings of the Triennial review. One of the results of the review was to make the ADA and Title VI policies and forms more accessible and user-friendly. There are now five different categories for the public to file compliments, suggestions, or complaints about METRO's services. In reviewing each of the five website categories, the following recommendations were made:

- **Title VI Discrimination Complaint:**

Recommendation: Chair Elsea was concerned that the Priority Level was set to "High" and the Disability Level was set to "Low." She felt that sent the wrong message to someone with a disability and requested these levels be changed to "Normal." Vice Chair Gunther agreed with her.

Action: Mr. Glatt will make that change.

Recommendation: Chair Elsea suggested adding a "Disability" and "Other" check boxes in the source of discrimination section because not everything is covered under age, sex, sexual orientation, and gender identity. Vice Chair Gunther agreed there should be a check box for "Disability" and Ms. Taylor thought "Other" was a good idea just to cover anything else.

Action: Mr. Glatt will add a check box for "Disability" and "Other" with a text box to elaborate.

- **ADA 504 Complaint:**

Recommendation: Change form or break out into additional forms to cover all ADA complaints. Discussion began with Chair Elsea pointing out that this form refers to a 504 complaint and was wondering if METRO only wanted to list the one area since ADA can include other areas as well (e.g., 508). Mr. Glatt said this was modeled after our "pdf" version of the policy. Vice Chair Gunther concurred that this form only accepts a 504 complaint so if there was a 508 complaint, it suggests you would need a different form. However, since there is only one form, that option is not available.

Attachment A

Action: Mr. Glatt suggested that a meeting with METRO's General Counsel would be appropriate to see if the policy needs to be updated to include the other areas.

- **Accessible Information Request:**

Recommendation: Chair Elsea and Vice Chair Gunther requested that the "Attachment" section be removed. By having it on the form, it suggests the user needs to attach a document. They felt this was confusing.

Action: Mr. Glatt agreed that "Attachments" should be turned off and will change the configuration so that it does not appear on the form.

- **Lost & Found Report:**

Recommendation: Chair Elsea suggested adding the "bus number (if known)" to this form since it is on all of the other forms.

Action: Mr. Glatt will add the option to the form.

Vice Chair Gunther questioned if the email address is required and what would you put in that box if you don't have an email address. Mr. Glatt replied that any text or NA would be acceptable; the text does not have to be in email format.

Recommendation: Chair Elsea suggested changing the subject line to "Lost and Found" for this form. Mr. Glatt responded that certain default fields are generated when a new form is created and he is not able to alter them. This is different from a custom field that he creates and has control over.

Action: Mr. Glatt will look at the programming code and see if the subject line can be altered to automatically fill with "Lost and Found."

- **Customer Service Report:**

Recommendation: Chair Elsea suggested that the "preferred method of contacting you" option that appears on the regular Customer Service Report should be added to all of the forms, making them more user-friendly.

Action: Mr. Glatt will add "preferred method of contacting you" to all of the forms.

Recommendation: Chair Elsea described an incident where a Customer Service Representative (CSR) was not able to give her information about a route and wanted to report this so that the newer CSR's could get additional training. In filling out the form she discovered that the "Choose Location" box required a street name--it wouldn't allow just any text. Since she was calling from home, it pertained to a telephone call versus an issue on a bus or at a bus stop. Mr. Glatt agreed that the form was geared more for reporting an incident. Ms. Taylor suggested creating a separate form for problems with a CSR on the telephone. Mr. Aguirre recommended adding a drop box to "Choose Location" that says: "Street and Cross-Street", and "Other" with a text box to elaborate.

Attachment A

Minutes – METRO Advisory Committee

November 16, 2016

Page 7 of 8

Action: Mr. Glatt will add a drop box to "Choose Location" and include the following options: "Street & Cross-Street (enter below)", "By Telephone", "At Transit Center", "On METRO Bus", "At Bus Stop (enter Stop ID below)", and "Other Location" (enter below). He will include a text box to provide more information.

Chair Elsea was grateful to Mr. Glatt for attending the meeting and listening to the Committee's input. She suggested the Committee and Mr. Glatt touch base at the next meeting on the improvements made.

9 ESTABLISH AND APPROVE THE METRO ADVISORY COMMITTEE (MAC) 2017 MEETING SCHEDULE

MOTION: Approve 2017 MAC Meeting Schedule:

February 15
May 17
August 16
November 15

MOTION: GUNTHER

SECOND: PISANO

MOTION CARRIED: UNANIMOUS

10 ELECT THE METRO ADVISORY COMMITTEE (MAC) CHAIR AND VICE CHAIR FOR 2017 TERM

MOTION: ELECT CHAIR MICHAEL PISANO FOR A ONE-YEAR TERM (January 1 – December 31, 2017)

MOTION: MARTINEZ

SECOND: ELSEA

MOTION: CARRIED – UNANIMOUS

MOTION: ELECT VICE CHAIR JOSEPH MARTINEZ TO A ONE YEAR TERM (January 1 – December 31, 2017)

MOTION: TAYLOR

SECOND: PISANO

MOTION CARRIED: UNANIMOUS

11 COMMUNICATIONS TO THE SANTA CRUZ METRO CEO

None

12 COMMUNICATIONS TO THE SANTA CRUZ METRO BOARD OF DIRECTORS

None

13 ITEMS FOR NEXT MEETING AGENDA

- Winter Service – A status update on the changes made to the time points to see if that is improving on-time performance.
- Discuss marketing ideas (i.e., Wi-Fi on buses and in transit centers, contact Cruzio to see if they are willing to exchange Wi-Fi for having their name on the bus) and ask Barrow to give a regular presentation in this area.
- Discuss timeliness of the route alerts so that people can more easily make adjustments to their route plans.

14 DISTRIBUTION OF VOUCHER

Distributed by Ciro Aguirre, COO

15 ADJOURNMENT

Meeting adjourned at 7:49 PM by Chair Elsea.

Respectfully submitted,
Donna Bauer
Administrative Assistant



DATE: August 26, 2016

TO: Board of Directors

FROM: Barrow Emerson, Planning & Development Manager

**SUBJECT: ACCEPT AND FILE SANTA CRUZ METRO SYSTEM RIDERSHIP REPORTS FOR
THE FOURTH QUARTER OF FY16**

I. RECOMMENDED ACTION

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

II. SUMMARY

- This report contains ridership summaries and ridership by route for Santa Cruz Metropolitan Transit District (METRO) fixed route bus service for the fourth quarter (Q4) of FY16 (April 1 – June 30, 2016).
- Quarterly ridership reports are provided to keep the Board of Directors apprised of METRO's ridership statistics and ridership trends.

III. DISCUSSION/BACKGROUND

Attachment A shows system-wide ridership statistics for Q4 of FY16, while making comparisons with Q4 and Year-to-Date (YTD) totals for FY16 and FY15. This report also displays the use of Discounted Fares and Pass Usage by seniors and people with disabilities.

- Q4 and YTD system-wide ridership decreased 2.8% and 1.1%, respectively
Reason(s) that Fixed-Route quarterly and YTD ridership decreased include:
 - Reduced on-time performance, primarily a result of increased congestion
 - Decreased Hwy 17 ridership

- Hwy 17 quarterly and YTD ridership decreased 16.8% and 11.2%, respectively.
Reason(s) that Hwy 17 quarterly and YTD ridership decreased include:
 - Increased fares
 - Reduced on-time-performance, primarily a result of increased congestion

- Quarterly and YTD Discounted Fare and Pass totals increased 4.6% and 5.0%, respectively.

Reason(s) that quarterly and YTD discounted fare and pass usage increased include:

- Increased ridership by seniors and those with disabilities on our fixed route service
- Greater utilization of passes system-wide

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13-07.1

DISTRIBUTED AT 8/26/16 BOARD OF DIRECTORS MEETING

Attachment B shows UCSC ridership and revenue statistics for Q4 of FY16. The report makes comparisons between FY16 and FY15 Q4 and YTD UCSC ridership.

- UCSC ridership decreased 0.4% in Q4 of FY16, while YTD UCSC ridership increased 1.8%. UCSC quarterly revenue decreased 1.9%; YTD revenue increased 0.3%

Reason(s) that quarterly UCSC ridership and revenue decreased include:

- Increased usage of UCSC shuttle service for transportation on campus

Reason(s) that YTD UCSC ridership and revenue increased include:

- Increased UCSC enrollment in FY16
- Additional supplemental trips paid for by UCSC

Attachment C shows average ridership per trip for all weekday and weekend routes in Q4 of FY16. System-wide, there are 21 riders per trip on weekdays and 24 riders per trip on weekends.

- The weekday and weekend route with the highest ridership average is route 16.
 - This route serves UCSC via Laurel East.
 - During their school term UCSC pays for eight supplemental weekend 16ST trips to attempt to meet this high demand.
- The weekday route with the lowest ridership average is route 34.
 - This route serves South Felton during the SLVUSD school term.
- The weekend route with the lowest ridership average is route 79.
 - This route serves the East Lake area in Watsonville.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Revenue derived from passenger fares and passes is reflected in the FY16 operating budget.

V. ALTERNATIVES CONSIDERED

There are no alternatives to consider.

VI. ATTACHMENTS

Attachment A: Quarterly Ridership Summary for FY16 Q4 (April 1 – June 30, 2016)

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Attachment B: Quarterly UCSC Ridership and Discounted Fare Summary for FY16 Q4 (April 1 – June 30, 2016)

Attachment C: Quarterly Ridership by Route Report for FY16 Q4 (April 1 – June 30, 2016) Q4 (April 1 – June 30, 2016)

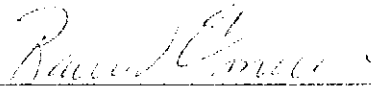
Prepared By: Cayla Hill, Administrative Specialist

11-05A.11

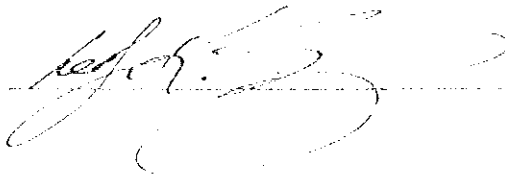
13-07.3

VII. APPROVALS:

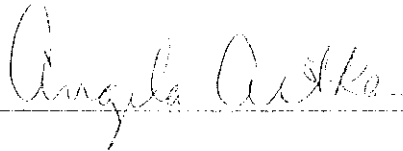
Barrow Emerson,
Planning and Development Manager



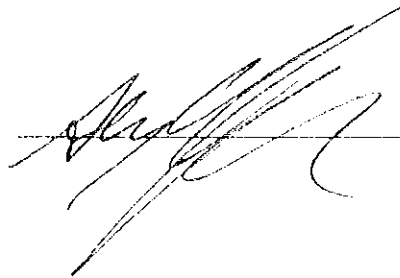
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Quarterly Ridership Summary

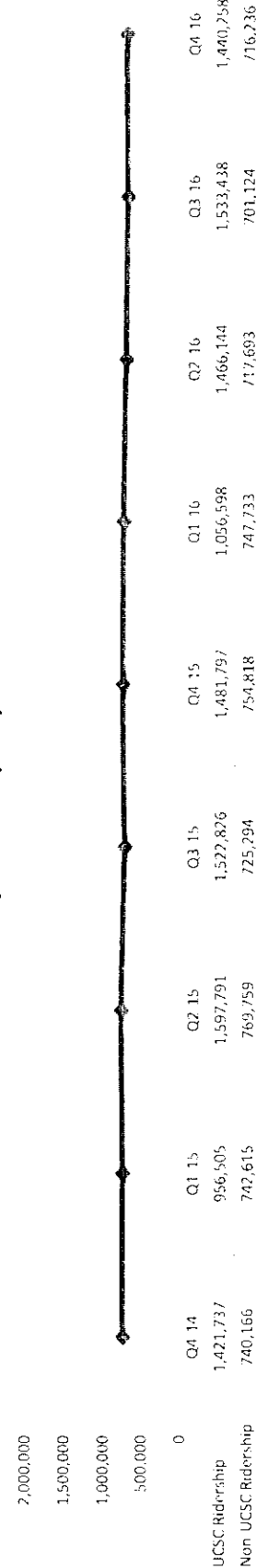
FY16 Q4 (April 01, 2016 - June 30, 2016)

Calendar Operating Days		Discounted Fare and Pass Usage				
This Year	Last Year	This Year	Last Year	Difference	% Change	Year To Date Totals (Q1, Q2, Q3, Q4)
Weekdays	65	Dis. Local Single Cash Fare	58,399	8,457	14.5%	This Year Last Year Difference % Change
13	13	Dis. Hwy 17 Single Cash Fare	6,909	-239	-3.5%	258,677 221,362 37,315 16.9%
13	13	Dis. Local Pass Usage	128,104	638	0.5%	26,192 25,988 204 0.8%
Total Dis. Fare & Pass Usage		201,630	192,774	8,856	4.6%	500,064 500,495 -431 -0.1%
						784,933 747,845 37,088 5.0%

Quarterly System Totals

Quarterly Totals (Q4)			Year to Date Totals (Q1, Q2, Q3, Q4)		
This Year	Last Year	% Change	This Year	Last Year	% Change
Local Fixed Route	1,359,254	-1.8%	5,159,629	5,179,714	-0.4%
Highway 17 Express	81,004	-16.8%	336,809	379,205	-11.2%
System Total	1,440,258	-2.8%	5,496,438	5,558,919	-1.1%

Quarterly Ridership - System Totals



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

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UCSC Revenue and Ridership Summary

FY16 Q4 (April 01, 2016 - June 30, 2016)

Calendar Operating Days

	This Year	Last Year
School Term Days	49	49
Weekdays	65	65
Weekend Days	26	26

UCSC Quarterly Revenue (Q4)

Quarterly Totals (Q4)	This Year	Last Year	\$ Difference	% Change
Student Billing	\$952,134.29	\$973,699.04	-\$21,564.75	-2.2%
Staff Billing	\$50,851.47	\$52,374.96	-\$1,523.49	-2.9%
Route 16ST	\$2,732.62	\$0.00	\$2,732.62	N/A
Route 20D	\$17,470.92	\$17,255.15	\$215.77	1.3%
Total	\$1,023,189.30	\$1,043,329.15	-\$20,139.85	-1.9%

UCSC Quarterly Ridership Totals

Quarterly Totals (Q4)	This Year	Last Year*	Difference	% Change
Students	687,261	689,590	-2,329	-0.3%
Staff & Faculty	36,761	37,389	-628	-1.7%
Total	724,022	726,979	-2,957	-0.4%

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10-07B.1

ATTACHMENT Attachment B

UCSC Annual Revenue

Year to Date Totals (Q1, Q2, Q3, Q4)	This Year	Last Year	\$ Difference	% Change
Student Billing	\$3,358,676.30	\$3,364,292.24	-\$5,615.94	-0.2%
Staff Billing	\$197,754.20	\$206,141.64	-\$8,387.44	-4.1%
Route 16ST	\$9,953.75	\$0.00	\$9,953.75	N/A
Route 20D	\$58,141.21	\$44,994.23	\$13,146.98	29.2%
Total	\$3,624,525.46	\$3,615,428.11	\$9,097.35	0.3%

UCSC Annual Ridership Totals

Year to Date Totals (Q1, Q2, Q3, Q4)	This Year	Last Year*	Difference	% Change
Students	2,469,649	2,417,993	51,656	2.1%
Staff & Faculty	144,003	148,440	-4,437	-3.0%
Total	2,613,652	2,566,433	47,219	1.8%

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

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ATTACHMENT

Quarterly Ridership by Route

Attachment C

APRIL 1, 2016 - JUNE 30, 2016		Weekday	Weekend
Route	Corridor	Avg. Riders per Trip	Avg. Riders per Trip
3	Mission/Beach	13	10
4/4W	Harvey West/Emeline	15	6
8	Emeline	6	
10	UCSC via High St.	47	43
12	UCSC East Side District	34	
15	UCSC via Laurel West	35	
16	UCSC via Laurel East	49	64
16ST	UCSC via Laurel East Supp.		46
19	UCSC via Lower Bay	54	61
20	UCSC via West Side	55	55
20D	UCSC via West Side Supp.	45	
30	Graham Hill/Scotts Valley	6	
33	Lompico SLV/Felton Faire	7	
34	South Felton	0.3	
35/35A	Santa Cruz/Scotts Valley/SLV	18	17
40	Davenport/North Coast	22	
41	Bonny Doon	16	14
42	Davenport/Bonny Doon	10	13
54	Capitola/Aptos/La Selva Beach	8	5
55	Rio Del Mar	13	
56	La Selva Beach	8	
66/66N	Live Oak via 17th	16	12
68	Like Oak via Broadway/Portola	15	11
69A	Capitola Road/Watsonville	39	25
69W	Cap. Road/Cabrillo/Watsonville	21	25
71	Santa Cruz to Watsonville	29	26
72	Corralitos	11	
74	Ohlone Parkway/Rolling Hills	8	3
75	Green Valley Road	15	15
77	Civic Plaza / Pajaro	4	
79	East Lake	7	4
91X	Santa Cruz/Watsonville Express	16	
Hwy 17	Hwy 17 Express/AMTRAK	16	19
System-wide Average Riders per Trip		21	24

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

13-07C.1

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ATTACHMENT Fall Ridership by Route

September 8, 2016 - October 26, 2016		Weekday	Weekday	Weekend	Weekend
Route	Corridor	Avg. Riders per Trip	Avg. UCSC Riders per Trip	Avg. Riders per Trip	Avg. UCSC Riders per Trip
3	Mission/Beach	16	3	12	5
4	Harvey West/Emeline	15	1		
10 *	UCSC via High St.	64	61	69	65
15 *	UCSC via Laurel West	61	59		
16 *	UCSC via Laurel East	69	67	83	78
16ST *	UCSC via Laurel East Supp.			25	24
19 *	UCSC via Lower Bay	63	59	61	57
20 *	UCSC via West Side	54	46	79	71
20D *	UCSC via West Side Supp.	62	61		
33	Lompico SLV/Felton Faire	10	0		
34	South Felton	0.5	0		
35/35A	Santa Cruz/Scotts Valley/SLV	19	1	20	1
40	Davenport/North Coast	23	1		
41	Bonny Doon	12	3		
42	Davenport/Bonny Doon	17	3	16	4
55	Rio Del Mar	18	0	7	0
66	Live Oak via 17th	18	3	26	6
68	Like Oak via Broadway/Portola	16	3	15	4
69A	Capitola Road/Watsonville	17	2	30	5
69W	Cap. Road/Cabrillo/Watsonville	33	3	30	4
71	Santa Cruz to Watsonville	36	2	38	2
72	Watsonville Hospital/Pinto Lake	15	0	11	0
74S	PVHS/Watsonville Hospital	26	0		
75	Green Valley Road	21	0	20	0
79	Pajaro/East Lake	8	0	12	0
91X	Santa Cruz/Watsonville Express	23	1		
Hwy 17	Hwy 17 Express/AMTRAK	18	0	22	0
System-wide Average Riders per Trip		16	8	37	18

* UCSC 2016 Fall quarter began on September 22nd. Ridership data for these routes ranges from September 22 - October 26.

ATTACHMENT

Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
Route	Route	WD Trips	WD Trips	WD Span	WD Span	WD Freq. (hrs)	WD Freq. (hrs)	WE Trips	WE Trips	WE Span	WE Span	WE Freq. (hrs)	WE Freq. (hrs)
3	3	12	6	6:50-17:50	7:50-17:50	1	2	5	5	9:50-17:50	9:50-17:50	2	2
4	4	11	10	6:45-16:45	7:25-16:25	1	1						
4W		0						5		8:55-16:45		2	
8		1		7:35		1x/day							
10	10	27	26	6:50-19:20	7:22-19:20	0.5	0.5	10	8	8:50-17:50	9:50-16:50	1	0.5
12		1		7:10		1x/day							
15	15	44	49	6:40-20:50	7:07-19:42	0.2	0.2						
16	16	72 *	76 ***	6:25-23:59	6:37-00:07	0.2	0.2	34	35	7:00-23:00	8:10-23:07	0.5	1
17 OB	17 OB	32 **	26 ****	4:45-21:35	4:40-21:30	0.2	0.3	15	14	7:55-21:05	6:52-21:05	1	1
17 IB	17 IB	29	29	5:55-22:45	5:55-22:35	0.3	0.3	16	15	9:00-22:55	8:10-22:10	1	1
19	19	27	27	7:30-23:30	7:25-23:25	0.5	0.5	19	10	10:00-19:00	10:00-19:00	0.5	0.5
20	20	20	20	7:20-22:20	7:15-22:15	1	1	13	10	8:20-20:20	11:20-20:20	1	1
20D	20D	9	9	7:20-18:25	7:15-22:15	1	1						
30		4		6:45-15:05		4x/day							
33	33	2	2	6:53-14:50	6:53-14:50	2x/day	2x/day						
34	34	2	2	7:25-15:30	7:25-15:30	2x/day	2x/day						
35 OB	35 OB	5	5	6:52-14:50	6:58-14:50	0.25	0.5						
35 IB	35 IB	32	32	5:43-21:23	5:30-22:30	0.5	0.5	24	13	7:02-22:23	9:30-22:00	0.5	1
35A	35A	28	28	6:30-23:00	6:30-23:00	0.5	0.5	23	14	7:30-23:00	8:30-22:00	0.5	1
40	40	2	2	6:40-15:25	6:40-8:10	4x/day	2x/day	2		8:30-16:30		2x/day	
41	41	2	2	5:50-17:30	5:50-8:00	4x/day	2x/day	1		9:30		1x/day	
42	42	3	3	8:30	15:30-20:30	1x/day	3x/day	1	2	18:00	8:30-16:30	1x/day	3x/day
54				17:35		1x/day		3		8:00-18:40		3x/day	
55	55	10	10	7:30-16:30	8:30-17:30	1	1		2		8:30-13:30		1
56				8:00-13:55		2x/day							
66 OB	66 OB	15	15	6:45-20:30	6:45-22:00	1	1	14	12	6:45-19:55	8:00-21:00	1	1
66 IB	66 IB	16	16	5:55-21:10	5:55-10:40	1	1	14	13	7:00-20:25	8:45-21:40	1	1
66N OB				22:00		1x/day		2		21:00-22:10		1	
66N IB				22:40		1x/day		2		21:35-22:40		1	
68 OB	68 OB	12	12	6:15-18:30	7:15-18:15	1	1	11	6	8:15-18:30	11:00-16:00	1	1
68 IB	68 IB	13	13	6:30-18:40	6:30-18:30	1	1	10	6	8:30-17:35	11:40-18:30	1	1
69A OB	69A OB	12	12	7:07-18:00	7:07-18:00	1	1	11	11	8:07-18:00	8:30-18:30	1	1
69A IB	69A IB	12	12	6:45-18:50	6:50-17:50	1	1	11	11	8:50-18:50	8:30-18:30	1	1
69W OB	69W OB	15	15	6:37-20:37	6:45-20:45	1	1	13	10	8:37-20:37	9:00-18:00	1	1
69W IB	69W IB	16	16	6:20-20:50	6:30-21:25	1	1	13	11	7:50-20:50	9:00-18:00	1	1
71 OB	71 OB	32	32	6:10-23:45	6:40-23:45	0.5	0.5	31	17	7:15-23:45	7:45-23:45	0.5	1
71 IB	71 IB	33	33	5:00-23:00	5:34-23:00	0.5	0.5	30	15	6:05-21:30	6:10-20:10	0.5	1
72	72	12	12	5:45-18:45	6:45-17:45	1	1						
72W	72W	0	0						5		9:25-17:25		2
74				6:10-18:10		1		13		6:45-18:45		1	
74S	74S	2	2	7:00-15:10	7:00-15:10	2x/day	2x/day						
75	75	13	13	5:15-19:15	6:15-18:15	1	1	15	11	5:15-19:15	6:05-17:45	1	1
77				6:30-18:30		1							
79	79	11	11	7:00-18:00	7:25-17:25	1	1	12	3	7:30-18:30	8:00-15:00	1	1
91X OB	91X OB	22	22	6:25-17:45	6:55-17:25	0.5	0.4						
91X IB	91X IB	20	20	5:55-17:40	5:57-16:20	0.5	0.5						
Total Trips		692	620	Total Trips		373	259						

*Route 16: 70 trips on T-TH

***Route 16: 74 trips on T-TH

** Hwy 17: 37 trips on F

****Hwy 17: 31 trips on F

Route Removed

Trip does not occur on WD/WE

ATTACHMENT
Attachment A

SAMPLE OF REDESIGN

(sign bolt is shown in grey at top)
Santa Cruz METRO Branding Sticker (12" x 12")
Printed on 3M reflective material with anti-graffiti laminate.

Note: In the November Board meeting, staff will propose an update of our current 2007 No-Smoking policy to modify "within 40' of bus stop" to the adhere to the CNG bus regulations of "within 50' of any bus stop" as shown in these sticker designs.

Link to No-Smoking policy:
http://scmtd.com/images/departament/legal/policies/no_smoking_policy.pdf

Information / Información
(831)425-8600
scmtd.com

SANTA CRUZ METRO
Bus Stop

Bus Stop ID:
1046

Clifford Ave & Lassen Way

Schedule By Stop Today's Schedule at this Location via web or text message	Horario por Parada Horario de Hoy en este lugar via internet o mensaje de texto
scmtd.com/stop/1046 Or Text Message "SCM 1046" to 468-311 • Use a "space" between scm and 1046 • Message and data rates may apply	scmtd.com/es/parada/1046 O Mensaje de Texto "SCM 1046" to 468-311 • Use un "espacio" entre scm y 1046 • Cargos de mensaje y data pueden aplicar

Buses are accessible
Autobuses son accesibles

Bus bike racks hold 3 bikes
Autobuses tienen 3 portabikeletas

No smoking or vapor devices on buses or within 50 Feet of Bus Stop
Se prohíbe fumar o usar aparatos de vapor en el autobús o dentro de 50 Pies de la Parada

11-05A.20

14A.3

DISTRIBUTED AT 10/28/16 BOARD OF DIRECTORS MEETING



DATE: February 24, 2017

TO: Board of Directors

FROM: April Warnock, Paratransit Superintendent

**SUBJECT: ACCEPT AND FILE THE METRO PARACRUZ OPERATIONS STATUS
REPORT FOR OCTOBER, NOVEMBER AND DECEMBER 2016**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the Metro ParaCruz Operations Status Report for October, November, and December 2016

II. SUMMARY OF ISSUES

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

III. DISCUSSION/BACKGROUND

Comparing September 2016 statistics to October 2016, ParaCruz rides increased by 61 rides.

Comparing October 2016 statistics to November 2016, ParaCruz rides decreased by 404 rides.

Comparing November 2016 statistics to December 2016, rides decreased by 815. December 2016 had the lowest ridership over the course of a month during the last decade.

Comparing the monthly statistics of FY15-16 to the monthly statistics of FY16-17:

- In October the number of ParaCruz rides decreased by 1,221.
- In November the number of ParaCruz rides decreased by 347.
- In December ParaCruz number of rides decreased by 1,200.

On-time performance continued to decline for the months of October, November, and December, as Santa Cruz Transportation continues to struggle with their ability to retain Operators. Lyft and Uber operations in Santa Cruz County have steadily eroded SCT's revenue stream, thus causing their Operators to look for work elsewhere.

Fortunately, ParaCruz has recruited and hired four new Operators, who have been released into revenue service and hopefully will begin to improve our on-time performance.

