

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**BOARD OF DIRECTORS REGULAR MEETING AGENDA
JUNE 21, 2002 (Third Friday of This Month)
CITY HALL COUNCIL CHAMBERS
809 CENTER STREET
SANTA CRUZ, CALIFORNIA
9:00 a.m. - Noon**

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION
 - a. Marge Ann Wimpee RE: Request for Service
 - b. H. G. Leach RE: Bonny Doon Bus Route
 - c. Mary Leeman RE: Hwy. 17 Express
 - d. Dennis Stewart RE: MetroBase Phase 2
 - e. Lorraine Washington RE: Watsonville Appointee to Board
 - f. **Deleted – Action taken at June 14th Board Meeting**
 - g. **Kasandra Fox** RE: **Personnel Matters**
 - h. **Deborah Lane** RE: **Personnel Matters**
 - i. **Don Hubbard** RE: **MetroBase**
 - j. **Scott Bugental** RE: **Comments from 4/19/02 Board Meeting**
3. LABOR ORGANIZATION COMMUNICATIONS
4. METRO USERS GROUP (MUG) COMMUNICATIONS
5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS
6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF MAY 10 AND MAY 17, 2002
Minutes: Attached
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
Report: Attached

* Please note: Location of Meeting Place

- 7-3. ACCEPT AND FILE MAY 2002 RIDERSHIP REPORT
Report: Attached
Page 1 will be included in the Add-On Packet
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claims of: Santa Cruz
Transportation Inc., #02-0016 and Pacific School District, #02-0017, **Cullen Plousha,**
#02-0018.
Claims: #02-0016 & 02-0017 Attached
#02-0018 will be included in the Add-On Packet
- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF MAY 16,
2002
Minutes: Attached
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF MAY 15, 2002
Minutes: Attached
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR APRIL 2002,
APPROVAL OF BUDGET TRANSFERS
Staff Report: Attached
- 7-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR MARCH 2002
Staff Report: Attached
- 7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR APRIL 2002
Staff Report: Attached
- 7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE
UPDATE
Staff Report: Attached
- 7-11. ACCEPT AND FILE METROBASE STATUS REPORT
Staff Report: Attached
- 7-12. CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF ASSETS: TWO
GILLIG BUSES; MISCELLANEOUS EQUIPMENT
Staff Report: Attached
- 7-13. CONSIDERATION OF A RESOLUTION INCREASING THE PETTY CASH FUND FOR
THE ADMINISTRATIVE OFFICES AND ELIMINATING THE PETTY CASH FUND
FOR THE FACILITIES MAINTENANCE DEPARTMENT.
Staff Report: Attached

- 7-14. CONSIDERATION OF RENEWAL OF LIABILITY AND PHYSICAL DAMAGE INSURANCE COVERAGE FOR FY 02-03.
Staff Report: Attached
- 7-15. CONSIDERATION OF RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY 02-03
Staff Report: Attached
- 7-16. CONSIDERATION OF NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION – SONYA MCCLURE V. SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
Staff Report: Attached
- 7-17. CONSIDERATION OF NAME CHANGE FOR TENANT'S BUSINESS AT WATSONVILLE TRANSIT CENTER
Staff Report: Attached
- 7-18. CONSIDERATION OF AUTHORIZATION TO RENEW CONTRACT WITH UNIVERSITY OF CALIFORNIA, SANTA CRUZ FOR TRANSIT SERVICES
Staff Report: Attached
- 7-19. **MOVED TO REGULAR AGENDA AS ITEM #16**
- 7-20. CONSIDERATION OF AUTHORIZATION TO RENEW AGREEMENT WITH SANTA CRUZ COUNTY FOR ACQUISITION AND RELOCATION ASSISTANCE SERVICE
Staff Report: Attached
- 7-21. CONSIDERATION OF ADOPTING AN ANNUAL GOAL FOR DBE PARTICIPATION IN FEDERALLY FUNDED PROCUREMENTS IN FY 2003
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
(Moved to Consent Agenda at the June 14, 2002 Board Meeting. Staff Report retained original numbering as Item #12)
- 7-22. a. CONSIDERATION OF AMENDING BYLAWS TO CHANGE THE BOARD OF DIRECTORS MONTHLY MEETINGS FROM THE SECOND AND THIRD FRIDAY OF EACH MONTH TO THE SECOND AND FOURTH FRIDAY OF EACH MONTH
Staff Report: Attached
- b. CONSIDERATION OF AMENDING THE BYLAWS TO ELIMINATE THE SCOTTS VALLEY LOCATION AS ONE OF THE SITES FOR THE BOARD OF DIRECTORS MONTHLY MEETINGS - AMENDED
Staff Report: To be included in the Add-On Packet
(Moved to Consent Agenda at the June 14, 2002 Board Meeting. Staff Report retained original numbering as Item #13)

- 7-23. CONSIDERATION OF AUTHORIZING THE USE OF DISTRICT EQUIPMENT BY DISTRICT EMPLOYEES PARTICIPATING IN THE WHARF-TO-WHARF MUSIC PROGRAM TO PROMOTE PUBLIC TRANSIT AWARENESS
Staff Report: Attached
(Moved to Consent Agenda at the June 14, 2002 Board Meeting. Staff Report retained original numbering as Item #14)

REGULAR AGENDA

8. **DELETED**
9. CONSIDERATION OF ADOPTION OF FY 02-03 FINAL BUDGET
Presented by: Elisabeth Ross, Finance Manager
Staff Report: Attached
10. **DELETED**
11. ACCEPT AND FILE REPORT EXPLAINING VEHICLE PUBLIC LIABILITY RATE INCREASES
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
12. **MOVED TO CONSENT AGENDA AS ITEM #7-21**
13. **MOVED TO CONSENT AGENDA AS ITEM #7-22**
14. **MOVED TO CONSENT AGENDA AS ITEM #7-23**
15. **DELETED**
16. CONSIDERATION OF UTILIZING A COMPETITIVE PROCESS TO OFFER THE PUBLIC THE OPPORTUNITY TO PRESENT PROPOSALS TO CONSTRUCT A KIOSK TO OPERATE A BUSINESS AT THE WATSONVILLE TRANSIT CENTER -- AMENDED
Presented by: Margaret Gallagher, District Counsel
Staff Report: Replacement Staff Report to be included in the Add-On Packet
(Moved to Regular Agenda at the June 14, 2002 Board Meeting. Staff report retained original numbering as Item #7-19)

17. **CONSIDERATION OF AUTHORIZATION FOR GENERAL MANAGER TO ENTER INTO A CONTRACT FOR PARATRANSIT SERVICE WITH COMMUNITY BRIDGES**
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: To be included in the Add-On Packet

18. **CONSIDERATION OF DESIGNATING LIQUEFIED/COMPRESSED NATURAL GAS AS THE FUELING COMPONENT FOR THE METROBASE HARVEY WEST CLUSTER ONE ALTERNATIVE**
Presented by: Les White, General Manager
Staff Report: To be included in the Add-On Packet

19. **REVIEW AND CONSIDER INPUT RECEIVED DURING THE SCOPING PERIOD FOR THE PROPOSED METROBASE PROJECT AND DETERMINE ISSUES AND ALTERNATIVES TO BE INCLUDED IN THE ENVIRONMENTAL IMPACT REPORT/ENVIRONMENTAL IMPACT STATEMENT (EIR/EIS) ON THE METROBASE PROJECT AND DIRECT STAFF TO PREPARE OR HAVE PREPARED A FINANCIAL FEASIBILITY IMPACT REPORT ON THE PROPERTIES IDENTIFIED FOR A POSSIBLE PHASE 2**
Presented by: Margaret Gallagher, District Counsel
Staff Report: To be included in the Add-On Packet

20. **CONSIDERATION OF REINSTATING THE PART-TIME LEGAL SECRETARY POSITION PREVIOUSLY UNFUNDED IN THE 2002/2003 BUDGET**
Presented by: Les White, General Manager
Staff Report: To be included in the Add-On Packet

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

22. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Pursuant to Subdivision (a) of Section 54956.9)
 - a. Name of Case: Santa Cruz Transportation vs. Santa Cruz Metropolitan Transit District
 - b. Name of Case: Vickie Ruelas vs. Santa Cruz Metropolitan Transit District

SECTION III: RECONVENE TO OPEN SESSION

23. REPORT OF CLOSED SESSION

ADJOURN

NOTICE TO PUBLIC

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

When addressing the Board, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.

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

NOTICE

REMINDER: Beginning July 2002, the Board Meetings will be held on the Second and Fourth Fridays of each month.

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 21, 2002
TO: Board of Directors
FROM: General Manager
SUBJECT: **ADDITIONAL MATERIAL TO THE JUNE 21, 2002 BOARD MEETING AGENDA**

SECTION 1:

DELETE FROM ITEM #2 ORAL AND WRITTEN COMMUNICATIONS:

f. Richard/Betty Preinitz Action taken at 6/14/02 Board Meeting

ADD TO ITEM #2

g. Kasandra Fox RE: Personnel Matters
h. Deborah Lane RE: Personnel Matters
i. Don Hubbard RE: MetroBase
j. Scott Bugental RE: Comments from 4/19/02 Board Meeting
(Insert Written Communication)

CONSENT AGENDA:

ADD TO ITEM #7-3 ACCEPT AND FILE MAY 2002 RIDERSHIP REPORT
(Insert Page 1 of Ridership Report)

ADD TO ITEM #7-4 CONSIDERATION OF TORT CLAIM: Deny the Claim of: Cullen Plousha, Claim #02-0018
(Insert Claim)

ADD TO ITEM #7-22 b. CONSIDERATION OF AMENDING THE BYLAWS TO ELIMINATE THE SCOTTS VALLEY LOCATION AS ONE OF THE SITES FOR THE BOARD OF DIRECTORS MONTHLY MEETINGS – AMENDED
(Replace Staff Report which has original numbering as Item #13b)

REGULAR AGENDA:

DELETE ITEM #8 CONSIDERATION OF ADOPTION OF RESOLUTION OF INTENTION TO APPROVE AN AMENDMENT TO THE CALPERS CONTRACT TO PROVIDE SECTION 21354.4 (2.5% @ 55 FULL FORMULA) AND SECTION 21022 (PUBLIC SERVICE CREDIT FOR PERIODS OF LAYOFF)
(Action taken at the 6/14/02 Board Meeting)

DELETE ITEM #10 CONSIDERATION OF TRANSFER OF ASSETS TO HARTNELL COLLEGE AND HARTNELL COLLEGE FOUNDATION
(Action taken at the 6/14/02 Board Meeting)

- DELETE ITEM #15** CONSIDERATION OF AWARD OF CONTRACT FOR MINOR MAINTENANCE FACILITY RETROFIT CONSTRUCTION
(Contract will be rebid at future date)
- ADD TO ITEM #16** CONSIDERATION OF UTILIZING A COMPETITIVE PROCESS TO OFFER THE PUBLIC THE OPPORTUNITY TO PRESENT PROPOSALS TO CONSTRUCT A KIOSK TO OPERATE A BUSINESS AT THE WATSONVILLE TRANSIT CENTER – AMENDED
(Replace Staff Report which has original numbering as Item #7-19)
- ADD TO ITEM #17** CONSIDERATION OF AUTHORIZATION FOR GENERAL MANAGER TO ENTER INTO A CONTRACT FOR PARATRANSIT SERVICE WITH COMMUNITY BRIDGES
(Add Staff Report)
- ADD TO ITEM #18** CONSIDERATION OF DESIGNATING LIQUEFIED/COMPRESSED NATURAL GAS AS THE FUELING COMPONENT FOR THE METROBASE HARVEY WEST CLUSTER ONE ALTERNATIVE
(Add Staff Report)
- ADD TO ITEM #19** REVIEW AND CONSIDER INPUT RECEIVED DURING THE SCOPING PERIOD FOR THE PROPOSED METROBASE PROJECT AND DETERMINE ISSUES AND ALTERNATIVES TO BE INCLUDED IN THE ENVIRONMENTAL IMPACT REPORT/ENVIRONMENTAL IMPACT STATEMENT (EIR/EIS) ON THE METROBASE PROJECT AND DIRECT STAFF TO PREPARE OR HAVE PREPARED A FINANCIAL FEASIBILITY IMPACT REPORT ON THE PROPERTIES IDENTIFIED FOR A POSSIBLE PHASE 2
(Add Staff Report)
- ADD TO ITEM #20** CONSIDERATION OF REINSTATING THE PART-TIME LEGAL SECRETARY POSITION PREVIOUSLY UNFUNDED IN THE 2002/2003 BUDGET
(Add Staff Report)

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**BOARD OF DIRECTORS REGULAR MEETING AGENDA
JUNE 14, 2002 (Second Friday of Each Month)
*SCMTD ENCINAL CONFERENCE ROOM
370 ENCINAL STREET, SUITE 100
SANTA CRUZ, CALIFORNIA
9:00 a.m. – 11:00 a.m.**

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

• **WELCOME TO NEWLY SWORN-IN BOARD MEMBER**

1. ROLL CALL

2. ORAL AND WRITTEN COMMUNICATION

- | | |
|----------------------------|------------------------------------|
| a. Marge Ann Wimpee | RE: Request for Service |
| b. H. G. Leach | RE: Bonny Doon Bus Route |
| c. Mary Leeman | RE: Hwy. 17 Express |
| d. Dennis Stewart | RE: MetroBase Phase 2 |
| e. Lorraine Washington | RE: Watsonville Appointee to Board |
| f. *Richard/Betty Preinitz | RE: Vigil at Metro Center |

***ACTION REQUIRED AT THE JUNE 14TH BOARD MEETING**

3. LABOR ORGANIZATION COMMUNICATIONS

4. METRO USERS GROUP (MUG) COMMUNICATIONS

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

7-1. APPROVE REGULAR BOARD MEETING MINUTES OF MAY 10 AND MAY 17, 2002
Minutes: Attached

7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
Report: Attached

* Please note: Location of Meeting Place

- 7-3. ACCEPT AND FILE MAY 2002 RIDERSHIP REPORT
Report: Attached
Page 1 will be included in the Add-On Packet
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claims of: Santa Cruz
Transportation Inc., #02-0016 and Pacific School District, #02-0017
Claims: Attached
- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF MAY 16,
2002
Minutes: Attached
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF MAY 15, 2002
Minutes: Attached
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR APRIL 2002,
APPROVAL OF BUDGET TRANSFERS
Staff Report: Attached
- 7-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR MARCH 2002
Staff Report: Attached
- 7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR APRIL 2002
Staff Report: Attached
- 7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE
UPDATE
Staff Report: Attached
- 7-11. ACCEPT AND FILE METROBASE STATUS REPORT
Staff Report: Attached
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GILLIG BUSES; MISCELLANEOUS EQUIPMENT
Staff Report: Attached
- 7-13. CONSIDERATION OF A RESOLUTION INCREASING THE PETTY CASH FUND FOR
THE ADMINISTRATIVE OFFICES AND ELIMINATING THE PETTY CASH FUND
FOR THE FACILITIES MAINTENANCE DEPARTMENT.
Staff Report: Attached
- 7-14. CONSIDERATION OF RENEWAL OF LIABILITY AND PHYSICAL DAMAGE
INSURANCE COVERAGE FOR FY 02-03.
Staff Report: Attached

- 7-15. CONSIDERATION OF RENEWAL OF PROPERTY INSURANCE COVERAGE FOR
FY 02-03
Staff Report: Attached
- 7-16. CONSIDERATION OF NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION
– SONYA MCCLURE V. SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
Staff Report: Attached
- 7-17. CONSIDERATION OF NAME CHANGE FOR TENANT’S BUSINESS AT
WATSONVILLE TRANSIT CENTER
Staff Report: Attached
- 7-18. CONSIDERATION OF AUTHORIZATION TO RENEW CONTRACT WITH
UNIVERSITY OF CALIFORNIA, SANTA CRUZ FOR TRANSIT SERVICES
Staff Report: Attached
- 7-19. CONSIDERATION OF REQUEST TO CONSTRUCT ONE KIOSK AT THE
WATSONVILLE TRANSIT CENTER
Staff Report: Attached
- 7-20. CONSIDERATION OF AUTHORIZATION TO RENEW AGREEMENT WITH SANTA
CRUZ COUNTY FOR ACQUISITION AND RELOCATION ASSISTANCE SERVICE
Staff Report: Attached

REGULAR AGENDA

- 8. CONSIDERATION OF ADOPTION OF RESOLUTION OF INTENTION TO APPROVE
AN AMENDMENT TO THE CALPERS CONTRACT TO PROVIDE SECTION 21354.4
(2.5% @ 55 FULL FORMULA) AND SECTION 21022 (PUBLIC SERVICE CREDIT
FOR PERIODS OF LAYOFF).
Presented by: Elisabeth Ross, Finance Manager
Staff Report: Attached
ACTION REQUIRED AT JUNE 14TH BOARD MEETING
- 9. CONSIDERATION OF ADOPTION OF FY 02-03 FINAL BUDGET
Presented by: Elisabeth Ross, Finance Manager
Staff Report: Attached
- 10. CONSIDERATION OF TRANSFER OF ASSETS TO HARTNELL COLLEGE AND
HARTNELL COLLEGE FOUNDATION
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached

ACTION REQUIRED AT JUNE 14TH BOARD MEETING

11. ACCEPT AND FILE REPORT EXPLAINING VEHICLE PUBLIC LIABILITY RATE INCREASES
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
12. CONSIDERATION OF ADOPTING AN ANNUAL GOAL FOR DBE PARTICIPATION IN FEDERALLY-FUNDED PROCUREMENTS IN FY 2003
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
13. a. CONSIDERATION OF AMENDING BYLAWS TO CHANGE THE BOARD OF DIRECTORS MONTHLY MEETINGS FROM THE SECOND AND THIRD FRIDAY OF EACH MONTH TO THE SECOND AND FOURTH FRIDAY OF EACH MONTH
Presented by: Margaret Gallagher, District Counsel
Staff Report: Attached

b. CONSIDERATION OF AMENDING BYLAWS TO CHANGE THE TIME AND LOCATION OF THE BOARD OF DIRECTORS MONTHLY MEETINGS AND TO CONSIDER INCREASING THE COMPENSATION TO DIRECTORS FOR ATTENDING BOARD MEETINGS
Presented by: Margaret Gallagher, District Counsel
Staff Report: Discussion Only
14. CONSIDERATION OF AUTHORIZING THE USE OF DISTRICT EQUIPMENT BY DISTRICT EMPLOYEES PARTICIPATING IN THE WHARF-TO-WHARF MUSIC PROGRAM TO PROMOTE PUBLIC TRANSIT AWARENESS
Presented by: David Konno, Facilities Maintenance Manager
Staff Report: Attached
15. CONSIDERATION OF AWARD OF CONTRACT FOR MINOR MAINTENANCE FACILITY RETROFIT CONSTRUCTION
Presented by: David Konno, Facilities Maintenance, for Tom Stickel, Fleet Maintenance Manager
Staff Report: To be included in the Add-On Packet
16. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
17. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Pursuant to Subdivision (a) of Section 54956.9)

- a. Name of Case: Lane/Loya v. Santa Cruz Metropolitan Transit District

SECTION III: RECONVENE TO OPEN SESSION

18. REPORT OF CLOSED SESSION

ADJOURN

NOTICE TO PUBLIC

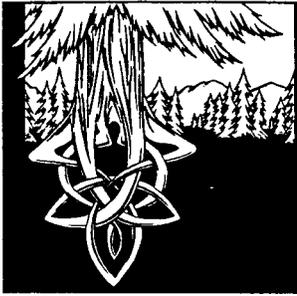
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Loch Lomond Highland Games and Celtic Gathering

Loch Lomond Celtic Society

P.O. Box 509, Felton, CA 95018
831-457-6716 ☒ Fax c/o 831-336-1295
www.lochlomondceltic.org ☒ Email: LLCS95@lochlomondceltic.org

May 22, 2002

Board of Directors
Santa Cruz Metro
370 Encinal Suite 100
Santa Cruz, CA 95060

Dear Board Members:



Each year on the first Saturday in October, Loch Lomond Celtic Society presents its Highland Games and Celtic Gathering. The event is held at Highlands Park in Ben Lomond. This year, the event is scheduled for October 5, 2002 from 10:00 a.m. to 6:00 p.m. We anticipate 6000 visitors plus another 1000 in musicians, volunteer staff, athletes and other people who make up the Games.