In addition to tracking and recording missed trips and denied trips, the chart on Attachment B now has a line for tracking excessively long trips. The Federal Transit Administration has released a circular (FTA C 4710.1) explaining how on-time performance regulations are expected to be interpreted by transit agencies for paratransit operations. A trip on paratransit is considered excessively long if it exceeds the comparable time it would take a rider on fixed route service. The elements considered when determining comparability in travel times includes:

- Walking time to the stop/station from the origin address
- Waiting time
- In-vehicle time (for all trip segments)
- Transfer times (if any)
- Walking time from the final stop /station to the destination address.

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. ALTERNATIVES

- Not applicable.

V. COORDINATION

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

VI. FINANCIAL CONSIDERATIONS

There are no financial considerations for this report.

VII. ATTACHMENTS

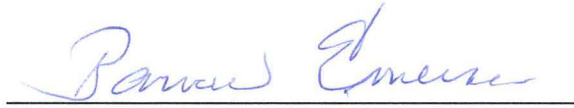
Attachment A: ParaCruz On-time Performance Charts for October, November and December 2016

Attachment B: Comparative Operating Statistics Tables for October, November and December 2016

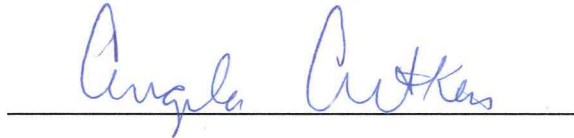
- Attachment C:** Number of Rides Comparison Chart
- Attachment D:** Shared vs. Total Rides Chart
- Attachment E:** Mileage Comparison Chart
- Attachment F:** Monthly Eligibility Assessment

VII. APPROVALS:

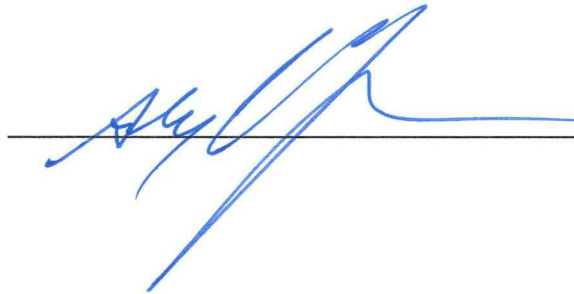
Barrow Emerson,
Planning and Development Manager

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Approved as to fiscal impact:
Angela Aitken, Finance Manager

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Alex Clifford, CEO/General Manager

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

Attachment A

Board Meeting February 24, 2017

ParaCruz On-time Performance Report

	October 2015	October 2016
Total pick ups	8,077	6,856
Percent in “ready window”	89.43%	82.41%
1 to 5 minutes late	4.36%	5.73%
6 to 10 minutes late	2.65%	4.30%
11 to 15 minutes late	1.45%	2.83%
16 to 20 minutes late	.93%	1.76%
21 to 25 minutes late	.43%	1.15%
26 to 30 minutes late	.30%	.64%
31 to 35 minutes late	.17%	.50%
36 to 40 minutes late	.19%	.26%
41 or more minutes late (excessively late/missed trips)	.10%	.36%
Total beyond “ready window”	10.57%	17.55%

During the month of October 2016, ParaCruz received one (1) Customer Service Report. It was a valid complaint.

	November 2015	November 2016
Total pick ups	7,986	6,452
Percent in “ready window”	88.54%	82.69%
1 to 5 minutes late	4.22%	6.20%
6 to 10 minutes late	2.75%	4.09%
11 to 15 minutes late	1.98%	2.88%
16 to 20 minutes late	.94%	1.69%
21 to 25 minutes late	.71%	.88%
26 to 30 minutes late	.41%	.51%
31 to 35 minutes late	.23%	.29%
36 to 40 minutes late	.19%	.22%
41 or more minutes late (excessively late/missed trips)	.03%	.54%
Total beyond “ready window”	11.46%	17.31%

During the month of November 2016, ParaCruz received one (1) Customer Service Report. The report was not verifiable.

Attachment A

Board Meeting February 24, 2017

	December 2015	December 2016
Total pick ups	6,837	5,637
Percent in “ready window”	89.09%	85.79%
1 to 5 minutes late	4.42%	4.52%
6 to 10 minutes late	2.84%	3.48%
11 to 15 minutes late	1.54%	2.18%
16 to 20 minutes late	.83%	1.53%
21 to 25 minutes late	.50%	.89%
26 to 30 minutes late	.39%	.76%
31 to 35 minutes late	.18%	.35%
36 to 40 minutes late	.18%	.30%
41 or more minutes late (excessively late/missed trips)	.04%	.20%
Total beyond “ready window”	10.91%	14.21%

During the month of December 2016, ParaCruz received one (1) Customer Service Report. The report was a valid complaint.

Attachment B

Board Meeting February 24, 2016

Comparative Operating Statistics through October 2016.

	October 2015	October 2016	Fiscal 15-16	Fiscal 16-17	Performance Averages	Performance Goals
Requested	8,728	7,624	34,105	28,488	7,506	
Performed	8,077	6,856	31,168	25,664	6,587	
Cancel	18.89%	19.7%	19.51%	20.16%	22.05%	
No Shows	2.69%	3.50%	3.08%	3.42%	3.29%	Less than 3%
Total miles	61,097	54,257	246,079	154,111	53,343	
Av trip miles	5.57	5.99	5.78	6.0	5.86	
Within ready window	89.43%	82.45%	89.16%	85.88%	88.52%	92.00% or better
Call center volume	4,957	N/A	24,493	N/A	N/A	
Hold times less than 2 minutes	87.5%	N/A	91.8%	N/A	N/A	Greater than 90%
Distinct riders	761	757	1297	1206	740	
Most frequent rider	50 rides	54 rides	205 rides	162 rides	51 rides	
Shared rides	63.4%	67.7%	63.7%	67.7%	61.72%	Greater than 60%
Passengers per rev hour	1.97	1.97	1.94	1.97	1.87	Greater than 1.6 passengers/hour
Rides by supplemental providers	6.65%	9.16%	5.45%	7.55%	3.52%	No more than 25%
Vendor cost per ride	\$23.39	\$21.35	\$23.27	\$23.63	\$24.66	
ParaCruz driver cost per ride (estimated)	\$29.54	N/A	\$25.37	N/A	N/A	
Rides < 10 miles	63.98	63.51%	65.80%	63.87%	65.65%	
Rides > 10	36.02	34.49%	34.20%	36.13%	34.52%	
Denied Rides	0	0	0	0	0	Zero
Missed Trips	8	25	18	48	5.08	
Excessively Long Trips	N/A	3	N/A	3	N/A	Started Tracking October 2016

Attachment B

Board Meeting February 24, 2016

Comparative Operating Statistics through November 2016.

	November 2015	November 2016	Fiscal 15-16	Fiscal 16-17	Performance Averages	Performance Goals
Requested	7,943	7,545	42,048	36,033	7,473	
Performed	6,799	6,452	37,967	32,116	6,558	
Cancel	23.87%	24.04%	20.33%	20.97%	22.06%	
No Shows	2.98%	3.29%	3.07%	3.39%	3.32%	Less than 3%
Total miles	54,813	52,009	300,892	261,916	53108	
Av trip miles	5.75	6.07	5.77	6.02	5.89	
Within ready window	88.84%	82.69%	89.10%	85.23%	88.01%	92.00% or better
Call center volume	4,676	N/A	31,428	N/A	N/A	
Hold times less than 2 minutes	91.4%	N/A	92.1%	N/A	N/A	Greater than 90%
Distinct riders	737	727	1,367	1,285	739	
Most frequent rider	48 rides	50 rides	211 rides	213 rides	52 rides	
Shared rides	62.8%	67.4%	63.5%	64.7%	62.10%	Greater than 60%
Passengers per rev hour	1.89	1.96	1.93	1.96	1.87	Greater than 1.6 passengers/hour
Rides by supplemental providers	2.91%	7.68%	4.92%	7.58%	3.92%	No more than 25%
Vendor cost per ride	\$31.18	\$22.27	\$24.04	\$23.34	\$23.92	
ParaCruz driver cost/ride (estimated)	N/A	N/A	N/A	N/A	N/A	
Rides < 10 miles	66.41%	61.98%	65.91%	63.49%	65.28%	
Rides > 10	35.59%	36.13%	34.09%	36.51%	34.57%	
Denied Rides	0	0	0	0	0	Zero
Missed Trips	2	35	20	83	7.83	
Excessively Long Trips	N/A	5	N/A	8	N/A	Started Tracking October 2016

Attachment B

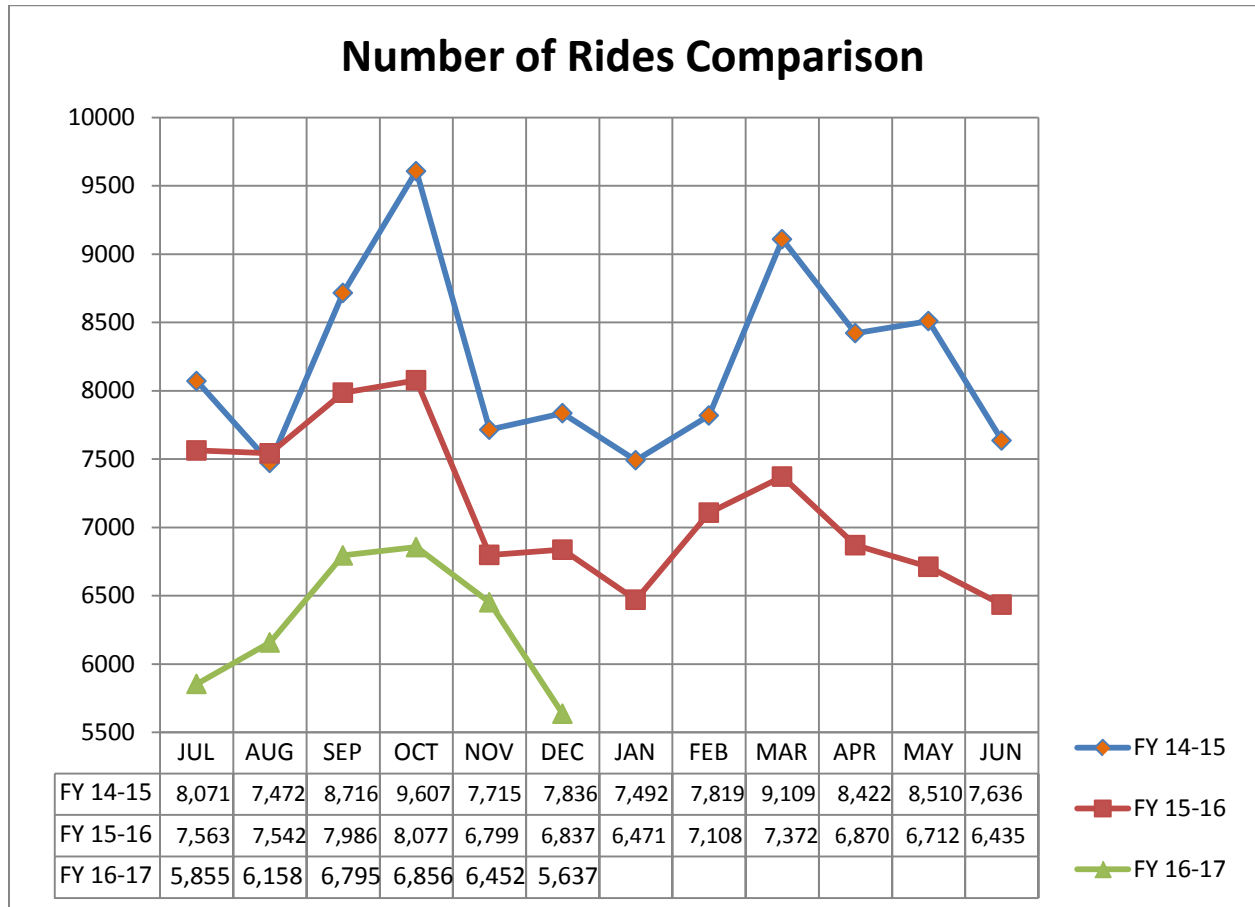
Board Meeting February 24, 2016

Comparative Operating Statistics through December 2016.

	December 2015	December 2016	Fiscal 15-16	Fiscal 16-17	Performance Averages	Performance Goals
Requested	8,005	6,680	50,053	42,713	7,363	
Performed	6,837	5,637	44,804	37,753	6,459	
Cancels	24.26%	24.15%	20.96%	21.47%	22.05%	
No Shows	3.95%	3.47%	3.21%	3.40%	3.28%	Less than 3%
Total miles	55,974	47,522	356,866	309,438	52,405	
Av trip miles	5.86	6.02	5.78	6.04	5.90	
Within ready window	89.09%	85.79%	89.10%	85.32%	87.73%	92.00% or better
Call center volume	5,484	N/A	31,428	N/A	N/A	
Hold times less than 2 minutes	91.4%	N/A	92.1%	N/A	N/A	Greater than 90%
Distinct riders	764	701	1464	1348	734	
Most frequent rider	42 rides	45 rides	239 rides	240 rides	52 rides	
Shared rides	61.3%	64.2%	63.2%	64.6%	62.34%	Greater than 60%
Passengers per rev hour	1.80	1.86	1.91	1.86	1.88	Greater than 1.6 passengers/hour
Rides by supplemental providers	4.29%	6.38%	4.73%	7.38%	4.10%	No more than 25%
Vendor cost per ride	\$24.73	\$24.52	\$24.12	\$23.51	\$23.90	
ParaCruz driver cost/ride (estimate)	N/A	N/A	N/A	N/A	N/A	
Rides < 10 miles	64.44%	64.70%	65.68%	63.67%	65.30%	
Rides > 10	35.56%	35.40%	34.32%	36.33%	34.56%	
Denied Rides	0	0	0	0	0	Zero
Missed Trips	3	11	23	94	8.50	
Excessively Long Trips	N/A	5	N/A	13	N/A	Started Tracking October 2016

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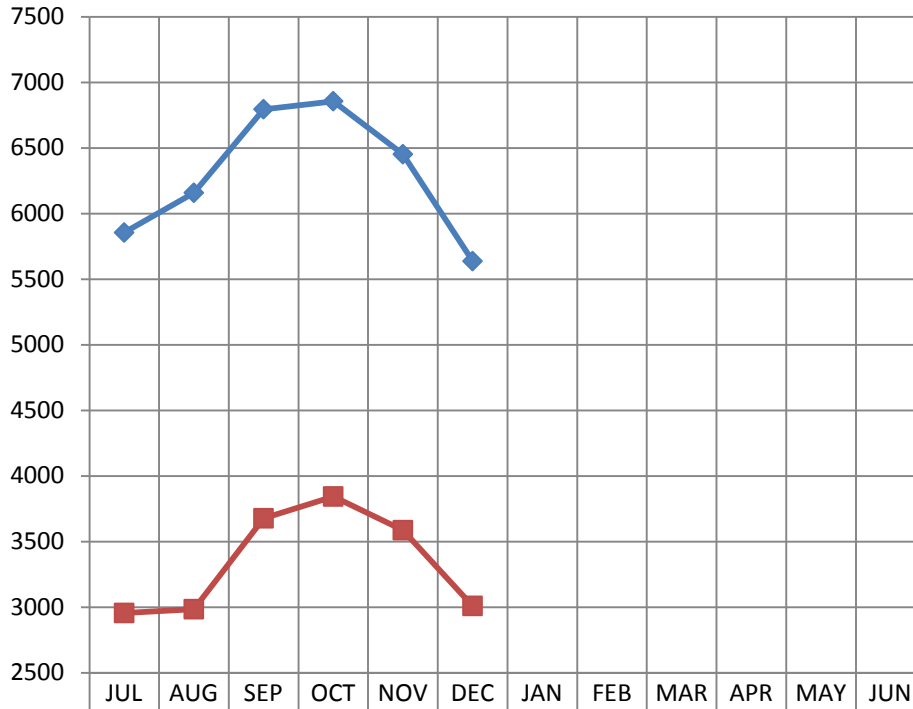
Attachment C





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Attachment D

Total Ride vs. Shared Ride Count

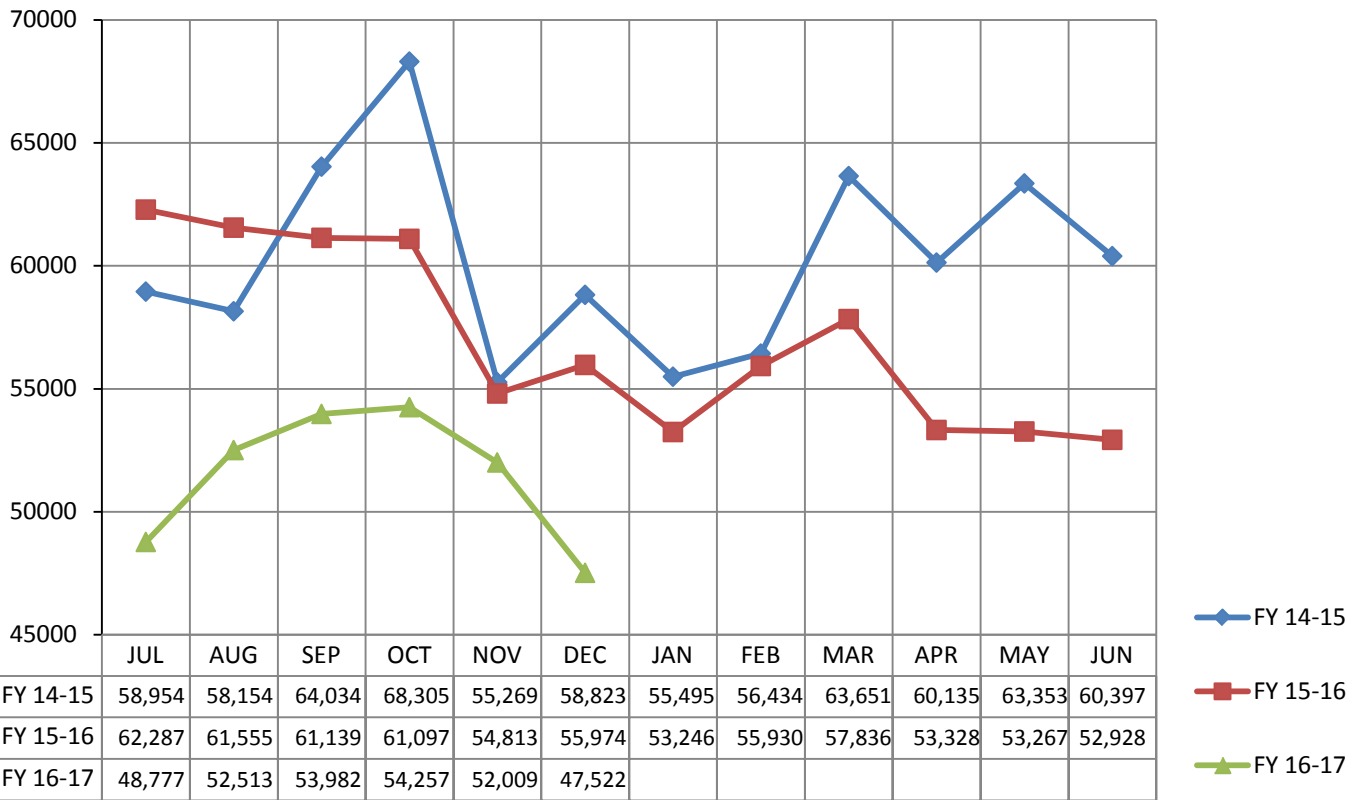


 Ride Count
 Shared Rides

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Attachment E

Annual Miles Comparison



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Attachment F

Board Meeting February 24, 2017

Monthly Assessments

MONTHLY ASSESSMENTS						
	UNRESTRICTED	RESTRICTED CONDITIONAL	RESTRICTED TRIP BY TRIP	TEMPORARY	DENIED	TOTAL
JANUARY 2016	45	0	1	11	1	58
FEBRUARY 2016	41	0	1	1	0	43
MARCH 2016	51	2	0	5	1	59
APRIL 2016	32	0	2	3	0	37
MAY 2016	38	0	1	3	0	42
JUNE 2016	37	1	1	5	1	45
JULY 2016	43	1	1	4	2	51
AUGUST 2016	40	2	3	6	0	51
SEPTEMBER 2016	28	0	1	5	0	34
OCTOBER 2016	53	0	2	2	0	57
NOVEMBER 2016	24	0	1	3	0	28
DECEMBER 2016	28	0	0	3	0	31

Number of Eligible Riders for the month of October 2016 = 3,703

Number of Eligible Riders for the month of November 2016 = 3,699

Number of Eligible Riders for the month of December 2016 = 3,721

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DATE: February 24, 2017
TO: Board of Directors
FROM: Barrow Emerson, Planning & Development Manager
**SUBJECT: ACCEPT AND FILE METRO SYSTEM RIDERSHIP REPORTS FOR THE
SECOND QUARTER OF FY17**

I. RECOMMENDED ACTION

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

II. SUMMARY

- This report contains ridership summaries and ridership by route for Santa Cruz Metropolitan Transit District (METRO) fixed route bus service for the second quarter (Q2) of FY17 (October 1 – December 31, 2016).
- Quarterly ridership reports are provided to keep the Board of Directors apprised of METRO's ridership statistics and ridership trends.

III. DISCUSSION/BACKGROUND

Attachment A shows system-wide and UCSC ridership statistics for Q2 of FY17, while making comparisons with Q2 of FY16. This report also displays the use of Discounted Fares and Pass Usage by seniors and people with disabilities as well as full price pass usage.

- Q2 system-wide ridership decreased 9.7%
Reason(s) that system-wide quarterly ridership decreased include:
 - Service reduction implemented after September 8th decreased overall trips operated system-wide by 13%
 - Decreased Hwy 17 ridership contributed to overall system reduction; Hwy 17 comprises approximately 6% of Q2 ridership
 - Decreased UCSC ridership, UCSC staff and students encompass approximately 47% of Q2 ridership
 - Significant ridership loss in December 2016 was in part due to dropped and delayed trips resulting from mechanical failures, short staffing, and weather induced traffic incidents and forced detours

- Hwy 17 quarterly ridership decreased 8.4%

Reason(s) that Hwy 17 quarterly ridership decreased include:

- Fare was increased in September 2015; weekday ridership has since declined every month, for 16 consecutive months
- Service reduction implemented in September 2016 decreased Hwy 17 trips approximately 9%
- Gas prices have continued to remain low since the fare increase in 2015; average gas prices in California fell 2% in Q2 of FY17 compared to Q2 FY16
- Reduced on-time performance due to higher incidents of mechanical failures and congestion, and an increase in dropped or delayed trips due to weather conditions, traffic incidents and short staffing

- UCSC ridership decreased 4% in Q2 of FY17

Reason(s) that quarterly UCSC ridership decreased include:

- 50% reduction in instructional days in December FY17 resulting in an 18% decrease in UCSC ridership compared to December FY16
- Service reduction implemented in September 2016 decreased overall trips on UCSC routes by 3%
- Reduced on-time performance resulting from an increase in dropped or delayed trips exacerbated by weather conditions, traffic incidents and short staffing

- Quarterly Discounted Fare and Pass totals decreased 15.5%

Reason(s) that quarterly discounted fare and pass usage decreased include:

- Service reduction implemented after September 8th decreased overall trips operated system-wide by 13%
- Possible increased use of alternative transportation for seniors and people with disabilities, such as Lift Line

- Quarterly Pass totals decreased 30.8%

- Service reduction implemented after September 8th decreased overall trips operated system-wide by 13%
- Due to implementation of the Cabrillo Student Bus Pass Program in Fall 2016 approximately 650 less passes were sold on campus and through their Ticket Vending Machine (TVM) this quarter

- Loss of discretionary riders after September 2016 service reduction; it is highly probable that these discretionary riders were a large portion of our pass usage in FY16

Attachment B shows average ridership per trip for all weekday and weekend routes in Q4 of FY16. System-wide, there were 33 riders per trip on weekdays and 30 riders per trip on weekends.

- The weekday and weekend route with the highest ridership average is route 16
 - This route serves UCSC via Laurel East
- The weekday route with the lowest ridership average is route 34.
 - This route serves South Felton during the SLVUSD school term. This route had the lowest ridership average in Q1 FY17, as well
- The weekend route with the lowest ridership average is route 79
 - This route serves Watsonville Hospital and Pinto Lake

IV. FINANCIAL CONSIDERATIONS/IMPACT

Revenue derived from passenger fares and passes is reflected in the FY17 operating budget.

V. ALTERNATIVES CONSIDERED

There are no alternatives to consider.

VI. ATTACHMENTS


Attachment A: Quarterly System Ridership Summary for FY17 Q2 (October 1 – December 31, 2016)

Attachment B: Quarterly Average Ridership by Route Report for FY17 Q2 (October 1 – December 31, 2016)

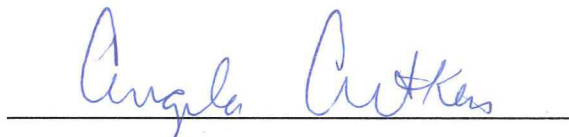
Prepared By: Cayla Hill, Administrative Specialist

VII. APPROVALS:

Barrow Emerson,
Planning and Development Manager

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

Approved as to fiscal impact:
Angela Aitken, Finance Manager

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

Alex Clifford, CEO/General Manager

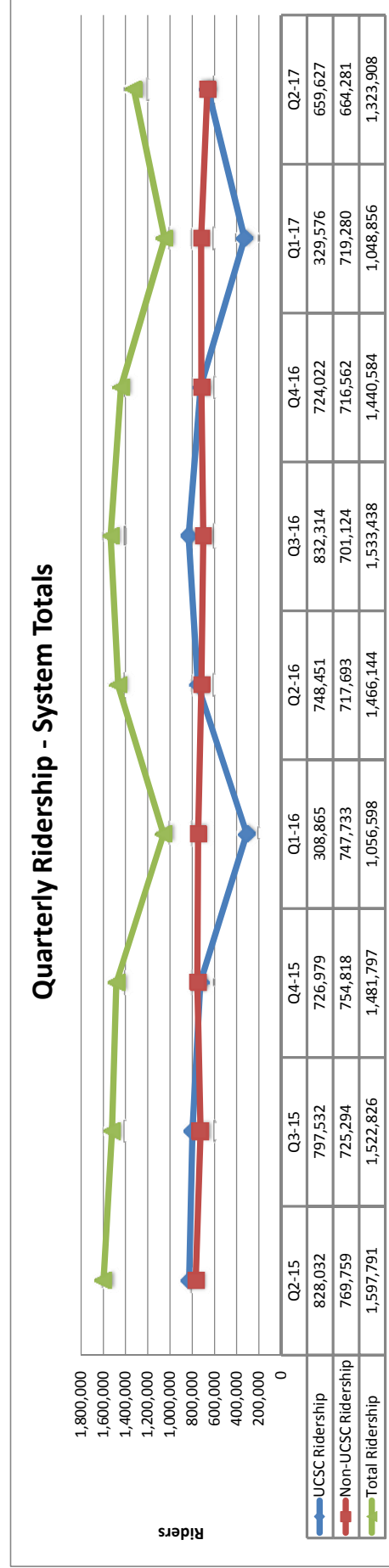
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Quarterly System Ridership Summary

FY17 Q2 (October 1, 2016 - December 31, 2016)

Calendar Operating Days			Discounted Fare and Pass Usage (Senior/Disabled)				Full Price Pass Usage							
			Quarterly Totals (Q2)				Quarterly Totals (Q2)							
This Year Last Year			This Year	Last Year	Difference	% Change	This Year	Last Year	Difference	% Change				
Weekdays	65	67	Local Single Cash Fare	52,430	57,447	-5,017	-8.7%	Local Pass Usage			116,498	178,506	-62,008	-34.7%
Weekends	27	26	Hwy 17 Single Cash Fare	6,063	6,243	-180	-2.9%	Hwy 17 Pass Usage			23,448	25,986	-2,538	-9.8%
UCSC School Days	46	48	Local Pass Usage	100,157	124,099	-23,942	-19.3%	Cruz Cash Usage			11,520	14,416	-2,896	-20.1%
			Total Fare & Pass Usage	158,650	187,789	-29,139	-15.5%	Total Fare & Pass Usage			151,466	218,908	-67,442	-30.8%

Quarterly System Totals					Quarterly UCSC Totals				
Quarterly Totals (Q2)					UCSC Quarterly Ridership Totals (Q2)				
	This Year	Last Year	Difference	% Change		This Year	Last Year*	Difference	% Change
Local Fixed Route	1,247,094	1,382,325	-135,231	-9.8%	Students	656047	681329	-25282	-4%
Highway 17 Express	76,814	83,819	-7,005	-8.4%	Staff & Faculty	31766	34708	-2942	-8%
System Total	1,323,908	1,466,144	-142,236	-9.7%	Total	687813	716,037	-28,224	-4%



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Quarterly Average Ridership by Route Report

October 1 - December 31, 2016		Average Weekday Ridership per Trip					Average Weekend Ridership per Trip				
Route	Corridor	Riders	UCSC Riders	Cabrillo Riders	Discount Fare and Pass Usage	Regular Pass Usage	Riders	UCSC Riders	Cabrillo Riders	Discount Fare and Pass Usage	Regular Pass Usage
UCSC											
10	UCSC via High St.	53	51	0	1	1	49	46	0	1	1
15	UCSC via Laurel West	56	54	0	1	1					
16	UCSC via Laurel East	60	57	0	1	0	73	68	0	0	0
16ST	UCSC via Laurel East Supp.						71	68	0	1	1
19	UCSC via Lower Bay	49	45	1	1	1	60	55	0	1	1
20	UCSC via West Side	43	36	1	1	2	55	21	0	0	0
20D	UCSC via West Side Supp.	57	56	0	0	0					
Intercity											
35/35A	Santa Cruz/Scotts Valley/SLV	19	1	1	4	7	18	1	1	5	5
69A	Capitola Road/Watsonville	28	2	2	9	5	27	4	1	7	4
69W	Cap. Road/Cabrillo/Watsonville	31	2	6	7	6	27	3	2	7	5
71	Santa Cruz to Watsonville	32	2	6	8	6	31	1	2	9	6
91X	Santa Cruz/Watsonville Express	22	1	10	3	3					
Rural											
33	Lompico SLV/Felton Faire	10	0	0	0	5					
34	South Felton	1	0	0	0	0					
40	Davenport/North Coast	23	1	0	2	11					
41	Bonny Doon	11	2	1	2	4					
42	Davenport/Bonny Doon	16	2	0	2	5	14	3	0	4	3
Local											
3	Mission/Beach	14	3	1	4	3	11	3	1	4	1
4	Harvey West/Emeline	16	1	1	9	4					
55	Rio Del Mar	16	0	7	4	2	6	0	0	3	1
66	Live Oak via 17th	18	3	1	5	4	12	2	1	4	2
68	Like Oak via Broadway/Portola	15	3	1	4	3	11	3	1	4	2
72	Watsonville Hospital/Pinto Lake	14	0	1	4	3	9	0	0	4	1
74S	PVHS/Watsonville Hospital	21	0	1	1	5					
75	Green Valley Road	19	0	2	7	3	16	0	1	6	2
79	Pajaro/East Lake	8	0	0	3	1	4	0	0	1	1
Highway 17											
Hwy 17	Hwy 17 Express	37	-	-	3	16	20	-	-	1	2
System-wide Avg. Riders per Trip		33	17	2	4	4	31	10	1	3	2

12 Weeks of SJSU
11 Weeks of Cabrillo
10 Weeks of UCSC

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DATE: February 24, 2017
TO: Board of Directors
FROM: Thomas Hiltner, Grants/Legislative Analyst
SUBJECT: **ACCEPT AND FILE QUARTERLY STATUS REPORT OF ACTIVE GRANTS, GRANT APPLICATIONS AND OPPORTUNITIES FOR OCTOBER - DECEMBER 2016**

I. RECOMMENDED ACTION

That the Board of Directors receive and file the status report on grants and applications. This is for information only. No action is required

II. SUMMARY

- The October through December quarter typically experiences lower level grant activity, and no new grant awards were announced.
- Staff submitted three new applications for formula capital funds to improve rolling stock and facilities.
- Santa Cruz Metropolitan Transit District (METRO) has active applications for \$19,907,466 in operating and capital assistance.
- A list of METRO's grant applications (Attachment A), active grants (Attachment B) and a grant-funding outlook (Attachment C) are provided quarterly in order to apprise the Board of the status of grants funding.
- No action is required; this report is for information only.

III. DISCUSSION/BACKGROUND

Typically, the last quarter of the calendar year has less grants activity than other quarters due to holiday breaks and the transition from one federal fiscal year to the next. Additionally, the lack of a FY17 federal budget and the transition to the new presidential administration has delayed initiation of federal grant programs.

Staff submitted three new applications for formula funds from fiscal year 2016 programs and continued to monitor project progress implementing active grants in order to maintain compliance with grant guidelines.

METRO currently has grant applications in progress seeking \$19,907,476 from discretionary and formula grant programs for capital improvements and operations.

During the next three months, staff will prepare grant applications for the Low Carbon Transit Operations Program and FY17 operating assistance.

This staff report appraises the Board of new grant applications in progress (Attachment A), the awarded grants that fund METRO's operations and capital improvements (Attachment B) and foreseeable opportunities for new grant solicitations (Attachment C) based upon cyclical funding and pending legislation, which may produce new grant programs.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Current grant applications (Attachment A) request \$19,907,466 for new projects. When grants are awarded, staff will request amendments to the operating and capital budgets as needed.

The unspent balance of active grants is \$7,896,536.

V. ALTERNATIVES CONSIDERED

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

VI. ATTACHMENTS

Attachment A: Grant Applications as of February 2017


Attachment B: Active Grants as of February 2017

Attachment C: Future Grant Opportunities as seen in February 2017

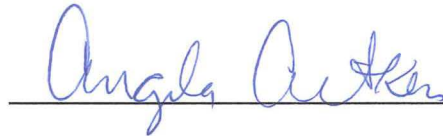
Prepared By: Thomas Hiltner, Grants/Legislative Analyst

VII. APPROVALS:

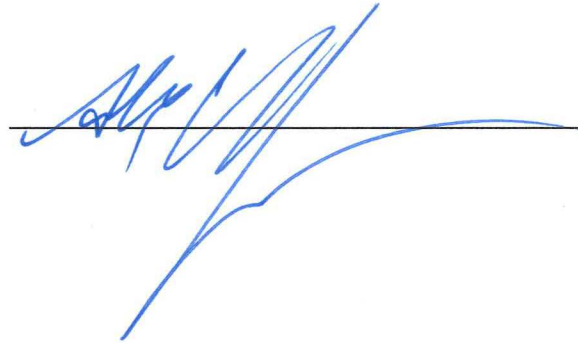
Barrow Emerson, Planning
and Development Manager



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Attachment A

Santa Cruz METRO Grant Applications February 2017

#	Project Description	Grant Funding Source	\$ Project Total	\$ Grant	Local Match/ Source	Project Status
1	FY18 fixed-route and paratransit operating and capital assistance program.	FY18 SCCRTC TDA-STA formula allocation Application: 4/1/17 Award: 6/30/17	\$ 1,973,468	\$ 1,973,468	Operating/Cap Assistance None	FY18 draft Operating and Capital Budgets in Progress for BOD review in March. 20% of STA (\$789,427) designated for capital improvement.
2	FY18 fixed-route and paratransit operating assistance program.	FY18 SCCRTC TDA LTF formula allocation Application: 4/1/17 Award: 6/30/17	\$ 13,402,326	\$ 6,701,163	Operating Assistance Sales Tax, Fares	FY18 draft Operating Budget in Progress for BOD review in March. FY16 Transit Fact Sheet available.
2	Expand ADA eligibility service to Watsonville. Integrate ParaCruz reservations w/customer service.	FY17 FTA 5310 <i>expanded</i> Application: 3/1/17 Award: 6/30/17	TBD	TBD	\$ - [toll credits]	Request support letters. Blanket resolution
3	Improve paratransit access by improving service quality and reliability.	FY17 FTA 5310 <i>expanded</i> Application: 3/1/17 Award: 6/30/17	TBD	TBD	\$ - [toll credits]	Request support letters. Blanket resolution

Attachment A

Santa Cruz METRO Grant Applications February 2017

#	Project Description	Grant Funding Source	\$ Project Total	\$ Grant	Local Match/ Source	Project Status
4	Feasibility Study for Mobility Management Center	FY17 FTA 5310 expanded Application: 3/1/17 Award: 6/30/17	\$ 150,000	\$ 150,000	\$ -	Request support letters. Blanket resolution
5	Purchase expansion ParaCruz Vans	FY17 FTA 5310 expanded Application: 3/1/17 Award: 6/30/17	\$ 300,000	\$ 300,000	[toll credits]	ADA capital project. Request support letters. Blanket resolution
6	Purchase Electric Bus to serve Watsonville	FY17 - FY20 Low Carbon Transit Operations Program Formula funds Application: 3/30/17 Award: 6/1/17	\$ 1,000,000	\$ 243,290	\$ -	Roll-forward FY17 Low Carbon Transit Operations Program Formula funds to accrue \$1 million by FY20 for e-Bus.
7	FY17 Urbanized Area transit operating assistance	FY17 FTA 5307 Urbanized Area Operating Assistance Formula Application: 1/19/20 Award: + 90 days	\$ 7,399,028	\$ 3,699,514	\$ 3,699,514	7/12s apportionment published 1/19/17. Submit application 3/2 for partial application.
				FY17 Allocation	NA	Sales Tax

Santa Cruz METRO
Grant Applications February 2017

#	Project Description	Grant Funding Source	\$ Project Total	\$ Grant	Local Match/ Source	Project Status
8	Comprehensive Security and Surveillance to purchase CCTV, lighting, fences at all METRO facilities	FY17 Proposition 1B California Transit Security Program(CTSGP) Fixed Formula to METRO Application: 6/30/2017 Award: 9/30/2017 <i>[Program Expires 3/30/2019]</i>	\$ 352,404	\$ 352,404	\$ - None	This is the final installment from the Prop 1B CTSGP of 2006.
9	3 Electric replacement buses for Highway 17 Express	FTA FY16 \$5339(c) LoNo Expiration: none	\$ 4,936,512	\$ 3,810,348	\$ 1,126,164	Pre-Award authorized as of 7/26/16. Project kick-off w/CTE,BYD,Momentum 1/26/17. 1675-2017-3 in Trams. \$ Grant Balance 2/7/17
10	12 ParaCruz Vans; Facilities Improvements	FTA FY15/FY16 5339(a) Bus and Bus Facilities Formula Program Application: 6/30/2020 Award: +90 days	\$ 816,000	\$ 816,000	\$ - Toll Credit	Application in FTA review: #1675-2017-02. Needs Attorneyney PIN.
11	Bus Stops; Facilities Improvements	FTA FY15/FY16 5339(a) Bus and Bus Facilities Formula Program Application: 6/30/2020 Award: +90 days	\$ 73,380	\$ 73,380	\$ - Toll Credit	Application in FTA review: #1675-2017-02. Needs Attorneyney PIN.

Attachment A

Santa Cruz METRO Grant Applications February 2017

#	Project Description	Grant Funding Source	\$ Project Total	\$ Grant	Local Match/ Source	Project Status
12	Vouchers for 3 Lo No electric buses	CARB Heavy-duty zero-emission Vehicle Incentive Program (HVIP) Application: Continuous	\$ 3,046,162	\$ 303,000	\$ 2,743,162 LoNo; Alt Fuel Tax	Draft Voucher request is to be submitted by vendor when METRO issues PO.
13	Voucher for LCTOP electric bus	CARB Heavy-duty zero-emission Vehicle Incentive Program (HVIP) Application: Continuous	\$ 1,067,795	\$ 101,000	\$ 966,795 PTMISEA [\$256,216]; LCTOP [\$709,292]	Draft Voucher request is to be submitted by vendor when METRO issues PO.
14	Exhaust Evacuation System	FY14 FTA 5339 Formula Allocation Application: 11/30/16 Award: 2/28/17	\$ 8,000	\$ 6,400	\$ 1,600 STA	Pre-award spending authority date: 3/10/14. Grant 1675-2017-01 in TrAMS 11/23/16. Needs Attorney PIN.
15	Propane Mule	FY14 FTA 5339 Formula Allocation Application: 11/30/16 Award: 2/28/17	\$ 58,253	\$ 46,602	\$ 11,651 STA	Pre-award spending authority date: 3/10/14. Grant 1675-2017-01 in TrAMS 11/23/16. Needs Attorney PIN.

11-08A.4

Attachment A

Santa Cruz METRO Grant Applications February 2017

#	Project Description	Grant Funding Source	\$ Project Total	\$ Grant	Local Match/ Source	Project Status
16	Bus Mid-Life Overhaul, 7 @ \$39,513.70 ea.	FY14 FTA 5339 Formula Allocation Application: 11/30/16 Award: 2/28/17	\$ 276,596	\$ 221,277	\$ 55,319 STA	Pre-award spending authority date: 3/10/14. Grant 1675-2017-01 in TrAMS 11/23/16. Needs Attorney PIN.
17	Bucket truck	FY14 FTA 5339 Formula Allocation Application: 11/30/16 Award: 2/28/17	\$ 94,148	\$ 75,318	\$ 18,830 STA	Pre-award spending authority date: 3/10/14. Grant 1675-2017-01 in TrAMS 11/23/16. Needs Attorney PIN.
18	Bus Repaint, 36 @ 3,628.10 ea.	FY14 FTA 5339 Formula Allocation Application: 11/30/16 Award: 2/28/17	\$ 131,834	\$ 105,467	\$ 26,367 STA	Pre-award spending authority date: 3/10/14. Grant 1675-2017-01 in TrAMS 11/23/16. Needs Attorney PIN.
19	Relocate Mechanics Sink	FY14 FTA 5339 Formula Allocation Application: 11/30/16 Award: 2/28/17	\$ 9,548	\$ 7,638	\$ 1,910 STA	Pre-award spending authority date: 3/10/14. Grant 1675-2017-01 in TrAMS 11/23/16. Needs Attorney PIN.
20	Transit Signal Priority Feasibility Study	Caltrans FY2017-18 Sustainable Transportation Planning Grant Program Application: 11/4/16 Award: 3/31/17	\$ 179,091	\$ 158,549	\$ 20,542 UCSC \$4.14	Application submitted 11/4/16.

11-08A.5

Attachment A

Santa Cruz METRO Grant Applications February 2017

#	Project Description	Grant Funding Source	\$ Project Total	\$ Grant	Local Match/ Source	Project Status
21	O-D + Customer satisfaction survey, model	Caltrans FY2017-18 Sustainable Transportation Planning Grant Program Application: 11/4/16 Award: 3/31/17	\$ 173,279	\$ 153,404	\$ 19,875	Application submitted 11/4/16.
22	FY16 Rural area operating assistance	FY16 FTA 5311 Rural Operating Assistance Formula administered by Caltrans Application: 4/15/16 Award: 2/28/17?	\$ 305,132	\$ 168,738	Reserves \$ 136,394	Caltrans approved application. Need Standard Agreement from Caltrans [OVERDUE].
23	Comprehensive Security and Surveillance CCTV, Lighting, fences, generators at any facility	[Program expires: 3/30/19] FY16 CA Transit Security Grant Program (CTSGP) funds from Cal-OES Application: 1/15/16 Award: PAST DUE	\$ 440,505	\$ 440,505	Sales Tax \$ -	Application complete. Needs advance payment [OVERDUE].
		Total	\$ 36,193,461	\$ 19,907,466	None	

11-08A.6

Santa Cruz METRO
Active Grants February 2017

#	Project Description	Funding Source	\$ Grant	Local Match Source	Project Total	\$ Grant Balance	Local Match Balance	Project Balance	Project Status/ Legislation
1	1 CNG Bus	SCCRTC FY17 Surface Transportation Block Grant program Obligate funds: 6/1/18 Expiration: none	\$ 500,000	\$ 70,000	\$ 570,000	\$ 500,000	\$ 70,000	\$ 570,000	SCCRTC start notice on 9/1/16. NFI Excelsior selected. \$ Grant Balance 2/10/17
	AI			PTMISEA					
2	Battery-electric bus for Watsonville Disadvantaged Community and new downtown circulator service	FY16 Cap & Trade Low Carbon Transit Operations Program Formula Expires: 6/13/19	\$ 709,292	\$ 357,216	\$ 1,066,508	\$ 709,292	\$ 357,216	\$ 1,066,508	Award: 6/13/16. Advance payment received. BYD options available in Gardena and Long Beach. \$ Grant Balance 2/10/17
	Erron			PTMISEA; HVIP Voucher					
3	Comprehensive Security and Surveillance: CCTV, Lighting, fences, generators at any facility	FY13 Prop 1B California Transit Security Grant Program (CTS GP) from Cal-OES Expires 3/31/18	\$ 440,505	\$ -	\$ 440,505	\$ 158,745	\$ -	\$ 158,745	Cal-OES granted a project deadline extension until 3/31/18. Bowman Williams designing emergency generator pads. \$ Grant Balance 2/10/17
	Ciro			None			None		

11-08B.1

Santa Cruz METRO
Active Grants February 2017

Attachment B

#	Project Description	Funding Source	\$ Grant	Local Match Source	Project Total	\$ Grant Balance	Local Match Balance	Project Balance	Project Status/ Legislation
4	Comprehensive Security and Surveillance: CCTV, Lighting, fences, generators at any facility Ciro	FY14 Prop 1B California Transit Security Grant Program (CTSGP) from Cal-OES Expires 3/31/18.	\$ 440,505	\$ - None	\$ 369,468	\$ 369,468	\$ - None	\$ 369,468	Received advance payment in full on 10/2015 and project is active. \$ Grant Balance 2/10/17
5	Comprehensive Security and Surveillance: CCTV, Lighting, fences, generators at any facility Ciro	FY15 Prop 1B California Transit Security Grant Program (CTSGP) from Cal-OES Expires 3/31/18	\$ 440,505	\$ - None	\$ 440,505	\$ 440,505	\$ - None	\$ 440,505	Received advance payment in full on 10/2015 and project is active. \$ Grant Balance 2/10/17
6	MetroBase: Judy K. Souza Operations Facility construction Erron	Proposition 1B State and Local Partnership Program (SLPP) California Transportation Commission Expires: 2/28/17	\$ 5,812,000	\$ 5,812,000 Sales Tax	\$ 11,624,000	\$ -	\$ - Sales Tax	\$ -	All SLPP grant funds have been spent. Detail delay or submit a final report by 2/28/17. \$ Grant Balance 12/31/16

11-08B.2

Santa Cruz METRO
Active Grants February 2017

Attachment B

#	Project Description	Funding Source	\$ Grant	Local Match Source	Project Total	\$ Grant Balance	Local Match Balance	Project Balance	Project Status/ Legislation
7	MetroBase development, Judy K. Souza Operations Facility	FY10 - 13, FY15 Public Transportation, Infrastructure and Service Enhancement Act (PTMISEA) Expires: 6/30/20	\$ 13,421,394	\$ -	\$ 13,421,394	\$ 1,411,247	\$ -	\$ 1,411,247	FY15 PTMISEA CAP added \$1,411,247 on 10/23/16. METRO to submit a final report by 2/28/17. \$ Grant Balance 1/17/17
	Erron			None		UPDATE	None		
8	Pacific Station right-of-way acquisition and Construction	FY15 Public Transportation, Infrastructure and Service Enhancement Act (PTMISEA) Expires: 6/30/20	\$ 3,576,333	\$ -	\$ 3,576,333	\$ 3,576,333	\$ -	\$ 3,576,333	Corrective Action Plans approved 10/19/16: MetroBase (\$1,411,247); Rolling Stock and Facilities Improvement (\$1,002,244) \$ Grant Balance 2/10/17
	Barrow			None			None		
9	Pacific Station expansion and renovation architectural services	FY06 FTA 5309 CA-04-0021 No Expiration	\$ 396,000	\$ 99,000	\$ 495,000	\$ 91,581	\$ 22,895	\$ 114,476	Produce SCCEHS Work Plan by 4/30/17. Consider existing roof/window/CSR redesigns. Expend funds by 9/30/17. \$Grant Balance as of 2/10/17.
	Barrow			Reserves			Reserves		

11-08B.3

Santa Cruz METRO
Active Grants February 2017

#	Project Description	Funding Source	\$ Grant	Local Match Source	Project Total	\$ Grant Balance	Local Match Balance	Project Balance	Project Status/ Legislation
10	Pacific Station expansion and renovation architectural services	FY08 FTA 5309 CA-04-0102 No Expiration	\$ 490,000	\$ 122,500	\$ 612,500	\$ 67,245	\$ 16,811	\$ 84,056	Produce SCCEHS Work Plan by 4/30/17. Consider existing roof/window/CSR redesigns. Expend funds by 9/30/17. \$Grant Balance as of 2/10/17.
	Barrow			Reserves				Reserves	

Attachment B

11-08B.4

Santa Cruz METRO
Active Grants February 2017

#	Project Description	Funding Source	\$ Grant	Local Match Source	Project Total	\$ Grant Balance	Local Match Balance	Project Balance	Project Status/ Legislation
11	ParaCruz Van Replacements	SCCRTC Surface Transportation Improvement Program (STIP) Expires 2/21/18	\$ 345,000	\$ 86,000	\$ 431,000	\$ 251,484	\$ 86,000	\$ 337,484	Procurement contracted 4 ParaCruz vehicles. Two have been accepted and paid. Two vans on order. 12 months remain to obligate the balance in a new purchase contract. \$ Balance as of 2/10/17.
AI				Reserves			Reserves		
12	Purchase One ParaCruz Expansion Van for Elderly/Disabled program beyond ADA requirements.	FY15 Caltrans FTA 5310 Elderly & Handicapped mobility program Expires: 3/1/26	\$ 63,000	\$ -	\$ 63,000	\$ 63,000	\$ -	\$ 63,000	Grant contract executed w/Caltrans 3/15/16. Specs for Ford Transit to procure from the State bid list. \$ Grant Balance as of 12/20/16.
	AL			Toll Credits					
13	Non-Revenue Vehicles.	FY13 Caltrans 5339 Formula Allocation Expires: NA	\$ 171,023	\$ 42,756	\$ 213,779	\$ 171,023	\$ 42,756	\$ 213,779	SA 64GC17-00352 contract approved 10/21/16. \$ Grant Balance 2/10/17
AI				STA					

11-08B.5

Attachment B

Santa Cruz METRO Active Grants February 2017

#	Project Description	Funding Source	\$ Grant	Local Match Source	Project Total	\$ Grant Balance	Local Match Balance	Project Balance	Project Status/ Legislation
14	Repaint 20 Buses	FY13 Caltrans 5339 Formula Allocation Expires: NA	\$ 58,453	\$ 14,613	\$ 73,066	\$ 14,613	\$ 58,453	\$ 73,066	SA 64GC17-00352 contract approved 10/21/16. Purchasing has source of options. \$ Grant Balance 2/10/17
	AL			STA					
15	Repair Transit Center Roof	FY13 Caltrans 5339 Formula Allocation Expires: NA	\$ 12,000	\$ 3,000	\$ 15,000	\$ 12,000	\$ 3,000	\$ 15,000	SA 64GC17-00352 contract approved 10/21/16. \$ Grant Balance 2/10/17
	AI			Reserves			Reserves		
16	Resurface Scotts Valley, Vernon, Soquel P&R Lots	FY13 Caltrans 5339 Formula Allocation Expires: NA	\$ 60,000	\$ 15,000	\$ 75,000	\$ 60,000	\$ 15,000	\$ 75,000	SA 64GC17-00352 contract approved 10/21/16. \$ Grant Balance 2/10/17
	AI			Reserves			Reserves		
17	Collaborate with MST, Caltrans, CHP to study bus operations on state highway shoulders to give travel time advantage to transit.	AMBAGFY16 FHWA Planning Funds Bus on Shoulder Feasibility Study Expires: 6/30/2018	\$ -	\$ 9,079	\$ 9,079	\$ -	\$ 9,079	\$ 9,079	MST contract w/CDM Smith on 10/1. Project kick-off held. MST administers grant and will invoice local share from METRO. \$ Grant Balance 2/10/17
	Barrow			Reserves			Reserves		
		Total	\$ 26,936,010	\$ 6,631,164	\$ 33,496,137	\$ 7,896,536	\$ 681,210	\$ 8,577,746	

11-08B.6

Attachment C

Santa Cruz METRO Future Grant Opportunities as seen February 2017

#	Proposed Project	Funding Source	\$ Grant Request	Local Match Amount/Source	Project Status/ Legislation	Stakeholders Supporters
1	Bus and van replacements	FTA FY17 \$5339(a) Bus and Bus Facilities Competitive Application: TBD Award: TBD	\$ 450,000	\$ -	1/19/17 verbal NOFO w/30-day window. Look for publication; scope project. Toll Credit	BOD; Finance; CEO
2	Bus and van replacements	FTA FY17 \$5339(b) Bus and Bus Facilities Competitive Application: TBD Award: TBD	\$ 3,880,000	\$ -	1/19/17 verbal NOFO w/30-day window. Look for publication; scope project. Toll Credit	BOD; Finance; CEO
2	3 Electric replacement buses for Highway 17 Express	FTA FY17 \$5339(c) LoNo Application: TBD Award: TBD	\$ 4,936,512	\$ -	1/19/17 verbal NOFO w/45-day window. Look for publication; scope project. Toll Credit: \$1,126,164	BOD; Finance; CEO
3	FY17 Rural area cap/ops assistance - discretionary	FY17 FTA 5311(f) Rural discretionary program administered by Caltrans Application: 4/15/17? Award: 9/30/17	TBD	TBD	No project solicitation as of 2/6/17	BOD; Finance; CEO
4	FY17 Rural area operating assistance	FY17 FTA 5311 Rural Operating Assistance Formula administered by Caltrans Application: 4/15/17? Award: 9/30/17	~\$178,000	Alt Fuel Tax? ~\$143,881	No project solicitation as of 2/6/17	BOD; Finance; CEO
				Sales Tax		

Santa Cruz METRO
Future Grant Opportunities as seen February 2017

#	Proposed Project	Funding Source	\$ Grant Request	Local Match Amount/Source	Project Status/ Legislation	Stakeholders Supporters
5	Electric Buses for AMTRAK Bus Feeder network from Santa Cruz to San Jose	FY18 Transit & Intercity Rail Capital Program (TIRCP) Application: 4/5/2018	\$ 8,000,000	\$ -		SCCRTC; TAMC; MST; Caltrans; AMBAG; MBUAPCD; CARB
6	Discounts for electric bus purchase	CARB Heavy-duty zero-emission Vehicle Incentive Program (HVIP) Application: Continuous	~\$100,000 per new electric bus	None	Solicitation is open. Requires committed funds for bus purchase.	SCCRTC; AMBAG; Legislative Coalition
7	Affordable housing, Pacific Station or Watsonville; Expanded transit service w/electric buses	Cap & Trade: Affordable Housing and Sustainable Communities Program (AHSC); \$150 Million Statewide Proposal: Jan '18 Application: Jun '18	\$1,000,000 - \$8,000,000	\$ -	Form partnership w/affordable housing non-profit. Requires new/expanded transit service.	Watsonville City Council; Santa Cruz Economic Development Department; Chamber of Commerce; Planning, Public Works; Jimmy Dutra; METRO BOD; AMBAG; RTC; County Economic Development
8	FY18 Urbanized Area transit operating assistance	FY18 FTA 5307 Urbanized Area Operating Assistance Formula Application: 2/28/18	~\$6,200,000	~6,200,000	Submit when FY18 apportionment is known.	BOD; Finance; CEO
				Sales Tax		

Attachment C

Santa Cruz METRO Future Grant Opportunities as seen February 2017

#	Proposed Project	Funding Source	\$ Grant Request	Local Match Amount/Source	Project Status/ Legislation	Stakeholders Supporters
9	Purchase electric buses and associated charging infrastructure for revenue service.	California Energy Commission's Alternative and Renewable Fuel and Vehicle Technology Program Application: 4/30/17	\$2,000,000 - \$5,000,000	Unknown	Monitor	MBUAPCD; AMBAG; SCCRTC; CTA; ResourceConservation District of Santa Cruz County; CARB; Santa Cruz County Public Works; Legislative Coalition
10	Purchase electric buses and associated charging infrastructure for revenue service.	SB 862 Low Carbon Transit Operations Program, \$25 Million Statewide Application: 3/1/2018	\$ 500,000	TBD	METRO apportionment based upon statewide allocation of \$50 million.	SCCRTC; TAMC; MST; Caltrans; AMBAG; MBUAPCD; CARB
11	Pacific Station renovation	FY18 US DOT TIGER program \$500 Million Nationwide Pre-Proposal: 3/4/2018 Application: 6/5/2018	\$ 12,000,000	\$ 3,000,000	Nationwide budget est. ~\$500 million	Santa Cruz Planning /Public Works; Downtown Business Association; Greyhound; Pacific Station Tenants; FTA; Chamber of Commerce
12	FY19 fixed-route and paratransit operating assistance and capital improvement program.	FY19 SCCRTC TDA STA and LTF formula allocations	~\$9,000,000	Reserves; Partnership; AHSC ~\$9,000,000	Operating/Capital Assistance	BOD; Finance; CEO
				Sales Tax		

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DATE: February 24, 2017

TO: Board of Directors

FROM: Thomas Hiltner, Grants/Legislative Analyst

**SUBJECT: CONSIDER A RESOLUTION DESIGNATING THE CEO AS THE
AUTHORIZED AGENT TO SUBMIT A GRANT APPLICATION FOR THE
LOW CARBON TRANSIT OPERATIONS PROGRAM**

I. RECOMMENDED ACTION

That the Board of Directors adopt a resolution designating the CEO as the Authorized Agent to submit a grant application and execute all agreements necessary to receive funds from the Low Carbon Transit Operations Program.