We have, in years past, arranged for remote parking and for shuttle buses to pick up spectators and take them to the park and then back to their cars. We always obtain a Cal Trans permit and install the necessary "no parking" signs on Highway 9. Our remote parking lot is in Felton at San Lorenzo Lumber. We "maxed out" the available parking last year and are looking at adding a second and perhaps a third remote site. Both of the sites we are considering are on Metro's regular lines.

Our spectators tend to leave in clumps at the end of the day with the result that our rented shuttle buses are overcrowded. The wait has reached an hour and a half at peak times. Spectators have also expressed the wish to be able to come and go at will, which they cannot necessarily do with shuttle buses.

Our thought was that, if an arrangement could be made with Metro where by spectators were encouraged to use Metro buses as well as the shuttle buses, there would be a number of advantages to all concerned. The Celtic Society would not need to hire additional shuttle buses to increase service to Boulder Creek, for example — something we are considering for this year. Spectators would be encouraged to ride the bus from areas such as Zayante and Santa Cruz. Metro would gain increased ridership for a Saturday, with the added benefit of introducing new riders to the benefits of Metro transportation.

In order to encourage spectators to ride the bus, we wonder if there is an arrangement that could be made whereby they received a reduced fare or a free fare by presenting a ticket (we use wristbands) as is done at First Night, or using a preprinted coupon from advertising or available at the remote site. Or we could give them a discount on their entry ticket to the Games if they produced a coupon or receipt from the bus.

We would also like to know the cost of chartering Metro buses for the event instead of the private company we have used in the past.

Please consider our request and let us know as soon as possible your thoughts on the matter. We are anxious to set our budget and make necessary arrangements. We have called your Marketing Department.

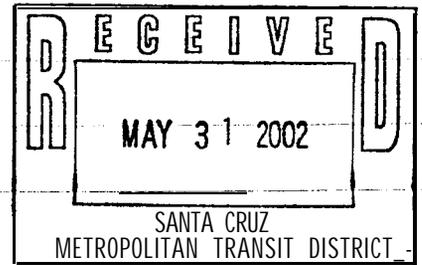
I personally can be reached at home in the mornings at 831-336-2476 or at work in the afternoons at 831-336-5989. Thank you for your consideration.

Sincerely,

Marge Ann Wimpee
Board Member
Loch Lomond Celtic Society

256 POTRERO ST.
SANTA CRUZ, CA 95060
5-29-02

CHERYL AINSWORTH
SANTA CRUZ METRO TRANSIT DISTRICT
370 ENCINAL ST. SUITE 100
SANTA CRUZ, CA 95060



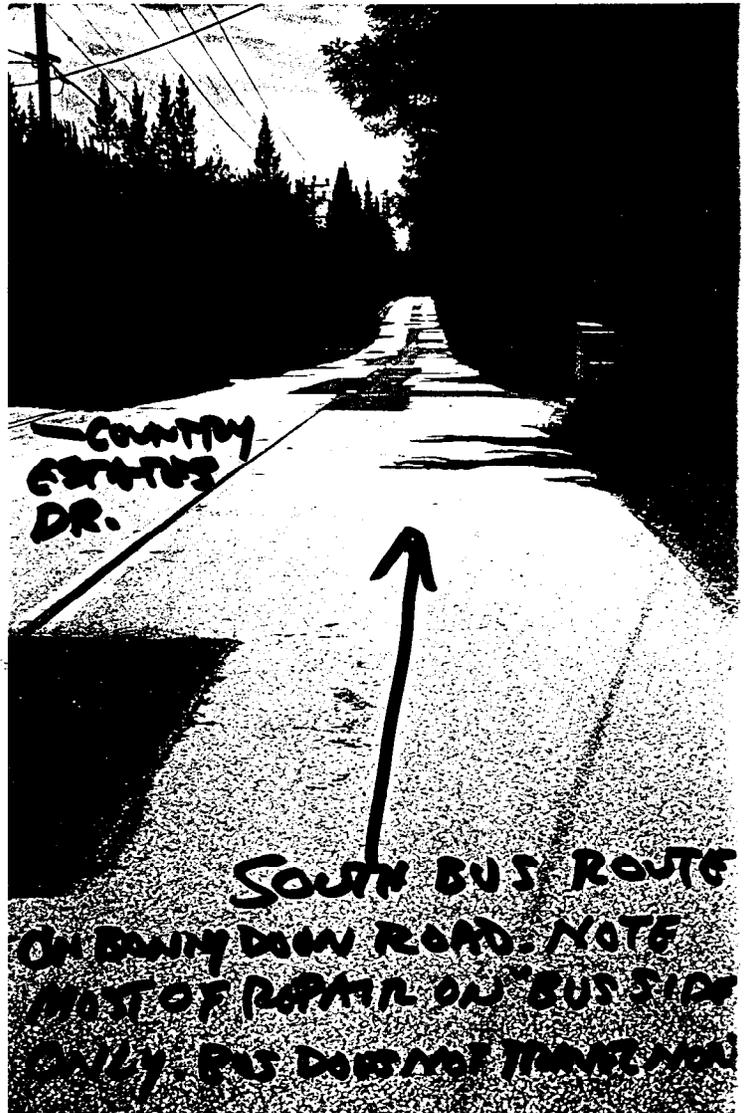
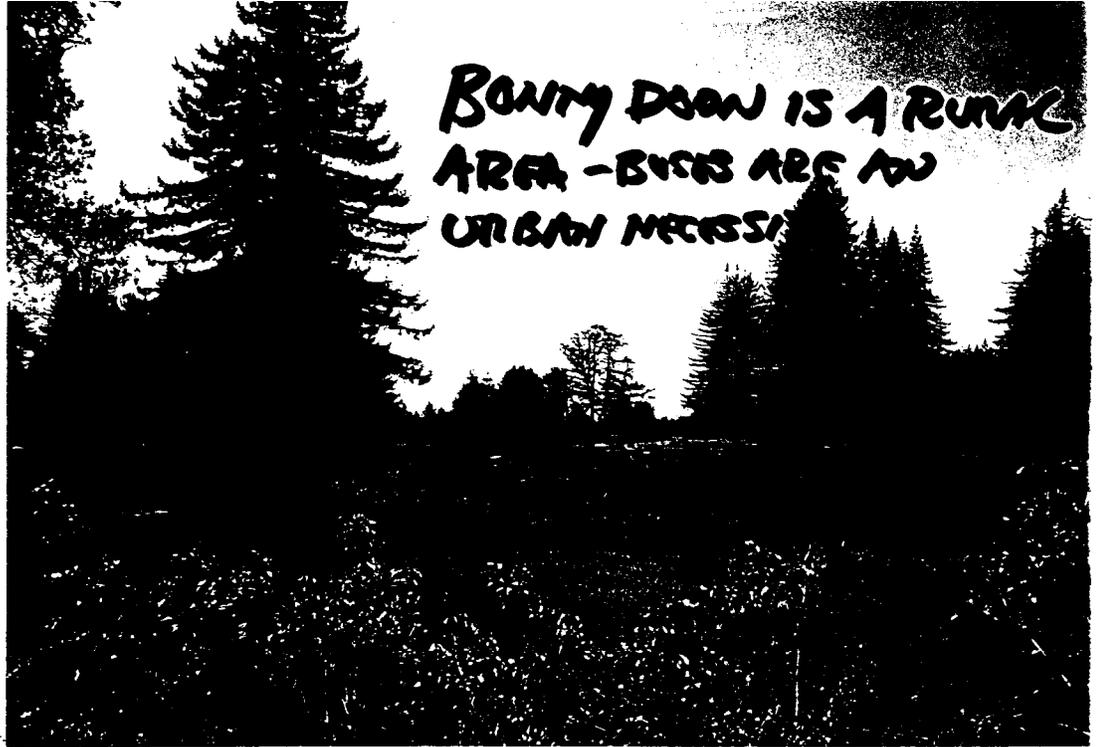
DEAR MRS. AINSWORTH:

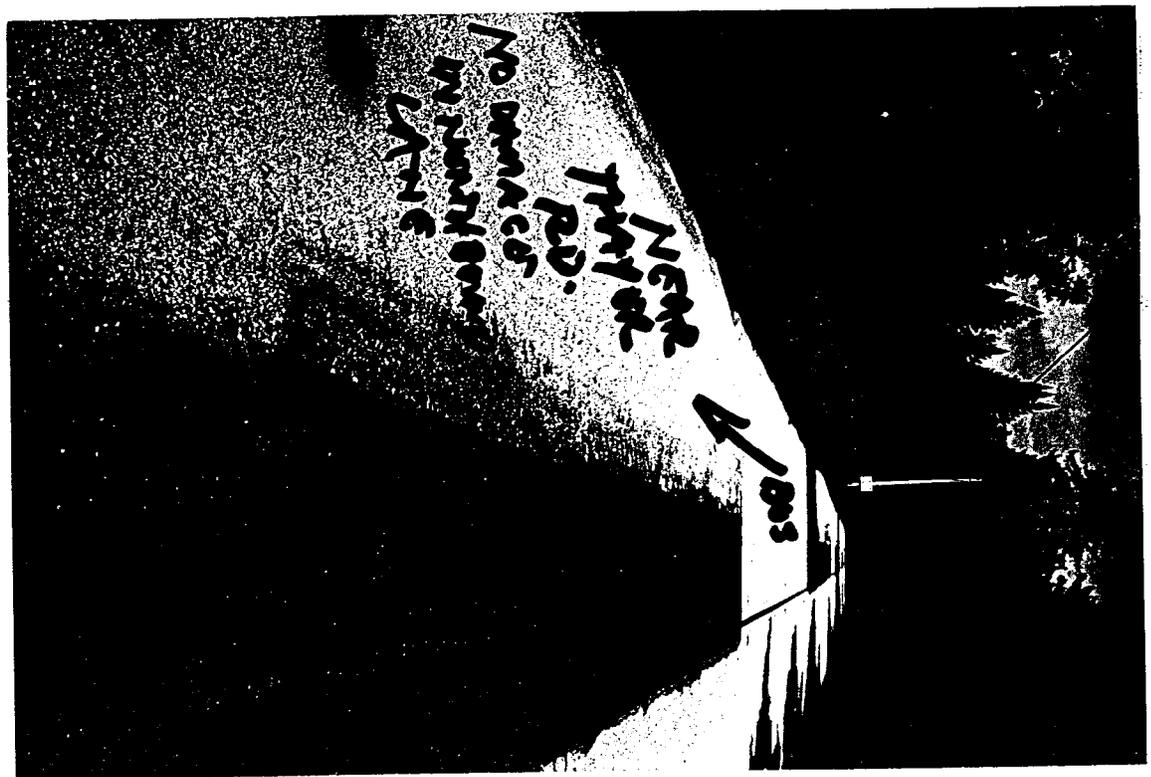
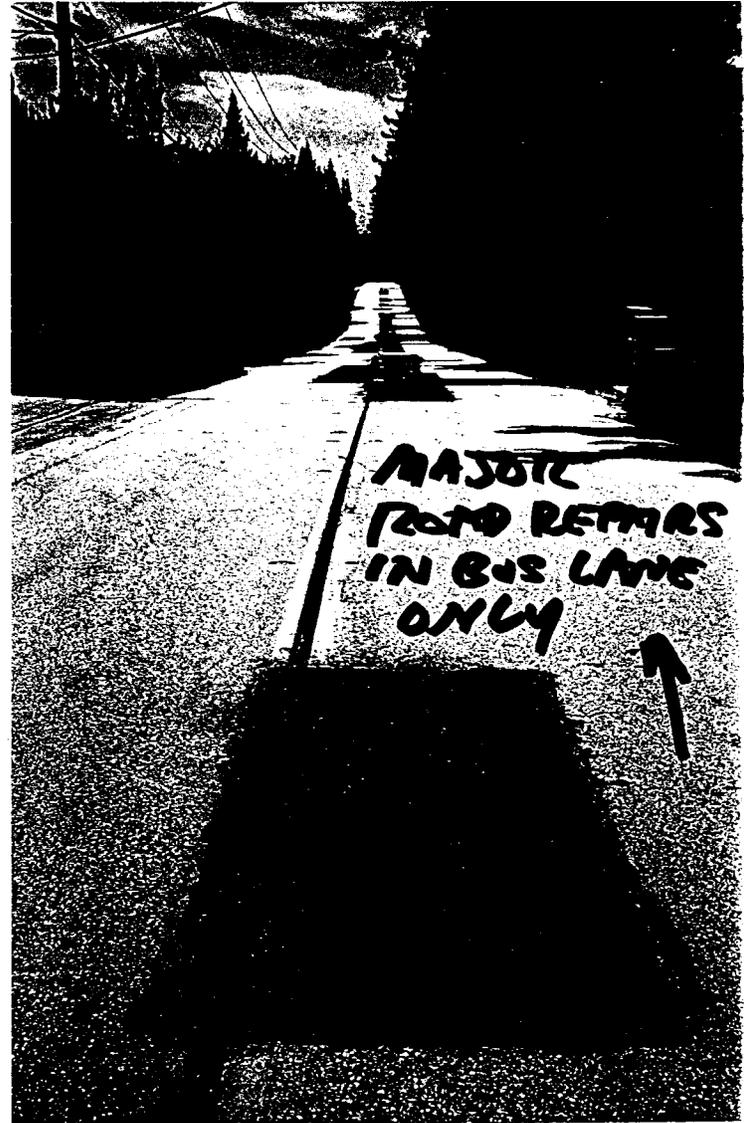
I'M WRITING THIS LETTER AT THE SUGGESTION OF YOUR PLANNING DEPT. SOME TIME AGO I SPOKE WITH YOUR CUSTOMER SERVICE REPRESENTATIVE AND ALTHOUGH SHE WAS SYMPATHETIC, SHE INDICATED THAT I WOULD HAVE TO TALK TO PLANNING.

BASICLY THE LARGE BUS IS JUST NOT RIGHT FOR BONNY DOON, RT 41 + 42. IT HAS BEEN OVERBORING FOR YEARS WITH VERY LITTLE USE TO THE COMMUNITY. THE NOISE, AIR, VISUAL POLLUTION AND THE FINANCIAL BURDEN TO THE TAXPAYERS DOES NOT JUSTIFY ITS PRESENCE. YOUR PLANNING DEPT. DISAGREES WITH MY SUMMATION BUT IF YOU HAD TO DRIVE BEHIND THE 7:45 PM BUS UP BONNY DOON RD FROM HWY 1 AT 18 MPH, BELCHING SMOKE AND NOISE, YOU WOULD AGREE WITH ME. IT JUST DOES NOT PAY TO SEND THAT HUGE DEVICE UP TO A SENSITIVE COUNTRY AREA. THE ENCLOSED PICTURES SHOW THE RESULTS OF RUNNING THIS HEAVY EQUIPMENT ON OUR MOUNTAIN COUNTY ROADS. ALL THIS FOR A FEW RIDERS. MOST TRIPS ARE DRIVEN ONLY EVEN THOUGH YOUR PLANNING DEPT. DISAGREES, THEY ALSO STATE THAT "THE BUS DOES NOT HAVE TO MAKE MONEY" WHAT A SHAME TO OUR SOCIETY, CONSIDER SMALLER BUSES, LESS ROUTES

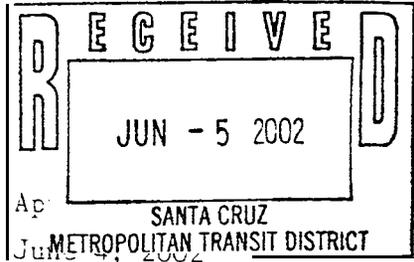
SINCERELY,

H.G. LEACH





Sheryl Ainsworth



9019 Rhodes Ave.

Metro-Customer Service
920 Pacific Ave., Suite 21
Santa Cruz, CA 95060

One of your drivers, I believe, showed inconsiderate and bad judgement Friday, May 31, driving the noons17 Express bus from San Jose to Santa Cruz.

I had disembarked from CalTrain and searched for the new, temporary 17 Express bus stop for 10 minutes before I spotted the bus from. across the parking lot, stopping at the new stop. I picked up my suitcase and shouted \$wait, wait\$ as I ran across the lot. By the time I reached the stop he was just starting to drive away. He could see that I was a senior citizen carrying a heavy suitcase and had obviously run to catch him in the heat of the day. I frantically motioned to him. He looked at me, waved his hand in dismissal and drove away. I was forced to wait another hour for another bus.

Because the San Jose CalTrain station is under construction, facilities have been moved around to temporary new locations. Signs pointed only to Amtrak and city transit bus sto9p locations. There was no notice of the 17 Express bus.

Aboard the 1 p.m. 17 Express was a passenger who stated she had waited from 11:30 a.m. until 1 p.m. at the Santa Clara street stop (under the 17 Express sign) for abus. No 12 noon bus ever appeared.

I believe your driver should use more discretion in making decisions in unusual circumstances where construction has disrupted normal routines, Certainly they should use more consideration and compassion. Your ridership and income is determined by your service and convenience. I suggest you improve both.

Sincerely-,
Mary Leeman

Mary Leeman

✓ cc: Sheryl Ainsworth, Chair
Metro Transit District Board of Directors
370 Encinal, Suite 100
Santa Cruz, CA 95050

*I hope you can help humanize
the drivers rules + regulations.
Thank you,
Mary Leeman*

Date: Thu, 06 Jun 2002 10:19:28 -0700
From: R Dennis Stewart <dennis@re-sales.com>
Subject: Fw: Metrobase Alternative
To: dcarr@scmtd.com
Reply-to: R Dennis Stewart <dennis@re-sales.com>
X-Mailer: Microsoft Outlook Express 6.00.2600.0000

----- Original Message -----

From: R Dennis Stewart
To: lwhite@scmtd.com
Sent: Thursday, June 06, 2002 10:13 AM
Subject: Metrobase Alternative

To: Leslie White and SCMTD Board of Directors;

I am the owner of a 1/2 acre parcel at 1217 River Street that is currently being considered for Phase 2 of the Harvey West Cluster 1 Alternative. This property is currently used as multi residential property and I am actively pursuing a development plan to increase the number of residential units. Your last minute effort to notify me of your newest plan is not acceptable. A day before your scheduled meeting a notice was dropped off at the property with my tenants. Not only were they highly concerned with the proposed changes, but I was caught by surprise and had little to no information to share with them.

Obviously, your plans both for Phase 1 and Phase 2 will have a great impact on the existing residential cluster of homes along River Street. Potentially you will be displacing over 20 residents: a considerable number when you place it in perspective with our severe housing shortage. In addition, I have been working on plans to add up to 20 additional housing units. If your plans for Phase 1 and/or Phase 2 continue to move forward, it will potentially have a great impact on my property and the current and future residents that call it home.

First of all, a better notification process needs to be instituted. I would ask in the future that you do not disturb my tenants and that you send all communications to me at the address at the bottom of this page. Secondly, it is crucial that any design take in full consideration that you would be expanding in a mixed use area. All possible measures must be taken to minimize the noise and odor pollution that accompanies a Metrobase operation. The residents understand they live in an IG zoned area but feel early measures taken in design and scheduling hours of operation will make for good neighbors in the future.

I am a strong advocate for mixed use neighborhoods and believe our community will benefit from providing housing near the workplace. Every car that can be kept off the road is a benefit for the whole community. It would be beneficial to provide regular bus service to this area for workers and residents.

I believe **we can** be good neighbors **with ongoing** efforts to design a facility that is compatible with the existing neighborhood and better communication with the neighbors involved.

Sincerely,
Dennis Stewart
500 Seabright Ave #100,
Santa Cruz, CA 95062
dennis@re-sales.com

CITY OF WATSONVILLE

"Opportunity through diversity; unity through cooperation"



ADMINISTRATION BUILDING

215 Union Street
Second Floor
Fax 831.761.0736

MAYOR & CITY COUNCIL

215 Union Street
831.728.6006

CITY MANAGER
831.728.6011

CITY ATTORNEY
831.728.6013

CITY CLERK
831.728.6005

PERSONNEL
831.728.6017

CITY HALL OFFICES

250 Main Street

COMMUNITY
DEVELOPMENT
831.728.6018

Fax 831.728.6173

FINANCE
831.728.6031

Fax 831.763.4066

HOUSING & ECONOMIC

DEVELOPMENT
831.728.6014

Fax 831.763.4114

PUBLIC WORKS &
UTILITIES

831.728.6049

Fax 831.763.4065

PURCHASING
831.728.6029

Fax 831.763.4066

AIRPORT

100 Aviation Way
831.728.6075

Fax 831.763.4058

FIRE

115 Second Street
831.728.6060

Fax 831.763.4054

LIBRARY

310 Union Street
831.728.6040

Fax 831.763.4015

PARKS, RECREATION & NEIGHBORHOOD SERVICES

30 Maple Avenue
831.728.6081

Fax 831.763.4078

June 5, 2002



Santa Cruz Metropolitan Transit District
Sheryl Ainsworth, Chairperson-Board of Directors
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

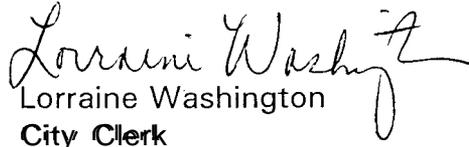
Dear Chairperson Ainsworth:

Enclosed is a copy of Resolution No. 127-02 (CM) which appoints Assistant City Manager Marcela Tavantzis to the Santa Cruz Metropolitan Transit District Board of Directors as the City's second representative.