II. SUMMARY

- The California Greenhouse Gas Reduction Fund has allocated revenue from the sale of carbon emission credits to the Low Carbon Transit Operations Program (LCTOP) for transit projects that reduce greenhouse gas emissions.
- For FY2016 - 2017, the State Controller's Office allocated \$243,290 to Santa Cruz County, \$121,681 to the Santa Cruz County Regional Transportation Commission and \$121,609 to the Santa Cruz Metropolitan Transit District (METRO) to implement an LCTOP project.
- Due to the relatively low amount allocated this year, compared to the amount allocated in the previous two years, staff recommends rolling-over this year's allocation until METRO can accumulate sufficient funds to buy a battery-electric replacement bus for the Watsonville service area.
- METRO will request an LCTOP allocation amount of \$243,290 and bank the advance payment in a separate, interest-bearing account.
- Staff recommends that the Board adopt a resolution designating the CEO as the Authorized Agent to submit an application and to execute all agreements and take all other actions, including executing the Certifications and Assurances, necessary to receive the LCTOP funds.

III. DISCUSSION/BACKGROUND

In 2006, Governor Swartzenegger executed the California Global Warming Solutions Act of 2006 (AB 32), landmark legislation that set targets to reduce greenhouse gas emissions to 1990 levels by 2020. AB32 spawned trailing legislation that created new programs and designated various state agencies to administer them. In 2014, Governor Brown signed the Transit, Affordable

Housing and Sustainable Communities Program (SB 862), which distributed revenue from the sale of carbon emission credits to projects that could improve access between housing and employment to increase transit ridership and reduce overall travel demand. SB 862 established the Low Carbon Transit Operations Program (LCTOP) to distribute Cap-and-Trade revenue to regional transportation planning agencies and public transit operators for new services and infrastructure, which would reduce greenhouse gas emissions.

For FY2016 - 2017, the LCTOP allocated a total of \$243,290 to Santa Cruz County, significantly less than the amount allocated in the first two years of the program. Last year, the Santa Cruz County Regional Transportation Commission (RTC) passed 100% of its LCTOP allocation to METRO, and METRO will request that the RTC again contribute its allocation this year to METRO for a qualifying project.

The California Air Resources Board, the State Transportation Agency, the California Environmental Protection Agency and the California Department of Transportation (Caltrans) developed the project criteria, which Senate Bill 824 (SB 824) of 2016 subsequently modified. SB 824 allows an LCTOP recipient to accumulate annual LCTOP allocations for up to four years to implement a more substantial project than would otherwise be possible. Due to the relatively low LCTOP allocation this year, staff recommends that the Board approve rolling-over this year's funds and combining it with up to three years' additional allocations in order to accumulate sufficient revenue to purchase a battery-electric replacement bus, which would benefit a defined Disadvantaged Community in Watsonville.

The deadline to submit the FY2016 - 2017 application is 3/30/17. The application requires a Board resolution authorizing the CEO as the Authorized Agent to submit an application, execute agreements and receive funds. Caltrans will pay the funds in advance of project implementation.

Staff recommends that the Board of Directors adopt a resolution (Attachment A) to:

1. Authorize execution of the Certifications and Assurances required to participate in the Low Carbon Transit Operating Program (Attachment B);
2. Designate the CEO as the Authorized Agent (Attachment C) to submit an application and execute all agreements and take any other actions necessary to receive LCTOP funds from Caltrans; and
3. Authorize the CEO to request that the SCCRTC pass its allocation of LCTOP funds to METRO (Attachment D).
4. Approve the rollover the FY2016 - 2017 LCTOP funds allocated by the State Controller's Office until a subsequent LCTOP cycle when sufficient

funds accumulate to purchase a new battery-electric replacement bus to serve Watsonville.

IV. FINANCIAL CONSIDERATIONS/IMPACT

METRO would receive a combined total of \$243,290 from the FY2016 - 2017 LCTOP allocation to Santa Cruz County. METRO will deposit these funds into a segregated, interest-bearing account until they are expended on a battery-electric replacement bus, as described in detail above.

V. ALTERNATIVES CONSIDERED

- Do not receive the FY2016 - 2017 LCTOP allocation. Staff does not recommend this alternative because METRO would lose critically needed revenue to purchase a replacement bus.

VI. ATTACHMENTS

- Attachment A:** Resolution designating the CEO as the Authorized Agent and authorizing execution of Certifications and Assurances for the Low Carbon Transit Operating Program
- Attachment B:** Certifications and Assurances
- Attachment C:** Authorized Agent Form
- Attachment D:** Letter to RTC requesting its LCTOP transfer to METRO

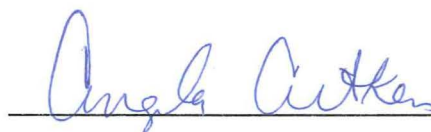
Prepared by: Thomas Hiltner, Grants/Legislative Analyst

VII. APPROVALS:

Barrow Emerson, Planning
and Development Manager



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:

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AUTHORIZING THE EXECUTION OF CERTIFICATIONS AND ASSURANCES AND
DESIGNATING ALEX CLIFFORD, CEO/GENERAL MANAGER, AS THE
AUTHORIZED AGENT TO EXECUTE ALL AGREEMENTS AND TAKE ALL ACTIONS
NECESSARY TO RECEIVE FUNDS FROM THE LOW CARBON TRANSIT
OPERATIONS PROGRAM**

WHEREAS, California Governor Brown enacted the Transit, Affordable Housing and Sustainable Communities Program (SB 862) in 2014 to reduce greenhouse gas emissions from the transportation sector; and

WHEREAS, SB 862 established the Low Carbon Transit Operations Program (LCTOP) to receive revenue from the sale of emission allowances in California's Cap-and-Trade program and distribute these funds to transit operators and regional transportation planning agencies for projects which increase transit ridership; and

WHEREAS, SB 862 designated the California Department of Transportation (Caltrans) as the administrative agency to implement monitor and establish Guidelines for the Low Carbon Transit Operations Program (LCTOP); and

WHEREAS, the Santa Cruz Metropolitan Transit District is an eligible project sponsor and may receive funds directly from the LCTOP and from other sponsors to which the LCTOP also allocates funds; and

WHEREAS, the Santa Cruz Metropolitan Transit District staff recommends to rollover the FY2016 - 2017 LCTOP funds allocated by the State Controller's Office until a subsequent LCTOP cycle when sufficient funds accumulate to purchase a new battery-electric replacement bus to serve Watsonville; and

Attachment A

Resolution No. _____
Page 3

WHEREAS, the Santa Cruz Metropolitan Transit District staff recommends the Board authorizes submittal of the following allocation request to the California Department of Transportation for FY2016-17 LCTOP funds:

Project Name: Battery-Electric Replacement Bus for Watsonville Service

LCTOP Funds Requested: Santa Cruz County FY2016-17 allocation: \$243,290

Short Description: Rollover of FY2016 – 2017 LCTOP funds for up to four years in order to accumulate sufficient funds to purchase a battery-electric bus for the Watsonville service area.

Contributing Sponsor: Santa Cruz County Regional Transportation, \$121,689

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and the applicable statutes, regulations and guidelines for the LCTOP; and

BE IT FURTHER RESOLVED, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby designates Alex Clifford, CEO/General Manager, or designee, as the Authorized Agent to execute all agreements and take all actions necessary to receive funds from the LCTOP; and

BE IT FURTHER RESOLVED, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby authorizes Alex Clifford, CEO/General Manager, or designee, to request that the SCCRTC pass its allocation of LCTOP funds to METRO, and authorizes staff to rollover the FY2016 - 2017 LCTOP funds allocated by the State Controller's Office until a subsequent LCTOP cycle when sufficient funds accumulate to purchase a new battery-electric replacement bus to serve Watsonville.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District this 24th Day of February 2017 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____
Board Chair

ATTEST _____
ALEX CLIFFORD
CEO/General Manager

11-09A.2

Attachment A

Resolution No. _____
Page 3

APPROVED AS TO FORM:

JULIE SHERMAN
District Counsel

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Lead Agency:	Santa Cruz Metropolitan Transit District
Project Name:	Purchase a Battery-Electric Bus for Watsonville
Prepared by:	Alex Clifford, CEO/General Manager

The California Department of Transportation (Caltrans) has adopted the following Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP). As a condition of the receipt of LCTOP funds, project lead must comply with these terms and conditions.

A. General

1. The project lead agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
2. The project lead must submit to Caltrans a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

B. Project Administration

1. The project lead certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The project lead assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
2. The project lead certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
3. The project lead certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
4. The project lead certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
5. The project lead certifies that they will notify Caltrans of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
6. The project lead must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
7. Any interest the project lead earns on LCTOP funds must be used only on approved LCTOP projects.
8. The project lead must notify Caltrans of any changes to the approved project with a Corrective Action Plan (CAP).
9. Under extraordinary circumstances, a project lead may terminate a project prior to completion. In the event the project lead terminates a project prior to completion, the project lead must (1) contact Caltrans in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.
10. Funds must be encumbered and liquidated within the time allowed

C. Reporting

1. The project lead must submit the following LCTOP reports:
 - a. Semi-Annual Progress Reports by May 15th and November 15th each year.
 - b. A Final Report within six months of project completion.
 - c. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to Caltrans within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.
2. Other Reporting Requirements: ARB is developing funding guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with ARB's funding guidelines, including reporting on greenhouse gas reductions and benefits to

D. Cost Principles

1. The project lead agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
2. The project lead agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
 - a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allow ability of individual project cost items and
 - b. Those parties shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
3. Any project cost for which the project lead has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 2 CFR, Part 200, are subject to repayment by the project lead to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs submit to repayment by the project lead to the State. Should the project lead fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the project lead from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

A. Record Retention

1. The project lead agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the project lead, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), and enable the determination of incurred costs at interim points of completion. All accounting records and other supporting papers of the project lead, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years after the "Project Closeout" report or final Phase 2 report is submitted (per ARB Funding Guidelines, Vol. 3, page 3.A-16), and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the project lead, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the project lead pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the project lead's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
2. For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the project lead's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the project lead shall furnish copies thereof if requested.
3. The project lead, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with

F. Special Situations

Caltrans may perform an audit and/or request detailed project information of the project sponsor's LCTOP funded projects at Caltrans' discretion at any time prior to the completion of the LCTOP.

I certify all of these conditions will be met.

Alex Clifford

(Print Authorized Agent)

Executive Director

(Title)

(Signature)

(Date)

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**Low Carbon Transit Operations Program (LCTOP)
AUTHORIZED AGENT**

AS THE Board Chair
(Chief Executive Officer / Director / President / Secretary)

OF THE Santa Cruz Metropolitan Transit District
(Name of County/City Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. I understand that if there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

Alex Clifford, CEO/General Manager OR
(Name and Title of Authorized Agent)

Angela Aitken, Finance Manager OR
(Name and Title of Authorized Agent)

(Name and Title of Authorized Agent)

(Print Name) Chair, Santa Cruz Metropolitan Transit District
(Title)

(Signature)

Approved this 24th day of February, 2017

Attachment: Board Resolution approving Authorized Agent

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Attachment D

Santa Cruz Metropolitan Transit District



February 27, 2017

Mr. George Dondero, Executive Director
Santa Cruz County Regional Transportation Commission
1523 Pacific Avenue
Santa Cruz, CA 95060-3911

RE: Request for SCCRTC to Sponsor METRO's FY2016 - 2017 Low Carbon Transit Operations
Allocation Request

Dear George:

The Santa Cruz Metropolitan Transit District (METRO) requests that the Santa Cruz County Regional Transportation Commission (SCCRTC) delegate its FY2016 - 2017 allocation of Low Carbon Transit Operations Program (LCTOP) funds to METRO for a public transit project to reduce greenhouse gas emissions. The LCTOP guidelines allow a recipient to contribute its allocation to another eligible recipient which would then be responsible for project implementation in accordance with all guidelines.

The State Controller's Office allocated FY2016 – 2017 LCTOP funds to regional transportation planning agencies and transit operators using the same distribution formula specified for STA funds under Public Utilities Code 99313 and 99314 (\$99313 and \$99314). Accordingly, the SCCRTC will receive \$121,681 and METRO will receive \$121,609 in FY2016 - 2017 LCTOP funds. If the SCCRTC concurs, METRO will submit an allocation request for the combined total of \$243,290 allocated to Santa Cruz County for FY2016 - 2017.

Due to the relatively small apportionment in this cycle, METRO proposes to rollover Santa Cruz County's FY2016 – 2017 LCTOP allocation for up to four years in order to accumulate sufficient funds to buy a battery-electric bus for the Watsonville Disadvantaged Community.

The METRO Board of Directors will consider a resolution authorizing this project at their 2/24/17 meeting. The application is due to Caltrans by 3/30/17; therefore, I would request that the SCCRTC consider authorizing the sponsored project at its 3/2/17 meeting.

If the SCCRTC authorizes sponsorship of METRO's FY2016 – 2017 LCTOP project, please provide a letter to METRO which specifies that SCCRTC is a contributing sponsor of \$121,681 in FY2016 - 2017 LCTOP \$99313 funds for the project. The SCCRTC Executive Director will then be asked to sign the application as a contributing sponsor.

Please call me if you would like to discuss any part of this proposal.

Thank you.

Sincerely,

Alex Clifford
CEO/General Manager

110 Vernon Street, Santa Cruz, CA 95060 (831) 426-6080, FAX (831) 426-6117

METRO online at <http://www.scmtd.com>

11-09D.1

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DATE: February 24, 2017
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
SUBJECT: CONSIDERATION OF RESOLUTION APPROVING THE FY17 REVISED CAPITAL BUDGET

I. RECOMMENDED ACTION

That the Board of Directors adopt a resolution approving the FY17 Revised Capital Budget, as presented in Attachment B

II. SUMMARY

- The Board of Directors adopted the FY17 Capital Budget on June 24, 2016.
- Periodic capital budget revisions may be required due to new grant awards, new projects, changes to the scope of existing projects, spending, 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 FY17 & FY18 Operating and FY17 Capital Budget on June 24, 2016.

This will be the second revision to the FY17 Capital Budget since it was adopted; the first revision was approved at the August 26, 2016 BOD meeting.

Staff requests that the Board adopt a resolution (Attachment A) to approve the FY17 Revised Capital Budget (Attachment B)

A Reconciliation by Project as of February 24, 2017 (Attachment C) is provided; this reconciles the (current) FY17 Revised Capital Budget against the (original) Final FY17 Capital Budget adopted on June 24, 2016.

This revision adds, reduces and adjusts several capital projects.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The original FY17 Capital Budget adopted June 24, 2016 totals \$5,195,832.

- Revision 1 – August 26, 2016 – this revision adds one (1) capital project; Ticket Vending Machine Cash Devices and Components funded with Cash Reserves (\$15,000). This revision is a net increase of \$15,000, for a FY17 Revised Capital Budget balance of \$5,210,832.
- Revision 2 – February 24, 2017 – this revision adds, reduces and adjusts several projects. See attachment C for complete details. This revision is a net increase of \$10,498,010, for a FY17 Revised Capital Budget balance of \$15,693,842.

The Reconciliation by Project as of February 24, 2017 (Attachment C) lists the detail of all changes by project since adoption on June 24, 2016, and includes an explanation for the action. The year to date change is a net increase of \$10,498,010.

V. ALTERNATIVES CONSIDERED

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

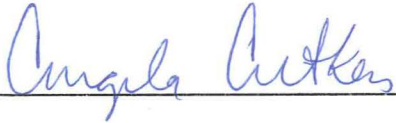
VI. ATTACHMENTS

Attachment A: FY17 Capital Budget Resolution
Attachment B: FY17 Revised Capital Budget as of February 24, 2017
Attachment C: FY17 Revised Capital Budget – Reconciliation by Project as of February 24, 2017

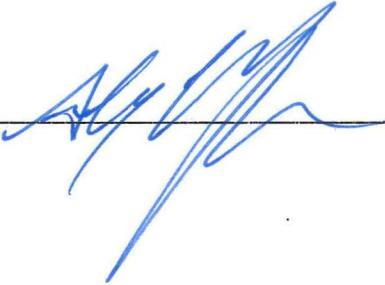
Prepared By: Debbie Kinslow, Assistant Finance Manager

VII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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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 FY17 CAPITAL BUDGET**

WHEREAS, the Board of Directors approved the FY17 Capital Budget on June 24, 2016; and it is necessary to revise the adopted FY17 Capital Budget of the Santa Cruz Metropolitan Transit District to provide for revisions in the capital budget.

NOW, THEREFORE, BE IT RESOLVED, the FY17 Capital Budget is hereby amended per Attachment B to this resolution.

PASSED AND ADOPTED this 24th day of February 2017, by the following vote:

AYES: Directors -

NOES: Directors -

ABSENT: Directors -

ABSTAIN: Directors -

Approved _____
Board Chair

ATTEST _____
ALEX CLIFFORD,
CEO/General Manager

APPROVED AS TO FORM:

JULIE A. SHERMAN
General Counsel

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 (REVISED) CAPITAL BUDGET
AS OF FEBRUARY 24, 2017

PROJECT/ACTIVITY	FEDERAL FUNDS	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT												
FY17 (REVISED) CAPITAL BUDGET												
AS OF FEBRUARY 24, 2017												
PROJECT/ACTIVITY	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	UNRESTRICTED	
	FEDERAL FUNDS	SAKATA/LAW SUIT PROCEEDS	PTMISEA (1B)	PTMISEA (1B) + INT-PAC STATION PLACEHOLDER	CAL-OES PROP 1B - TRANSIT SECURITY	STIP	LCTOP	CAPITAL RESTRICTED STA	FY17 STA (XFR 1/5 FROM OPER BUDGET)	(ALT) FUEL TAX CREDIT (XFR FROM OPER BUDGET)	CASH RESERVES	TOTAL
Federal Grants (FTA)	\$ 5,746,168											\$ 5,746,168
Sakata / Lawsuit Proceeds		\$ 460,000										\$ 460,000
State Sources of Funds:												
PTMISEA (1B)			\$ 553,753	\$ 5,921,793								\$ 6,475,546
Cal-OES Prop 1B Transit Security Grant Funds (CTSGP)					\$ 1,075,000							\$ 1,075,000
Satewide Transportation Improvement Program (STIP)						\$ 247,950						\$ 247,950
Low Carbon Transit Operations Program (LCTOP)							\$ 709,292					\$ 709,292
Capital Restricted - State Transit Assistance (STA)								\$ 44,760				\$ 44,760
State Transit Assistance (STA) - (1/5 of FY17 Allocation-Xfr from Oper. Budget)									\$ 369,682			\$ 369,682
Local Sources of Funds:												
(Alternative) Fuel Tax Credit (Xfr from Oper Budget)										\$ 549,167		\$ 549,167
Operating and Capital Reserve Fund											\$ 16,277	\$ 16,277
TOTAL CAPITAL FUNDING BY FUNDING SOURCE	\$ 5,746,168	\$ 460,000	\$ 553,753	\$ 5,921,793	\$ 1,075,000	\$ 247,950	\$ 709,292	\$ 44,760	\$ 369,682	\$ 549,167	\$ 16,277	\$ 15,693,842
Restricted Funds	\$ 5,746,168	\$ 460,000	\$ 553,753	\$ 5,921,793	\$ 1,075,000	\$ 247,950	\$ 709,292	\$ 44,760				\$ 14,758,716
Unrestricted Funds									\$ 369,682	\$ 549,167	\$ 16,277	\$ 935,126
TOTAL CAPITAL FUNDING	\$ 5,746,168	\$ 460,000	\$ 553,753	\$ 5,921,793	\$ 1,075,000	\$ 247,950	\$ 709,292	\$ 44,760	\$ 369,682	\$ 549,167	\$ 16,277	\$ 15,693,842
* Using Toll Credits as the local match for the FTA 5339a (FY15/16) Formula Bus & Bus Facilities Grant = no cash contribution from METRO												

Attachment B

11-10B.2

**FY17 CAPITAL BUDGET
RECONCILIATION BY PROJECT
AS OF FEBRUARY 24, 2017-2ND REVISION**

Attachment C

FY17 FINAL CAPITAL BUDGET ADOPTED JUNE 24, 2016:			\$ 5,195,832
CAPITAL PROJECT	SOURCE	AMOUNT	TOTAL
Add: Ticket Vending Machine - Cash Devices & Components	RESERVES	\$ 15,000	
Reason: Purchasing these components will allow Maintenance and Security to do a once a month maintenance on the TVM machines and pull the monetary components for Finance to do the financial balancing and deposits of monthly revenue from the TVM machines.			
Increase: Pacific Station/Metro Center Conceptual Design	PTMISEA	\$ 3,576,333	
Reason: Add PTMISEA funds authorized by the BOD for this project			
Reduce: Repaint Watsonville Transit Center	FTA 5339a FY13	\$ (22,592)	
	STA	\$ (5,648)	
Reason: Funds reallocated between the FTA 5339 (a) 13/14 and 15/16 projects when the FY15/16 allocation was reassigned from Caltrans to FTA			
Add: Bus Stop & Facilities Improvements TBD	FTA 5339a FY15/16	\$ 73,380	
Reason: FTA 5339a FY15/16 project award (Local match for this project is provided by Toll Credits)			
Add: Electric Bus (3) + Infrastructure & Project Mgmt.	FTA 5339(c) LoNo	\$ 3,810,348	
	PTMISEA	\$ 576,997	
	ALT FUEL TAX	\$ 549,167	
Reason: FTA 5339(c) LoNo grant awarded for the purchase of 3 Electric buses + infrastructure and project management			
Add: Electric Bus (1) Watsonville ZEB Circulator	LCTOP	\$ 709,292	
	PTMISEA	\$ 357,216	
Reason: Add LCTOP project awarded 5/27/16			

**FY17 CAPITAL BUDGET
RECONCILIATION BY PROJECT
AS OF FEBRUARY 24, 2017-2ND REVISION**

Attachment C

CAPITAL PROJECT	SOURCE	AMOUNT	TOTAL
Add: Paracruz Van Replacements (12) @ \$68K	FTA 5339a FY15/16	\$ 816,000	
Reason: FTA 5339a FY15/16 project award (Local match for this project is provided by Toll Credits)			
Increase: Mid-Life Bus Engine Overhauls (7)	FTA 5339a FY14	\$ 31,611	
	STA	\$ 7,903	
Reason: Funds reallocated between the FTA 5339 (a) 13/14 and 15/16 projects when the FY15/16 allocation was reassigned from Caltrans to FTA			
Adjust: Bus Repaint Campaign (56)	FTA 5339a FY13/14	\$ 1,381	
	STA	\$ 345	
Reason: Funds reallocated between the FTA 5339 (a) 13/14 and 15/16 projects when the FY15/16 allocation was reassigned from Caltrans to FTA			
Add: High Weight Capacity Low Profile Axle Jack	RESERVES	\$ 1,277	
Reason: FTA 5339a FY15/16 project award (Local match for this project is provided by Toll Credits)			
	ALT FUEL TAX	\$ 549,167	
	Cal-OES	\$ -	
	FTA	\$ 4,710,128	
	LCTOP	\$ 709,292	
	PTMISEA	\$ 4,510,546	
	RESERVES	\$ 16,277	
	SAKATA	\$ -	
	STA	\$ 2,600	
	STIP	\$ -	
TOTAL CAPITAL BUDGET REVISIONS THROUGH 2/24/17:			\$ 10,498,010
FY17 REVISED CAPITAL BUDGET AS OF FEBRUARY 24, 2017:			\$ 15,693,842



DATE: February 24, 2017

TO: Board of Directors

FROM: Angela Aitken, Finance Manager

**SUBJECT: CONSIDERATION OF DECLARING THREE (3) 2003 FORD E350 CNG
VANS AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION**

I. RECOMMENDED ACTION

That the Board of Directors approve a resolution declaring three (3) Ford E350 CNG Vans as ready for disposal or auction and direct the CEO to dispose of the surplus items in conformance with METRO's Administrative Policy Number AP-2020 - Fixed Assets and Inventoried Items.

II. SUMMARY

- In accordance with Santa Cruz Metropolitan Transit District's (METRO) policy on disposal of fixed assets, at least once per year the Finance Manager shall recommend to the Board of Directors a list of items to be declared excess with appropriate action for disposal.
- Three (3) 2003 Ford E350 CNG Vans have all exceeded their useful life and are no longer needed by METRO.
- Staff recommends that the Board of Directors approve the resolution for the disposal or auction of excess property (Attachment A) and declare the items listed in Exhibit A as excess and direct staff to use appropriate action for disposal.

III. DISCUSSION/BACKGROUND

The following equipment identified in the Excess Vehicle & Equipment Listing (Exhibit A) has surpassed its useful life expectancy.

- The vehicles are 14 years old, with significant defects that are not cost effective to repair. The costs to repair the vans outweigh their value; therefore, the vehicles are recommended for disposal. The vehicles are fully depreciated, so there is no financial obligation to a granting agency with regard to the recommended disposals.

Disposal of these assets has been coordinated with management and staff in processing them for disposal and auction if appropriate.

Staff recommends that the Board of Directors approve a resolution (Attachment A) and declare the items listed in Exhibit A as excess and direct staff to use appropriate action for disposal.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The combined estimated gross market value of the vehicles is approximately \$4,500; they have reached the end of their useful life and are in poor condition. There is no financial impact as a result of these disposals.

Any revenue generated from the sale of these vehicles will be recorded as income in the current fiscal year's operating budget to 'Gain / Loss Disposal on Assets' budget account 407090-100.

V. ALTERNATIVES CONSIDERED

- Store the vehicles - This alternative is not recommended because the vans have exceeded their useful life, they are cost prohibitive to repair.

VI. ATTACHMENTS

Attachment A: Resolution to Approve for the Disposal or Auction of Excess Property

Exhibit A: Excess Vehicle & Equipment Listing—as of February 24, 2017

Prepared By: Debbie Kinslow, Assistant Finance Manager
Al Pierce, Maintenance Manager

VII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Attachment A



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

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

RESOLUTION TO APPROVE THE DISPOSAL OR AUCTION OF EXCESS ASSETS

WHEREAS, the Santa Cruz Metropolitan Transit District (District), receives federal financial assistance from the Federal Transit Administration (FTA) to acquire real property, equipment and supplies, and rolling stock; and

WHEREAS, all such assets must be managed, used, and disposed of in accordance with applicable laws and regulations; and

WHEREAS, the FTA prescribes the method and delivers guidance to public transit operators to comply with grant management requirements in accordance with the regulations in *Title 49 Code of Federal Regulations, part 24 (49CFR 24)* and FTA Circular 5010.1D; and

WHEREAS, the fair market value of each item identified as excess is less than \$5,000; and

WHEREAS, the District has determined that it is necessary to either dispose of the property, and/or to place the items up for auction.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, that it hereby resolves, determines and orders as follows:

1. The following assets are declared excess property on the Excess Vehicle & Equipment Listing as of 02/24/17, "Exhibit A" and may be disposed of or auctioned as such:
 - a. "One (1) 2003 E350 Van CNG, vehicle no. 301";
 - b. "One (1) 2003 E350 Van CNG, vehicle no. 302";
 - c. "One (1) 2003 E350 Van CNG, vehicle no. 304";

Attachment A

Resolution No. _____
Page 2 of 3

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on February 24, 2017, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

ABSTAIN: DIRECTORS –

Board Chair

ATTEST:

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

JULIE SHERMAN
General Counsel

Attachment A

Resolution No. _____

Page 3 of 3

EXHIBIT A, SANTA CRUZ METROPOLITAN TRANSIT DISTRICT RESOLUTION NO. _____

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
EXCESS VEHICLE & EQUIPMENT LISTING AS OF 02/24/17

(Attached)

Exhibit A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT EXCESS VEHICLE & EQUIPMENT LISTING AS OF 02/24/2017										
Vehicle or Asset Tag #	Description	Acquisition Date	Cost	Accumulated Depreciation	Net Book Value	Est. Market Value	Reason for Disposal	Condition	VIN / SN	License #
301	2003 E350 VAN/CNG FORD	3/13/2003	\$ 26,209	\$ 26,209	\$ -	\$ 1,500.00	END USEFUL LIFE	POOR	1FDNE31MX3HA85716	E-1161798
302	2003 E350 VAN/CNG FORD	3/13/2003	\$ 26,209	\$ 26,209	\$ -	\$ 1,500.00	END USEFUL LIFE	POOR	1FDNE31M13HA85717	E-1161797
304	2003 E350 VAN/CNG FORD	3/13/2003	\$ 26,209	\$ 26,209	\$ -	\$ 1,500.00	END USEFUL LIFE	POOR	1FDNE31M53HA85719	E-1161795

11-11A.Exhibit A.1



DATE: February 24, 2017
TO: Board of Directors
FROM: Angela Aitken, DBE Liaison Officer, Finance Manager
**SUBJECT: A SEMI-ANNUAL REPORT ON THE STATUS OF METRO'S
DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**

I. RECOMMENDED ACTION

**That the Board of Directors receive a Semi-Annual Report on the status of
METRO's Disadvantaged Business Enterprise Program**

II. SUMMARY

- As a recipient of federal funds, Santa Cruz Metropolitan Transit District (METRO) participates in the Federal Disadvantaged Business Enterprise (DBE) Program as specified in Title 49, Code of Federal Regulations, Part 26.
- The Federal Transit Administration (FTA) requires METRO to recalculate its DBE goal triennially and to report goal attainment semi-annually as a requirement to receive federal funds.
- METRO's recently revised goal for DBE participation is 1.5% of all federally funded procurements with competitive contract bidding opportunities.
- A semi-annual report is being provided to the Board in compliance with the FTA reporting schedule and per METRO's DBE Policy.
- Staff recommends that the Board receive this semi-annual status report on the DBE Program for the second half of Federal Fiscal Year 2016, April 1, 2016 – September 30, 2016.

III. DISCUSSION/BACKGROUND

The Department of Transportation established a Disadvantaged Business Enterprise (DBE) Program in 1980 to ensure that firms competing for federally funded contracts are not subject to unlawful discrimination. DBEs, as defined by the US Department of Transportation, are for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations. African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged. Other individuals can also qualify as socially and economically disadvantaged on a case-by-case basis.

The FTA requires qualified recipients of more than \$250,000 annually in federal funds to implement a DBE program, recalculate a DBE goal triennially, and report its goal attainment semi-annually, as specified by Title 49 of the Code of Federal Regulations, Part 26 (49 CFR 26). METRO received approximately \$5.6 million from the FTA in FY16 and, therefore, must maintain a DBE Program.

It is important to acknowledge the restrictions placed on DBE goal setting, attainment, and reporting:

- Only competitively biddable contracts with federal funding are counted in the procurement opportunities in which DBEs can participate.
 - METRO received approximately 12% of its FY16 operating revenue from the Federal Transit Administration and the majority of this is used to pay labor costs and fringe benefits.
- Several large expenses have no contract opportunities:
 - Utilities, leases and rent payments, subscription services, membership costs, travel.
- Only certified DBEs can be included for the purposes of setting goals and measuring attainment.
 - Many businesses are owned by minorities and women, but not all of these owners register as DBEs in the statewide program.

IV. DBE STATUS

METRO's current DBE goal is 1.5% as reflected in METRO's DBE semi-annual report for the period covering April 1, 2016 – September 30, 2016 provided as Attachment A. METRO's DBE attainment during this period was 2.5%.

METRO's DBE attainment in the semi-annual report for the period covering October 1, 2015 – March 31, 2016 was 2.2% (see Attachment B). METRO's DBE attainment for the entirety of FTA's FFY16 is 2.3 % (see Attachment C).

V. FINANCIAL CONSIDERATIONS/IMPACT

The DBE Program has direct expenses of less than \$850 for publishing ads and public hearing notices. Failure to update the goal and submit semi-annual reports would jeopardize METRO's receipt of over \$5.6 million in federal financial assistance in FY16.

VI. ALTERNATIVES CONSIDERED

There is no alternative, as staff is required to provide this information semi-annually to inform the Board of this important program per METRO's DBE Policy, Art. III § 3.304(G).

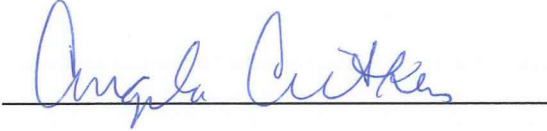
VII. ATTACHMENTS

- Attachment A:** December 1, 2015 DBE Semi Annual Report (April 1, 2016 – September 30, 2016)
- Attachment B:** June 1, 2015 DBE Semi-Annual Report (October 1, 2015 – March 31, 2016)
- Attachment C:** FFY16 DBE Annual Report (October 1, 2015 – September 30, 2016)

Prepared by: Cayla Hill, Administrative Specialist

VIII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS										
Please refer to the instruction sheet for directions on filling out this form										
1	Submitted to (check only one) <input type="checkbox"/> FHWA <input type="checkbox"/> FAA <input checked="" type="checkbox"/> FTA - Recipient ID Number: 1675									
2	AIP Numbers (FAA Recipients); Grant Number (FTA Recipients):		CA-04-0021-00	CA-04-0102-00	CA-90-Z267-00					
3	Federal Fiscal year in which reporting period falls		FY 2016		4. Date This Report Submitted: 5/6/2016					
5	Reporting Period		<input type="checkbox"/> Report due June 2 (for period Oct 1-Mar 31)		<input checked="" type="checkbox"/> Report due Dec 1 (for period April 1-Sep 30)		<input type="checkbox"/> FAA annual report due Dec 1			
6	Name and address of Recipient:									
7	Annual DBE Goal(s):		Race Conscious Projection: 0.00%		Race Neutral Projection: 1.5%		OVERALL Goal: 1.5%			
Awards/Commitments this Reporting Period: April 1, 2016 - September 30, 2016										
A	AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (Total contracts and subcontracts committed during this reporting period)	A	B	C	D	E	F	G	H	I
Total Dollars		Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs/Race Conscious (dollars)	Total to DBEs/Race Conscious (number)	Total to DBEs/Race Neutral (dollars)	Total to DBEs/Race Neutral (number)	Percentage of total dollars to DBEs	
8	Prime contracts awarded this period	\$ 2,254,569.00	20	\$ 17,000.00	1			\$ 17,000.00	1	0.8%
9	Subcontracts awarded/committed this period	\$ 1,440.00	1	\$ 1,440.00	1	\$ 1.00	0	\$ 1,440.00	1	100.0%
10	TOTAL			\$ 18,440.00	2	\$ 1.00	0	\$ 18,440.00	2	0.8%
B	BREAKDOWN BY ETHNICITY & GENDER	Total to DBE (dollar amount)			Total to DBE (number)					
		Women	Men	Total	Women	Men	Total			
11	Black American	\$ -	\$ 1,440.00	\$ -	0	1	1			
12	Hispanic American	\$ -	\$ -	\$ -	0	0	0			
13	Native American	\$ -	\$ -	\$ -	0	0	0			
14	Asian-Pacific American	\$ -	\$ -	\$ -	0	0	0			
15	Subcontinent Asian Americans	\$ -	\$ -	\$ -	0	0	0			
16	Non-Minority	\$ 17,000.00	\$ -	\$ 17,000.00	1	0	1			
17	TOTAL	\$ -	\$ 1,440.00	\$ 17,000.00	0	1	2			
Payments Made this Period: April 1, 2016 - September 30, 2016										
C	PAYMENTS ON ONGOING CONTRACTS	A	B	C	D	E	F			
Total Number of Contracts		Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments to DBE firms	Total Number of DBE firms Paid	Percent to DBEs				
18	Prime and subcontracts currently in pro	6	\$ 442,436.00	4	\$ 223,975.00	2	50.6%			
D	TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A	B	C	D	E				
Number of Contracts Completed		Total Dollar Value of Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	Percent to DBEs					
19	Race Conscious	0	\$ -	\$ -	\$ -	0.0%				
20	Race Neutral	8	\$ 182,820.00		\$ 4,535.00	2.5%				
21	Totals	8	\$ 182,820.00		\$ 4,535.00	2.5%				
22	Submitted by: Cayla Hill			23. Signature: Not Required			24. Phone Number: 831-420-6080			

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Attachment B

UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS													
Please refer to the instruction sheet for directions on filling out this form													
1	Submitted to (check only one)		<input type="checkbox"/> FHWA <input type="checkbox"/> FAA <input checked="" type="checkbox"/> FTA - Recipient ID Number: 1675										
2	AIP Numbers (FAA Recipients); Grant Number (FTA Recipients):		CA-04-0021-00		CA-04-0102-00		CA-90-Z267-00						
3	Federal Fiscal year in which reporting period falls		FY 2016		4. Date This Report Submitted: 5/6/2016								
5	Reporting Period		<input checked="" type="checkbox"/> Report due June 2 (for period Oct 1-Mar 31)		<input type="checkbox"/> Report due Dec 1 (for period April 1-Sep 30)		<input type="checkbox"/> FAA annual report due Dec 1						
6	Name and address of Recipient:												
7	Annual DBE Goal(s):		Race Conscious Projection: 0.00%		Race Neutral Projection: 1.5%		OVERALL Goal: 1.5%						
Awards/Commitments this Reporting Period: October 1, 2015 through March 31, 2016													
A	AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (Total contracts and subcontracts committed during this reporting period)	A	B	C	D	E	F	G	H	I			
		Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs/Race Conscious (dollars)	Total to DBEs/Race Conscious (number)	Total to DBEs/Race Neutral (dollars)	Total to DBEs/Race Neutral (number)	Percentage of total dollars to DBEs			
		8 Prime contracts awarded this period	\$ 3,621,629.99	15	\$ -	0		\$ -	0	0.00%			
		9 Subcontracts awarded/committed this period	\$ -	0	\$ -	0	\$ -	0	0	-			
		10 TOTAL			\$ -	0	\$ -	0	0	0.00%			
B	BREAKDOWN BY ETHNICITY & GENDER	A		B		C		D		E		F	
		Total to DBE (dollar amount)		Total to DBE (number)									
		Women		Men		Total		Women		Men		Total	
		11 Black American	\$ -	\$ -	\$ -	0	0	0	0	0	0	0	0
		12 Hispanic American	\$ -	\$ -	\$ -	0	0	0	0	0	0	0	
		13 Native American	\$ -	\$ -	\$ -	0	0	0	0	0	0	0	
		14 Asian-Pacific American	\$ -	\$ -	\$ -	0	0	0	0	0	0	0	
		15 Subcontinent Asian Americans	\$ -	\$ -	\$ -	0	0	0	0	0	0	0	
		16 Non-Minority	\$ -	\$ -	\$ -	0	0	0	0	0	0	0	
		17 TOTAL	\$ -	\$ -	\$ -	0	0	0	0	0	0	0	
Payments Made this Period: October 1, 2015 through March 31, 2016													
C	PAYMENTS ON ONGOING CONTRACTS	A	B	C	D	E	F						
		Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments to DBE firms	Total Number of DBE firms Paid	Percent to DBEs						
18	Prime and subcontracts currently in	10	\$ 29,028.09	7	\$ 29,028.09	3	100.0%						
D	TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A	B	C	D	E							
		Number of Contracts Completed	Total Dollar Value of Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	Percent to DBEs							
		19 Race Conscious	0	\$ -	\$ -	\$ -	0.0%						
		20 Race Neutral	8	\$ 254,493.10		\$ 5,580.16	2.2%						
		21 Totals	8	\$ 254,493.10		\$ 5,580.16	2.2%						
22	Submitted by: Cayla Hill		23. Signature: Not Required			24. Phone Number: 831-420-6080							

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Attachment C

UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS																			
1	Submitted to (check only one)		<input type="checkbox"/> FHWA <input type="checkbox"/> FAA <input checked="" type="checkbox"/> FTA - Recipient ID Number 1675																
2	FTA Grant Number(s):		CA-04-0025		CA-04-0021		CA-04-0102		CA-90-z210										
3	Federal Fiscal year in which reporting period falls:		10/1/2015 through 9/30/2016			4. Date This Report Submitted:		12/1/2016											
5	Reporting Period:		<input checked="" type="checkbox"/> Period Oct 1-Mar 31			<input checked="" type="checkbox"/> Period April 1-Sep 30													
6	Name and address of Sub-recipient:		Santa Cruz Metropolitan Transit District, 110 Vernon St., Santa Cruz, CA 95060																
7	Annual DBE Goal(s):		Race Conscious Projection:			Race Neutral Projection: 1.5%		OVERALL Goal: 1.5%											
Awards/Commitments This Reporting Period: FFY16 (October 1, 2015 - September 30, 2016)																			
A	AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (Total contracts and subcontracts committed during this reporting period)	A	B	C	D	E	F	G	H	I									
		Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs/Race Conscious (dollars)	Total to DBEs/Race Conscious (number)	Total to DBEs/Race Neutral (dollars)	Total to DBEs/Race Neutral (number)	Percentage of total dollars to DBEs									
		8	Prime contracts awarded this period	\$ 5,876,198.99	35	\$ 17,000.00	1		\$ 17,000.00	1	0.3%								
		9	Subcontracts awarded/committed this period	\$ 1,440.00	1	\$ 1,440.00	1	\$ -	0	\$ 1,440.00	1	100%							
		10	TOTAL			\$ 18,440.00	2	\$ -	0	\$ 18,440.00	2	0.3%							
B	BREAKDOWN BY ETHNICITY & GENDER	A			B			C			D			E			F		
		Total to DBE (dollar amount)			Total to DBE (number)														
		Women			Men			Total			Women			Men			Total		
		11	Black American	\$ -	\$ 1,440.00	\$ 1,440.00	0	1	1										
		12	Hispanic American	\$ -	\$ -	\$ -	0	0	0										
		13	Native American	\$ -	\$ -	\$ -	0	0	0										
		14	Asian-Pacific American	\$ -	\$ -	\$ -	0	0	0										
		15	Subcontinent Asian Americans	\$ -	\$ -	\$ -	0	0	0										
		16	Non-Minority	\$ 17,000.00	\$ -	\$ 17,000.00	1	0	1										
		17	TOTAL	\$ 17,000.00	\$ 1,440.00	\$ 18,440.00	0	1	2										
Payments Made This Reporting Period: FFY16 (October 1, 2015 - September 30, 2016)																			
C	PAYMENTS ON ONGOING CONTRACTS	A	B	C	D	E	F												
		Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments to DBE firms	Total Number of DBE firms Paid	Percent to DBEs												
18	Prime and subcontracts currently in progress	16	\$ 471,464.09	11	\$ 253,003.09	5	53.66%												
D	TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A		B		C		D		E									
		Number of Contracts Completed		Total Dollar Value of Contracts Completed		DBE Participation Needed to Meet Goal (Dollars)		Total DBE Participation (Dollars)		Percent to DBEs									
		19 Race Conscious		0		\$ -		\$ -		0.0%									
		20 Race Neutral		16		\$ 437,313.10		\$ 10,115.16		2.3%									
		21 Totals		16		\$ 437,313.10		\$ 10,115.16		2.3%									
22	Submitted by: Cayla Hill				23. Signature: Not Required				24. Phone Number: 831-420-6080										

Attainment vs. Goal: METRO made 2.3% of its prime and subcontract contract payments to DBEs in FFY16 with a goal of 1.73%; therefore, no shortfall analysis is required.

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DATE: February 24, 2017
TO: Board of Directors
FROM: Al Pierce, Maintenance Manager
SUBJECT: **CONSIDERATION OF AWARD OF CONTRACT TO EARTHWORKS
PAVING CONTRACTORS, INC. FOR EARTHWORK AND GRADING AT
135 DUBOIS STREET, SANTA CRUZ, CA 95060 NOT TO EXCEED
\$33,600**

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO to execute a contract with Earthworks Paving Contractors, Inc. for Earthwork and Grading at 135 Dubois Street, Santa Cruz, CA 95060 in an amount not to exceed \$33,600

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) requires the services of a licensed excavating contractor to provide regrading of the property at 135 Dubois Street, Santa Cruz.
- A competitive procurement was conducted to solicit bids from qualified firms. One firm submitted a bid for METRO's review.
- Staff has reviewed the submitted bid and is recommending that the Board of Directors authorize a contract with Earthworks Paving Contractors, Inc.

III. DISCUSSION/BACKGROUND

METRO used the property at 135 Dubois Street for a portion of the depot parking for a fleet of 115 Fixed Route buses during construction of the Judy K. Souza Operations Facility. Daily use of the property involved the deployment and return of over 85 buses in a 24 hour period. Once buses returned and were parked by their drivers, fleet bus Servicers took the buses to the METRO fueling facility at 1200 B River Street and returned them within the hour. The compounding of bus traffic in and out of the sloped facility added to the displacement of gravel and base soil.

METRO is contractually required to return the property to its original graded condition.

In August, 2016, the Board authorized staff to issue an Invitation for Bids for Earthwork and Grading at 135 Dubois Street, Santa Cruz, CA 95060.

On November 18, 2016, METRO legally advertised and distributed Invitation for Bids (IFB) No. 17-02 and received no bids. A bidder's poll was conducted and it was revealed by prospective bidders that due to scheduling conflicts and the holidays, no bids were submitted. The IFB was then re-bid after the holidays on January 12, 2017. The bid package was sent to fifty six (56) firms, thirteen (13) builders' exchanges, one hundred fourteen (114) DBE firms, posted notice on its website, published in the local paper, published on E-Bid Board and published to GovDelivery subscribers. On January 27 2017, a bid was received and opened from one (1) firm. Purchasing Staff have reviewed the bid and Earthworks Paving Contractors, Inc. has been determined to be a responsible bidder, whose bid is responsive to all the requirements of the IFB.

Staff recommends that the Board of Directors authorize the CEO to execute a contract on behalf of METRO, with Earthworks Paving Contractors, Inc. for Earthwork and Grading at 135 Dubois Street, in an amount not to exceed \$33,600.00. Earthworks Paving Contractors, Inc. is a local vendor. The Contractor will provide all equipment and materials meeting all METRO's specifications and requirements of the contract. Al Pierce, METRO Maintenance Manager, will serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The base value of the contract is \$33,600.00. Funds to support the resulting contract are included in the MetroBase Life of Project Budget.

V. ALTERNATIVES CONSIDERED

- None. METRO is contractually obligated to return this property to its original graded condition.

VI. ATTACHMENTS

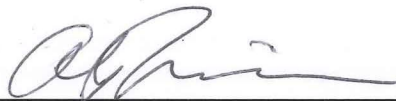
Attachment A: Contract with Earthworks Paving Contractors, Inc.

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

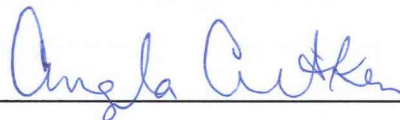
Prepared By: Alex Strudley, Purchasing Assistant

VII. APPROVALS:

Al Pierce, Maintenance Manager

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

Approved as to fiscal impact:
Angela Aitken, Finance Manager

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

Alex Clifford, CEO/General Manager

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ATTACHMENT A

CONTRACT FOR EARTHWORK AND GRADING AT 135 DUBOIS STREET, SANTA CRUZ, CA 95060 No. 17-02

THIS CONTRACT is made effective on March 1, 2017 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT ("Santa Cruz METRO"), a political subdivision of the State of California, and **Earthworks Paving Contractors, Inc.** ("Contractor").

1. RECITALS

1.01 Santa Cruz METRO's Primary Objective

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

1.02 Santa Cruz METRO's Need For Earthwork and Grading at 135 Dubois Street, Santa Cruz, CA 95060

Santa Cruz METRO requires Earthwork and Grading at 135 Dubois Street, Santa Cruz, CA 95060. In order to obtain said Earthwork and Grading at 135 Dubois Street, Santa Cruz, CA 95060, Santa Cruz METRO issued an Invitation for Bids, dated January 12, 2017, setting forth specifications for Earthwork and Grading at 135 Dubois Street, Santa Cruz, CA 95060. The Invitation for Bids is attached hereto and incorporated herein by reference as Exhibit A.

1.03 Contractor's Bid Form

Contractor is a licensed general contractor desired by Santa Cruz METRO and whose principal place of business is 310A Kennedy Dr. Capitola, CA 95010. Pursuant to the Invitation for Bids issued by Santa Cruz METRO, Contractor submitted a bid for Provision of said Earthwork and Grading at 135 Dubois Street, Santa Cruz, CA 95060, which is attached hereto and incorporated herein by reference as Exhibit B.

1.04 Selection of Contractor and Intent of Contract

On February 24, 2017, Santa Cruz METRO selected Contractor as the lowest responsive, responsible bidder to provide said Earthwork and Grading at 135 Dubois Street, Santa Cruz, CA 95060. The purpose of this Contract is to set forth the provisions of this procurement.

1.05 Contractor and Supplier Synonymous

For the purposes of this Contract, the terms "Contractor" and "supplier" are synonymous.

Santa Cruz METRO and Contractor agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.01 Documents Incorporated in This Contract

The documents below are attached to this Contract and by reference made a part hereof. This is an integrated Contract. This writing constitutes the final expression of the parties' Contract, and it is a complete and exclusive statement of the provisions of that Contract, except for written amendments, if any, made after the date of this Contract in accordance with Part III, Section 13.14 of the General Conditions of the Contract.

a) Exhibit A

Santa Cruz Metropolitan Transit District's "Invitation for Bids No. 17-02" dated January 12, 2017, including Addendum numbers 1 thru 1.

b) Exhibit B (Bid Form)

Contractor's submitted bid to Santa Cruz METRO for Earthwork and Grading at 135 Dubois Street, Santa Cruz, CA 95060 as signed by Contractor.

2.02 Conflicts

In the event of conflict between requirements contained in different components of the Contract Documents, provisions set forth in Part VI (FTA Requirements for Construction Contracts) shall prevail over all other provisions. Provisions set forth in Parts I (Instructions to Bidders), III (General Conditions of the Contract) and V (Sample Contract) shall prevail over all remaining Contract Documents. In resolving other conflicting requirements among the Contract Documents, the order of precedence shall be as follows: 1. Change Orders, 2. Addenda or Letters of Clarification, 3. Part IV (Special Conditions of the Contract), and 4. Part VII (Construction Specifications).

2.03 Recitals

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

3. TIME OF PERFORMANCE

3.01 General

The work under this Contract shall be completed within 45 calendar days after the date of commencement specified in the Notice to Proceed, unless modified by the parties under Part III, subsection 13.14 of the General Conditions to the Contract or terminated pursuant to Part III, Section 2.

3.02 Term

The term of this Contract shall commence upon the execution of the Contract by Santa Cruz METRO. Issuance of a Notice to Proceed shall remain in force until Final Acceptance as provided by Part VII, Section 11.3 of this Contract.

3.03 Acceptance of Terms

Execution of this document shall be deemed as acceptance of all of the terms and conditions as set forth herein and those contained in the Instructions to Bidders, the General Conditions, the Special Conditions, the FTA Requirements for Construction Contracts, the Specifications for Work and all attachments and addenda, which are incorporated herein by reference as integral parts of this Contract.

4. SCOPE OF WORK

- 4.01 Contractor shall furnish Santa Cruz METRO all supervision, labor, equipment, supplies, material, freight, transportation, tools and other work and services as specified in and in full accordance with the Invitation for Bids (IFB) No. 17-02 dated January 12, 2017 for Earthwork and Grading at 135 Dubois Street, Santa Cruz, CA 95060. The Contractor shall provide a complete project in conformance with the intent shown on the drawings and specified herein and as provided for and set forth in the IFB.

- 4.02 Contractor and Santa Cruz METRO agree to comply with and fulfill all obligations, promises, covenants and conditions imposed upon each of them in the Contract Documents. All of said work done under this Contract shall be performed to the satisfaction of Santa Cruz METRO or its representative, who shall have the right to reject any and all materials and supplies furnished by Contractor which do not strictly comply with the requirements contained herein, together with the right to require Contractor to replace any and all work furnished by Contractor which shall not either in workmanship or material be in strict accordance with the Contract Documents.