This action was taken at the City Council meeting on May 28, 2002, in response to your letter of April 23, 2002.

If you have any questions, please contact me at 728-6005.

Sincerely,


Lorraine Washington
City Clerk

Enc.

c: **Les White, General Manager**
Marcela Tavantzis, Assistant City Manager

RESOLUTION NO. 127-02 (CM)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WATSONVILLE APPOINTING ASSISTANT CITY MANAGER
MARCELA TAVANTZIS TO THE SANTA CRUZ
METROPOLITAN TRANSIT DISTRICT BOARD OF
DIRECTORS

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WATSONVILLE,
CALIFORNIA, AS FOLLOWS:

That Assistant City Manager Marcela Tavantzis is hereby appointed to the
Santa Cruz Metropolitan Transit District Board of Directors.

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Watsonville, held on the 28th day of May, 2002, by Council Member Gomez, who moved its adoption, which motion being duly seconded by Council Member de la Paz, was upon roll call carried and the resolution adopted by the following vote:

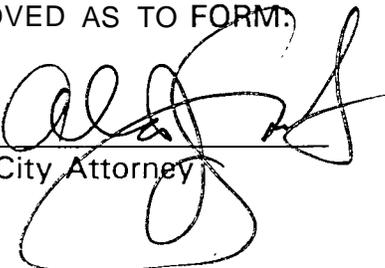
AYES:	COUNCIL MEMBERS:	Carter, Doering-Nielsen, Gomez, Phares, de la Paz, Bobeda
NOES:	COUNCIL MEMBERS:	Lopez
ABSENT:	COUNCIL-MEMBERS:	None


Betty Bobeda, Mayor

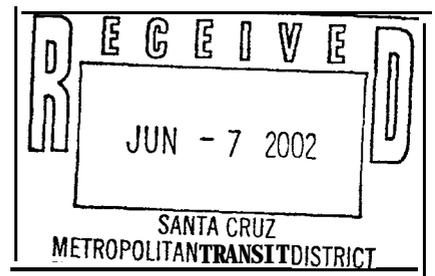
ATTEST:


City Clerk

APPROVED AS TO FORM:


City Attorney

Administrator
370 Encinal #100
Santa Cruz, CA 95060



Dear Sir:

June 5, 2002

We would like to have a prayer visual on your property at the Metro Center. On the North end of the building where the wall separates the Metro and the parking for the buses. On June 21, 2002 6pm to 9pm.

The Visual is in Memory of Rose Feinity, our daughter and for all the youth of Santa Cruz County. We will be praying for answer in Rose's death, to no to the day. We still have no reason for her death. Also the youth of our community who live and use her. We would like to show them Rose was one of them and not the exception. What happen to her could very well happen to them.

The Metro is the hub of all activity of Downtown. Everyone comes to the Metro.

We have already contacted Santa Cruz Police of what we need to do to hold a Visual Downtown.

We need a location everyone knows and easy to find. Where we can reach the most youth.

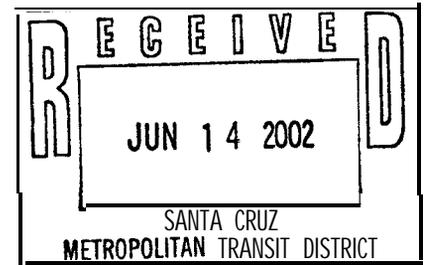
We are working with our church and others in the community. We will be careful not to disrupt Metro Business.

We would like to Thank-you and all the Metro personal for posting Rosis poster. All your help and caring in this time of pain for our family.

You can contact us at our home phone 462-0482 or butts work 476-0770
OR write us at 4740 Clares St Apt D, Capitola, CA 95010.

Yours,
Richard and Betty
Pecinity.

Kasandra Fox
609 Frederick St., #153
Santa Cruz, CA 95362



Board of Directors
Metropolitan Transit District
370 Encinal
Santa Cruz, CA 95060

RE: PERSONNEL MATTERS

Dear Board Members:

Although I am the vice-chair of MASTF, this letter is just from myself personally and was not discussed with our membership.

I am greatly disturbed to learn of the "involuntary" leaving of one of your very best people, Kim Chin. Working with Kim and seeing his accomplishments develop has been an ongoing pleasure, and I cannot for the life of me understand why you should let him go. I am writing to urge you to review that decision and reverse it if you can see your way to do so.

In addition, while I believe Steve Paulson to be an excellent operator, I am advised that he is not at all qualified under ADA provisions to manage the Accessible Services Training Department and urge you to correct this apparent oversight as soon as possible.

Working with and for Metro is a very important part of my life and I trust you will understand that this letter is sent to you with every wish for the smoothest possible operation in the future.

Sincerely,

Kasandra Fox

cc: Mr. Les White

I concur.
Rand P. Taylor



METRO

ACCESSIBLE SERVICES TRANSIT FORUM

920 Pacific Avenue, Suite 221, Santa Cruz, CA 95060

June 12, 2002

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

Dear Board Members,

On June 20th, MASTF will host a special gathering to honor Mr. Kim Chin. Mr. Chin's work on behalf of the transit district has been exemplary, and many of us wish to pay tribute to him and to affirm the critical nature of his accomplishments.

It was with surprise and then, alarm, that MASTF members learned of the proposed departure of Mr. Chin. During his tenure as the Manager of Planning and Marketing Mr. Chin succeeded in reinvigorating Metro's commitment to providing excellent paratransit service. He has done so with an enviable thoroughness, which brought nationally recognized professionals to this county. Their work gave us all an accurate picture of Metro paratransit service, along with a close look at the needs of those using paratransit.

In addition, Mr. Chin was an active and enthusiastic supporter of the landmark project, "Living the Paratransit Experience". For this, as well as his fine work with the community, Kim was presented with two MASTF awards in 2001. No one else has received similar recognition.

That Mr. Chin should have been caught in the current lay off scheme is unconscionable. A team in trouble doesn't trade its most valuable player.

His respect for the intensive, ongoing public participation required by the ADA and DOT earned our respect. Mr. Chin's knowledge of that great civil rights law and its implementing regulations helped quiet suspicion and distrust. Instead of enemies, Kim Chin has allies – and friends. He has people in the community willing to work with him. And, frankly, Metro can't ignore this.

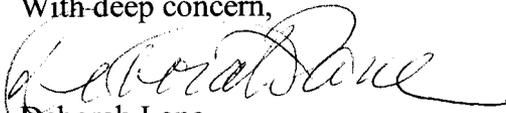
But regrettably, Metro is apparently doing just that. In an astonishingly short space of time, all of Mr. Chin's patient, careful bridge building has been put in jeopardy.

Concerns about the hiring process, followed with a heavy-handed bungling of community relations, promise big trouble for Metro.

The role of overseeing ParaCruz, let alone the recertification process, is too important – and too risky for Metro – for the district to abandon it. Mr. Chin’s experience and lack of prejudice ensured his success with our community and enhanced Metro’s plans for the future.

Paratransit is meant to give access to community life to the most vulnerable members of our population. It is a precious right – and a fragile one. Please, do all you can to protect it. Kim Chin belongs here. Please reconsider the course of action now before you.

With deep concern,

A handwritten signature in black ink, appearing to read "Deborah Lane", written in a cursive style.

Deborah Lane
Chair, MASTF

CC: Kim Chin
Les White
E&D TAC
CCCIL

A

Harvey West Area Association

June 6, 2002

Jeff Almquist
Supervisor
701 Ocean Street
Room 500
Santa Cruz, CA 95060

Subject: Metrocenter

Recommendation: That the Transit Board delete the "enhancement" parcels from the project. If the "enhancement" proposal is retained, a new Notice of Preparation and a new comment period are required.

Once again time and the urgency to move ahead seem to be the motivating factor in the search for a Metrocenter. This focus on time has not served the District well in the past. It is likely that the desire to expedite has hurt the District in its goal. Had the District taken time to develop its Consolidation Study with input from the public, it would have been a more relevant document. Had the District taken more time at the outset, it would have come to the realization earlier that the Westside was not a viable alternative. Had the District taken time to look at the reality of condemning property and dislocating businesses in Harvey West, it would have realized sooner that the project was too costly.

Now, once again, the District is trying to save time by starting a flawed environmental review process. The District selected another project, the Harvey West Cluster 1. The Notice of Preparation for the Environmental Impact Report was prepared and the comment period established, ending on May 31, with a scoping meeting on May 22.

Out of the blue, two Transit District Board members suggested at the May 10 Board meeting that more land in Harvey West be added to the project. The Board agreed on May 17. Property owners were faxed a notice the day before the scoping meeting.

The HWAA strongly objects to this sleight of hand. This additional land is not an "enhancement". It makes an entirely different project, way beyond the 98-bus facility which is the subject of the Notice of Preparation. How way beyond the 98 buses the project goes is unknown as the material made available contains no site plan.

The HWAA is supportive of the project which is the basis of the Notice of Preparation. The HWAA opposes inclusion of additional industrial land. Had the

Association had advanced notice of the changed project; it would have prepared written comments as it did a year ago.

The discovery of the parcels in the "enhancement" proposal is not the result of some sudden insight. They were part of alternative HW-A which was considered a year ago when the now-abandoned project was selected. This "enhancement" does not "enhance", it creates an entirely new and much larger project. This new project demands a new Notice of Preparation and comment period.

The District is once again at the point of beginning in identifying a potential project site. It would be useful for the Board to be deliberate in making this decision. It will help to look at the history of the project, and review past reports and comments.

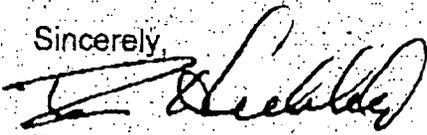
An alternative that bears consideration is the two-center alternative, with facilities split between Santa Cruz and Watsonville. District staff has not been supportive of this idea and the reports to the Board show this bias. The Consolidation Study only considered Watsonville in the context of all facilities located there. This made no sense. There were other biases in the evaluation of Watsonville. The deadhead calculations overstated the time involved, ignoring that freeway speeds are higher than surface road travel. The Consolidation Study took a static view of future routes, not factoring in that Watsonville is the growth area of the county which will demand more bus service in the future. (Much of this is documented in last year's correspondence from the HWAA).

The Transit District needs to be flexible and creative. You are aware that funding for public transit is limited. The district owns the land in Watsonville. Maybe your administrative facilities can be combined on other District property, perhaps downtown Santa Cruz. This would certainly be consistent with Santa Cruz plans while taking industrial land off the tax rolls would not.

On June 21 the Board is expected to vote on the project, which will be the basis for a new Environmental Impact Report. The HWAA urges that the "enhancement" proposal be rejected and the original project be the basis of the EIR. If the "enhancement" proposal is retained, a new Notice of Preparation is required and a new comment period must be initiated.

Thank you for your consideration.

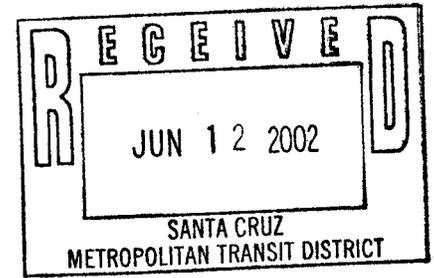
Sincerely,



Don Hubbard, President
Harvey West Area Association

June 7, 2002

Sheryl Ainsworth, Chair
Santa Cruz Metropolitan Transit District
370 Encinal St, Suite 100
Santa Cruz, CA 95060



SERVICE AUTHORITY
FOR FREEWAY
EMERGENCIES (SAFE)

RAIL/TRAIL
AUTHORITY

BE: Comments made at April 19 Board Meeting

Dear Chair Ainsworth:

COMMUTE
SOLUTIONS

At the May 14, 2002 meeting of the Elderly & Disabled Transportation Advisory Committee (E/D TAC), members unanimously approved the following motion (John Daugherty representing the Transit District abstained from the vote).

The E/D TAC requests the following:

TRANSPORTATION
POLICY WORKSHOP

- 1. A written update of the status of the motion made by Board Member Almquist and approved by the Board of Directors, requesting staff to examine eliminating the Accessible Services Coordinator (ASC) position. The ASC position is integral to achieving the transit goals that have previously been established.**
- 2. A written explanation about Board Member Almquist's negative comments made in a public meeting regarding the lawsuit filed by Deborah Lane and others, and Ms. Lane's presence at the Board meeting. In addition, what was the connection between the lawsuit and MS Lane's presence and the elimination of the Accessible Services Coordinator position?**

BUDGET &
ADMINISTRATION
PERSONNEL
COMMITTEE

INTERAGENCY
TECHNICAL
ADVISORY
COMMITTEE

BICYCLE COMMITTEE

As the Transit District Board may be aware, the E/D TAC strongly supports the idea of providing specialized assistance for individuals interested in taking fixed route transit for the following reasons:

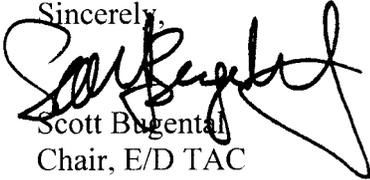
- The Draft 2002 Unmet Transit/Paratransit Needs list (Attachment 1) includes: Expanded publicity necessary about ADA Paratransit and mobility training for people to use regular fixed route buses. The list is expected to be adopted at the June 6 SCCRTC meeting.
- ADA Paratransit recertification efforts will identify people who are no longer eligible to use paratransit. The Transit District may want to offer these individuals assistance in using fixed route transit.

ELDERLY & DISABLED
TRANSPORTATION
ADVISORY COMMITTEE

- The Summary of Recommendations from the District-funded Comprehensive Audit of ADA Paratransit (Attachment 2) clearly states that, due to the projected 20% annual rate of increase in demand for complementary paratransit services, “Educating potential applicants about transit services and providing travel training for those who can use should go a long way toward encouraging riders to more fully use the fixed route transit system.”
- In terms of cost efficiency and providing the maximum amount of service over the network as a whole, fixed route rides are much less expensive than paratransit
- According to the US Census Bureau, there are approximately 25,400 seniors living in Santa Cruz County. These numbers are expected to rise dramatically over the next decade as baby boomers age.

Thank you for your consideration of this important issue.

Sincerely,



Scott Bugental
Chair, E/D TAC

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

May 10, 2002

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, May 10, 2002 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice-Chairperson Reilly called the meeting to order at 9:03 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Jeff Almquist
Tim Fitzmaurice
Michelle Hinkle
Mike Keogh
Christopher Krohn
Dennis Norton
Emily Reilly
Pat Spence
Ex-Officio Mike Rotkin

DIRECTORS ABSENT

Sheryl Ainsworth
Jan Beautz (arrived after roll call)
Ana Ventura Phares (arrived after roll call)

STAFF PRESENT

Bryant Baehr, Operations Manager
Linda Clayton, Payroll Specialist
Mark Dorfman, Asst. General Manager
Marilyn Fenn, Asst. Finance Manager
Linda Fry, Service Planning Supervisor
Margaret Gallagher, District Counsel
Harlan Glatt, Sr. D/B Administrator
Tom Hiltner, Grants/Legis. Analyst

David Konno, Fac. Maint. Manager
Ian McFadden, Transit Planner
Kathy O'Mara, Schedule Analyst
Elisabeth Ross, Finance Manager
Robyn Slater, Interim H.R. Manager
Judy Souza, Base Superintendent
Tom Stickel, Fleet Maint. Manager
Les White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

April Axton, Lift Line
Wally Brondstatter, UTU
Mary Ferrick, PSA
Jenna Glasky, SEA Secretary
Steve Marcus, UTU
Bonnie Morr, UTU

Steve Paulsen, UTU
Will Regan, VMU
Celia Scott, Environmental Consultant
Sam Story, Community Bridges
Linda Wilshusen, SCCRTC

2. ORAL AND WRITTEN COMMUNICATION

Oral:

Vice-Chairperson Reilly reminded everyone that the May 17th Board Meeting would be held at the Capitola City Council Chambers. Also, there will be a MetroBase Scoping Meeting on Wednesday, May 22, 7:00 p.m., at the Encinal St. Administration Building.

Written:

- a. Crista Cannariato RE: Service Reductions
- b. Jeanette Larkin RE: Service Reductions

3. LABOR ORGANIZATION COMMUNICATIONS

4. METRO USERS GROUP (MUG) COMMUNICATIONS

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

The Directors were given the Notice of Preparation along with the Directors Report (Item #26) regarding MetroBase recommended sites.

Item #9 will be deferred to the May 17th Board Meeting. Items #16 and #17 will be deferred to the June Board Meeting.

Vice Chairperson Reilly informed the Board that the agenda items would be taken in the following order: Action Items for today's meeting (Items #10, 11, and 12), Directors' Report (Item #26), adjourn to Closed Session, Power Point presentation on bus shelters (Item #19). Director Spence had a question on Item #17 as to which advisory groups were notified regarding the Reporting Accessibility Issues policy and was informed that letters were sent earlier this week to MUG and MASTF. Deborah Lane of MASTF requested a continuance of this item for MASTF to consider it further.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR KROHN

Continue Items #16 and #17 to the June 21st Board Meeting. Continue Item #9 to the May 17th Board Meeting.

Motion passed unanimously with Directors Ainsworth, Beautz and Phares absent.

CONSENT AGENDA

7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 4/12/02 & 4/19/02

No questions or comments.

7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS

No questions or comments.

7-3. ACCEPT AND FILE April 2002 RIDERSHIP REPORT

No questions or comments.

**7-4. CONSIDERATION OF TORT CLAIM: Deny the Claim of: CSAA-IIB
(subro. Guzman)
ACTION REQUIRED AT THE MAY 10TH BOARD MEETING**

Summary:

Margaret Gallagher reported that action is needed today so notices could be sent within the 45 day timeframe.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR NORTON

Deny the claim of CSAA-IIB (subro. Guzman)

Motion passed with Directors Ainsworth, Beautz and Phares being absent.

ITEM #10 WAS TAKEN OUT OF ORDER

**10. CONSIDERATION OF RESOLUTION TO GRANT ANOTHER DESIGNATED PERIOD
FOR TWO YEARS ADDITIONAL SERVICE CREDIT FOR ELIGIBLE DISTRICT
EMPLOYEES ENROLLED IN THE PUBLIC EMPLOYEES RETIREMENT SYSTEM
ACTION REQUIRED AT THE MAY 10TH BOARD MEETING**

Summary:

Elisabeth Ross stated that the Board considered this item at last month's Board meeting. This item is being brought today for action only. The minimum 90-day period required to allow people to take early retirement would be from June 1st to August 31st. It is not known at this time how many employees would take advantage of this offer to retire early.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR ALMQUIST

Adopt the Resolution granting another designated period for two years additional service credit with CalPERS and approve the Certification of Compliance with Government Code Section 20903.

Motion passed by unanimous roll call vote with Directors Ainsworth, Beautz and Phares being absent.

ITEM #11 WAS TAKEN OUT OF ORDER

**11. CONSIDERATION OF REVISING RETIREMENT FORMULA FOR DISTRICT EMPLOYEES ENROLLED IN THE PUBLIC EMPLOYEES RETIREMENT SYSTEM
ACTION REQUIRED AT THE MAY 10TH BOARD MEETING**

Summary:

Elisabeth Ross stated that the Board needs to select a plan for the retirement formula revision. If action is taken on this item today, interested employees could retire between July 18th – August 31st with the higher formula plus the two years extra service credit. If the 2.5% at 55 plan is selected, there would be no cost to the District in FY 02-03. There would be an approximate cost of \$230,000 in FY 03-04. The 2.7% plan would have an immediate cost to the District of \$250,000 which is not budgeted and with higher costs in the subsequent years.

DIRECTOR BEAUTZ ARRIVED.

Ms. Ross discussed the caps in the labor agreements and stated that because of these caps, no matter which plan the Board selects, the cost would be the same to the District as of FY 04/05. Both UTU and SEIU union members were polled; both unions indicated that the majority of their members would rather not pick up the employer share.

DIRECTOR PHARES ARRIVED.

Staff recommends that the Board authorize staff to obtain documentation for the 2.5% formula. The District would absorb the cost of \$230,000 in the second year due to the proposed savings from employees retiring. Steve Paulsen of UTU distributed graphs that he developed which might clarify this issue of the different formulas for the UTU members. It was stated that UTU members polled are willing to negotiate on a 2.7% formula, however, they are willing to move forward on the 2.5%. SEIU members polled voted for the 2.5% formula. Mr. White added that if the staff recommendation of 2.5% is adopted, a side bar letter with SEIU would be needed to change the MOU from 2.0% to 2.5%. If a change to the percentage of cost sharing is made, side bar agreements would be necessary. Director Almquist suggested that the Board discuss the negotiation of employee cost sharing in Closed Session at some point.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR ALMQUIST

Make the necessary findings to move this issue to Closed Session.

Motion passed unanimously.

SECTION II: CLOSED SESSION

Chairperson Ainsworth adjourned to Closed Session at 9:40 a.m. and reconvened to Open Session at 10:14 a.m.

SECTION III: RECONVENE TO OPEN SESSION

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR PHARES

Authorize staff to request PERS documents to proceed with the contract option to change the retirement formula to 2.5% @ 55.

Motion passed unanimously.

ITEM #12 WAS TAKEN OUT OF ORDER

**12. CONSIDERATION OF ISSUING A DECLARATION OF FISCAL EMERGENCY AND IMPLEMENTATION OF SERVICE REDUCTIONS
ACTION REQUIRED AT THE MAY 10TH BOARD MEETING**

Summary:

Elisabeth Ross reported that CEQA requires under certain circumstances that documentation be prepared for service reductions. The final action is to make a declaration of fiscal emergency.

Discussion:

Director Reilly stated that she would like to have a study session scheduled in the future to discuss METRO's plans for when the economy improves. Les White responded that a work session would be planned to discuss how staff approaches next year's budget and to discuss the policy on fund balances for reserve accounts. He added that insurance premiums have doubled, there was a 25% increase in PERS medical costs, and staff's request for an extension to run 28 buses past January 2003 was denied by CARB. A balanced budget will be brought to the May 17th meeting. A work session is also needed to discuss the budget and service enhancement policies.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR ALMQUIST

Issue a declaration of fiscal emergency and authorize implementation of the service reductions preliminarily approved on April 26, 2002.

Motion passed unanimously.

ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR PHARES

Move Items 18, 21, 22, 23 and 24 to the Consent Agenda for the May 17th Board Meeting.

Director Phares asked about Item #21 and was informed that the bid came in lower than expected, therefore, an additional bus for Highway 17 could be ordered raising the total for Highway 17 to 11 buses.

Regarding Item #22, Mr. White reported that the Board voted last year to participate in the PT² program which brings advertisements promoting public transportation to the local level. The joint public relations program with Monterey-Salinas Transit would allow both agency's tag lines to be included in the advertising campaign and to tie into the national campaign content.

Motion passed unanimously.

ITEM #26 WAS TAKEN OUT OF ORDER.

26. CONSIDERATION OF SITE ENHANCEMENT OPTIONS BY DIRECTORS KEOGH AND NORTON FOR THE METROBASE PROJECT

Summary:

Director Keogh commented that both he and Director Norton believe that the Salz Tannery site has serious environmental issues that need to be addressed prior to METRO utilizing this for MetroBase. He added that the Harvey West Cluster 1 site that is being proposed for MetroBase falls short of addressing the needs of the District. The report proposes that several sites in the Harvey West Park area be looked at for possible purchase for this project. The sites are: Tool Shed, an additional site on Golf Club Drive, various buildings on Dubois St. and a portion of the Plantronics lot. Part of this proposal is to utilize existing buildings wherever possible instead of going through the demolition/construction process.

Discussion:

Celia Scott stated that if the District wants to keep moving ahead with this project, it could be considered as a "phased project" and the suggestions in the Directors' Report could be further explored. Director Keogh added that this proposal is the same as the consolidated Harvey West Cluster 1 site except that the sites are non-contiguous. Director Keogh would like this proposal to be considered at the Scoping Meeting on May 22, 2002. Director Spence asked about the combined costs of the leased properties the District currently inhabits. Mr. White responded that the lease costs are approximately \$600,000 annually. Director Krohn thanked Directors Keogh and Norton for their efforts with this report.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR SPENCE

Extend the meeting past 11:00 a.m.

Motion passed unanimously.

DIRECTOR KROHN LEFT THE MEETING.

ITEM #19 WAS TAKEN OUT OF ORDER.

**19. CONSIDERATION OF MODIFYING THE DISTRICT'S BUS STOP SHELTER SPECIFICATIONS AND APPROVE BUS STOP ADVISORY COMMITTEE (BSAC) RECOMMENDATIONS
POWER POINT PRESENTATION AT MAY 10TH BOARD MEETING**

Summary:

David Konno reported that different shelters were tried with no luck. All new shelter installations have been put on hold until the Board authorizes staff of the shelter design they would prefer. A Power Point presentation was given showing the current shelters that are installed. These are Daytech shelters. The various types of vandalism were discussed. The kick panels have been removed from the shelters because of the debris that collected inside the shelter.

Discussion:

Director Fitzmaurice requested quantitative information on cost, time spent cleaning, etc. as it relates to vandalism. Mr. Konno will provide this information. It was determined that perforated metal walls of the shelters are harder to vandalize and vandals do not like the etched glass as it interferes with vandalism by acid. Shelters that are "adopted" by a school or business seem to suffer less vandalism. There was discussion of the cantilever-type systems that hold advertising, however, this type of shelter offers no protection for a wheelchair user, but it does allow for expansion. This style would be appropriate for places that could not accommodate a shelter, just a bench. Director Fitzmaurice expressed concern about the bus stops in the City that do not have shelters and suggested that there is a need for an urban shelter approach at these locations. Mr. Konno outlined the current shelter maintenance program that is in place.

Staff is also requested approval to purchase a trailer-mounted steam cleaner. Wally Brondstatter will put together a Power Point presentation showing the various types of shelters. Colors of the benches and shelters were discussed and it was suggested that the colors match METRO's bus colors. There was discussion regarding trash cans at shelters and whether the City or County empties these. Ian McFadden asked that the various City Council members be approached to negotiate with their local waste disposal company about emptying trash cans at bus stops.

Director Norton suggested that METRO promote an "adopt a shelter" program whereby local businesses would keep the shelter nearest them clean in return for advertising in the shelter itself. Director Spence requested a shelter on Freedom Blvd. at Crestview at Burger King. This is a high use area.

VICE CHAIRPERSON REILLY RETURNED TO ORAL COMMUNICATIONS AT THIS TIME

Director Spence reported that she received a Transportation Excellence Award at the last Regional Transportation Meeting for her work with the Paratransit Sensitivity training. An exclusive article will be in the June/July issue of *Metro Magazine* highlighting the "Living the Paratransit Experience" program.

7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 4/18/02

No questions or comments.

7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 4/17/02

No questions or comments.

7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR MARCH 2002 AND APPROVAL OF BUDGET TRANSFERS

No questions or comments.

7-8. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR MARCH 2002

No questions or comments.

7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR MARCH 2002

No questions or comments.

7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE

No questions or comments.

7-11. CONSIDERATION OF RENEWAL OF CONTRACT WITH COUNTY OF SANTA CRUZ FOR PAYROLL SERVICES

No questions or comments.

REGULAR AGENDA

11. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

12. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING CNG FUEL STATION EQUIPMENT

Deferred to May 17th Board Meeting.

13. CONSIDERATION OF AWARD OF CONTRACT FOR AUTOMATED BUS STOP ANNOUNCEMENT SYSTEM

14. **CONSIDERATION OF A RESOLUTION APPROVING A PROGRAM OF PROJECTS AND AUTHORIZING APPLICATION AND EXECUTION OF FTA GRANTS FOR URBANIZED AREA FORMULA FUNDS FOR FY 2002 AND AMENDING THE PROGRAM OF PROJECTS FROM FY 1999**
PUBLIC HEARING AT THE MAY 17TH BOARD MEETING
15. **CONSIDERATION OF RECOMMENDATION TO APPROVE ASSESSMENT FOR COOPERATIVE RETAIL MANAGEMENT DISTRICT**
16. **CONSIDERATION OF DISPOSAL OF THE PROPERTY LOCATED AT 617 REDWOOD DR., FELTON, CALIFORNIA**

Deferred to the June Board Meetings.

17. **CONSIDERATION OF ADOPTING PROCEDURE FOR THIRD PARTIES TO FILE ADA/504 COMPLAINTS AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

Deferred to the June Board Meetings.

18. **CONSIDERATION OF AMENDING BROWN, ARMSTRONG, RANDALL, REYES, PAULDEN & MC COWN ACCOUNTANCY CORPORATION CONTRACT FOR AUDIT AND TAX SERVICES**

Moved to the Consent Agenda.

20. **CONSIDERATION OF ELIMINATION OF PERFORMANCE BOND FOR NEW FLYER BUS ORDER (RFP 01-16)**
21. **CONSIDERATION OF PURCHASING ONE ADDITIONAL BUS FROM ORION BUS COMPANY**

Moved to the Consent Agenda.

22. **CONSIDERATION OF A RESOLUTION AUTHORIZING A JOINT GRANT APPLICATION WITH MONTEREY-SALINAS TRANSIT TO THE AIR DISTRICT FOR AB 2766 FUNDS FOR A PUBLIC RELATIONS CAMPAIGN**

Moved to the Consent Agenda.

23. **CONSIDERATION OF AMENDING THE TRANSIT INFORMATION PRODUCTS CONTRACT FOR THE PRINTING OF HEADWAYS**

Moved to the Consent Agenda.

24. **CONSIDERATION OF A LEASE AGREEMENT BETWEEN SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND GIL CANALES FOR LEASING OFFICE SPACE AT THE WATSONVILLE TRANSIT CENTER**

Moved to the Consent Agenda.

25. **CONSIDERATION OF AMENDING BYLAWS TO CHANGE THE NUMBER OF BOARD OF DIRECTORS MONTHLY MEETINGS FROM TWO TO ONE**

ADJOURN

There being no further business, Vice-Chairperson Reilly adjourned the meeting at 11:31 a.m.

Respectfully submitted.

DALE CARR
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

May 17, 2002

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, May 17, 2002, at the Capitola City Hall Council Chambers, 420 Capitola Road, Capitola, California.

Chairperson Ainsworth called the meeting to order at 9:10 a.m.

SECTION 1: OPEN SESSION

1. **ROLL CALL:**

DIRECTORS PRESENT

Sheryl Ainsworth
Jan Beautz
Tim Fitzmaurice
Michelle Hinkle
Mike Keogh
Christopher Krohn
Dennis Norton
Ana Ventura Phares
Emily Reilly
Ex-Officio Mike Rotkin
Pat Spence

DIRECTORS ABSENT

Jeff Almquist

STAFF PRESENT

Bryant Baehr, Operations Manager
John Daugherty, Access. Svcs. Coord.
Mark Dorfman, Asst. General Manager
Coco Faulk, Legal Secretary
Marilyn Fenn, Asst. Finance Manager
Terry Gale, IT Manager
Laura Harrell, Bus Operator
Margaret Gallagher, District Counsel

Tom Hiltner, Grants/Legis. Analyst
David Konno, Fac. Maint. Manager
Ian McFadden, Transit Planner
Elisabeth Ross, Finance Manager
Robyn Slater, Interim H.R. Manager
Judy Souza, Base Superintendent
Tom Stickel, Fleet Maintenance Manager
Leslie R. White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

Wally Brondstatter, UTU
Linda Clayton, SEA
Pat Dellin, SCCRTC
Dianna Dunn, SEIU
Mary Ferrick, PSA
Carmen Magdaleno, Interpreter

Steve Marcus, UTU
Bonnie Morr, UTU
Carolyn O'Donnell, TMA
Will Regan, VMU
Steve Paulsen, UTU
Celia Scott, Consultant

2. **ORAL AND WRITTEN COMMUNICATION**

- a. Crista Cannariato RE: Service Reductions
- b. Jeanette Larkin RE: Service Reductions

3. **LABOR ORGANIZATION COMMUNICATIONS**

4. **METRO USERS GROUP (MUG) COMMUNICATIONS**

Director Hinkle reported that there is a new meeting place for the MUG meetings. It is downtown, next to the Metro Center where the TMA offices are located. There is no cost to the District for utilizing this meeting space.

5. **METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS**

Nothing to report.

6. **ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

CONSENT AGENDA:

- ADD TO ITEM #7-1** APPROVE REGULAR BOARD MEETING MINUTES OF 4/12/02 & 4/19/02 and Special Board Meeting Minutes of 4/26/02
(Insert Minutes)
- ADD TO ITEM #7-3** ACCEPT AND FILE APRIL 2002 RIDERSHIP REPORT
(Insert Page 1 of Ridership Report)
- ADD TO ITEM #7-4** CONSIDERATION OF TORT CLAIM: Deny the Claim of: Mercury Insurance Group, Claim #02-0015
(Insert Claim)
- DELETE ITEM #7-8** ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR MARCH 2002
(Will be included in June Agenda Packet)
- ADD TO ITEM #7-11** CONSIDERATION OF RENEWAL OF CONTRACT WITH COUNTY OF SANTA CRUZ FOR PAYROLL SERVICES
(Replace revised page)
- ADD TO ITEM #7-13** CONSIDERATION OF PURCHASING ONE ADDITIONAL BUS FROM ORION BUS COMPANY
(Insert Staff Report under original numbering of Item 21))
- ADD TO ITEM #7-17** ACCEPT AND FILE NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION REGARDING THE CASE OF LISA GONZALES
(Insert Staff Report)

REGULAR AGENDA:

- ADD TO ITEM #9** CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING
CNG FUEL STATION EQUIPMENT
Presented by: Tom Stickel, Fleet Maintenance Manager
(Insert Replacement Staff Report)
(Staff Report distributed to Board at 05/10/02 Meeting)
- DELETE ITEM #10** **CONSIDERATION OF RESOLUTION TO GRANT ANOTHER
DESIGNATED PERIOD FOR TWO YEARS ADDITIONAL SERVICE
CREDIT FOR ELIGIBLE DISTRICT EMPLOYEES ENROLLED IN
THE PUBLIC EMPLOYEES RETIREMENT SYSTEM
(Action taken at the May 10 Board Meeting)**
- DELETE ITEM #11** **CONSIDERATION OF REVISING RETIREMENT FORMULA FOR
DISTRICT EMPLOYEES ENROLLED IN THE PUBLIC
EMPLOYEES RETIREMENT SYSTEM
(Action taken at the May 10 Board Meeting)**
- DELETE ITEM #12** CONSIDERATION OF ISSUING A DECLARATION OF FISCAL
EMERGENCY AND IMPLEMENTATION OF SERVICE
REDUCTIONS
(Action taken at the May 10 Board Meeting)
- ADD TO ITEM #13** CONSIDERATION OF AWARD OF CONTRACT FOR AUTOMATED
BUS STOP ANNOUNCEMENT SYSTEM
Presented by: Tom Stickel, Fleet Maintenance Manager
(Insert Staff Report)
- DELETE ITEM #16** CONSIDERATION OF DISPOSAL OF THE PROPERTY LOCATED
AT 617 REDWOOD DR., FELTON, CALIFORNIA
(Deferred to the June 21, 2002 Board Meeting)
- DELETE ITEM #17** CONSIDERATION OF ADOPTING PROCEDURE FOR THIRD
PARTIES TO FILE ADA/504 COMPLAINTS AGAINST THE SANTA
CRUZ METROPOLITAN TRANSIT DISTRICT
(Deferred to the June 21, 2002 Board Meeting)
- ADD TO ITEM #26** CONSIDERATION OF SITE ENHANCEMENT OPTIONS BY
DIRECTORS KEOGH AND NORTON FOR THE METROBASE
PROJECT
Presented by: Directors Keogh and Norton
(Insert Directors' Report)
(Report distributed to Board at 05/10/02 Meeting)

- ADD TO ITEM #27** CONSIDERATION OF AWARD OF CONTRACT FOR URBAN DESIGN CONSULTING SERVICES
Presented by: Tom Stickel, Fleet Maintenance Manager
(Insert Staff Report)
- ADD TO ITEM #28** PUBLIC HEARING ON DRAFT FINAL BUDGET FOR FY 02/03
Presented by: Elisabeth Ross, Finance Manager
(Insert Staff Report)
- ADD TO ITEM #29** CONSIDERATION OF FEASIBILITY OF OBTAINING AN OPTION TO PURCHASE THE PROPERTY OWNED BY SALZ TANNERY
Presented by: Les White, General Manager
(Insert Staff Report)
- ADD TO ITEM #30** CONSIDERATION OF REVISED SCHEDULE FOR THE METROBASE PROJECT
Presented by: Les White, General Manager
(Insert Staff Report)
- ADD TO ITEM #31** CONSIDERATION OF STATUS OF CONTRACT WITH WATERLEAF INTERIORS INC. FOR DESIGN/ENGINEERING SERVICES FOR THE METROBASE PROJECT
Presented by: Les White, General Manager
(Insert Staff Report)
- ADD TO ITEM #32** CONSIDERATION OF OPTIONS TO ENHANCE THE HARVEY WEST CLUSTER 1 SITE FOR THE METROBASE PROJECT
Presented by: Les White, General Manager
(Insert Staff Report)
- ADD TO ITEM #33** ACCEPT AND FILE REPORT EXPLAINING VEHICLE LIABILITY RATE INCREASES
Presented by: Mark Dorfman, Assistant General Manager
(Insert Staff Report)

CONSENT AGENDA

- 7-1. **APPROVE REGULAR BOARD MEETING MINUTES OF 4/12/02 & 4/19/02 and Special BOARD MEETING MINUTES OF 4/26/02**
- 7-2. **ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS**
- 7-3. **ACCEPT AND FILE April 2002 RIDERSHIP REPORT**
- 7-4. **CONSIDERATION OF TORT CLAIM: Deny the Claim of: Mercury Insurance Group, Claim #02-0015**
- 7-5. **ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 4/18/02**
- 7-6. **ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 4/17/02**
- 7-7. **ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR MARCH 2002 AND APPROVAL OF BUDGET TRANSFERS**

- 7-8. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR MARCH 2002
- 7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR MARCH 2002
- 7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE
- 7-11. CONSIDERATION OF RENEWAL OF CONTRACT WITH COUNTY OF SANTA CRUZ FOR PAYROLL SERVICES
- 7-12. CONSIDERATION OF AMENDING BROWN, ARMSTRONG, RANDALL, REYES, PAULDEN & MC COWN ACCOUNTANCY CORPORATION CONTRACT FOR AUDIT AND TAX SERVICES
(Moved to Consent Agenda at the May 10, 2002 Board Meeting. Staff Report retained original numbering as Item #18)
- 7-13. CONSIDERATION OF PURCHASING ONE ADDITIONAL BUS FROM ORION BUS COMPANY
To be included in the Add-On Packet
(Moved to Consent Agenda at the May 10, 2002 Board Meeting. Staff Report will retain original numbering as Item #21)
- 7-14. CONSIDERATION OF A RESOLUTION AUTHORIZING A JOINT GRANT APPLICATION WITH MONTEREY-SALINAS TRANSIT TO THE AIR DISTRICT FOR AB 2766 FUNDS FOR A PUBLIC RELATIONS CAMPAIGN
(Moved to Consent Agenda at the May 10, 2002 Board Meeting. Staff Report retained original numbering as Item #22)
- 7-15. CONSIDERATION OF AMENDING THE TRANSIT INFORMATION PRODUCTS CONTRACT FOR THE PRINTING OF HEADWAYS
(Moved to Consent Agenda at the May 10, 2002 Board Meeting. Staff Report retained original numbering as Item #23)
- 7-16. CONSIDERATION OF A LEASE AGREEMENT BETWEEN SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND GIL CANALES FOR LEASING OFFICE SPACE AT THE WATSONVILLE TRANSIT CENTER
(Moved to Consent Agenda at the May 10, 2002 Board Meeting. Staff Report retained original numbering as Item #24)
- 7-17. ACCEPT AND FILE NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION REGARDING THE CASE OF LISA GONZALES

ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR PHARES

Approve Consent Agenda.