5. COMPENSATION

5.01 Terms of Payment

Upon written acceptance, Santa Cruz METRO agrees to pay Contractor Earthworks Paving Contractors, Inc. as identified in the Bid Form, Exhibit B, not to exceed \$33,600.00, for satisfactory completion of all work, including all costs for labor, materials, tools, equipment, services, freight, insurance, overhead, profit and all other costs incidental to the performance of the services specified under this Contract, under the terms and provisions of this Contract within thirty (30) days thereof. Contractor understands and agrees that if they exceed the \$33,600.00 maximum amount payable under this Contract, they do so at their own risk.

5.02 Release of Claims

Payment by Santa Cruz METRO of undisputed contract amounts is contingent upon Contractor furnishing Santa Cruz METRO with a Release of All Claims against Santa Cruz METRO arising by virtue of the part of the Contract related to those amounts.

5.03 Retention of progress payments

Santa Cruz METRO will retain five (5%) percent of the contract price from each progress payment made pursuant to the Contract through the completion of the Contract. The retention shall be released, with the exception of 150 percent (150%) of any disputed amount, within 60 days after the date of completion of the work. Pursuant to Section 22300 of the Public Contract Code, Contractor may substitute a deposit of securities in lieu of Santa Cruz METRO withholding any monies to ensure Contractor's performance under the Contract, or alternatively, request that Santa Cruz METRO make payment of retentions earned directly to an escrow agent at the expense of Contractor. The provisions of Public Contract Code Section 22300 are incorporated herein by reference as though set forth in full, and shall govern the substitution of securities and/or escrow account. If a Stop Notice is filed, Santa Cruz METRO will retain 125% of the amount set forth in the Stop Notice from the next progress payment made to Contractor.

5.04 Change in Contract Price

5.04.01 General

- A. The Contract price constitutes the total compensation payable to Contractor for performing the work. All duties, responsibilities, and obligations assigned to or undertaken by Contractor to perform the work shall be at Contractor's expense without change in the Contract price.
- B. The Contract price may only be changed by a change order. Any request for an increase in the Contract price shall be based on written notice delivered by the Contractor to the Contract Administrator promptly, but in no event later than 10 days after the date of the occurrence of the event giving rise to the request, and shall state the general nature of the request. Notice of the amount of the request with supporting data shall be delivered within 45 days after the date of the occurrence, unless the Contract Administrator allows

an additional period of time to ascertain more accurate data in support of the request, and shall be accompanied by the Contractor's written statement that the amount requested covers all amounts (direct, indirect, and consequential) to which the Contractor is entitled as a result of the occurrence of the event. No request for an adjustment in the Contract price will be valid if not submitted in accordance with this Article.

- C. The value of any work covered by a change order or of any request for an increase or decrease in the Contract price shall be determined in one of the following ways:
 - 1. Where the work involved is covered by unit prices contained in the Contract documents, by application of unit prices to the quantities of the items involved; or
 - 2. By mutual acceptance of a lump sum, which may include an allowance for overhead and profit not necessarily in accordance with Article 5.04.04; or
 - 3. On the basis of the cost of work (determined as provided in Articles 5.04.02 and 5.04.03) plus a Contractor's fee for overhead and profit (determined as provided in Article 5.04.04).

5.04.02 Cost of Work (Based on Time and Materials)

- A. General: The term "cost of work" means the sum of all costs necessarily incurred and paid by Contractor for labor, materials, and equipment in the proper performance of work. Except as otherwise may be agreed to in writing by Santa Cruz METRO, such costs shall be in amounts no higher than those prevailing in the locality of the project.
- B. Labor: The cost of labor used in performing work by Contractor, a subcontractor, or other forces, will be the sum of the following:
 - 1. The actual wages paid plus any employer payments to or on behalf of workers for fringe benefits, including health and welfare, pension, vacation, and similar purposes. The cost of labor may include the wages paid to foremen when it is determined by the Contract Administrator that the services of foremen do not constitute a part of the overhead allowance.
 - 2. There will be added to the actual wages, as defined above, a percentage set forth in the latest "Labor Surcharge and Equipment Rental Rates" in use by the California State Department of Transportation which is in effect on the date upon which the work is accomplished. This percentage shall constitute full compensation for all payments imposed by State and Federal laws including, but not limited to, workers' compensation insurance and Social Security payments.
 - 3. The amount paid for subsistence and travel required by collective bargaining agreements.
 - 4. For equipment operators, payment for the actual cost of labor and subsistence or travel allowance will be made at the rates paid by Contractor to other workers operating similar equipment already on the work, or in the absence of such labor, established by collective bargaining agreements for the type of workers and location of the extra work, whether or not the operator is actually covered by such an agreement. A labor surcharge will be added to the cost of labor described herein in accordance with the provisions of subsection 2 of Article 5.04.02 B herein, which surcharge shall constitute full compensation for payments imposed by State and Federal laws, and all other payments made to on behalf of workers other than actual wages.

- C. Materials: The cost of materials used in performing work will be the cost to the purchaser, whether Contractor or subcontractor, from the supplier thereof, except as the following are applicable:
1. Trade discounts available to the purchaser shall be credited to Santa Cruz METRO notwithstanding the fact that such discounts may not have been taken by Contractor.
 2. For materials secured by other than a direct purchase and direct billing to the purchaser, the cost shall be deemed to be the price paid to the actual supplier as determined by the Contract Administrator. Markup, except for actual costs incurred in the handling of such materials, will not be allowed.
 3. Payment for materials from sources owned wholly or in part by the purchaser shall not exceed the price paid by the purchaser for similar materials from said sources on extra work items or the current wholesale price for such materials delivered to the work site, whichever price is lower.
 4. If, in the opinion of the Contract Administrator, the cost of material is excessive, or the Contractor does not furnish satisfactory evidence of the cost of such material, then the cost shall be deemed to be the lowest current wholesale price for the quantity concerned delivered to the work site, less trade discount. Santa Cruz METRO reserves the right to furnish materials for the extra work and no claim shall be made by the Contractor for costs and profit on such materials.
- D. Equipment: The Contractor will be paid for the use of equipment at the rental rate listed for such equipment specified in the current edition of the Department of Transportation publication entitled "Labor Surcharge and Equipment Rental Rates" which is in effect on the date upon which the work is accomplished. Such rental rates will be used to compute payments for equipment whether the equipment is under the Contractor's control through direct ownership, leasing, renting, or another method of acquisition. The rental rate to be applied for use of each item of equipment shall be the rate resulting in the least total cost to Santa Cruz METRO for the total period of use. If it is deemed necessary by the Contractor to use equipment not listed in the foregoing publication, the Contract Administrator will establish an equitable rental rate for the equipment. The Contractor may furnish cost data that might assist the Contract Administrator in the establishment of the rental rate.
1. The rental rates paid, as above provided, shall include the cost of fuel, oil, lubrication supplies, small tools, necessary attachments, repairs and maintenance of all kinds, depreciation, storage, insurance, and all incidentals. Operators of equipment will be separately paid for as provided in subsection 4 of Article 5.04.02 B.
 2. All equipment shall be in good working condition and suitable for the purpose for which the equipment is to be used.
 3. Before construction equipment is used on the extra work, Contractor shall plainly stencil or stamp an identifying number thereon at a conspicuous location, and shall furnish to the Contract Administrator, in duplicate, a description of the equipment and its identifying number.
 4. Unless otherwise specified, manufacturer's ratings and manufacturer-approved modifications shall be used to classify equipment for the determination of applicable rental rates. Equipment which has no direct power unit shall be powered by a unit of at least the minimum rating recommended by the manufacturer.

5. Individual pieces of equipment or tools having a replacement value of \$500 or less, whether or not consumed by use, shall be considered to be small tools and no payment will be made therefore.
- E. Owner-Operated Equipment: When owner-operated equipment is used to perform work and is to be paid for as extra work, Contractor will be paid for the equipment and operator as follows:
- Payment for the equipment will be made in accordance with the provisions in Article 5.04.02 D, "Equipment."
- Payment for the cost of labor and subsistence or travel allowance will be made at the rates paid by Contractor to other workers operating similar equipment already on the project, or, in the absence of such other workers, at the rates for such labor established by collective bargaining agreement for type of worker and location of the work, whether or not the owner-operator is actually covered by such an agreement. A labor surcharge will be added to the cost of labor described herein, in accordance with the provisions in subsection 2 of Article 5.04.02 B, "Labor."
- To the direct cost of equipment rental and labor, computed as provided herein, will be added the markup for equipment rental and labor as provided in Article 5.04.04, "Contractor's Fee."
- F. Equipment Time: The rental time to be paid for equipment on the work shall be the time the equipment is in productive operation on the work being performed and shall include the time required to move the equipment to the new location and return it to the original location or to another location requiring no more time than that required to return it to its original location; except that moving time will not be paid if the equipment is used on other than the extra work. Loading and transporting costs will be allowed, in lieu of moving time, when the equipment is moved by means other than its own power. No payment will be made for loading and transporting costs when the equipment is used at the site of the extra work on other than the extra work. The following shall be used in computing the rental time of equipment on the work:
1. When hourly rates are listed, any part of an hour less than 30 minutes of operation shall be considered to be ½-hour of operation, and any part of an hour in excess of 30 minutes will be considered 1-hour of operation.
 2. When daily rates are listed, operation for any part of a day less than 4 hours shall be considered to be ½-day of operation.
 3. Rental time will not be allowed while equipment is inoperative due to breakdowns or Contractor-caused delays.
- G. Cost of Work Documentation: The Contractor shall furnish the Contract Administrator Daily Extra Work Reports on a daily basis covering the direct costs of labor and materials and charges for equipment whether furnished by Contractor, subcontractor, or other forces. Santa Cruz METRO will provide the Daily Extra Work Report forms to Contractor. The Contractor or an authorized agent shall sign each Daily Extra Work Report. The Daily Extra Work Report shall provide names and classifications of workers and hours worked; size, type, and identification number of equipment; and the hours operated. Copies of certified payrolls and statement of fringe benefit shall substantiate labor charges. Valid copies of vendor's invoices shall substantiate material charges.

The Contract Administrator will make any necessary adjustments. When these reports are agreed upon and signed by both parties, they shall become the basis of payment for the work performed, but shall not preclude subsequent adjustment based on a later audit.

The Contractor shall inform the Contract Administrator when extra work will begin so that the Santa Cruz METRO inspector can concur with the Daily Extra Work Reports. Failure to conform to these requirements may impact the Contractor's ability to receive proper compensation.

5.04.03 Special Services

Special services are defined as that work characterized by extraordinary complexity, sophistication, or innovations, or a combination of the foregoing attributes that are unique to the construction industry. The following may be considered by the Contract Administrator in making estimates for payment for special services:

- A. When the Contract Administrator and the Contractor, by agreement, determine that a special service is required which cannot be performed by the forces of the Contractor or those of any of its subcontractors, the special service may be performed by an entity especially skilled in the work to be performed. After validation of invoices and determination of market values by the Contract Administrator, invoices for special services based upon the current fair market value thereof may be accepted without complete itemization of labor, material, and equipment rental costs.
- B. When Contractor is required to perform work necessitating special fabrication or machining process in a fabrication or a machine shop facility away from the jobsite, the charges for that portion of the work performed at the offsite facility may, by agreement, be accepted as a special service and accordingly, the invoices for the work may be accepted without detailed itemization.
- C. All invoices for special services will be adjusted by deducting all trade discounts offered or available, whether the discounts were taken or not. In lieu of the allowances for overhead and profit on labor, materials, and equipment specified in Article 5.04.04 herein, a single allowance of ten (10) percent will be added to invoices for special services.

5.04.04 Contractor's Fee

- A. Work ordered on the basis of time and materials will be paid for at the actual and necessary cost as determined by the Contract Administrator, plus allowances for overhead and profit, which allowances shall constitute the "Contractor's Fee," except as provided in subparagraph B of this Article. For extra work involving a combination of increases and decreases in the work, the actual necessary cost will be the arithmetic sum of the additive and deductive costs. The allowance for overhead and profit shall include compensation for superintendence, bond and insurance premiums, taxes, all field and home office expenses, and all other items of expense or cost not included in the cost of labor, materials, or equipment provided for under Articles 5.04.02 B, C, D, and E herein. The allowance for overhead and profit will be made in accordance with the following schedule:

Actual Necessary Cost	Overhead and Profit Allowance
Labor	33 percent
Materials.....	15 percent
Equipment	15 percent

- B. Labor, materials, and equipment may be furnished by the Contractor or by the subcontractor on behalf of the Contractor. When a subcontractor performs all or any part of the extra work, the allowance specified in subparagraph A of Article 5.04.04 shall only be applied to the labor, materials, and equipment costs of the subcontractors, to which the Contractor may add 5 percent of the subcontractor's total cost for the extra work. Regardless of the number of hierarchical tiers of subcontractors, the 5 percent increase above the subcontractor's total cost, which includes the allowances for overhead and profit specified herein, may be applied one time only for each separate work transaction.

5.04.05 Compensation for Time Extensions

Adjustments in compensation for time extension will be allowed only for causes in Article 5.05.01 B.1 through Article 5.05.01 B.3 computed in accordance with Article 5.04 and the following. No adjustments in compensation will be allowed when Santa Cruz METRO-caused delays to a controlling item of work and Contractor-caused delays to a controlling item of work occur concurrently or for causes in Article 5.05.01 B.4 through Article 5.05.01 B.5.

Compensation for idle time of equipment will be determined in accordance with the provisions in Article 5.04.02.F and Section 8-1.09 of the State Specifications.

5.05 Change of Contract Time

5.05.01 General

- A. The Contract time may only be changed by a change order. Any request for an extension of the Contract time shall be based on written notice delivered by the Contractor to the Contract Administrator promptly, but in no event later than 10 days after the date of the occurrence of the event giving rise to the request, and shall state the general nature of the request. Notice of the extent of the request with supporting data shall be delivered within 45 days after the date of such occurrence, unless the Contract Administrator allows an additional period of time to ascertain more accurate data in support of the request, and shall be accompanied by the Contractor's written statement that the adjustment requested is the entire adjustment to which the Contractor has reason to believe it is entitled as a result of the occurrence of said event. No request for an adjustment in the Contract time will be valid if not submitted in accordance with the requirements of this Article.

The Contract time will only be extended when a delay occurs which impacts a controlling item of work as shown on the work schedules required in the Special Provisions. Time extensions will be allowed only if the cause is beyond the control and without the fault or negligence of the Contractor. Time extensions will also be allowed when Santa Cruz METRO-caused delays to a controlling item of work and Contractor-caused delays to a controlling item of work occur concurrently. The Contractor will be notified if the Contract Administrator determines that a time extension is not justified.

- B. The Contract time will be extended in an amount equal to time lost due to delays beyond the control of the Contractor if a request is made therefore as provided in this Article. An extension of Contract time will only be granted for days on which the Contractor is prevented from proceeding with at least 75 percent of the normal labor and equipment force actually engaged on the said work, by said occurrences or conditions resulting immediately therefrom which impact a controlling item of work as determined by the Contract Administrator. Such delays shall include:

1. Changes.
2. Failure of Santa Cruz METRO to furnish access, right of way, completed facilities of related projects, drawings, materials, equipment, or services for which Santa Cruz METRO is responsible.
3. Survey error by Santa Cruz METRO.
4. Occurrences of a severe and unusual nature including, but not restricted to, acts of God, fires, other force majeure events, and excusable inclement weather. A force majeure event includes an earthquake, flood, cloudburst, cyclone or other cataclysmic phenomena of nature beyond the power of the Contractor to foresee or to make preparation in defense against, but does not include ordinary inclement weather. Excusable inclement weather is any weather condition, the duration of which varies in excess of the average conditions expected, which is unusual for the particular time and place where the work is to be performed, or which could not have been reasonably anticipated by the Contractor, as determined from U.S. Weather Bureau records for the preceding 3-year period or as provided for in the Special Provisions.
5. Act of the public enemy, act of another governmental entity, public utility, epidemic, quarantine restriction, freight embargo, strike, or labor dispute. A delay to a subcontractor or supplier due to the above circumstances will be taken into consideration for extensions to the time of completion.

5.05.02 Extensions of Time for Delay Due to Excusable Inclement Weather

- A. The Contract time will be extended for as many days in excess of the average number of days of excusable inclement weather, as defined in Article 5.05.01 B.5, as the Contractor is specifically required under the Special Provisions to suspend construction operations, or as many days as the Contractor is prevented by excusable inclement weather, or conditions resulting immediately therefrom, from proceeding with at least 75 percent of the normal labor and equipment force engaged on critical items of work as shown on the schedule.
- B. Should the Contractor prepare to begin work at the regular starting time at the beginning of any regular work shift on any day on which excusable inclement weather, or the conditions resulting from the weather, prevents work from beginning at the usual starting time and the crew is dismissed as a result thereof, the Contractor will be entitled to a 1-day extension whether or not conditions change thereafter during said day and the major portion of the day could be considered to be suitable for such construction operations.
- C. The Contractor shall base the construction schedule upon the inclusion of the number of days of excusable inclement weather specified in the Article titled "Excusable Inclement Weather Delays," of the Special Provisions. No extension of the Contract time due to excusable inclement weather will be considered until after the said aggregate total number of days of excusable inclement weather has been reached; however, no reduction in Contract time would be made if said number of days of excusable inclement weather is not reached.

5.06 Changed Site Conditions

If any work involves digging trenches or other excavations below the surface, Contractor shall promptly, and before the following conditions are disturbed, notify Santa Cruz METRO in writing of any:

- A. Material that Contractor believes may be a regulated material which is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.
- B. Subsurface or latent physical conditions at the site differing from those indicated in this Contract.
- C. Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract.

Santa Cruz METRO will promptly investigate the condition and if it finds that the conditions do materially so differ, or do involve regulated material, and cause a decrease or increase in the Contractor's cost of, or the time required for, performance of any part of the work, Santa Cruz METRO will issue a change order under the procedures described in this Contract. For regulated materials, Santa Cruz METRO reserves the right to use other forces for exploratory work to identify and determine the extent of such material and for removing regulated material from such areas.

In the event that a dispute arises between Santa Cruz METRO and the Contractor on whether the conditions materially differ or on the Contractor's cost of, or time required for, performance of any part of the work, the Contractor shall not be excused from any scheduled completion date provided for by this Contract but shall proceed with all work to be performed under the Contract. The Contractor shall retain any and all rights provided either by this Contract or by law, which pertain to the resolution of disputes and protests between the contracting parties.

5.07 Waivers and Releases

Contractor is required to provide unconditional waivers and releases of stop notices in accordance with California Civil Code §3262(d)(2). Santa Cruz METRO agrees to pay Contractor within 30 days after receipt of an undisputed and properly submitted payment request from Contractor. If Santa Cruz METRO fails to make such payments in a timely manner, Santa Cruz METRO shall pay interest to Contractor equivalent to the legal rate set forth in Subdivision (a) of Section 685.010 of the Code of Civil Procedure. For purposes of this section, "progress payment" includes all payments due Contractor, except that portion of the final payment designated by the Contract as retention earnings. Any payment request determined not to be a proper payment request suitable for payment shall be returned to Contractor as soon as practicable, but not later than seven days after receipt. A request returned pursuant to this paragraph shall be accompanied by a written explanation of why the payment request is not proper. The number of days available to Santa Cruz METRO to make a payment without incurring interest pursuant to this section shall be reduced by the number of days by which Santa Cruz METRO exceeds the seven-day return requirement set forth above. A payment request shall be considered properly executed if funds are available for payment of the payment request and payment is not delayed due to an audit inquiry by Santa Cruz METRO's financial officer.

6. NOTICES

All notices under this Contract shall be in writing and shall be effective when received, if delivered by hand, or three (3) days after posting, if sent by registered mail, return receipt requested, to a party hereto at the address hereinunder set forth or to such other address as a party may designate by notice pursuant hereto.

Santa Cruz METRO

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

Attention: Alex Clifford, CEO/General Manager

CONTRACTOR

Earthworks Paving Contractors, Inc.
310A Kennedy, Dr.
Capitola, CA 95010

Attention: Stephanie Straus, President

7. ENTIRE AGREEMENT

- 7.01 This Contract represents the entire agreement of the parties with respect to the subject matter hereof, and all such agreements entered into prior hereto are revoked and superseded by this Contract, and no representations, warranties, inducements or oral agreements have been made by any of the parties except as expressly set forth herein, or in other contemporaneous written agreements.
- 7.02 This Contract may not be changed, modified or rescinded except in writing, signed by all parties hereto, and any attempt at oral modification of this Contract shall be void and of no effect.

8. ACCEPTANCE OF ELECTRONIC SIGNATURES AND COUNTERPARTS

The parties agree that this Contract, agreements ancillary to this Contract, and related documents to be entered into this Contract will be considered executed when the signature of a party is delivered by scanned image as an attachment to electronic mail. Such scanned signature must be treated in all respects as having the same effect as an original signature. Each party further agrees that this Contract may be executed in two or more counterparts, all of which constitute one and the same instrument.

9. AUTHORITY

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

Signed on

2/8/17

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Alex Clifford, CEO/General Manager

Contractor –
Earthworks Paving Contractors, Inc.

Stephanie Straus, President

Approved as to Form:

Julie A. Sherman, District Counsel

Stephanie Straus

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DATE: February 24, 2017

TO: Board of Directors

FROM: Alex Clifford, CEO/General Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE AN 8TH AMENDMENT EXTENDING THE CONTRACT FOR 10 MONTHS WITH HILL INTERNATIONAL, INC. FOR PROJECT MANAGEMENT CONSULTANT SERVICES

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO to execute an 8th amendment extending the contract for ten (10) months with Hill International, Inc., through December 31, 2017, for Project Management Consultant Services

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) has a contract with Hill International, Inc. (Hill) for Project Management Consultant Services that is due to expire on February 28, 2017.
- METRO requires the services of Hill International, Inc. to assist with dispute resolution, as well as to attend mediation/arbitration to assist METRO's dispute resolution team.
- Staff recommends extending the contract with Hill International, Inc. for ten (10) months, through December 31, 2017. No additional funds are being requested.

III. DISCUSSION/BACKGROUND

METRO entered into a contract with Hill for Project Management Consultant Services for the new Judy K. Souza Operations Facility (Project) on September 15, 2014. This contract is due to expire on February 28, 2017.

While the Occupancy Permit has now been granted, METRO still has open disputes with the general contractor that need to be resolved. METRO requires the services of Hill International, Inc. to assist with dispute resolution, as well as to attend mediation/arbitration to assist METRO's dispute resolution team.

A summary of contract amendments is as follows:

Amend. No.	Date	Description	Time Extension	\$ Amount
1 st	12/15/14	Additional staffing due to cancellation of Construction Management contract	—	\$1,092,385
2 nd	10/26/15	Extending time and adding funds in connection with extension of Project completion date	3 mo.	\$ 133,000
3 rd	2/15/16	Extending time and adding funds in connection with completion of items removed from General Contractor's contract	3 ½ mo.	\$ 350,000
4 th	5/18/16	Adding additional funds in connection with completion of outstanding items and to assist with obtaining the Final Occupancy Permit	—	\$ 285,000
5 th	7/1/16	Extending time only in connection with completion of outstanding items and to assist with obtaining the Final Occupancy Permit	3 mo.	—
6 th	10/1/16	Extending time and adding funds in connection with extension of Project completion date.	3 mo.	\$198,000
7 th	1/1/17	Extending time and adding funds in connection with extension of Project completion date.	2 mo.	\$125,000

In order to maintain continuity of services with the Project Management Consultant through mediation/arbitration, staff recommends that the Board of Directors authorize the CEO to execute an Eighth Amendment to the Contract with Hill to extend the term for ten (10) additional months, through the end of this year. Erron Alvey, Purchasing Manager, will continue to serve as the Contract Administrator and ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

At the end of February, Hill staff will cease day-to-day operations, and Santa Cruz METRO will not incur any charges until Hill provides assistance in preparation for any dispute resolution proceedings. It is forecasted that there will be approximately \$30,000 in contract authority and budgeted funding.

This amendment is for a contract time extension only. No additional funding is being requested.

V. ALTERNATIVES CONSIDERED

- Do not extend this contract. Staff does not recommend this option, as the continued services of the Project Management Consultant are critical through the dispute resolution process.

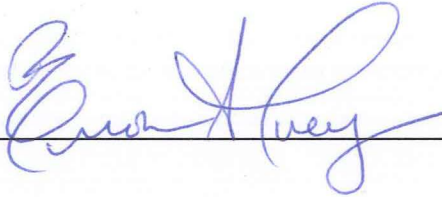
VI. ATTACHMENTS

Attachment A: Contract Amendment with Hill International, Inc.

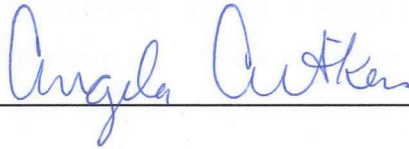
Prepared By: Joan Jeffries, Administrative Specialist
Erron Alvey, Purchasing Manager

VII. APPROVALS:


Erron Alvey, Purchasing Manager
and Contract Administrator



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT EIGHTH AMENDMENT TO CONTRACT NO. 15-04 FOR PROJECT MANAGEMENT CONSULTANT SERVICES

This Eighth Amendment to Contract No. 15-04 for Project Management Consultant Services is made effective February __, 2017 between the Santa Cruz Metropolitan Transit District (“Santa Cruz “Metro”), a political subdivision of the State of California, and Hill International, Inc. (“Consultant”).

I. RECITALS

- 1.1 Santa Cruz Metro and Consultant entered into a Contract for Project Management Consultant Services (“Contract”) on September 15, 2014.
- 1.2 The Contract and all amendments/extensions are due to expire on February 28, 2017.
- 1.3 The Contract allows for extension upon mutual written consent.
- 1.4 Santa Cruz Metro and Consultant desire to amend the Contract to extend the Contract term.

Therefore, Santa Cruz Metro and Consultant amend the Contract as follows:

II. TERM

- 2.1 Article 4.01 is replaced in its entirety by the following:

The term of this Contract shall be from September 15, 2014 to August 31, 2017.

Santa Cruz Metro and Consultant may extend the term of this Contract at any time for any reason upon mutual written consent.

III. COMPENSATION

- 3.1 Article 6.01 is amended to include the following language:

Under the terms of the Seventh Amendment, the Contract total not-to-exceed amount was increased by \$125,000. This raised the Contract not-to-exceed amount to \$3,683,382. The parties anticipate the Scope of Work outlined in Section IV required under this Eighth Contract Amendment will not require additional funds. Should Consultant require an increase in the budget it will make a written request to Metro.

Consultant understands and agrees that if they exceed the \$3,683,382 maximum amount payable under this Contract, it does so at its own risk.

Attachment A

IV. SCOPE OF WORK

- 4.1 This Eighth Contract Amendment provides for an extension of time for Consultant to perform the following work: support Metro in the dispute resolution process currently taking place between Metro and Lewis C. Nelson & Sons, Inc. ("Nelson"). This support includes attendance at up to three total meetings (including mediation sessions) and up to 10 hours of reviewing of project documents. Consultant's support includes applying its knowledge of the relevant project to support Metro in its dispute with Nelson, not formulating resolution plans or advising on settlement terms. Consultant will not perform project management services as a part of this Eighth Contract Amendment. Consultant will not provide any other services unless agreed to in writing.

V. REMAINING TERMS AND CONDITIONS

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

VI. ACCEPTANCE OF ELECTRONIC SIGNATURES AND COUNTERPARTS

- 6.1 The parties agree that this Eighth Contract Amendment, agreements ancillary to the Contract, and related documents to be entered into the Contract will be considered executed when the signature of a party is delivered by scanned image as an attachment to electronic mail. Such scanned signature must be treated in all respects as having the same effect as an original signature.