Motion passed unanimously.

REGULAR AGENDA

8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

The following employees were acknowledged with longevity certificates for their years of service:

TEN YEARS

Melanie Richards, Sr. Accounting Technician

TWENTY-FIVE YEARS

Denise Bridinger, Transit Supervisor
Laura Harrell, Bus Operator

9. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING CNG FUEL STATION EQUIPMENT

Summary:

Tom Stickel reported that eight (8) CNG buses would arrive in early July 2002. The equipment for the CNG fueling station had been ordered ahead of time so the facility would be close to completion upon arrival of these first CNG buses. Two bids were received for the fuel station equipment and one compressor. CARB approved the District to move forward with the purchase of a second compressor for which the District has an approved grant.

Discussion:

Director Spence inquired about the gas line that is needed to be extended to this CNG fueling station. Tom Stickel met with PG&E to coordinate this so it will be ready for the electric pumps. He added that the compressors would be inside individual enclosures and should be fairly quiet.

ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR HINKLE

Authorize the General Manager to enter into a contract with Allsup Corporation for the purchase of CNG fuel station equipment with one compressor at a cost of \$186,503.04. Authorize the General Manager to exercise the option for the second compressor at a cost of \$82,998.00 at the time the District receives and executes the grant agreement from the California Energy Commission.

Motion passed unanimously.

10. DELETED

11. DELETED

12. DELETED

13. CONSIDERATION OF AWARD OF CONTRACT FOR AUTOMATED BUS STOP ANNOUNCEMENT SYSTEM

Summary:

Tom Stickel reported that this is a request for the Board to award the contract to Digital Recorders for equipment that is necessary to equip sixty-three (63) buses with the Talking Bus System. There will be approximately four (4) spare units.

Discussion:

Director Ainsworth asked various questions about the technology and was informed that specific features, such as the routing system, hardware and software, route mapping, microphones and spare parts, were requested in the specifications when the District went out to bid. There is a one-year warranty on this equipment and technological support will be available on an on-going basis. The 40' buses will have six speakers and the 35' buses will have four speakers. There will also be external speakers. It was added that the stealth microphones are mounted near the steering column and operated with a foot button.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR NORTON

Authorize the General Manager to enter into a contract with Digital Recorders for the purchase and installation of an automated bus stop announcement system for up to sixty-three (63) buses including on-site recording system, route mapping system, stealth microphones and spare parts.

Motion passed unanimously.

**14. CONSIDERATION OF A RESOLUTION APPROVING A PROGRAM OF PROJECTS AND AUTHORIZING APPLICATION AND EXECUTION OF FTA GRANTS FOR URBANIZED AREA FORMULA FUNDS FOR FY 2002 AND AMENDING THE PROGRAM OF PROJECTS FROM FY 1999
PUBLIC HEARING**

Summary:

Mark Dorfman stated that this is a result of the talking bus system award and is the administrative proof that is needed in order to receive the FTA Urbanized Area Formula Funds. This is the final process of moving funds from the allocation for two buses to purchase the talking bus technology.

CHAIRPERSON AINSWORTH OPENED THE PUBLIC HEARING AT 9:25 A.M.

There were no speakers to this issue.

THE PUBLIC HEARING WAS CLOSED AT 9:26 A.M.

ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR BEAUTZ

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

Motion passed unanimously.

ACTION: MOTION: FITZMAURICE SECOND: DIRECTOR PHARES

Move unanimous roll call vote.

Motion passed unanimously.

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

Summary:

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

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR KROHN

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

Motion passed unanimously.

16. DEFERRED TO THE JUNE 21, 2002 BOARD MEETING

17. DEFERRED TO THE JUNE 21, 2002 BOARD MEETING

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

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

Summary:

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

Discussion:

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

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR REILLY

Approve BSAC recommendations:

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

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

Motion passed unanimously.

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

Summary:

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

Discussion:

Director Rotkin asked if staff has confidence that a performance bond is not needed. He was informed that the 8 buses arriving in July have no performance bond. Since the District does not pay for the buses until delivery, there is no downside if New Flyer should default on the bus order, plus since federal funds are involved, New Flyer would have to answer to the FTA in the case of defaulting.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR PHARES

Approve the elimination of a Performance Bond for the New Flyer bus order (RFP 01-16) in exchange for the provision of remote keypads at no cost.

Motion passed with Director Fitzmaurice voting no and Director Almquist being absent.

21. **MOVED TO CONSENT AGENDA AS ITEM #7-13**
22. **MOVED TO CONSENT AGENDA AS ITEM #7-14**
23. **MOVED TO CONSENT AGENDA AS ITEM #7-15**
24. **MOVED TO CONSENT AGENDA AS ITEM #7-16**
25. **CONSIDERATION OF AMENDING BYLAWS TO CHANGE THE NUMBER OF BOARD OF DIRECTORS MONTHLY MEETINGS FROM TWO TO ONE**

Summary:

Margaret Gallagher stated that this item is on the agenda at the request of several Directors. She outlined several alternatives to the 2nd and 3rd Fridays for Board Meetings. If a change to the meeting days is approved at today's meeting, Ms. Gallagher will return to the Board in June with the updated Bylaws.

Discussion:

There was discussion regarding the pros and cons of holding one meeting per month and of holding two separate meetings, with separate agendas, per month. Mr. White spoke to the advantage of maintaining two meetings per month, with two weeks between each meeting. This two-week period would allow time for the staff to respond to questions that the Board might have from the workshop meeting. Director Keogh stated that he feels that not all agenda items need to be dealt with at the Board level. Director Norton agreed with Director Keogh and expressed concern about the amount of staff members who attend both meetings. Director Spence asked how it would affect the MASTF meeting if the Board meetings moved to the 2nd and 4th Fridays. She would also like the Board meetings to be on the "off" week from the Transportation Commission meetings. Director Rotkin suggested that the Chairperson play a larger roll in putting agenda items onto the Consent Agenda. Director Phares would like the meetings to be more centrally located and would like the Board to consider a more mid-county location more often. Director Hinkle is in favor of two meetings per month and stated that either the Santa

Cruz City Council Chambers or the County Board of Supervisor Chambers are appropriate as they are both on bus lines and are mid-county. Bonnie Morr stated her preference for two meetings per month with two weeks in between meetings.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR REILLY

Continue with two Board meetings per month on the 2nd and 4th Fridays. Request that the Chairperson review the agenda items more carefully to move items to the Consent Agenda prior to the first meeting. The start time will remain at 9:00 a.m. for both meetings.

Motion passed with Directors Almquist, Krohn, Spence and Reilly being absent.

ITEM #28 WAS TAKEN OUT OF ORDER. A SHORT RECESS WAS TAKEN.

28. PUBLIC HEARING ON DRAFT FINAL BUDGET FOR FY 02/03

Summary:

Elisabeth Ross reported that no action was needed at today's meeting and this draft contains detailed line items and how the budget has been balanced. The final adoption of the budget will take place in June. The operating budget is approximately \$32 million and the draft capital improvement program approximately \$19.4 million. The budget will be updated to include any actions taken today. Staff is recommending use of reserves and carrying over funds from the current year in order to balance the budget. Staff is recommending that the Board take public input at today's meeting, and authorize staff to proceed with the layoff process, effective June 6th and July 1st.

CHAIRPERSON AINSWORTH OPENED THE PUBLIC HEARING AT 10:25 A.M.

Dianne Dunn, SEIU

Ms. Dunn spoke regarding the layoff of 12 SEIU workers and that SEIU members have been asked to give up the 6th step. She asked the Board to give the following direction to staff:

1. Meet with SEIU and its members to discuss and consider alternatives to the layoffs.
2. Meet with SEIU to discuss how layoffs would affect sick and vacation time of those affected employees.
3. Discuss other cost savings measures.
4. Advise SEIU how layoff decisions were made.
5. Advise how management can reduce costs in their own ranks.
6. Present the above-mentioned information back to the Board for further discussion.

John Daugherty, Accessible Services Coordinator

Mr. Daugherty asked the Board for their help in directing staff to meet with SEIU representatives to work on and review a list of options to laying off staff. There are two SEIU employees at the Metro Center who would be affected by the layoffs.

Lucia Gong, Customer Service Representative

Ms. Gong asked the Board not to approve the current layoff proposal. Look into other alternatives and measures for cost savings and job savings.

Maria Hernandez, Customer Service Representative

Ms. Hernandez asked the Board to investigate if other departments could look into its own costs. She suggested that the printing of the *Headways* be decreased and that the Spanish *Headways* be eliminated since the English version also contains Spanish language.

THE PUBLIC HEARING WAS CLOSED AT 10:45 A.M.

Director Rotkin pointed out that when decisions are delayed about layoffs, it impacts more employees than making a decision now. He addressed some of the proposed cost savings measures outlined in the letter of May 8th as follows:

1. A new *Headways* is needed every time service is changed.
2. Eliminating the Legal Dept. would result in 2-3 layoffs of SEIU members in that department. Contracting legal services to an outside firm would not save money.
3. Twice the percentage of staff is being cut from the management group than from SEIU employees.
4. He supports management meeting with SEIU representatives about cost savings.

Elisabeth Ross confirmed that the UTU Labor Agreement offers options to the members of keeping accrued sick leave on the books for a period of time. There is no such clause in the SEIU Memorandum of Understanding (MOU). Director Fitzmaurice asked that staff talk with SEIU about the impact of amending the MOU to stipulate accrued sick and vacation time options. Mr. Dorfman will find out the cost of printing the Spanish *Headways*.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR BEAUTZ

Discuss with SEIU representatives the accrual of vacation and sick time, amend the contract at the appropriate time, and discuss other ways of working with those employees in the layoff status. Proceed with the layoff process for the recommended list of unfunded positions for layoffs effective June 6, 2002 and July 1, 2002.

Ms. Ross commented that UTU should also be offered this amendment to their labor contract since it currently only addresses the sick leave and not the annual leave. Director Ainsworth expressed concern over the tone of Ms. Dunn's letter regarding management. She stated that management and SEIU need to make a commitment to work together to be more constructive.

Director Fitzmaurice stated that the letter reflects exactly what the unions should be doing; however, he disputes the letter's conclusions.

Motion passed unanimously.

ITEM #27 WAS TAKEN OUT OF ORDER.

27. CONSIDERATION OF AWARD OF CONTRACT FOR URBAN DESIGN CONSULTING SERVICES

Summary:

Tom Stickel reported that METRO entered into a Memorandum of Understanding (MOU) with the City of Santa Cruz Redevelopment Agency to develop the Metro Center and surrounding property. Mr. Stickel outlined the various phases involved. Staff recommends that the contract be awarded to the ROMA Design Group.

Discussion:

Director Rotkin would like the final motion to include housing opportunities above the Metro Center. Director Reilly asked if childcare would be considered as part of this project. Director Phares will give Mr. Stickel information on the combination of housing and childcare facilities that Watsonville has implemented. Mr. White added that staff is exploring other grant funding and are in contact with private developers to bring in the housing component. Director Norton stated that he thinks the City of Santa Cruz should be the lead agency in this project.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR REILLY

Authorize the General Manager to enter into a contract with ROMA Design Group for urban design consulting services for the Santa Cruz Metro Center mixed use redevelopment project.

Motion passed unanimously.

ITEM #26 AND #32 WERE DISCUSSED AS ONE ITEM.

26. CONSIDERATION OF NEW SITE CLUSTER FOR THE METROBASE PROJECT BY DIRECTORS KEOGH AND NORTON

32. CONSIDERATION OF OPTIONS TO ENHANCE THE HARVEY WEST CLUSTER 1 SITE FOR THE METROBASE PROJECT

Summary:

Les White reviewed the sites proposed as Harvey West Cluster 1 and the sites proposed by Directors Keogh and Norton in their report. If the Board wants a Phase 2 site enhancement

component for the preferred alternatives, the enhancement sites should be identified as part of the May 22 Scoping Meeting in order to inform the public of all properties being considered.

Discussion:

Director Fitzmaurice asked if the property owners were notified that they would be on the enhancement list and was told that they were, except for 140 Dubois and Plantronics, and the property owners along River St. since he wanted to discuss this with the Board first. He added that both the property owners and the tenants would be notified. Celia Scott spoke regarding the preliminary environmental analysis that was conducted a few years ago and that some of the proposed enhancement properties were included in that analysis. She also mentioned that if the properties proposed by Directors Keogh and Norton were turned into the preferred project rather than as Phase 2, the process would need to be started over again. Les White confirmed that METRO has the financial capability to build the preferred site as it is now. However, staff does not know at this time if METRO has the ability to enhance it with funding for the Directors' suggestions.

Director Ainsworth asked if the EIR that is currently being conducted needs to have a complete final design or should it wait until the Board decides to expand the site? Mr. White responded that for EIR purposes, there is a detailed design to analyze traffic, etc.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR NORTON

Identify properties to be included as a Phase 2 enhancement of the MetroBase Harvey West Cluster 1 preferred alternative, including sites outlined in Director Keogh's and Norton's report. Move forward with the core property as defined previously as Harvey West Cluster 1. Include the enhancements in the May 22, 2002 Scoping Meeting but not as part of the preferred site.

Motion passed unanimously.

29. CONSIDERATION OF FEASIBILITY OF OBTAINING AN OPTION TO PURCHASE THE PROPERTY OWNED BY SALZ TANNERY

Summary:

Les White reported that staff met with Geoffrey Eisenberg of Salz Tannery on the feasibility of including this site as part of Phase 2. Mr. Eisenberg's intention is to sell the property as soon as possible, for as much as possible, and to sell it for a use that will enhance the City of Santa Cruz. Under both FTA and CEQA guidelines, METRO cannot enter into an acquisition process prior to completion of the environmental work. Mr. White feels that to include the Salz property in the environmental process today would be premature. Staff recommends that the Board step back from the Salz property, allow the City to complete their feasibility study, and if there is a possibility of "site sharing", METRO should have these discussions at that time. Staff recommends that the Board go on record that they do not have an interest in the Salz Tannery property for the preferred alternative or for the Phase 2 enhancement.

Discussion:

Director Fitzmaurice asked if there was a downside to putting this site on the list of Phase 2 enhancements. Mr. White responded that by doing so, we would enter into a 4F process that would slow the process down considerably. Celia Scott stated that if only a portion of this site was considered as part of Phase 2, the District would need to go through the 4F process.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR PHARES

Staff should work with the City of Santa Cruz to determine whether or not an acquisition by the City for the multi-cultural arts center could result in some surplus property which could be added to the Harvey West Cluster 1 alternative.

Motion passed unanimously.

30. CONSIDERATION OF REVISED SCHEDULE FOR THE METROBASE PROJECT

Summary:

Mr. White stated that this is a revised schedule which the Board had requested when it approved the Harvey West Cluster I site at last month's meeting. He also pointed out that the last item of the timeline "Phase I Construction Completed" should have a date of October 21, 2005, not 2006. This refined timeline reflects a completion date that is four months sooner than the previously submitted timeline.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR REILLY

Approve the revised schedule of events for the MetroBase project.

Motion passed with Directors Almquist, Krohn and Norton being absent.

31. CONSIDERATION OF STATUS OF CONTRACT WITH WATERLEAF INTERIORS INC. FOR DESIGN/ENGINEERING SERVICES FOR THE METROBASE PROJECT

Summary:

Since the outcome of the EIR will be a very different project than what WaterLeaf originally signed on for, Mr. White suggested that WaterLeaf Interiors might no longer be the best firm for this project. However, he further suggests that METRO leave the WaterLeaf contract and the sub-consultant in place until the completion of the EIR. Staff has entered into negotiations with WaterLeaf to alter their contract to only do tasks necessary to the completion of the EIR. WaterLeaf is also asking for a rate increase. At the completion of the EIR, the Board will consider a new Request For Proposal (RFP) for either design build or design bid build. The result of the negotiations will come back to the Board as a contract amendment.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR REILLY

Continue the current contract with WaterLeaf Interiors, Inc. for design/engineering services through the completion of the MetroBase Environmental Impact Report phase.

Motion passed with Directors Almquist and Norton being absent.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR PHARES

Extend the meeting past 12:00 noon.

Motion passed with Directors Almquist and Norton being absent.

ACTION: MOTION: DIRECTOR PHARES SECOND: DIRECTOR BEAUTZ

Defer Item #33 to the June Board meeting.

Motion passed with Directors Almquist and Norton being absent.

33. ACCEPT AND FILE REPORT EXPLAINING VEHICLE LIABILITY RATE INCREASES

Deferred to June Board Meeting.

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

Margaret Gallagher reported that the case of Mary McDonald vs. METRO and a class action case of Cargill vs. Metropolitan Water District of So. California, et al would be discussed.

35. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None

SECTION II: CLOSED SESSION

Chairperson Ainsworth adjourned to Closed Session at 12:05 p.m. and reconvened to Open Session at 12:15 p.m.

SECTION III: RECONVENE TO OPEN SESSION

36. REPORT OF CLOSED SESSION

There was nothing to report at this time.

ADJOURN

There being no further business, Chairperson Ainsworth adjourned the meeting at 12:15 p.m.

Respectfully submitted

DALE CARR
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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DATE: 05/01/02 THRU 05/31/02

CHK SER	CHECK DATE	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR TRANS T Y P E NUMBER	TRANSACTION DESCRIPTION	TRANSACTION COMMENT AMOUNT
6667	05/29/02	-1,200.00	771	78692	VOID CHECK/REISSUE	-1,200.00 PRE-PAID
6658	05/03/02	290.15	001	78226	PACIFIC BELL/SAC	APRIL SUMMARY 290.15
6659	05/03/02	9,542.32	001043	78227	VISION SERVICE PLAN	MAY VISION INS. 9,542.32
6660	05/03/02	180.92	001052	78228	MID VALLEY SUPPLY	CLEANING SUPPLY 180.92
6661	05/03/02	16.97	001072	78229	BETSON WEST	REPAIRS & MAINT 16.97
6662	05/03/02	37.58	001112	78230	BRINK'S TROPHY SHOPPE	UNIFORMS - OPS 37.58
6663	05/03/02	392.14	001296	78231	BENDER & C O , INC., MATTHEW	C A E M P L L A W S - L E G A L 392.14
6664	05/03/02	4,290.00	001523	78232	SANTA CRUZ MEDICAL CLINIC	JAN-MARCH EXAMS 4,290.00
6665	05/03/02	103.41	001526	78233	ADCOM/BHS	HEAD SETS - PLANNING 103.41
6666	05/03/02	107.95	001636	78234	GUENTHER COMPUTER PRODUCTS	COMPUTER SUPPLIES 107.95
6667	05/03/02	262.55	001704	78235	SURTEC SYSTEM, INC	CLEANING SUPPLIES 262.55
6668	05/03/02	4,688.23	001745	76236	ITT HARTFORD	MAY LIFE/AD&D INS. 4,688.23
6669	05/03/02	283.00	001752	78237	THOMPSON PUBLISHING GROUP, INC.	LEAVE/DISABILITY BK 283.00
6670	05/03/02	6,719.10	001800	78238	THERMO KING OF SALINAS, INC	REV VEH PARTS/SUPPLY 6,719.10
6671	05/03/02	199.67	001837	78239	VIKING OFFICE PRODUCTS	OFFICE SUPPLY-ADMIN 199.67
6672	05/03/02	122.50	001856	78240	BAY COMMUNICATIONS	MARCH PHONE REPAIRS 122.50
6673	05/03/02	243.65	001976	78241	SPORTWORKS NORTHWEST, INC.	REV VEH PARTS 240 243.65
6674	05/03/02	2,838.50	001991	78242	BAY STAFFING	TEMPS W/E 4/15 PLANG 2,838.X
6675	05/03/02	214.50	001992	76243	LRP PUBLICATIONS	DISABILITY COMPL 214.X
6676	05/03/02	82.39	001996	78244	JAMES PUBLISHING, INC	LEGAL SEC 82.39
6677	05/03/02	7,624.72	002005	78245	TRANSIT RESOURCES! INC.	REV VEH PARTS 7,359.77
				78246	REV VEH PARTS	264.95
6678	05/03/02	2,355.03	002021	78247	HALL KINION	TEMPS W/E 4/24 HRD 1,025.67
				78248	TEMPS W/E 4/7 HRD	1,329.36
6679	05/03/02	166.82	002028	78249	WESTCOAST LEGAL SERVICE	PRDF SVCS 166.82
6680	05/03/02	57.50	002035	78250	BOWMAN & WILLIAMS	WTC MERCADO IMPR. 57.50
6681	05/03/02	614.67	002046	78251	STATE FARM INSURANCE CO.	SETTLEMENT - CLAIM 614.67
6682	05/03/02	108.29	002063	78252	COSTCO	PHOTO PROCESS OPS 108.29
6683	05/03/02	604.80	002158	78256	P E R E Z , J. ASSOCIATES INC	PARTS/SUPPLY FLEET 604.80
6684	05/03/02	2,864.37	002192	78257	BAY EQUIPMENT & REPAIR	OUT REPAIR REV VEH 2,491.32
				78253	REV VEH PARTS	373.05
6685	05/03/02	15.50	002224	76259	DOCTORS UN DUTY	MEDICAL EXAM 15.50
6686	05/03/02	277.13	002240	78260	KLEEN-RITE	OUT REPAIR EQUIPT 162.19
				78376	OUT REPAIR EQUIPT	114.94
6687	05/03/02	100.00	002265	78261	FLORES, BEATRIZ VASZUEZ	SPANISH INTERP. 100.00
6688	05/03/02	546.48	002278	78262	CHEMSEARCH	PARTS WASHER SVC 546.48
6689	05/03/02	229.00	002313	78263	HARTSELL & OLIVIERI	PRDF SVCS 229.00
6690	05/03/02	300.00	002338	78379	BURTON, DEBORAH LCSW MFCC	PRDF SVCS 300.00
6691	05/03/02	2,000.00	002352	78264	UNITED STATES POSTAL SERVICE	POSTAGE- ADMIN METER 2,000.00
6692	05/03/02	1,200.00	002372	78265	LINCOLN WELDING	REPAIR AXLE ASSEMB. 1,200.00
6693	05/03/02	135.00	002380	78266	MOBILE STORAGE GROUP, INC.	4/8-5/6 CONT RENTAL 135.00
6694	05/03/02	39.95	002411	78267	BIG G TIRE	OUT REPAIR OTHER VEH 39.95
6695	05/03/02	41.23	002514	78268	APEX WELDING SUPPLIES, INC.	REPAIR/MAINT FAC 41.23
6696	05/03/02	714.62	002627	78269	CDW GOVERNMENT, INC.	COMPUTER SUFFLY 714.62
6697	05/03/02	6,452.02	002712	78270	SANTA CRUZ AUTO TECH, INC	REPAIR VEH #8025 3,287.43
				78271	REPAIR VEH #8016	242.19
				78272	OUT REPAIR OTHER VEH	779.33
				79273	REPAIR VEH #5700	107.65
				78274	REPAIR VEH #909	1,051.59

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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						79275	REPAIR VEH #001	189.64	
6698	05/03/02	255.56	004	NORTH BAY FORD LINC-MERCURY		78276	REV VEH PARTS	85.66	
						78277	REPAIR ENGINE DIE	169.90	
6699	05/03/02	696.06	009	PACIFIC GAS & ELECTRIC		78278	3/15-4/15 PAUL SWT	82.49	
						78279	3/13-4/12 KINGS VLG	56.60	
						78280	3/13-4/12 KINGS	11.23	
						78281	3/13-4/12 KINGS VLG	545.74	
6700	05/03/02	2,417.88	013	MCI SERVICE PARTS, INC.		78282	REV VEH PARTS	1,655.32	
						78283	REV VEH PARTS	15.66	
						78284	REV VEH PARTS	65.58	
						78285	REV VEH PARTS	609.43	
						78286	REV VEH PARTS	71.89	
6701	05/03/02	3,612.11	018	SALINAS VALLEY FORD SALES		78237	REV VEH PARTS	3,612.11	
6702	05/03/02	331.126	020	ADT SECURITY SYSTEMS,		78288	MAY ALARMS	331.26	
6703	05/03/02	1,044.21	023	PACIFIC TRUCK PARTS, INC.		78289	REV VEH PARTS/SUPPLY	1,044.21	
6704	05/03/02	207.36	034	BLUEPRINT EXPRESS		78380	FRINTINS - FAC	207.36	
6705	05/03/02	1,008.00	048	AT&T MEDIA SERVICES		78290	MARCH ADVERTISING	1,008.00	
6706	05/03/02	1,322.10	057	U.S. BANK		78291	4251-2400-0554-7229	1,123.39	
						78292	4251-2400-0574-2697	198.71	
6707	05/03/02	972.00	059	BATTERIES U.S.A. INC.		78293	REV VEH PARTS	972.00	
6708	05/03/02	72.30	061A	RESISTER PAJARONIAN		78294	CLASSIFIED ADS	72.30	
6709	05/03/02	436.80	074	KENVILLE & SONS LOCKSMITH		78295	APRIL KEYS	436.80	
6710	05/03/02	306.64	081	KAR PRODUCTS		78296	PARTS/SUPPLIES	306.64	
6711	05/03/02	800.80	107	SAN LORENZO LUMBER CO., INC.		78297	PARTS & SUPPLIES	36.06	
						78381	MAR/APR SUPPLIES	764.72	
6712	05/03/02	236.95	147	ZEE MEDICAL SERVICE		78298	SAFETY SUPPLIES	236.95	
6713	05/03/02	1,620.05	146	ZEP MANUFACTURING COMPANY		78299	REV VEH PARTS/SUPPLY	990.14	
						78300	CLEANING SUPPLY	579.15	
						78301	CLEANING SUPPLY	50.76	
6714	05/03/02	882.40	157	DELL MARKETING L.P.		78302	COMPUTER SUPPLY	882.40	
6715	05/03/02	957.94	166	HOSE SHDP, INC., THE		78303	REV VEH PARTS/SUPPLY	957.94	
6716	05/03/02	2,266.88	180	MANPOWER TEMPORARY SERVICE INC		78304	TEMPS W/E 4/7 HRD	206.08	
						78305	TEMPS W/E 4/5 HRP	2,060.80	
6717	05/03/02	1,502.16	191	GOLDEN GATE PETROLEUM		78306	MARCH FUELS	1,502.16	
6718	05/03/02	9.74	211	BOWMAN DISTRIBUTION		78307	PARTS & SUPPLIES	9.74	
6719	05/03/02	1,046.50	216	LABOR READY, INC.		78308	TEMPS W/E 4 112 FAC	568.10	
						78382	TEMPS W/E 4/19 FAC	478.40	
6720	05/03/02	4,444.00	221	VEHICLE MAINTENANCE PROGRAM		78309	REV VEH PARTS 4444	4,444.00	
6721	05/03/02	486.00	252	BMI IMAGING SYSTEMS		78310	MICROFICHE MAINT.	486.00	
6722	05/03/02	237.69	260	SANTA CRUZ GLASS CO., INC.		78311	OUT REPAIR BLDG/IMP	237.69	
6723	05/03/02	2,559.19	282	GRAINGER INC. W. W.		78312	PARTS & SUPPLIES	120.31	
						78313	REPAIRS/MAINT	301.54	
						78314	REPAIRS/MAINT	31.80	
						78315	SMALL TOOLS	48.34	
						78316	CLEANING SUPPLIES	65.89	
						78317	PARTS & SUPPLIES	30.16	
						78318	REPAIRS/MAINT	190.20	
						78319	SAFETY SUPPLIES	1,181.95	
						78320	SAFETY SUPPLIES	486.01	
						78321	REPAIRS/MAINT	102.99	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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DATE: 05/01/02 THRU 05/31/02

CHK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	TRANSACTION COMMENT
6724	05/03/02	1,949.58	288	MUNCIE RECLAMATION & SUPPLY	78322	REV VEH PARTS	265.08	
					78323	REV VEH PARTS	1,684.50	
6725	05/03/02	153.32	372	FEDERAL EXPRESS	78324	APRIL MAILINGS	111.40	
					78325	APRIL MAILINGS	41.92	
6726	05/03/02	3,861.26	378	STEWART & STEVENSON	78326	REV VEH PARTS	80.06	
					78327	PARTS/SUPPLIES	57.97	
					78328	REV VEH PARTS	836.12	
					78329	REV VEH PARTS	2,064.63	
					78330	REV VEH PARTS	822.28	
6727	05/03/02	166.82	389	KENS AUTO PARTS, INC.	78331	PARTS/SUPPLIES	166.82	
6728	05/03/02	202.00	394	APPLIED DIGITAL SOLUTIONS	78332	PRINTER MAINT.	202.00	
6729	05/03/02	370.06	395	APPLIED GRAPHICS, INC.	78333	PRINTING-OF'S 120	140.58	
					78334	PRINTING A/P CHECKS	229.48	
6730	05/03/02	138.40	434	VERIZON WIRELESS-PAGERS	78335	MAY PAGERS	136.40	
6731	05/03/02	324.00	436	WEST GROUP PAYMENT CTR	78336	FEB & MAR ACCESS CHG	324.00	
6732	05/03/02	45.50	458	AZZIE'S STORAGE	75337	RENT STORAGE CONT.	45.50	
6733	05/03/02	85.00	478	BEE CLENE	78338	CLEAN ENC RECEPTION	85.49	
6734	05/03/02	233.00	497A	AMERICAN PUBLIC TRANSPORTATION	78339	PASSENGER TRANSPORT	233.00	
6735	05/03/02	163,367.81	502	PUBLIC EMPLOYEES'	78340	MAY MEDICAL INS.	163,367.81	
6736	05/03/02	280.00	508	COMPLETE COACH WORKS	78341	HYDRAULIC PUMP	280.00	
6737	05/03/02	191.92	510	ASCOM HASLER LEASING	78342	POSTAGE METER	191.92	
6738	05/03/02	51.64	522	L. PH. BOLANDER & SONS	78343	AMERICAN FLAGS	51.64	
6739	05/03/02	829.57	536	RIVERSIDE LIGHTING & ELECTRIC	75344	REV VEH PARTS	629.57	
6740	05/03/02	68.45	579	LAB SAFETY SUPPLY INC.	78345	REPAIRS/MINT	68.45	
6741	05/03/02	50.09	632	GOVERNMENT FINANCE OFFICERS	78346	GAAFR REVIEW	50.00	
6742	05/03/02	1,272.25	650	CENTRAL COAST LANDSCAPE	78347	SVT & WTC LANDSCAPE	1,175.00	
					78348	IRRIGATION REPAIRS	97.25	
6743	05/03/02	368.75	713	BOSTER, KOBAYASHI & ASSOC. INC	78349	PROF SVCS	368.75	
6744	05/03/02	250.00	721	D & H ADVERTISING	78350	MARCH ADS	250.00	
6745	05/03/02	450.00	722	JETER, GRADY L.	78351	MEDICAL EXAM	450.00	
6746	05/03/02	181.81	780	LOTTS INC.	78352	OUT REPAIR OTHER VEH	181.81	
6747	05/03/02	25,588.42	782	BLMYER ENGINEERS, INC.	78353	PROF SVCS TO 2/28	6,237.78	
					78354	PROF SVCS MMF CNG	19,350.64	
6748	05/03/02	127.80	794	MCBRIDE & ASSOCIATES	78355	PROF SVCS	127.80	
6749	05/03/02	215.60	805	LAGANA SPECIAL	79356	FULL PAGE AD 4/5/02	215.00	
6750	05/03/02	458.00	810	COTTLE, CHRIS	78357	PROF SVCS	458.00	
6751	05/03/02	89.00	811	NATIONAL TRADE PUBLICATION INC	78358	SUBSCRIPTION	89.00	
6752	05/03/02	2,350.80	812	TOLAR MFG CO, INC.	78359	PERFORATED PANELS	2,350.80	
6753	05/03/02	226.45	830	HANK LABELING SYSTEM	78360	OFFICE SUPPLIES	226.45	
6754	05/03/02	100.00	B001	AINSWORTH, SHERYL	75361	APRIL BOARD MEETINGS	100.00	
6755	05/03/02	100.00	B002	ALMQUIST, JEFF	78362	APRIL BOARD MEETINGS	100.00	
6756	05/03/02	100.00	B003	BEAUTZ, JAN	78363	APRIL BOARD MEETINGS	100.00	
6757	05/03/02	100.00	B004	FITZMAURICE, TIM	78364	APRIL BOARD MEETINGS	100.00	
6758	05/03/02	50.00	B006	HINKLE, MICHELLE	78365	APRIL BOARD MEETINGS	50.00	
6759	05/03/02	100.00	B007	KEOGH, MICHAEL	78366	APRIL BOARD MEETINGS	100.00	
6760	05/03/02	100.00	B008	KROHN, CHRISTOPHER	78367	APRIL BOARD MEETINGS	100.00	
6761	05/03/02	50.00	B010	NORTON, DENNIS	78368	APRIL BOARD MEETINGS	50.00	
6762	05/03/02	100.00	B011	REILLY, EMILY	78370	APRIL BOARD MEETINGS	100.00	
6763	05/03/02	100.00	B012	SPENCE, PAT	78371	APRIL BOARD MEETINGS	100.00	
6764	05/03/02	100.00	B013	VENTURA PHARES, ANA	78369	APRIL BOARD MEETINGS	100.00	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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5765	05/03/02	58.68	E002 STICKEL, TOM	78372	MBTC WORKSHOP LUNCH	58.68	
5766	05/03/02	13.28	E027 MAWSON, MICHAEL	78373	TRANSIT TRAINER EXP	13.28	
5767	05/03/02	56.50	E239 SLATER, ROBYN	78374	EMPLOYEE INCENTIVE	56.50	
5768	05/03/02	10.00	E248 SEDA, DELVIS	78375	DMV/VTT FEES	10.00	
5769	05/03/02	10.00	E250 COWELL, RICHARD	78376	DMV/VTT FEES	10.00	
5770	05/03/02	124.50	M020 PERS CHOICE	78377	JUNE MEDICAL INS.	124.50	
5771	05/07/02	75,554.62	001316 DEVCO OIL	78383	APRIL FUEL	75,554.62	
5772	05/07/02	250.00	815 CYTLEK INC.	78384	CNG CYLINDER TRAINING	250.00	MANUAL
5773	05/10/02	43,710.00	001762 COMMUNITY BRIDGES	78385	APRIL DISPATCH FEE	43,710.00	
5774	05/17/02	1,029.98	001 PACIFIC BELL/SAC	78386	MAY PHONE LINE-IT	620.72	
5776	05/17/02	18,662.0	001063 NEW FLYER INDUSTRIES LIMITED	78506	MAY REPEATER LINES	409.26	
				78387	REV VEH PARTS 32	32.27	
				78388	REV VEH PARTS 2389	2,388.71	
				78389	REV VEH PARTS 3231	3,231.12	
				78390	REV VEH PARTS 2663	2,663.34	
				78391	REV VEH PARTS 578	578.21	
				78392	REV VEH PARTS 424	424.26	
				78393	REV VEH PARTS 3105	3,104.63	
				78394	REV VEH PARTS 618	617.65	
				78395	REV VEH PARTS 335	335.44	
				78396	REV VEH PARTS 709	709.00	
				78397	REV VEH PARTS 1279	1,279.15	
				78398	REV VEH PARTS 232	232.08	
				78399	REV VEH PARTS 37	36.70	
				78400	REV VEH PARTS 440	439.96	
				78401	REV VEH PARTS 1991	1,990.65	
				78402	REV VEH PARTS 138	138.40	
				78403	REV VEH PARTS 335	335.44	
				78508	REV VEH PARTS 125	125.00	
5777	05/17/02	75.00	001091 LONGORIA, MAURICIO	78509	BUS OP BILINGUAL EX.	75.00	
5778	05/17/02	1,366.07	001119 MACERICH PARTNERSHIP, LP, THE	78510	LEASE CAPITOLA MALL	1,366.07	
5779	05/17/02	43.95	001187 JOHNSTONE SUPPLY - OAKLAND	78404	REPAIRS & MAINT.	43.95	
5780	05/17/02	3,709.18	001230 CAPITOL CLUTCH AND BRAKE, INC	78405	REV VEH PARTS	1,384.60	
				78406	REV VEH PARTS	306.32	
				78407	REV VEH PARTS	2,018.26	
5781	05/17/02	708.00	001257 DOMINICAN HOSPITAL OF S C	78408	MARCH DRUG TESTING	708.00	
5782	05/17/02	145.82	001315 WASTE MANAGEMENT OF S C	78409	APRIL KINGS VILLAGE	125.26	
				78410	APRIL MT HERMON/KING	40.56	
5783	05/17/02	1,198.50	001492 EVERGREEN	78511	HAZ WASTE DISPOSAL	1,198.50	
5784	05/17/02	37,313.02	001616 UNUM	78411	MAY LTD INSURANCE	37,313.02	
5785	05/17/02	28.56	001648 STEVE'S UNION	78412	APRIL FUEL	28.56	
5786	05/17/02	900.00	001887 HUMPHREY, YVONNE A.	78512	LEASE VERNON ST LOT	900.00	
5787	05/17/02	525.80	001936 WORLDCOM TECHNOLOGIES, INC.	78513	APRIL LONG DIST.	525.80	
5788	05/17/02	1,681.75	001991 BAY STAFFING	78514	TEMPS W/E 4/22 PLNG	1,681.75	
5789	05/17/02	1,324.40	001A PACIFIC BELL/WORLDCOM	78507	C60-832-0466-555	1,324.40	
5790	05/17/02	9,450.38	002005 TRANSIT RESOURCES, INC.	78515	REV VEH PARTS	584.28	
				78516	REV VEH PARTS	8,865.50	
5791	05/17/02	433.17	002063 COSTCO	78413	OFFICE SUPPLIES OPS	186.96	
				78414	COFFEE SUPPLIES	107.36	

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				78415	PHOTO PROCESS-OPS	46.64	
				78517	PHOTO PROCESS -OPS	32.87	
				78518	PHOTO PROCESS LEGAL	59.34	
6792	05/17/02	49,563.07	002116 HINSHAW, EDWARD & BARBARA	78416	UTILITIES,INS,TAXES	19,794.95	
				78519	LEASE 120 DUBOIS	6,066.33	
				78520	LEASE 370 ENCINAL	23,701.79	
6793	05/17/02	10,529.37	002117 IULIANO, NICK	78521	LEASE 111 DUBOIS	10,529.37	
6794	05/17/02	2,000.00	002267 SHAW & YODER, I.W.C.	78417	MARCH LEGISLATIVE	2,000.00	
6795	05/17/02	7,699.50	002287 CALIFORNIA SERVICE EMPLOYEE	78418	MAY MEDICAL INS.	7,699.50	
6796	05/17/02	3,750.00	002346 CHANEY, CAROLYN & ASSOC., INC.	78419	MAY LEGISLATIVE SVC	3,750.00	
6797	05/17/02	122.50	002388 DOSHERRA'S	78420	OUT REPAIR OTHER VEH	122.50	
6798	05/17/02	500.00	GG2399 FREEDOM SHEET METAL, INC.	78421	QTRLY HVAC MAINT.	500.00	
6799	05/17/02	35.57	002447 SETON IDENTIFICATION PRODUCTS	78522	SIGN AT METRO CENTER	35.57	
6800	05/17/02	164.60	002459 SCOTT VALLEY WATER DISTRICT	78422	2/7-4/9 KINGS VLG	135.90	
				78423	2/7-4/9 KINGS VLG	28.70	
6801	05/17/02	71,618.00	002525 EL DORADO BUS SALES, INC.	78424	2 CALTRANS ACTIVANS	71,618.00	
6802	05/17/02	2,328.16	002610 FREDERICK ELECTRONICS CORP.	78523	LEASE 3 7 5 ENCINAL ST	2,328.16	
6803	05/17/02	762.52	002627 CDW GOVERNMENT, INC.	78425	COMPUTER SUPPLY IT	752.52	
6804	05/17/02	642.08	002639 NEXTEL COMMUNICATIONS	78524	APRIL PHONES	542.98	
6805	05/17/02	253.80	002643 IOS CAPITAL	78525	COPIER RENTAL	253.80	
6806	05/17/02	16,715.90	002686 WATERLEAF ARCHITECTURE	78426	FROF SVCS TO 3/29	16,715.90	
6807	05/17/02	318.00	002720 METRO SANTA CRUZ NEWSPAPER	78526	4/4 ADVERTISING	318.00	
6808	05/17/02	199.00	006 INSTITUTE FOR PARALEGAL ED:	78527	PARALEGAL SEMINAR	199.00	
6809	05/17/02	221.06	007 UNITED PARCEL SERVICE	78427	FREIGHT OUT	221.06	
6811	05/17/02	10,471.47	009 PACIFIC GRS & ELECTRIC	78428	4/2-5/3 RIVER ST	80.65	
				78429	4/2-5/3 RIVER ST	1,581.69	
				78430	4/2-5/3 GOLF CLUB	242.18	
				78431	4/2-5/3 GOLF CLUB	1,468.47	
				78432	4/2-5/3 DUBOIS	520.07	
				78433	4/2-5/3 DUBOIS	655.44	
				78434	4/2-5/3 HARVEY WEST	25.64	
				78435	4/2-5/3 ENCINAL	2,359.56	
				76436	4/2-5/3 ENCINAL	172.14	
				78437	3/30-5/1 BEACH ST	73.49	
				78438	3/30-5/1 RODRIGUEZ	25.10	
				78439	3/30-5/1 RODRIGUEZ	1,255.21	
				78440	3/29-4/29 SAKATA	10.80	
				78441	3/29-4/29 SAKATA	10.50	
				78528	4/5-5/8 PACIFIC	653.80	
				78529	4/5-5/8 PACIFIC AVE	1,335.73	
6812	05/17/02	17.00	014 CABRILLO COLLEGE	79442	APRIL FINGERPRINTING	17.00	
6813	05/17/02	767.58	023 PACIFIC TRUCK PARTS, INC.	78443	REV VEH PARTS	767.58	
6814	05/17/02	659.69	036 KELLY-MOORE PAINT CO INC.	78444	REPAIRS/MAINT	659.69	
6815	05/17/02	1,122.25	039 KINKO'S INC.	78530	PRINTING/APRIL	1,122.25	
6816	05/17/02	2,895.47	041 MISSION UNIFORM	78445	APR UNIFORMS/LAUNDRY	439.59	
				78446	APR UNIFORM/LAUNDRY	1,462.56	
				78447	APR UNIFORM/LAUNDRY	993.32	
6817	05/17/02	448.81	G42 ORCHARD SUPPLY HARDWARE	78448	REPAIRS/MAINT.	448.91	
6818	05/17/02	1,327.21	043 PALACE ART & OFFICE SUPPLY	78531	OFFICE SUPPLIES APR	1,327.21	
6819	05/17/02	519.21	045 ROYAL WHOLESALE ELECTRIC	79449	REPAIRS/MAINT	519.21	