Each party further agrees that this Eighth Contract Amendment may be executed in two or more counterparts, all of which constitute one and the same instrument.

VII. AUTHORITY

- 7.1 Article 8 is amended to include the following language:

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

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Attachment A

Signed on _____

SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT

Alex Clifford, CEO/General Manager

HILL INTERNATIONAL, INC.

Michael B. Smith, Senior Vice President

Approved as to Form:

Julie Sherman, General Counsel



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DATE: February 24, 2017

TO: Board of Directors

FROM: Angela Aitken, Interim Human Resources Manager & Finance Manager

SUBJECT: CONSIDER A REVISED POSITION DESCRIPTION FOR THE SYSEMS ADMINISTRATOR/SENIOR SYSTEMS ADMINISTRATOR POSITION, WITH NO PROPOSED SALARY SCHEDULE ADJUSTMENT

I. RECOMMENDED ACTION

That the Board of Directors approve a revised position description for the Systems Administrator/Senior Systems Administrator position, with no proposed salary schedule adjustment

II. SUMMARY

- Management requested a position reclass of the Systems Administrator/Senior Systems Administrator position.
- Staff met with SEIU-SEA representatives and created a new position description for the Systems Administrator/Senior Systems Administrator position.
- Staff surveyed peer agencies, of which Systems Administrator and Senior Systems Administrator positions were determined to be “match” positions or “No Comparable”.
- Santa Cruz Metropolitan Transit District (METRO) staff followed a benchmark compensation strategy that calculates Step 1 at five percent below the median of the peer agencies that responded, for each position.
- These findings were presented to SEIU-SEA representatives.
- Staff recommends that the Board approve the changes to the Systems Administrator and Senior Systems Administrator position description, and leave the current salary schedule in place.

III. DISCUSSION/BACKGROUND

Management requested a position reclass of the Systems Administrator/Senior Systems Administrator position. Staff met with SEIU-SEA representatives and created a new position description for the Systems Administrator/Senior Systems Administrator position.

To complete a salary schedule survey on the new position description, Staff collected data from the following agencies (Agencies):

- Santa Clara VTA
- AC Transit
- Santa Cruz County
- City of Santa Cruz
- Monterey Salinas Transit (MST)
- San Joaquin RTD
- Bakersfield Transit
- Central Contra Costa Transit
- Riverside Transit
- SamTrans
- Santa Barbara Transit

All of the surveyed Agencies use different salary schedule ranges. METRO staff followed a benchmark compensation strategy that calculates Step 1 at five percent below the median of the Agencies that responded with a comparable classification for each position.

Using this strategy, it was established that METRO's Systems Administrator/Senior Systems Administrator position is currently being paid above the benchmark compensation.

These findings were presented to SEIU-SEA representatives on February 13, 2017. Staff is recommending that the Board approve the changes to the Systems Administrator and Senior Systems Administrator position description, and leave the current salary schedule in place.

IV. FINANCIAL CONSIDERATIONS/IMPACT

- There is no incumbent in the Systems Administrator/Senior Systems Administrator position.
- No additional costs to the Operating Budget will be incurred.

V. ALTERNATIVES CONSIDERED

- Do nothing; however, this is not recommended as the current position description is out dated and does not properly reflect the duties needed in this position.

VI. ATTACHMENTS

Attachment A: New Position Description for Systems Administrator/Senior Systems Administrator

Prepared by: Angela Aitken, Interim HR Manager and Finance Manager

VII. APPROVALS:


Angela Aitken, Interim HR Manager &
Finance Manager



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A



SYSTEMS ADMINISTRATOR SENIOR SYSTEMS ADMINISTRATOR

DEFINITION

Under the direction of the IT Manager, this individual administers LINUX/UNIX and Windows based systems and analyzes and resolves system operation problems at all levels. These can include security, user accounts, networking, and computer hardware problems and performs other related duties as required. This person may work on high-level long-term projects to implement new networking, operating system and software technologies.

DISTINGUISHING CHARACTERISTICS

The differences between the Systems Administrator and the Sr. Systems Administrator depend on the knowledge and hands-on experience with operating systems, performance tuning, troubleshooting, networking and systems security.

- **Systems Administrator**
The junior person may have familiarity with fewer operating systems, advance networking and system security and may require more direction, training and experience.
- **Sr. Systems Administrator**
The senior person will have a more thorough, advanced knowledge of and experience with multiple operating systems and variations, advanced networking concepts and system security and be able to independently research and solve complex problems.

EXAMPLES OF DUTIES

- **Software Install and Maintenance**
Maintains system and network security; Configures and maintains virtualization systems; Evaluates requirements and applies system level patches to operating systems and firmware; Configures, installs and maintains operating systems; Tests new or modified applications; Maintains database and system backup/recovery; Reviews software products, recommends modifications and improvements and consults with contractors to resolve programming and technical problems; Installs and maintains email systems.
- **System Hardware Install and Maintenance**
Installs and configures servers and workstations; Configures, tests and installs network devices such as switches, routers and firewalls; Installs and configures UPS systems and devices; Installs and tests network cabling; Maintains and repairs computer hardware, peripheral equipment and data communication links.
- **Task Automation**
Develops, modifies and writes shell scripts to monitor system resources including but not limited to; disk usage, memory usage, backup status, system up time, network performance; Develops backup scripts.
- **Technical Support and Troubleshooting**
Provides training and technical assistance to employees in the use of software applications; Troubleshoots email and internet connectivity; Diagnoses and resolves user profile issues; Assists users with password and logon issues; Troubleshoots networking issues.

Attachment A

- Documentation and Procedure Writing
Writes departmental and agency wide software usage procedures; Documents network topology; Documents server rack power distribution; Creates backup and restore procedures; Prepares system and software specifications; Formulates and implements procedures to ensure data security; Confers with team members to determine the feasibility of implementing applications, resolving procedural difficulties and formulating software objectives.

EMPLOYMENT STANDARDS

Knowledge of:

- LINUX, UNIX or other similar operating systems
- Standard LINUX/UNIX utilities available through Bourne, C, or Korn shells
- Windows based operating systems
- Citrix XenApp and XenServer
- Microsoft Exchange Server
- Sendmail
- Apache and IIS
- VOIP
- TCP/IP networking
- Microsoft Office Suite and other related applications
- Statistics, technical reporting, documentation, and instructions for computer software and hardware

Ability to:

- Analyze system architecture and recommend and implement improvements based on new technologies
- Work independently to analyze hardware and software problems in maintenance of equipment, and utilize manual dexterity to perform repairs to computer components
- Analyze and maintain computer and networking equipment
- Install hardware, software and system upgrades
- Write user instructions and procedures
- Establish and maintain cooperative working relationships with Metro employees and the public

Training and Experience:

Any combination of training and experience equivalent to:

Bachelor's degree from an accredited college in computer science or a related field and two years professional level experience in Windows, LINUX/UNIX or a similar operating system environment for the Systems Administrator I position. Experience which demonstrates substantial knowledge and abilities pertinent to specific job functions may be substituted for the required education on a year-for-year basis.

An incumbent in the Senior Systems Administrator position will fulfill all of the above requirements at an expert level while a more junior person will fulfill only a subset with a lesser degree of

2022417 Systems Administrator Job Description ATT A

Final

11-15A.2

Attachment A

expertise. For promotion to the Senior level, the incumbent must have worked two years or more in a Systems Administrator classification.

Physical Requirements:

While performing the duties of this job, the employee is frequently required to sit, talk or hear, both in person and by telephone, use hands to finger, handle or feel objects or controls such as a computer keyboard and a computer mouse. The employee is occasionally required to bend and twist at the neck, reach with hands and arms, stand and walk. Limited overhead reaching and lifting up to 20 pounds is required. Visual abilities required include close vision, distance vision, and the ability to adjust focus.

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DATE: February 24, 2017
TO: Board of Directors
FROM: Angela Aitken, Interim Human Resources Manager
SUBJECT: REAUTHORIZE THE PURCHASING AGENT POSITION

I. RECOMMENDED ACTION

That the Board of Directors reauthorize the Purchasing Agent position.

II. SUMMARY

- Staff has been working with SEIU to create a side letter agreement that would include the Purchasing Assistant/Purchasing Agent ladder within Sec 8.5.4 Promotion by Qualification until the end of the current SEIU Memorandum of Understanding (MOU).
- Staff had inadvertently removed the authorized Purchasing Agent position within the Purchasing Department operating budget.
- Purchasing has an employee who is qualified to be promoted to Purchasing Agent.
- Staff is requesting that the Board reauthorize the Purchasing Agent position so that the proposed ladder for Sec 8.5.4 can be acted upon.

III. DISCUSSION/BACKGROUND

Staff has been working with SEIU to create a side letter agreement that would include the Purchasing Assistant/Purchasing Agent ladder within Sec 8.5.4 Promotion by Qualification until the end of the current MOU.

Through this process, it was discovered that staff had inadvertently removed the authorized Purchasing Agent position within the Purchasing department operating budget during a past budget revision.

Purchasing has an employee who is qualified to be promoted to Purchasing Agent, but due to the position unintentionally being removed from a past budget, we are unable to move forward with the promotion. This promotion will be funded with money already funding the Purchasing Assistant, and other savings within the Purchasing department.

Staff is requesting that the Board reauthorize the Purchasing Agent position so that staff can negotiate a side letter agreement for Sec 8.5.4 of the MOU.

IV. FINANCIAL CONSIDERATIONS/IMPACT

No financial impact for this action. Current funding for the existing Purchasing Agent position and savings within the Purchasing department will fund this action.

V. ALTERNATIVES CONSIDERED

- Wait until the FY18 & FY19 Operating budget is adopted in June. This is not recommended as staff and SEIU are in agreement with the concept of a side letter agreement addressing a temporary change to Sec 8.5.4 of the current MOU.

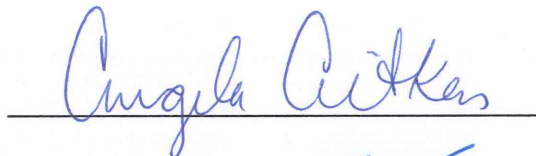
VI. ATTACHMENTS

None

Prepared by: Angela Aitken, Interim HR Manager and Finance Manager

VII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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DATE: February 24, 2017
TO: Board of Directors
FROM: Thomas Hiltner, Grants/Legislative Analyst
SUBJECT: **CONSIDER A RESOLUTION SUPPORTING STATE ASSEMBLY BILL 1
AND SENATE ASSEMBLY BILL 1 TO INCREASE PUBLIC TRANSIT
FUNDING IN CALIFORNIA.**

I. RECOMMENDED ACTION

That the Board of Directors adopt a resolution in support of Assembly Bill 1 (AB 1) and Senate Bill 1 (SB 1) and transmit the resolution to members of the State Legislature

II. SUMMARY

- The State of California transportation infrastructure has a tremendous backlog of deferred maintenance and diminished operating capacity and needs new revenue from user fees to sustain the state's transportation network.
- In 2016, State Assemblymember Frazier and Senate Member Beall led committees in special sessions of the Assembly and Senate, respectively, to legislate new revenue sources to support all transportation modes.
- The bills did not pass out of subcommittee before the 2016 legislative session ended, and companion bills AB 1 (Frazier) and SB 1 (Beall) have been introduced into the regular 2017 legislative session to continue the effort to enact a new transportation funding bill.
- The Senate Transportation and Housing Subcommittee and the Assembly Transportation Subcommittee will hold public hearings on AB 1 and SB 1 in late February in preparation for a vote.
- Staff recommends that the Board indicate its strong support for both of these bills by adopting a resolution favoring the bills and transmitting it to the State Legislature.

III. DISCUSSION/BACKGROUND

The State of California has an estimated \$59 billion backlog in transportation infrastructure improvement costs, with an annual funding gap of \$5.7 billion more. Traditional sources of transportation funding revenue, such as statewide sales tax, taxes on motor fuels and vehicle registration, have not kept pace with rising costs, resulting in deferred capital improvements. In turn, operating costs increase as aging infrastructure requires more extensive maintenance and repair to remain functional. The impact on Santa Cruz Metropolitan Transit District

(METRO) has resulted in a \$200 million backlog of unfunded capital improvements over the next ten years and an operating structural deficit, which required a 15% service reduction in fall 2016.

California needs a new statewide funding plan to increase revenue for transportation infrastructure and, in 2016, Governor Brown created a special legislative session to develop a new transportation funding bill, which would equitably fund the state's extensive transportation system by increasing user fees. Assemblymember Frazier and Senator Beall led transportation infrastructure committees in each house to draft a new transportation funding legislation. Unfortunately, no bill advanced to the floor of either house for a vote, and the legislation died at the end of 2016.

Assemblymember Frazier and Senator Beall are both strong advocates for legislating additional revenue for public transportation; and, in 2017 they introduced a new set of companion bills, Assembly Bill 1 (AB 1) and Senate Bill 1 (SB 1), into the regular legislative session. These bills present a solution for the perennial transportation funding shortfall by generating approximately \$6 billion annually in new revenue from user fees, of which approximately \$583 million annually would go to public transit. Transportation revenue previously borrowed for the General Fund prior to 2010 would be repaid, more Cap and Trade revenue would go to public transit; and increased vehicle registration fees, weight fees, excise taxes and sales tax would be allocated to both the highway network and public transit.

The Assembly Transportation Committee and the Senate Transportation and Housing Committee will hold public hearings on these bills in their respective houses in late February. The California Transit Association has worked diligently to ensure that public transit would derive a fair share of the revenue from the package and that these bills would come to a vote in 2017. They deserve METRO's emphatic support.

Staff recommends that the Board of Directors adopt a resolution (Attachment A) to express its strong support for AB 1 and SB 1 and transmit it to the Legislature to encourage all members of the Assembly and Senate to support it.

IV. FINANCIAL CONSIDERATIONS/IMPACT

If the bills pass, METRO could anticipate receiving approximately \$2.4 million in increased revenue annually for transit operations and capital improvements.

V. ALTERNATIVES CONSIDERED

- Do not support the bills. The California Transit Associate and State Legislators have worked tirelessly at METRO's request on these bills and staff recommends supporting them.


VI. ATTACHMENTS

Attachment A: Resolution in Support of AB 1 and SB 1

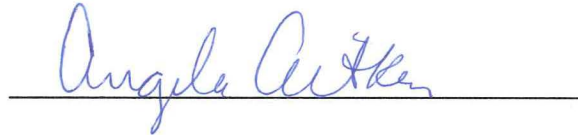
Prepared by: Thomas Hiltner, Grants/Legislative Analyst

VII. APPROVALS:

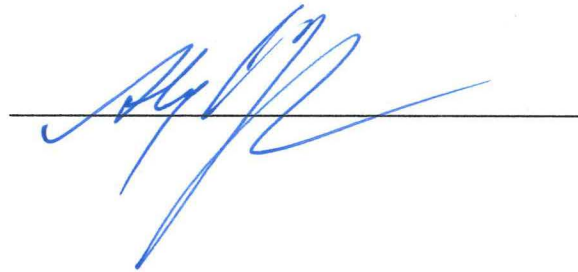
Barrow Emerson, Planning
and Development Manager

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

Approved as to fiscal impact:
Angela Aitken, Finance Manager

A handwritten signature in blue ink, reading "Angela Aitken", written over a horizontal line.

Alex Clifford, CEO/General Manager

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

Attachment A



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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT IN SUPPORT OF CALIFORNIA ASSEMBLY BILL 1 (AB 1) AND SENATE BILL 1 (SB 1) TO INCREASE STATE PUBLIC TRANSIT REVENUE

WHEREAS, the Santa Cruz Metropolitan Transit District (METRO) was established to provide public transit service in Santa Cruz County, California and plays a key role in the economic vitality of the region and in greenhouse gas emissions reduction; and,

WHEREAS, METRO relies heavily upon local, state and federal funding for operating and capital assistance in order to provide an affordable transportation alternative in Santa Cruz County; and,

WHEREAS, state funding for public transit declined precipitously during the "Great Recession" and has not kept up with increasing costs since then; and,

WHEREAS, METRO had a FY17 operating structural deficit, which required a 15% service reduction in September 2016; and,

WHEREAS, over the next ten years, METRO has a \$200 million backlog of unfunded capital improvements; and,

WHEREAS, Proposition 1B of 2006, which provided substantial capital funding, is exhausted after 10 years and METRO requires new sources of both operating and capital funding assistance to preclude future service cuts.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Santa Cruz Metropolitan Transit District strongly supports AB 1 (Frazier) and Senate SB 1 (Beall) of 2017 to support statewide transportation infrastructure

Attachment A

Resolution No. _____
Page 2

improvements and operations, including approximately \$563 million annually for public transit operating and capital support.

BE IT FURTHER RESOLVED, that this resolution be transmitted to the State Legislature to encourage all members of the Assembly and Senate to support AB 1 and SB 1.

PASSED AND ADOPTED this 24th Day of February 2017 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____
Board Chair

ATTEST _____
ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

Julie Sherman
District Counsel



DATE: February 24, 2017
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
**SUBJECT: CONSIDER MOVING A DISCUSSION OF THE FY18/19 BUDGET
PLANNING PROCESS TO THE BOARD FINANCE, BUDGET AND AUDIT
COMMITTEE**

I. RECOMMENDED ACTION

That the Board of Directors ask the Board Finance, Budget and Audit Committee to review the upcoming budget process and assumptions for the FY18/19 budget, including Measure D assumptions, and report their recommendations back to the full Board at their April 28, 2017 Board meeting

II. SUMMARY

- Santa Cruz Metropolitan Transit District (METRO) has created a 5-year Budget plan
- Staff is in the process of creating the FY18 & FY19 Operating Budget, as well as the FY18 Capital Budget
- Staff recommends that the Board ask the Board Finance, Budget and Audit Committee to review the budget process and assumptions for the FY18/19 budget, including Measure D assumptions, and report their recommendations back to the full Board at their April 28, 2017 Board meeting.

III. DISCUSSION/BACKGROUND

METRO Staff has created a 5-year Budget plan, and is in the process of creating the FY18 & FY19 Operating Budget, and the FY18 Capital Budget for Board approval in June.

Staff recommends that the Board ask the Board Finance, Budget and Audit Committee to review the FY18/19 budget process and assumptions, including Measure D assumptions, and to make their recommendations back to the full Board at the Board's April 28, 2017 Board meeting

IV. FINANCIAL CONSIDERATIONS/IMPACT

There is no fiscal impact to this recommendation.

V. ALTERNATIVES CONSIDERED

- Do nothing. This is not recommended since the Board determined that such tasks would be within the scope of the newly created Board Finance, Budget and Audit Committee.

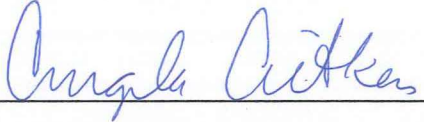
VI. ATTACHMENTS

None

Prepared by: Angela Aitken, Finance Manager

VII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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DATE: February 24, 2017
TO: Board of Directors
FROM: Ciro Aguirre, Chief Operations Officer
**SUBJECT: AUTHORIZE ACTIONS RELATIVE TO THE AWARD OF CONTRACT
17-03 FOR COURIER SERVICES**

I. RECOMMENDED ACTION

That the Board of Directors reject the protest submitted by Clutch Courier and authorize the CEO to execute a contract with PedX for Courier Services in an amount not to exceed \$81,950.00 for a 5-year period

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) has a need for Courier Services.
- A formal request for proposals was conducted to solicit proposals from qualified firms. 3 firms submitted proposals for METRO's review.
- A 3-member evaluation team comprised of METRO staff reviewed and evaluated the proposals, and is recommending an award to PedX, the highest ranked proposer.
- A timely protest was submitted by Clutch Courier. The protest was evaluated by staff and General Counsel and rejected. Clutch Courier has indicated its intent to appeal the rejection of its protest.

III. DISCUSSION/BACKGROUND

The District has had an informal agreement in place for Courier services. In recent years, Santa Cruz METRO has allowed two local firms (PedX and Clutch Courier) to perform this work. To promote equal opportunity and competition, the district has alternated between these two firms every few years in an informal fashion.

On August 26, 2016, the Board of Directors authorized the initiation of a formal procurement for these services. On October 27, 2016 Santa Cruz METRO formally solicited proposals for Courier Services. By securing a formal contract for these services, Santa Cruz METRO benefited by promoting fair and open competition, reducing METRO's liability, and aiding in accurately forecasting anticipated spending levels while satisfying FTA contracting requirements.

Proposals were received from the following 3 firms:

Clutch Courier, Santa Cruz, CA
Gold Rush Express, San Jose, CA
PedX, Santa Cruz, CA

The evaluation team used the following criteria as contained in the Request for Proposals:

Evaluation Criteria	Points
Contractors' Qualifications and Recent Experience	30
References	20
Cost Proposal	30
Total Points Possible	80

A timely protest was submitted by Clutch Courier challenging staff's recommendation of the award of the contract to PedX. Having carefully evaluated the protest and all information provided by Clutch Courier and procurement staff, staff and General Counsel have determined that Clutch Courier's arguments are without merit. Therefore, staff recommends the protest be rejected.

Furthermore, staff is recommending that the Board of Directors authorize the CEO to execute a 5-year contract on behalf of METRO, with PedX for Courier Services in an amount not to exceed \$81,950.00. PedX, is a local Santa Cruz based firm. This firm had the highest score based on evaluation criteria set forth in the RFP and has previously provided excellent services to METRO. PedX will provide all services meeting all METRO's specifications and requirements of the contract. Ciro Aguirre, will serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The base value of the contract is \$81,950.00 for 5 years which equates to approximately \$16,390.00 per fiscal year. Funds to support this contract are included in the Administration FY17 Professional and Technical Services (acct #503031) Operating Budget. clutch Courier's bid was for \$58,705 over five years,

V. ALTERNATIVES CONSIDERED

- Reject all proposals and re-solicit the subject services. This alternative is not recommended because the procurement process resulted in full and open competition and was run in accordance with the evaluation procedures set forth in the RFP.

VI. ATTACHMENTS

Attachment A: Contract with PedX


Attachment B: Authorizing Resolution

Note: A full copy of the Contract and correspondence pertaining to the protest are available on request.

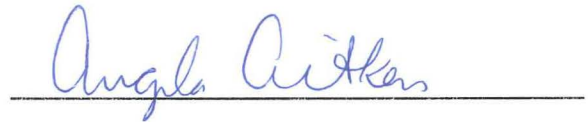
Prepared By: Ciro Aguirre, Chief Operations Officer

VII. APPROVALS:

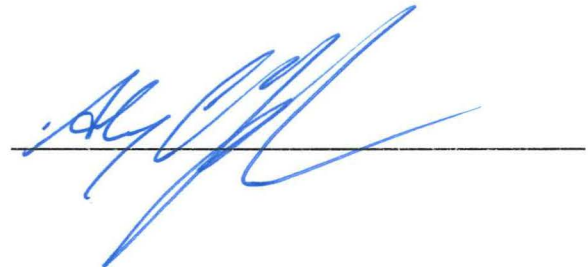
Ciro Aguirre, Chief Operations Officer



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

PROFESSIONAL SERVICES CONTRACT FOR COURIER SERVICES (17-03)

THIS CONTRACT is made effective on January 2, 2017 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT ("Santa Cruz METRO"), a political subdivision of the State of California, and PedX ("Contractor").

1. RECITALS

1.01 Santa Cruz METRO's Primary Objective

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

1.02 Santa Cruz METRO's Need for Courier Services

Santa Cruz METRO has the need for Courier Services. In order to obtain these services, Santa Cruz METRO issued a Request for Proposals, dated October 27, 2016, setting forth specifications for such services. The Request for Proposals is attached hereto and incorporated herein by reference as Exhibit A.

1.03 Contractor's Proposal

Contractor is a firm/individual qualified to provide Courier Services and whose principal place of business is 703 Pacific Avenue, Santa Cruz, CA 95060. Pursuant to the Request for Proposals issued by Santa Cruz METRO, Contractor submitted a proposal for Courier Services, which is attached hereto and incorporated herein by reference as Exhibit B.

1.04 Selection of Contractor and Intent of Contract

On November 29th, 2016, Santa Cruz METRO selected Contractor as the offeror whose proposal was most advantageous to Santa Cruz METRO to provide the Courier Services described herein. This Contract is intended to fix the provisions of these services.

1.05 Selection of Contractor and Intent of Contract

On December 1st, 2016, Santa Cruz METRO and Consultant completed negotiations on the General Conditions to the Contract and Consultant's Price Proposal. These final negotiated and agreed upon terms and conditions are attached hereto as Exhibit C.

Santa Cruz METRO and Contractor agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.01 Documents Incorporated in this Contract

The documents listed below are attached to this Contract and by reference made a part hereof. This is an integrated Contract. This writing constitutes the final expression of the parties' Contract, and it is a complete and exclusive statement of the provisions of that Contract, except for written amendments, if any, made after the date of this Contract in accordance with Section 11.15 of the General Conditions to the Contract.

Attachment A

A. Exhibit A

Santa Cruz METRO's "Request for Proposals" dated October 27, 2016, including Addendum No. 1 dated November 7, 2016.

B. Exhibit B (Contractor's Proposal)

Contractor's Proposal to Santa Cruz METRO for Courier Services, signed by Contractor and dated November 18, 2016.

C. Exhibit C

The final negotiated and agreed upon terms and conditions dated December 1st, 2016, which includes a revised Contractors' Cost Proposal.

2.02 Conflicts

Where in conflict, the provisions of this writing supersede those of the above-referenced documents, Exhibits A and B and C. Where in conflict, the provisions of Exhibit C supersede Exhibits A and B. The provisions of Exhibit A supersede Exhibit B.

2.03 Recitals

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

3. DEFINITIONS

3.01 General

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

- 3.01.01 CONTRACT - The Contract consists of this document, the attachments incorporated herein in accordance with Article 2, and any written amendments made in accordance with Part IV, Section 11.15 of, the General Conditions to the Contract.
- 3.01.02 CONTRACTOR - The Contractor selected by Santa Cruz METRO for this project in accordance with the Request for Proposals issued October 27, 2016.
- 3.01.03 CONTRACTOR'S STAFF - Employees of Contractor.
- 3.01.04 DAYS - Calendar days.
- 3.01.05 OFFEROR - Contractor whose proposal was accepted under the terms and conditions of the Request for Proposals issued October 27, 2016.
- 3.01.06 PROVISION - Any term, agreement, covenant, condition, clause, qualification, restriction, reservation, or other stipulation in the Contract that defines or otherwise controls, establishes, or limits the performance required or permitted by either party.
- 3.01.07 SCOPE OF WORK (OR "WORK") - The entire obligation under the Contract, including, without limitation, all labor, equipment, materials, supplies, transportation, services, and other work products and expenses, express or implied, in the Contract.

Attachment A

4. TIME OF PERFORMANCE

4.01 Term

The term of this Contract will be for a period not to exceed **five (5)** years and shall commence upon the execution of the Contract by Santa Cruz METRO.

Upon satisfactory performance of services, Santa Cruz METRO may extend this agreement beyond the initial term when mutually agreed to in writing by the parties.

5. COMPENSATION

5.01 Terms of Payment

Santa Cruz METRO shall compensate Contractor in an amount not to exceed the amounts/rates agreed upon by Santa Cruz METRO. Santa Cruz METRO shall reasonably determine whether work has been successfully performed for purposes of payment. Compensation shall be made within thirty (30) days of Santa Cruz METRO's written approval of Contractor's written invoice for said work. Contractor understands and agrees that if they exceed the \$81,950.00 maximum amount payable under this Contract, they do so at their own risk.