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6820	05/17/02	880.11 061	REGISTER PAJARONIAN	78532	4/5 DISPLAYAD	880.11	
6821	05/17/02	86.76 061A	REGISTER PAJARONIAN	78450	4/30 ADVERTISING	86.76	
6822	05/17/02	117.24 075	COAST PAPER & SUPPLY I N C .	78451	REPAIRS/MAINT	117.24	
6823	05/17/02	14,559.73 079	SANTA CRUZ MUNICIPAL UTILITY	78452	2/27-4/30 PACIFIC	6,792.41	
				78453	2/27-4/30 PACIFIC	55.29	
				78454	2/27-4/30 GOLF CLUB	1,412.82	
				78455	2/27-4/30 RIVER ST	3,436.61	
				78456	2/27-4/30 ENCINAL	172.79	
				78457	2/27-4/30 DUBOIS	1,183.60	
				78458	2/27-4/30 ENCINAL	1,432.80	
				78533	DUMP FEES	62.41	
6824	05/17/02	120.00 083	THYSSENKRUPP ELEVATOR -042	78459	ELEVATOR MAINT.	120.00	
6825	05/17/02	12,437.44 085	DIXON & SON, INCORPORATED	78460	OUT REPAIR REV VEH	577.03	
				78461	TIRES & TUBES	11,860.41	
6826	05/17/02	748.09 088	BRULIN CORPORATION	78462	CLEANING SUPPLY	285.21	
				78463	CLEANING SUPPLY	462.88	
6827	05/17/02	140,254.43 101	EDS CLAIMS SERVICES, INC.	78464	MAY TRUST ACCOUNT	140,254.43	
6828	05/17/02	37.27 104	STATE STEEL COMPANY	78534	PARTS & SUPPLIES	87.27	
6829	05/17/02	2,238.60 119	TRANSMART	78535	CUSTODIAN SVCS	2,238.60	
6830	05/17/02	99.94 113	SCHTD PETTY CASH - FLEET	78536	PETTY CASH REIMB.	99.94	
6831	05/17/02	13,771.53 117	GILLIG CORPORATION	78465	REV VEH PARTS	1,427.08	
				78466	REV VEH PARTS	217.25	
				78467	REV VEH PARTS	185.68	
				78468	REV VEH PARTS	2,818.77	
				78469	REV VEH PARTS	936.83	
				78470	REV VEH PARTS	1,313.40	
				78471	REV VEH PARTS	4,721.77	
				78472	REV VEH PARTS	432.59	
				78473	REV VEH PARTS	29.55	
				78537	REV VEH PARTS	1,697.50	
6832	05/17/02	3,560.70 134	DAY WIRELESS SYSTEMS	78474	OUT REPAIR EQUIPT	3,560.70	
6833	05/17/02	1,344.95 135	SANTA CRUZ AUTO PARTS, INC.	78538	APRIL PARTS/SUPPLIES	1,344.95	
6834	05/17/02	709.04 149	SANTA CRUZ SENTINEL	78475	APRIL ADVERTISING	709.04	
6835	05/17/02	51.71 151	OCEAN CHEVROLET INC	78539	REV VEH PARTS	51.71	
6836	05/17/02	1,374.47 155	HOSE SHOP, INC.,THE	78540	REV VEH PART/SUPPLY	1,374.47	
6837	05/17/02	949.95 170	TOWNSEND'S AUTO PARTS	78476	REV VEH PARTS/SUPPLY	949.05	
6838	05/17/02	93.14 191	GOLDEN GATE PETROLEUM	78477	FUEL - FLEET	93.14	
6839	05/17/02	419.20 192	ALWAYS UNDER PRESSURE	78478	OUT REPAIR - EQUIPT	419.20	
6840	05/17/02	102.80 210	HOLIDAY MUFFLER SERVICE	78479	REPAIR VEH #8110	102.80	
6841	05/17/02	867.11 215	LABOR READY, INC.	78480	TEMPS W/E 4/24	446.50	
				78541	TEMPS W/E 5/3 FAC	418.61	
6842	05/17/02	3,855.08 221	VEHICLE MAINTENANCE PROGRAM	78542	REV VEH PARTS 3855	3,855.08	
6843	05/17/02	619.93 288	MUNCIE RECLAMATION & SUPPLY	78481	REV VEH PARTS	619.93	
6844	05/17/02	250.00 292	NORTH COUNTY RECOVERY & TOWING	78482	OUT REPAIR REV VEH	250.00	
6845	05/17/02	1,577.19 294	ANDY'S AUTO SUFFLY	78543	REV VEH PARTS/SUPPLY	1,577.19	
6846	05/17/02	300.00 315	JB ASSOCIATES	78483	APRIL CONSULTING	300.00	
6847	05/17/02	858.60 316	WATSONVILLE AUTO SUPPLY	78484	REV VEH PARTS	858.60	
6848	05/17/02	130.00 357	COMMUNITY TELEVISION OF	78485	4/19 BOD MEETING	130.00	
6849	05/17/02	24.96 372	FEDERAL EXPRESS	78544	POSTAGE & MAILINGS	24.96	
6850	05/17/02	650.00 378	STEWART & STEVENSON	78486	TRANSMISSION TRAINS	650.00	

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6851	05/17/02	122.37 495	JOHN'S ELECTRIC MOTOR	78487	REPAIR BUS WASHER	122.37	
6852	05/17/02	1,827.13 410	TRANSIT INFORMATION PRODUCTS	78545	GRAPHIC SVCS	1,827.13	
6853	05/17/02	2,062.00 433	AMPAC BUILDING MAINTENANCE	72488	APRIL MAINT SVTC	2,062.00	
6854	05/17/02	45.00 449	RUNFORDOFFICE.COM	78489	APRIL-JUNE	45.00	
6855	05/17/02	4,958.28 480	DIESEL MARINE ELECTRIC	78490	REV VEH PARTS	1,082.16	
				78491	REV VEH PARTS	2,326.86	
				78546	REV VEH PARTS	1,549.26	
6856	05/17/02	160.00 481	PIED PIPER EXTERMINATORS, INC.	78492	APRIL PEST CONTROL	160.00	
6857	05/17/02	22.22 504	CUMMINS WEST, INC	78493	REV VEH PARTS	22.22	
6858	05/17/02	8.74 546	GRANITE ROCK COMPANY	78494	MARKING PAINT	8.74	
6859	05/17/02	236.98 566	CALISTOGA SPRING WATER CO.	78547	APRIL WATER ADMIN	236.98	
6860	05/17/02	272.25 580	BLOCK AND COMPANY, INC.	78495	OFFICE SUPPLIES	272.25	
6861	05/17/02	39.06 694	YENGLE, PATRICIA	78548	TRANSLATION SVCS	39.06	
6862	05/17/02	1,189.20 629	HUGHES & ASSOCIATES	78496	INVESTIGATIVE SVCS	1,189.20	
6863	05/17/02	499.99 635	MAGDALENO, CARMEN	78497	INTERPRETATION SVCS	400.00	
6864	05/17/02	209.55 647	GFI BENFARE	78498	REV VEH PARTS	299.55	
6865	05/17/02	1,084.61 664	BAY COUNTIES PITCOCK PETROLEUM	78549	APRIL FUEL	1,084.61	
6866	05/17/02	22.00 667	CITY OF SCOTTS VALLEY	78550	ALARM REGISTRATION	22.00	
6867	05/17/02	94.08 572	GOVERNORS INN	78551	MOLLY BRIGAM 6/6	94.08	
6868	05/17/02	103,367.05 800	DELTA DENTBL PLAN	78499	APRIL DENTAL INS.	33,679.57	
				78500	MAY DENTAL INS.	33,689.40	
				78501	MARCH DENTAL INS.	35,998.08	
6869	05/17/02	58.70 814	SYS ADMIN - SUBSCRIPTIONS	78502	FERL JOURNAL/SYS ADM	58.70	
6870	05/17/02	54.99 817	SANTI, BETTY	78552	ATTENDANT SVCS	54.99	
6871	05/17/02	1,257.54 820	PACIFICARE/CALPERS MAS TEAM	78553	MEDICAL COVERAGE	838.36	
				78554	MEDICAL COVERAGE	419.18	
6872	05/17/02	4,919.40 825	INSIGHT DIRECT, INC.	78555	WEBSHIELD - I T	4,919.40	
6873	05/17/02	300.00 832	SCOTT, MIKE	78556	REFURBISH BUS SIGNS	300.99	
6874	05/17/02	192.25 854	AMERICAN SEATING COMPANY	78503	PARTS & SUPPLIES	192.25	
6875	05/17/02	40.35 973	SANTA CRUZ DODGE	78557	REV VEH PARTS	40.35	
6876	05/17/02	48.51 E077	PEREZ, RICARDO	78558	EMP INCENTIVE LUNCH	48.51	
6877	05/17/02	14.58 E141	FAULK, CAROLYN	78559	FILING CABINET KEYS	14.58	
6878	05/17/02	44.00 E231	STRICKLAND, JAMES	78560	DMV/VTT FEES OPS	44.00	
6879	05/17/02	170.31 E239	SLATER, ROBYN	78504	NPFLRA CONF 4/14-18	170.31	
6880	05/17/02	100.00 E404	WILSON, BONNIE	78561	EMPLOYEE INCENTIVE	100.00	
6881	05/17/02	306.00 M001	HORTON, JOSEPH	78562	MEDICAL PREMIUM	306.00	
6882	05/17/02	306.00 M002	RACKLEY, EARL	78563	MEDICAL PREMIUM	306.00	
6883	05/17/02	153.00 M003	WYANT, JUDI	78564	MEDICAL PREMIUM	153.00	
6884	05/17/02	153.00 M005	ROSS, EMERY	78565	MEDICAL PREMIUM	153.00	
6885	05/17/02	397.00 M006	VAN DER ZANDE, ED	78566	MEDICAL PREMIUM	397.00	
6886	05/17/02	298.00 M007	BLAIR-ALWARD, GREGORY	78567	MEDICAL PREMIUM	298.00	
6887	05/17/02	298.00 M008	CAMPOS, ARVILLA	78568	MEDICAL PREMIUM	298.00	
6888	05/17/02	567.00 M009	FREEMAN, MARY	78569	MEDICAL PREMIUM	567.00	
6889	05/17/02	170.00 M010	SHORT, SLOAN	78570	MEDICAL PREMIUM	170.00	
6890	05/17/02	178.00 M011	LAWSON, LOIS	78571	MEDICAL PREMIUM	178.00	
6891	05/17/02	178.00 M012	ROSE, JACK	78572	MEDICAL PREMIUM	178.00	
6892	05/17/02	170.00 M013	JAHNKE, EILEEN	78573	MEDICAL PREMIUM	170.00	
6893	05/17/02	242.00 M014	HARRELL, LAURA	78505	MAY MEDICAL REIM	242.00	
6894	05/17/02	50.00 M015	HETH, KATHRYN	75574	MEDICAL PREMIUM	50.00	
6895	05/17/02	25.00 M016	HICKLIN, DONALD KENT	78575	MEDICAL PREMIUM	25.00	

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6896	05/17/02	25.00 M017	PORTILLA, EARLENE	78576	MEDICAL PREMIUM	25.00	
6897	05/17/02	25.99 M018	SANDRETTI, ALFRED	78577	MEDICAL PREMIUM	25.00	
6898	05/17/02	42.00 M019	WILLIAMS, ROBERT	78578	MEDICAL PREMIUM	42.00	
6899	05/17/02	2,500.00 R375	BLOOMBECKER, JAY	78579	SETTLEMENT CLAIM	2,500.00	
6900M05/21/02		2,847.00 080	STATE BOARD OF EQUALIZATION APRIL PREPAY	78696	APRIL FREFAY	2,847.00	MANUAL
6901M05/21/02		215.01 510	ASCOM HASLER LEASING POSTAGE MACHINE	78695	POSTAGE MACHINE	215.91	MANUAL
6902M05/21/02		232.83 788	SCHMD FETTY CASH - FINANCE APR/MAY PETTY CASH	78694	APR/MAY PETTY CASH	232.83	MANUAL
6903	05/31/02	679.12 001	PACIFIC BELL/SAC	78580	RAY PHONE LINE IT	339.56	
				78581	MAY PHONE LINE IT	339.56	
6904	05/31/02	592.72 001020	EMED COMPANY	78582	REPAIRS/MAINT 447	464.35	
				78583	REPAIR/MAINT 116	128.37	
6905	05/31/02	9,568.68 991943	VISION SERVICE PLAN	78675	JUNE VISION INS.	9,568.68	
6906	05/31/02	178.78 991972	BETSON WEST	78584	REPAIR/MAINT	178.78	
6907	05/31/02	1,233.00 001263	ABBOTT STREET RADIATOR	78585	OUT REPAIR REV VEH	1,233.00	
6908	05/31/02	1,080.00 991346	CITY OF SANTA CRUZ	78586	PARKING PERMITS	1,080.00	
6909	05/31/02	37,221.55 001616	UNUM	78587	JUNE LTD INS.	37,221.55	
6910	05/31/02	411.14 001711	MOHAWK MFG. & SUPPLY CO.	78588	REV VEH PARTS 291	201.14	
				78589	REV VEH PARTS 122	122.32	
				78599	REV VEH PARTS BE	87.68	
6911	05/31/02	4,769.38 001745	ITT HARTFORD	78676	JUNE LIFE/AD&D INS	4,769.38	
6912	05/31/02	226,990.05 991762	COMMUNITY BRIDGES	78677	MAY DISPATCH FEE	43,710.00	
				78678	MAR ADA PARATRANSIT	183,280.05	
6913	05/31/02	7,333.00 091774	EOS CLAIMS SERVICES: INC.	78591	b/24-7/23 W/C SVC FE	7,333.00	
6914	05/31/02	232.99 001856	BAY COMMUNICATIONS	76592	APRIL PHONE REPAIRS	232.99	
6915	05/31/02	349.24 991576	SPORTWORKS NORTHWEST, INC.	78593	REV VEH PARTS 344	349.24	
6916	05/31/02	1,750.00 001991	BAY STAFFING	78594	TEMPS W/E 4/28 PLANG	1,750.00	
6917	05/31/02	689.00 002028	WESTCOAST LEGAL SERVICE	78595	MAY PROF SVCS	689.00	
6918	05/31/02	6,768.22 992192	BAY EQUIPMENT & REPAIR	78596	OUT REPAIR REV/OTHER	6,379.16	
				78597	OUT REPAIR OTHER VEH	389.06	
6919	05/31/02	569.89 002278	CHEMSEARCH	78598	FUREWASH SYSTEM	569.89	
6920	05/31/02	135.00 002380	MOBILE STORAGE GROUP, INC.	78599	5/6-6/3 CONTAINER	135.99	
6921	05/31/02	960.00 002385	OPTIMUM BUSINESS MACHINES	78600	MAINT -MITA COPYSTRT	960.00	
6922	05/31/02	5,000.00 002515	FURTH, DR. PETER G.	78601	PASSENGER RIDERSHIP	5,000.00	
6923	05/31/02	32.00 002567	DEPARTMENT OF JUSTICE	78602	APRIL FINGERPRINTS	32.99	
6924	05/31/02	19.13 002609	CLEANSOURCE	78679	CLEANING SUPPLIES	19.13	
6925	05/31/02	1,602.16 002713	SANTA CRUZ AUTO TECH, INC	78693	REPAIR VEH #8015	110.93	
				78604	REPAIR VEH #8029	880.05	
				76695	REPAIR VEH #9601	256.08	
				78606	REPAIR VEH #904	46.40	
				78607	REPAIR VEH #9601	308.70	
6926	05/31/02	971.20 999	PACIFIC GAS & ELECTRIC	78608	4/15-5/16 PAUL SWT	98.09	
				78609	4/5-5/8 PACIFIC AVE	139.41	
				78610	4/12-5/13 KINGS VLG	45.64	
				78611	4/12-5/13 KINGS VLS	676.83	
				78612	4/12-5/13 KINGS VLG	11.23	
6927	05/31/02	10,153.29 018	SALINAS VALLEY FORD SALES	78613	REV VEH PARTS	363.26	
				78614	REV VEH PARTS	3,797.06	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 05/01/02 THRU 05/31/02