5.02 Invoices

Contractor shall submit invoices with a purchase order number provided by Santa Cruz METRO on a monthly basis.

Said invoice records shall be kept up-to-date at all times and shall be available for inspection by Santa Cruz METRO (or any grantor of Santa Cruz METRO, including, without limitation, any State or Federal agency providing project funding or reimbursement) at any time for any reason upon demand for not less than four (4) years after the date of expiration or termination of the Contract. Under penalty of law, Contractor represents that all amounts billed to Santa Cruz METRO are (1) actually incurred; (2) reasonable in amount; (3) related to this Contract; and (4) necessary for performance of the project.

6. NOTICES

All notices under this Contract shall be deemed duly given upon delivery, if delivered by hand, or three (3) days after posting, if sent by registered mail, receipt requested, to a party hereto at the address hereinunder set forth or to such other address as a party may designate by notice pursuant hereto.

Santa Cruz METRO

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

Attention: Alex Clifford, CEO

CONTRACTOR

PedX
703 Pacific Avenue
Santa Cruz, CA 95060

Attention: Zachary Wolinsky

Attachment A

7. ACCEPTANCE OF ELECTRONIC SIGNATURES AND COUNTERPARTS

The parties agree that this Contract, agreements ancillary to this Contract, and related documents to be entered into this Contract will be considered executed when the signature of a party is delivered by scanned image as an attachment to electronic mail. Such scanned signature must be treated in all respects as having the same effect as an original signature. Each party further agrees that this Contract may be executed in two or more counterparts, all of which constitute one and the same instrument.

8. AUTHORITY

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

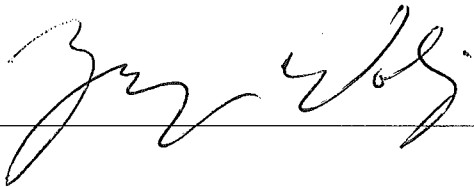
Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Alex Clifford, CEO/General Manager

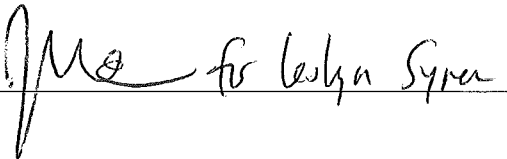
Contractor –
PedX

Zachary Wolinsky, General Partner

_____

Approved as to Form:

Leslyn Syren, District Counsel

_____

Attachment B



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

Resolution No.

On the Motion of Director:

Duly Seconded by Director:

The Following Resolution is Adopted:

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT REJECTING THE PROTEST SUBMITTED BY CLUTCH COURIER AND AWARDED A CONTRACT TO PEDX FOR COURIER SERVICES

WHEREAS, the Santa Cruz Metropolitan Transit District (METRO) has solicited competitive proposals for courier services pursuant to RFP No. 17-03; and

WHEREAS, in response to METRO's solicitation, three proposals were received; and

WHEREAS, an evaluation team scored the proposals in accordance with the solicitation's evaluation criteria; and

WHEREAS, PedX was determined to be the highest ranked proposer; and

WHEREAS, staff has carefully considered a timely protest submitted by one proposer, Clutch Courier, and has recommended that the protest be rejected; and

WHEREAS, Clutch Courier has indicated its intent to appeal the rejection of its protest to the Board of Directors; and

WHEREAS, staff recommends that the protest filed by Clutch Courier be rejected and a five-year contract be awarded to PedX, in the amount of \$81,950.00.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AS FOLLOWS:

THAT, the bid protest filed by Clutch Courier is rejected.

THAT, a Contract for Courier Services as described in RFP No. 17-03 is awarded to PedX, for a five-year term in the amount of \$81,950.00.

Attachment B

Resolution No. _____
Page 2 of 2

THAT, the CEO/General Manager, or his designee, is authorized to execute a contract on behalf of METRO with PedX, in full conformity with the terms and conditions of RFP No. 17-03.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District this 24th day of February, 2017 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:
Board Chair

Attest:
Alex Clifford, CEO/General Manager

Approved as to form:
Julie Sherman, General Counsel

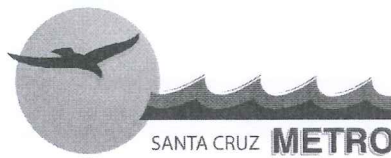
VERBAL PRESENTATION ONLY

CEO ORAL REPORT

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- ADDITIONAL MATERIALS DISTRIBUTED
AT BOARD MEETING -

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SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC) AGENDA ANNUAL BOARD OF DIRECTORS MEETING

**February 24, 2017
9:00 AM or As Soon Thereafter As Possible**

**MEETING LOCATION:
WATSONVILLE CITY COUNCIL CHAMBERS
275 MAIN STREET
WATSONVILLE, CA**

BOARD OF DIRECTORS APPOINTEES:

President Vacant – to be elected 2/24/17

Vice President Vacant – to be elected 2/24/17

Secretary Vacant – to be elected 2/24/17

Treasurer Vacant – to be elected 2/24/17

Director Director Donald Norm Hagen

1. Call to Order / Roll Call
2. Oral and Written Communications
3. Additions and Deletions to the Agenda
4. Consideration of Appointing METRO Directors to Serve as Santa Cruz Civic Improvement Corporation (SCCIC) Board Officers (Attachment A)
5. Approve Prior Year Minutes of February 26, 2016 (Attachment B)
6. Acceptance of Financial Statements for FY16 (Attachment C)
7. Adjourn to the next SCCIC Board of Directors meeting

The Santa Cruz Civic Improvement Corporation does not discriminate on the basis of disability. The SCCIC Board of Directors meeting is held 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, should call 831-426-6080 as soon as possible in advance of the SCCIC 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 831-426-6080. 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.

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Attachment A

Santa Cruz Metropolitan Transit District



DATE: February 24, 2017

TO: SCCIC Board of Directors

FROM: Alex Clifford, CEO/General Manager

**SUBJECT: CONSIDERATION OF APPOINTING METRO DIRECTORS TO SERVE
AS SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC)
BOARD OFFICERS**

I. RECOMMENDED ACTION

That the Board of Directors appoint four (4) METRO Directors to serve in the positions of President, Vice President, Secretary and Treasurer for the Santa Cruz Civic Improvement Corporation (SCCIC)

II. SUMMARY

- Article III, Section 3.03 of the Santa Cruz Civic Improvement Corporation (SCCIC) Bylaws provides that the METRO Board of Directors shall appoint METRO Directors to the SCCIC Board of Directors. Each SCCIC Director shall hold office for a term of two (2) years from the date of appointment.
- Article III, Section 3.05 of the SCCIC Bylaws provides that the SCCIC Board of Directors shall hold an annual meeting in February for the purpose of organization, selection of Directors and officers, and the transaction of other business, as necessary.
- There are five (5) authorized Director seats on the SCCIC Board of Directors. The only Director currently serving on the SCCIC Board is Donald Norm Hagen; all other Director positions have termed-out and are vacant. Four appointees are needed for four (4) vacant positions: President, Vice-President, Secretary, and Treasurer.
- Elections for the positions referenced in this staff report are scheduled to be held during the February 24, 2017 METRO Board of Directors meeting.

III. DISCUSSION/BACKGROUND

SCCIC is a non-profit public benefit corporation organized under the Non-Profit Benefit Corporation Law of the State of California to provide financial assistance to METRO by acquiring, constructing and financing various public facilities, land and equipment and the leasing of facilities, land and equipment for use, benefit and enjoyment of the public served by METRO.

Attachment A

Board of Directors
February 24, 2017
Page 2 of 3

Article III, Section 3.03 of the Santa Cruz Civic Improvement Corporation (SCCIC) Bylaws provides that the METRO Board of Directors shall appoint METRO Directors to the SCCIC Board of Directors. Each Director will hold the office for a term of two (2) years.

The terms of the officers and appointees of the Board of Directors in the positions of President, Vice President, Secretary, and Treasurer expired in January 2017. The SCCIC Bylaws provide that the Board of Directors shall identify nominees to be considered for election to the positions herein referenced.

Staff recommends that the METRO Board of Directors appoint four (4) METRO Directors to serve on the Board of SCCIC in the positions of President, Vice President, Secretary, and Treasurer.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Although funding support for SCCIC is contained in the adopted METRO FY17 Operating Budget, the election of SCCIC officers has no direct financial impact on METRO.

V. ALTERNATIVES CONSIDERED

None. As a public non-profit corporation, SCCIC is required to identify and maintain a Board of Directors.

Attachment A: SCCIC Roster 2016 - 2017

Attachment B: SCCIC Bylaws

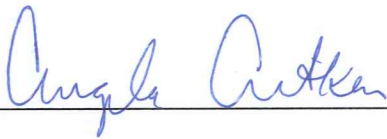
Prepared By: Lorraine Bayer, Accountant II

Attachment A


Board of Directors
February 24, 2017
Page 3 of 3

VI. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager

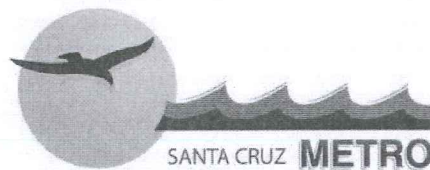


Alex Clifford, CEO/General Manager



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Exhibit A



SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC)

BOARD OF DIRECTORS 2016 - 2017

	YEAR TERM BEGAN	YEAR TERM ENDS
Zach Friend, President	2015	2017
Don Lane, Vice President	2015	2017
Mike Rotkin, Secretary	2015	2017
Ed Bottorff, Treasurer	2015	2017
Donald Norm Hagen, Director	2016	2018

Alex Clifford, Chief Executive Officer

Each Director holds office for a term of two (2) years from the date of appointment. The Board of Directors holds an annual meeting for the purpose of organization, selection of Directors and officers, and the transaction of other business. Annual meetings of the Board are held on the fourth Friday of February. The meetings are held in the same venue as the Santa Cruz METRO Board of Directors meeting.

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BYLAWS OF THE SANTA CRUZ CIVIC IMPROVEMENT CORPORATION

110 Vernon Street, Santa Cruz, California

Amended December 7, 2012

Exhibit B

ARTICLE I.

Name, Organization, Purpose and Limitations, Principal Office, Seal

Section 1.01: Name: The name of this corporation is SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (hereinafter referred to as the "Corporation").

Section 1.02: Organization, Purpose and Use of Funds: The Corporation is a nonprofit public benefit corporation organized under the Nonprofit Public Benefit Corporation Law of the State of California to provide financial assistance to the Santa Cruz Metropolitan Transit District (the "District"), by acquiring, constructing and financing various public facilities, land and equipment and the leasing of facilities, land and equipment for the use, benefit and enjoyment of the public served by the District (herein "Facilities"). The activities of the Corporation shall be limited to the activities described in its Articles of Incorporation. No gains, profits or dividends shall be distributed to any of the Directors or officers of the Corporation; and no part of the net earnings, funds or assets of the Corporation shall inure to the benefit of any Director or any other person, firm or Corporation excepting only the District.

This corporation is organized exclusively for charitable purposes with in the meaning of Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law). Notwithstanding any other provision of these Bylaws, this corporation shall not, except to an insubstantial degree, carry on or engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation, and the corporation shall not carry on any other activities not permitted to be carried on

- (i) by a corporation exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law);
- (ii) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 1.03: Property Limitations: The property, assets profits and net income are dedicated irrevocable to the purposes set forth in Section 1.02 above. No part of the profits or net earnings of this corporation shall ever inure to the benefit of any of its Directors, trustees, officers, members (if any), employees, or to the benefit of any private individual.

Section 1.04: Principal Office: The principal office of the Corporation is hereby fixed and located at 110 Vernon Street, Santa Cruz, California 95060. The Board of Directors is hereby granted full power and authority to change said principal office from one location to

Exhibit B

another in the County of Santa Cruz. Any such change shall be noted by the Secretary opposite this section, but shall not be considered an amendment to these Bylaws.

Section 1.05: Seal: The corporate seal of the Corporation shall set forth the name of the Corporation and shall have inscribed thereon the words "Incorporated 1986."

ARTICLE II

No Members

Section 2.01: No Members: Pursuant to Section 5310 of the Nonprofit Public Benefit Corporation Law the bylaws of a nonprofit corporation may provide that the corporation shall have no members. The Corporation shall have no members.

ARTICLE III

Directors

Section 3.01: Powers: Subject to limitation of the Articles of Incorporation of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to the duties of Directors as prescribed by these Bylaws, all powers of the Corporation shall be exercised by or under the authority of, and the business and affairs of the Corporation shall be controlled by, the Board of Directors. No Director shall be responsible for any error in judgment or for anything that he or she may do or refrain from doing in good faith. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Directors shall have the following powers, to wit:

- a) To select and remove all the other officers, agents and employees of the Corporation, prescribe such powers and duties for them as may not be inconsistent with law or the Articles of Incorporation or Bylaws, fix their compensation and require from them security for faithful service;
- b) To conduct, manage and control the affairs and business of the Corporation and to make such rules and regulations therefor not inconsistent with law or the Articles of Incorporation or Bylaws, as they may deem best; and
- c) To borrow money and incur indebtedness for the purposes of the Corporation, and to cause to be executed and delivered therefor, in the name of the Corporation, promissory notes, bonds, certificates of participation, debentures, deeds of trust, mortgages, pledges, hypothecation or other evidences of debt and securities therefor.

Section 3.02: Number and Qualification of Directors: The authorized number of Directors shall be five (5) until changed by amendment of the Articles of Incorporation or by amendment of the Bylaws.

Exhibit B

Section 3.03: Selection and Term of Office: The initial Directors shall be appointed by the Board of Directors of the Santa Cruz Metropolitan Transit District; provided, however, that pending such appointment, the incorporator of the Corporation, in accordance with Section 5134 of the Nonprofit Public Benefit Corporation Law of the State of California, may designate such Directors, subject to ratification by the Directors of the Santa Cruz Metropolitan Transit District (hereinafter referred to as "District"). Except as hereinafter provided, each Director shall hold office for a term of two (2) years from the date of appointment. Unless a vacancy in the office occurs as herein provided, the Director appointed shall hold office until the expiration of his/her term and until a successor has been designated and has accepted the office. The members of the Board of Directors of the District may, with or without cause, remove any Director from office.

Section 3.04: Vacancies: Subject to the provisions of Section 5226 of the California Nonprofit Public Benefit Corporation Law, any Director may resign effective upon giving written notice to the President, the Secretary, or the Board, unless the notice specifies a later time for the effectiveness of such resignation. If the resignation is effective at a future time, a successor may be selected before such time, to take office when the resignation becomes effective.

A vacancy or vacancies in the Board of Directors shall be deemed to exist in case of death, resignation, or removal of any Director, the end of their term on the Santa Cruz METRO Board of Directors, or if the authorized number of Directors is increased.

Vacancies in the Board shall be filled in the same manner as the Director whose office is vacant was selected. Each Director so selected shall hold office until the expiration of the term of the replaced Director and until a successor has been selected and has accepted the office.

Section 3.05: Organization and Annual Meetings: The Board of Directors shall hold an annual meeting for the purpose of organization, selection of Directors and officers, and the transaction of other business. Annual meetings of the Board shall be held on the fourth Friday of February provided, however, should said day fall upon a holiday observed by the Corporation at its principal office, then said meeting shall be held at the same time on the next day thereafter ensuing which is a full business day. The meetings shall be held in the same venue as the Santa Cruz METRO Board of Directors meeting.

Section 3.06: Regular Meetings: The Board of Directors by resolution may provide for the holding of regular meetings and may fix the time and place of holding such meetings.

Section 3.07: Special Meetings, Notice Waiver: A special meeting of the Board of Directors shall be held whenever called by the President or by a majority of the Directors. Written notice of each such meeting shall be delivered personally or by telegram to each Director at least twenty-four (24) hours before the time of such meeting and to each local newspaper of general circulation, radio, or television station who has requested such notices in writing. The call and written notice shall signify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings by the Board of Directors.

Exhibit B

The call and notice shall be posted at least twenty-four (24) hours prior to the special meeting in a location that is fully accessible to members of the public. Every notice for a special meeting at which action is proposed to be taken on an item shall provide an opportunity for members of the public to directly address the Board of Directors concerning that item prior to any action on the item. The written notice may be dispensed with by any member of the Board of Directors, who at or prior to the time the meeting convenes, files with the President of the Corporation a written waiver of notice. The waiver may be given by telegram. Written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. Notice shall be required pursuant to this section regardless of whether any action is taken at the special meeting.

Section 3.08: Adjourned Meetings; Notice of Adjournment: The Board of Directors may adjourn any annual, regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within twenty-four (24) hours after the time of the adjournment. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes.

Section 3.09: Quorum: A majority of the authorized number of Directors shall be necessary to constitute a quorum for the transaction business. Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present, shall be regarded as the act of the Board of Directors unless a greater number be required by law or by the Articles of Incorporation.

Section 3.10: Fees and Compensation: Directors shall receive no compensation or expenses for their services as Directors.

Section 3.11: Ralph M. Brown Act: Notwithstanding any of the provisions of these Bylaws to the contrary, all meetings of Directors shall be subject to the Ralph M. Brown Act, commencing at Section 54950 of the Government Code of the State of California.

Section 3.12: Conduct of Meetings: The President or, in his absence, the Vice President, or a Chairperson chosen by a majority of the Directors present, shall preside.

Section 3.13: Public Addressing the Board: Each person addressing the Board may but is not required to give his/her name and address in an audible tone of voice for the record, and unless further time is granted by the Board, shall limit his/her address to five minutes; if more than five people wish to address the Board of Directors on any one issue, each individual speaker shall be limited to three minutes. All remarks shall be addressed to the Board of Directors as a body and not to any member thereof. No person, other than the President and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Board, without permission of the President. No question shall be asked of a

Exhibit B

Board member except through the President. Additionally, any person may submit written materials to the Board of Directors for its consideration.

ARTICLE IV

Officers

Section 4.01: Officers: The Officers of the Corporation shall be President, a Vice President, a Secretary and a Treasurer. The Corporation may also have, at the discretion of the Board of Directors, one or more additional Vice Presidents, one or more Assistant Secretaries, one or more Assistant Treasurers, and such other officers as may be appointed by the Board of Directors. One person may hold two or more offices, except that the offices of President and Secretary or President and Treasurer may not be combined.

Section 4.02: Election: The officers shall be chosen annually by the Board of Directors and each shall hold office until the officer shall resign, be removed, or otherwise disqualified to serve, or the officer's successor shall be elected and qualified.

Section 4.03: Removal and Resignation: Any officer may resign, or may be removed, with or without cause, by the Board of Directors at any time. Vacancies caused by death, resignation or removal of any office may be filled by appointment by the Board of Directors, or by the President until such appointment by the Board of Directors.

Section 4.04: President: The President shall be the executive officer of the Corporation and, subject to the control of the Board of Directors, shall have general supervision, direction and control of the affairs of the Corporation. The President shall preside at all meetings of members and meetings of the Board of Directors.

Section 4.05: Vice President: In the absence or disability of the President, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the President. The Vice President shall have such other powers and perform such other duties as from time to time may be prescribed for them respectively by the Board of Directors or by the Bylaws.

Section 4.06: Secretary:

- (i) The Secretary shall keep at the principal office of the Corporation a book of minutes of all meetings of Directors, with the time and place of holding, how called or authorized, the notice thereof given, and the names of those present at Directors' meetings. The Secretary shall also keep, or cause to be kept, at the principal office of the State of California, a copy of the Articles of Incorporation and Bylaws as amended to date.
- (ii) The Secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board required by these Bylaws to be given. The

Exhibit B

Secretary shall keep the seal of the corporation in safe custody and shall have such other powers and perform such other duties as may be prescribed by the Board or the Bylaws.

Section 4.07: Treasurer: The Treasurer shall be the chief financial officer and shall keep and maintain adequate and correct books of account showing the receipts and disbursements of the Corporation, and an account of its cash and other assets, if any. Such books of account shall at all reasonable times be open to inspection by any Director.

The Treasurer shall deposit all moneys of the corporation with such depositories as are designated by the Board of Directors, and shall disburse the funds of the Corporation as may be ordered by the Board of Directors, and shall render to the President or the Board of Directors, upon request, statements of the financial condition of the Corporation.

Section 4.08: Subordinate Officers: Subordinate officers shall perform such duties as shall be prescribed from time to time by the Board of Directors or the President.

ARTICLE V

Committees

Section 5.01: Committees of the Board: The Board, by resolution adopted by a majority of the Directors then in office, may create one or more committees, each consisting of two or more Directors, to serve at the pleasure of the Board. Appointments to committees of the Board shall be by majority vote of the Directors then in office. The Board may appoint one or more Directors as alternate members of any such committee, who may replace an absent member at any meeting. Any such committee shall be advisory only, and shall report to the Board the work it has done together with its recommendations.

Section 5.02: Meetings and Actions of the Committees: Meetings and action of committees of the Board shall be governed by, held and taken in accordance with the provisions of Article V of these Bylaws, concerning meetings and other action of the Board, except that the time for regular meetings of such committees and the calling of special meetings thereof may be determined either by resolution of the Board or, if there is no Board resolution, by resolution of the committee of the Board. Minutes shall be kept of each meeting of any committee of the Board and shall be filed with the corporate records. The Board may adopt rules for the government of any committee not inconsistent with the provision of these Bylaws or in the absence of rules adopted by the Board, the committee may adopt such rules.

Exhibit B

ARTICLE VI

Staff

Section 6.01: Staff: The Secretary/General Manager of the District shall act as the Chief Executive Officer of the Corporation and shall manage the day to day operation of the corporation at the direction of the Board of Directors subject to the approval of the District Board of Directors. The Secretary/General Manager shall be assisted by District staff as needed.

ARTICLE VII

Miscellaneous

Section 7.01: Execution of Documents: The Board of Directors may authorize any officer or officers as agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the Corporation and such authority may be general or confined to specific instances and unless so authorized by the Board of Directors, no officer, agent or other person shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.

Section 7.02: Inspection of Bylaws: The Corporation shall keep in its principal office the original or a copy of these Bylaws, as amended or otherwise altered to date, certified by the Secretary, which shall be open to inspection by the public at all reasonable times during office hours.

Section 7.03 Annual Report: The annual report referred to in Section 6321 of the Nonprofit Public Benefit Corporation Law of the State of California is expressly dispensed with.

Section 7.04: Fiscal Year: The fiscal year of the Corporation shall begin July 1 and end June 30 of each year, except for the first fiscal year which shall run from the date of incorporation to June 30, 1987.

Section 7.05: Dissolution: In the even of dissolution of the Corporation in any manner and for any cause, after the payment or adequate provision for the payment of all of its debts and liabilities, all of the remaining funds, assets and properties of the Corporation shall be paid or distributed to the District.

Section 7.06: Construction and Definitions: Unless the context otherwise requires, the general provisions, rules of construction and definitions contained in the Nonprofit Public Benefit Corporation Law of the State of California shall govern the construction of these Bylaws. If any section, subsection, sentence, clause or phrase of these Bylaws, or the application thereof, is contrary to the Nonprofit Public Benefit Corporation Law of the State of California, the provisions of that law shall prevail. Without limiting the generality of the foregoing the

Exhibit B

masculine gender includes the feminine and neuter, the singular number includes the plural and the plural number includes the singular, and the term "person" includes a corporation as well as a natural person.

ARTICLE VIII

Amendments

Section 8.01: Power of Directors: New Bylaws may be adopted or these Bylaws may be amended or repealed by a majority vote of the Board of Directors. No amendment to these Bylaws shall be effective until approved by the Board of Directors of the District.

EFFECTIVE DECEMBER 7, 2012



DENE BUSTICHI
PRESIDENT

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Attachment B



SANTA CRUZ CIVIC IMPROVEMENT CORPORATION BOARD OF DIRECTORS

Minutes - Board of Directors Annual Meeting

February 26, 2016

A meeting of the Board of Directors of the Santa Cruz Civic Improvement Corporation (SCCIC) was convened on the above date. The meeting was held at the Watsonville City Council Chamber, 275 Main Street, in Watsonville, California.

1. CALL TO ORDER / ROLL CALL

At Director Friend's request, Director Rotkin called the meeting to order at 9:00 a.m.

The following members indicated they were present:

Director Zach Friend, President	<input checked="" type="checkbox"/>
Director Don Lane, Vice President	<input checked="" type="checkbox"/>
Director Mike Rotkin, Secretary	<input checked="" type="checkbox"/>
Director Ed Bottorff, Treasurer	<input checked="" type="checkbox"/>
Director, Vacant	<input type="checkbox"/>

Support Staff Present:

Leslyn K. Syren, District Counsel
Angela Aitken, Finance Manager

2. ELECTION OF OFFICERS

Director Rotkin, read aloud the list of nominees presented at the January 11, 2016 METRO Board Meeting to fill the Director position, which had been vacated by Director Deborah Lane in April 2015: Donald Norm Hagen was nominated by Directors Bustichi and Leopold.

Action: Motion to affirm Donald Norm Hagen's appointment to the SCCIC Board of Directors
MOTION: Director Lane SECOND: Director Rotkin
Motion passed unanimously with none absent.

3. ADDITIONS AND DELETIONS TO THE AGENDA

None.

4. ORAL AND WRITTEN COMMUNICATIONS

None.

5. APPROVE MINUTES OF FEBRUARY 27, 2015

Action: Motion to approve the minutes of February 27, 2015 as presented.
MOTION: Director Lane SECOND: Director Bottorff
Motion passed unanimously with none absent.

DRAFT

4B.1

Attachment B

SCCIC Minutes
February 26, 2016
Page 2

6. ACCEPTANCE OF FINANCIAL STATEMENTS FOR FY15

Angela Aitken, Finance Manager, presented the financial statements for fiscal year 2015.

Action: Motion to approve the financial statements for fiscal year 2015 as presented.

MOTION: Director Bottorff SECOND: Director Rotkin

Motion passed unanimously with none absent.

7. ADJOURNMENT

There being no further business, Secretary Rotkin adjourned the meeting at 9:05 a.m.

Respectfully submitted,

Gina Pye
Executive Assistant

Attachment C

SANTA CRUZ CIVIC IMPROVEMENT CORPORATION STATEMENTS OF FINANCIAL POSITION June 30, 2016 and 2015

	2016	2015
TOTAL ASSETS	\$ -	\$ -
TOTAL LIABILITIES	-	-
NET ASSETS		
Invested in Capital Assets, Net of Related Debt	-	-
Restricted Net Assets	-	-
Unrestricted Net Assets	-	-
Total Net Assets	-	-
TOTAL LIABILITIES & NET ASSETS	\$ -	\$ -

SANTA CRUZ CIVIC IMPROVEMENT CORPORATION STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS June 30, 2016 and 2015

	2016	2015
OPERATING REVENUES		
Interest Income	\$ -	\$ -
Filing Refund -	\$ -	\$ -
Other Revenue	250.00	270.00
Total Operating Revenues	\$ 250.00	\$ 270.00
OPERATING EXPENSES		
Accounting & Audit Fees	\$ 250.00	\$ 250.00
Administrative & Bank Fees		
SI-100 Statement of Information Filing Fee	-	20.00
CA Form 199 Filing Fee	-	-
RRF-1 Registry of Charitable Trusts Renewal Fee	-	-
Postage	-	-
Total Operating Expenses	\$ 250.00	\$ 270.00
Net Operating Loss/Decrease in Net Assets	-	-
Total Net Assets, Beginning of Year	-	-
Total Net Assets, End of Year	\$ -	\$ -

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