CHECK NUMBER	CHECK DATE	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
				78615	REV VEH PARTS	3,238.00	
				78616	REV VEH PARTS	2,754.97	
6928	05/31/02	1,008.00 048	AT&T MEDIA SERVICES	78617	ADVERTISING - TV	1,008.00	
6929	05/31/02	20.16 051	SANTA CRUZ FIRE EQUIPMENT	78618	RECHARGE FIRE EXT	20.16	
6930	05/31/02	411.75 090	CRYSTAL SPRINGS WATER CO.	78680	APRIL WATER - FLEET	411.75	
6931	05/31/02	61.62 107	SAN LORENZO LUMBER CO., INC.	78519	PARTS & SUPPLIES	61.62	
6932	05/31/02	78.59 115	SNAP-ON TOOLS CORPORATION	78681	EMPLOYEE TOOLS	78.59	
6933	05/31/02	1,914.06 130	WATSONVILLE CITY WATER DEPT.	78620	3/5-5/1 RODRIGUEZ	56.66	
				78621	CONTAINER-RODRIGUEZ	1,230.00	
				78623	3/5-5/1 RODRIGUEZ	57.56	
				78624	4/1-5/1 SAKATA	69.87	
				78625	4/1-5/1 RODRIGUEZ	9.06	
				78626	4/1-5/1 SAKATA	12.80	
				378622	3/5-5/1 RODRIGUEZ	478.11	
6934	05/31/02	579.15 148	ZEP MANUFACTURING COMPANY	78527	CLEANING SUPPLY	579.15	
6935	05/31/02	100.00 150	U.C. REGENTS	78526	MARCH ROOM RENTAL	100.00	
6935	05/31/02	946.27 191	GOLDEN GATE PETROLEUM	78629	FUEL - FLEET	636.77	
				78682	FUEL FLEET	309.50	
6937	05/31/02	211.20 215	IKON OFFICE SOLUTIONS	78630	COPIER RENTAL OPS	211.20	
6938	05/31/02	59.80 216	LABOR READY, INC.	7853i	TEMP W/E 5/10 FAC	59.80	
6939	05/31/02	80.00 271	CARLSON, BRENT D., M.D., I N C .	78632	APRIL DRUG TESS	80.00	
6940	05/31/02	134.49 282	GRAINGER INC, W. W.	78633	SMALL TOOLS - FAC	134.49	
6941	05/31/02	293.56 288	MUNCIE RECLAMATION & SUPPLY	78634	REV VEH PARTS	93.85	
				78683	REV VEH PARTS	199.71	
6942	05/31/02	140.00 291	STANLEY ACCESS TECHNOLOGIES	78635	OUT REPAIR BLDG/IMP	140.00	
6943	05/31/02	252.50 292	NORTH COUNTY RECOVERY & TOWI?%	78636	OUT REPAIR REV VEH	252.50	
6944	05/31/02	2,000.00 370	I T S BUS, INC.	78684	IBUS TDA FUNDS	2,000.00	
6945	05/31/02	3,186.70 378	STEWART & STEVENSON	78537	SERVICE MANUALS	235.11	
				78638	REV VEH PARTS	2,894.46	
				78639	REV VEH PARTS	57.13	
1945	05/31/02	823.14 395	APPLIED GRAPHICS, INC.	78640	EMP TIMECARDS	495.98	
				78641	PARTS REQ FORMS	229.27	
				78642	BUS INESS CARDS	97.89	
6947	05/31/02	89.25 422	IMAGE SALES INC.	78643	POLACOLOR ID UV	89.25	
6948	05/31/02	458.28 461	VULTRON INC .	78585	REV VEH PARTS	458.28	
6949	05/31/02	24,779.04 599	PAIGE'S SECURITY SERVICES, INC	78644	APRIL SECURITY	24,779.04	
6950	05/31/02	162,674.88 502	PUBLIC EMPLOYEES'	78685	JUNE MEDICAL INS.	162,674.88	
6951	05/31/02	400.00 502A	PUBLIC EMPLOYEE'S RETIREMENT	78645	ACTUARIAL STUDIES	400.00	
6952	05/31/02	924.77 511	LUMINATOR	78687	REV VEH PARTS 517	522.62	
				78688	REV VEH PARTS 392	402.11	
6953	05/31/02	186.00 560	U.C. REGENTS - CITY ON A HILL	78646	METROBASE SCOPING MT	186.00	
6954	05/31/02	223.75 566	CALISTOGA SPRING WATER CO.	78647	WATER - PLANNING	223.75	
6955	05/31/02	302.40 587	JAGUAR DESIGN STUDIO	78648	PRINTING- PLANNING	302.40	
6956	05/31/02	559.76 501	EDGE, INC.	78649	REV VEH PARTS	669.76	
6957	05/31/02	70.00 635	MAGDALENO, CARMEN	78651	INTERPRETING SVCS	70.00	
6958	05/31/02	1,401.75 664	BAY COUNTIES PITCOCK PETROLEUM	78689	APR/MAY FUEL FLEET	1,401.75	
6959	05/31/02	250.00 721	D & H ADVERTISING	78652	APRIL ADS	250.00	
6960	05/31/02	600.00 771	THABIT, DR. GEORGE	78693	DEPOSITION 5/7/02	600.00	
6961	05/31/02	1,066.69 808	HARTZHEIM DODGE	78653	OUT REPAIR OTHER VEH	1,066.69	
6962	05/31/02	72.00 817	SANTI, BETTY	78654	ATTENDANT SVS	72.00	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 05/01/02 THRU 05/31/02

CHK NR	CHECK DATE	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION COMMENT AMOUNT
6963	05/31/02	300.00	619 MONEY SYSTEMS TECHNOLOGY, INC.	78655	COIN SORTER MAINT.	300.00
6964	05/31/02	628.77	820 PACIFICARE/CALPERS MAS TEAM	78690	MEDICAL JASMINE LD	628.77
6965	05/31/02	134.35	932 A.L. LEASE COMPANY, INC.	78656	REPAIRS/MAINT	134.35
6966	05/31/02	50.00	B001 AINSWORTH, SHERYL	78657	MAY BOD MEETINGS	50.00
6967	05/31/02	50.00	B002 ALMQUIST, JEFF	78658	MAY BOD MEETINGS	50.00
6968	05/31/02	100.00	B003 BEAUTZ, JAN	78659	MAY BOD MEETINGS	100.00
6969	05/31/02	100.00	B004 FITZMAURICE, TIM	78660	MAY BOD MEETINGS	100.00
6970	05/31/02	50.00	B006 HINKLE, MICHELLE	78661	MAY BOD MEETINGS	50.00
6971	05/31/02	100.00	B007 KEOGH, MICHAEL	78552	MAY BOD MEETINGS	100.00
6972	05/31/02	100.00	B008 KROHN, CHRISTOPHER	78553	MAY BOD MEETINGS	100.00
6973	05/31/02	100.00	B010 NORTON, DENNIS	78554	MAY BOD MEETINGS	100.00
6974	05/31/02	100.00	B011 REILLY, EMILY	78666	MAY BOD MEETINGS	100.00
6975	05/31/02	100.00	B012 SPENCE, PAT	78557	MAY BOD MEETINGS	100.00
6976	05/31/02	100.00	B013 VENTURA PHARES, ANA	78665	MAY BOD MEETINGS	100.00
6977	05/31/02	35.84	E021 HILTNER, THOMAS	70668	STIP WORKSHOP 5/16	35.84
6978	05/31/02	44.x	E392 BARRY, BARTHOLOMEW	78569	DMV/VTT FEES OF'S	44.00
6979	05/31/02	159.30	E397 GALLAGHER, MARGARET	78670	CHP POLICE REPORT	6.00
				78571	FLMA, ADA, W/C SEMINAR	34.71
				78572	EMPLAWPRACTICESEM	18.83
				78573	POLICE REPORTS	19.99
				78574	NBI SEMINAR	80.75
6980	05/31/02	242.00	M014 HARRELL, LAURA	78691	JOSEMEDICAL	242.00
Σ		1,538,803.25	COAST COMMERCIAL BANK		TOTAL CHECKS	322 1,538,803.25

**Santa Cruz METRO
May Ridership Report**

REVENUE AND RIDERSHIP SUMMARY BY ROUTE

ROUTE	REVENUE	RIDERSHIP	Revenue/ Passenger	UC Student	UC Staff Faculty	Day Pass	S/D Riders	W/C	S/D Day Pass	Cabrillo	Bike	Monthly Pass
10	\$ 1,725.81	28,871	\$ 0.06	23,130	1,970	24	66	23	14	374	691	1,790
13	\$ 794.34	17,416	\$ 0.05	14,938	954	24	35	10	12	134	423	639
15	\$ 2,473.00	46,711	\$ 0.05	39,294	2,376	55	41	8	17	510	1,140	2,189
16	\$ 4,904.78	69,868	\$ 0.07	58,330	2,952	71	95	32	27	821	1,952	3,012
19	\$ 1,597.50	24,177	\$ 0.07	19,769	1,228	31	49	7	37	272	717	1,372
2	\$ 1,967.09	7,343	\$ 0.27	2,483	367	69	52	10	40	405	204	2,276
3A	\$ 1,326.07	4,336	\$ 0.31	375	173	64	156	15	35	334	91	2,208
3B	\$ 2,381.81	5,825	\$ 0.41	588	123	86	82	14	33	438	146	2,463
3N	\$ 249.98	931	\$ 0.27	145	24	1	6	-	1	105	48	410
4	\$ 926.58	4,926	\$ 0.19	80	22	20	191	89	96	249	99	3,632
6	\$ 987.14	2,592	\$ 0.38	554	72	47	19	6	13	158	45	943
7	\$ 893.41	3,029	\$ 0.29	138	20	40	93	47	84	155	10	1,932
7N	\$ 1,378.94	3,036	\$ 0.45	332	45	4	17	4	5	251	116	1,046
8	\$ 1,146.63	4,641	\$ 0.25	402	78	54	72	11	43	221	51	2,904
9	\$ 77.15	241	\$ 0.32	35	7	2	4	-	-	19	11	107
12A	\$ 369.54	6,327	\$ 0.06	5,261	572	12	4	-	3	32	170	120
12B	\$ 245.04	4,559	\$ 0.05	3,899	245	3	2	-	3	30	58	153
20	\$ 317.66	8,215	\$ 0.04	6,853	638	10	1	-	-	56	171	380
22	\$ 258.70	6,733	\$ 0.04	5,941	286	3	1	-	4	36	219	223
25	\$ 27.70	1,597	\$ 0.02	1,502	17	-	1	-	1	8	48	43
30	\$ 2,555.01	5,011	\$ 0.51	174	43	53	65	21	23	316	200	2,039
31	\$ 794.94	1,590	\$ 0.50	88	27	32	18	1	13	77	72	682
33	\$ 497.10	909	\$ 0.55	2	-	22	-	-	1	2	17	465
34	\$ 313.27	688	\$ 0.46	3	-	3	2	-	-	4	9	375
35	\$ 27,057.55	51,813	\$ 0.52	1,322	394	699	580	101	346	2,692	1,842	22,007
36	\$ 469.13	1,030	\$ 0.46	67	37	29	12	-	2	162	57	364
40	\$ 1,346.88	2,373	\$ 0.57	91	40	66	20	-	15	47	103	1,015
41	\$ 1,277.13	2,298	\$ 0.56	191	32	27	21	1	15	126	232	739
42	\$ 560.44	1,020	\$ 0.55	89	9	-	16	-	-	73	107	294
52	\$ 917.26	2,511	\$ 0.37	60	9	5	74	32	35	195	28	1,317
54	\$ 3,409.44	9,506	\$ 0.36	143	47	152	191	95	96	2,713	246	3,475
58	\$ 33.00	302	\$ 0.11	-	-	-	-	-	-	23	3	246
59	\$ 461.04	1,319	\$ 0.35	26	6	14	24	14	26	110	17	748
60	\$ 221.67	409	\$ 0.54	1	4	2	16	5	3	16	5	166
61	\$ 162.20	391	\$ 0.41	2	-	8	8	4	3	41	15	199
63	\$ 867.99	2,025	\$ 0.43	112	22	29	126	130	70	186	33	857
65	\$ 4,892.13	12,051	\$ 0.41	569	181	147	309	137	126	839	278	5,824
66	\$ 9,415.76	19,871	\$ 0.47	1,057	297	354	260	130	149	1,410	399	8,449
67	\$ 5,991.41	13,200	\$ 0.45	1,324	218	222	136	102	86	715	355	5,449
69	\$ 7,466.91	17,664	\$ 0.42	1,944	450	255	284	85	116	1,204	524	7,130
69A	\$ 12,050.57	22,722	\$ 0.53	1,214	278	354	382	132	207	1,217	652	8,722
69N	\$ 1,813.95	4,223	\$ 0.43	395	96	5	34	13	3	605	170	1,326
69W	\$ 14,665.39	30,175	\$ 0.49	1,198	241	309	453	169	208	4,188	841	10,584
70	\$ 2,418.93	7,331	\$ 0.33	167	69	74	91	58	57	2,520	218	2,311
71	\$ 52,177.88	96,437	\$ 0.54	2,580	821	1,073	1,308	486	677	11,887	2,968	31,495
72	\$ 7,180.20	10,339	\$ 0.69	16	10	175	220	15	127	340	180	3,222
73	\$ 5,726.29	8,041	\$ 0.71	12	9	80	236	55	169	220	57	2,294
75	\$ 8,757.35	11,812	\$ 0.74	11	20	147	206	10	114	318	170	3,108
78	\$ 97.50	138	\$ 0.71	1	-	2	4	1	2	6	7	45
79	\$ 2,043.86	3,534	\$ 0.58	12	5	51	169	24	137	125	53	1,438
91	\$ 4,889.27	9,790	\$ 0.50	576	180	191	100	15	44	1,848	291	2,716
Unknown	\$ 160.50	273	\$ 0.59	118	13	1	1	-	-	1	3	31
TOTAL	\$204,740.82	602,170	\$ 0.34	197,614	15,727	5,201	6,353	2,112	3,338	38,834	16,562	156,974

ROUTE	REVENUE	RIDERSHIP	Revenue/ Passenger	VTA/SC Day Pass	CalTrain	17 Day Pass	S/D Riders	W/C	None	ECO Pass	Bike	Monthly Pass
17	\$ 12,599.52	14,002	\$ 0.90	11	35	165	485	18	52	1,001	700	9,330

RIDERSHIP	
Shuttles	
TOTAL	

May Ridership	616,172
May Revenue	\$ 217,340.34

ACCESS IN AND OUT

MAY 2002

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

VEHICLE CATEGORY	TOTAL BUSES	AVG # DEAD IN GARAGE	AVG #AVAIL. FOR SERVICE	AVG # IN SERVICE	AVG # SPARE BUSES	AVG # LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLYER	63	8	54	48	6	48	100%
GILLIG	46	9	37	21	16	21	100%
GMC	8	2	6	3	3	3	100%
CHAMPION	2	0	2	1	1	1	100%

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

VEHICLE CATEGORY	TOTAL BUSES	AVG # DEAD IN GARAGE	AVG #AVAIL. FOR SERVICE	AVG # IN SERVICE	AVG # SPARE BUSES	AVG # LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLYER	63	N/A	N/A	46	N/A	46	100%
GILLIG	46	N/A	N/A	10	N/A	10	100%
GMC	8	N/A	N/A	2	N/A	2	100%
CHAMPION	2	N/A	N/A	1	N/A	1	100%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PASSENGER LIFT PROBLEMS

MONTH OF MAY, 2002

DATE	DAY	BUS #	REASON
05/01/02	WEDNESDAY	98386	Lift groans when lifting and lowering
05/02/02	THURSDAY	9838G	Lift problem
05/03/02	FRIDAY	8087F	Lift gets stuck going down
05/06/02	MONDAY	8918G	Lift platform would not lower
05/07/02	TUESDAY	8093F	Lift doesn't always go down and drifts out
05/08/02	WEDNESDAY	8108F	Lift won't work
05/09/02	THURSDAY	8918G	Lift won't work
05/11/02	FRIDAY	9822LF	Ramp could only be deployed manually
05/15/02	WEDNESDAY	8918G	No power to lift
05/15/02	WEDNESDAY	8075F	Lift goes in & out but does not lower or raise
05/17/02	FRIDAY	8108F	P/L stuck out, mechanics called
05/17/02	FRIDAY	98386	W/C lift not working
05/21/02	TUESDAY	80676	Barrier will not go down
05/22/02	WEDNESDAY	8075F	Lift had difficulty lowering
05/24/02	FRIDAY	8085F	W/C not deploying
05/24/02	FRIDAY	8912G	Lift doesn't work
05/26/02	SUNDAY	8084F	Screw loose on 1st step
05/26/02	SUNDAY	8091 F	Lift won't stow
05/28/02	TUESDAY	8094F	Problem stowing lift
05/28/02	TUESDAY	89126	W/C lift & kneel switch not working
05/28/02	TUESDAY	9819LF	Ramp not deploying

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

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

Service Interruption Summary Report
Lift Problems
05/01/2002 to 05/31/02

AM Peak Hour/Mile	Midday Hour/Mile	PM Peak Hour/Mile	Other Hour/Mile	Weekday Hour/Mile	Saturday Hour/Mile	Sunday Hour/Mile
00:00/0	00:23/5.47	00:00/0	00:00/0	00:23/5.47	00:00/0	00:00/0

GOVERNMENT TORT CLAIM



RECOMMENDED ACTION

TO: Board of Directors
FROM: District Counsel
RE: Claim of Santa Cruz Transportation, Inc. Received: 05/14/02 Claim #: 02-0016
Date of Incident: Unknown Occurrence Report No.: MISC 02- 13

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

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

By Margaret Gallagher
Margaret Gallagher
DISTRICT COUNSEL

Date: May 20, 2002

I, Dale Carr, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of June 21, 2002.

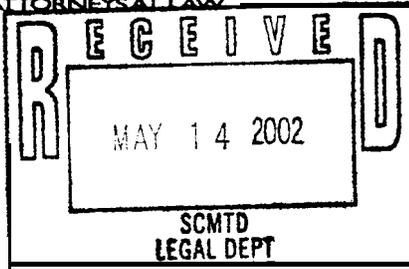
Dale Carr
Recording Secretary

Date

MG/hp

**Burton
Volkman
& Schmal**
LLP • ATTORNEYS AT LAW

133 Mission Street
Suite 102
Santa Cruz, CA 95060
(831) 425-5023
Fax: (83 1) 427-3 159



John S. Burton
Timothy R. Volkman
Timothy J. Schmal
Thomas P. Dwyer
Brandt R. Stickel
Karen E. Lintott
Todd A. James

May 13, 2002

**CERTIFIED MAIL
Receipt Requested**

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

Re: The "Trolley" issue
Our Client: Santa Cruz Transportation, Inc.
Our File: 64991-2-0

TO WHOM IT MAY CONCERN:

Enclosed please find Notice of Claim on behalf of my client,
Santa Cruz Transportation, Inc.

Very truly yours,

A handwritten signature in black ink, appearing to read "T. Volkman".

TIMOTHY R. VOLKMANN

TRV: jh

enc: Notice of Claim

NOTICE OF CLAIM

TO: SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
c/o MARGARET GALLAGHER, District Counsel
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

You are hereby notified that Santa Cruz Transportation, Inc., whose address is c/o Timothy Volkmann, Esq., BURTON, VOLKMANN & SCHMAL, LLP, 133 Mission Street, Suite 102, Santa Cruz, California 95060, claims breach of statutory duties and obligations with respect to the district plans to purchase a trolley, as affirmed on or about February 15, 2002.

This claim is based on economic injuries sustained by SANTA CRUZ TRANSPORTATION, INC. as a result of the District's commitment to purchase a trolley, on or about February 15, 2002, which is in contravention of the District's obligation to provide notice to SANTA CRUZ TRANSPORTATION, INC. pursuant to Public Utilities Code § 98301 and failure to offer to purchase SANTA CRUZ TRANSPORTATION, INC.'s existing facilities pursuant to Public Utilities Code § 98302.

The exact amount of damage to SANTA CRUZ TRANSPORTATION, INC. is unknown, but it is believed that the Claimant's trolley could be sold to the Santa Cruz Metropolitan Transit District for approximately \$135,000.00.

It is unknown who at the Santa Cruz Metropolitan Transit District, or other governmental entity, is responsible for making the decision to purchase a trolley for the district in violation

of the aforementioned statutes.

All notices or other communications with regard to this claim should be sent to Timothy R. Volkmann, Attorney for Santa Cruz Transportation, Inc., at Burton, Volkmann & Schmal, LLP, 133 Mission Street, Suite 102, Santa Cruz, California 95060.

DATED: May 13, 2002

BURTON, VOLKMANN & SCHMAL, LLP

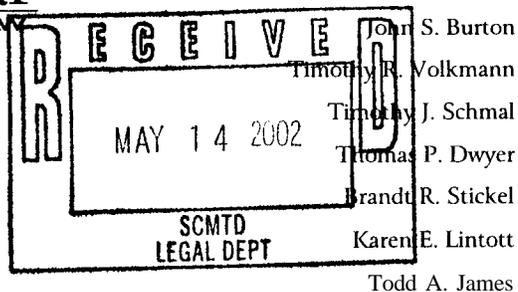
BY:



TIMOTHY R. VOLKMANN,
Attorneys for SANTA CRUZ
TRANSPORTATION, INC.

**Burton
Volkman
& Schmal**
LLP • ATTORNEYS AT LAW

133 Mission Street
Suite 102
Santa Cruz, CA 95060
(831) 425-5023
Fax: (831) 427-3159



May 13, 2002

Margaret Gallagher
District Counsel
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

Re: The "Trolley" issue (with the METRO)
Your Client: Santa Cruz METRO
Our Client: Santa Cruz Transportation, Inc.
Our File: 64991-2-0

Dear Ms. Gallagher:

I thank you for providing me with the documentation that was previously requested by Mr. Bosso. You are correct that I have been asked to represent the interests of Santa Cruz Transportation, Inc. regarding what I will describe as the "trolley" issue.

Specifically, it is my understanding that we are talking about the rubber-tired trolley and the intention on behalf of the Santa Cruz Metropolitan Transit District to use a portion of state funding for the purchase of a trolley which I further understand is virtually identical to the trolley which has been operated by Santa Cruz Transportation, Inc. for the past three years.

California Public Utilities Code Section 98301 requires that notice be provided "before the district may establish any transit service or system which may at any time divert, lessen, or compete for the patronage or revenues of any existing system
...."

Margaret Gallagher, District Counsel
March 19, 2002
Page 2

No such notice has ever been provided to my client of the intent on the part of the Santa Cruz Metropolitan Transit District to establish its own trolley system.

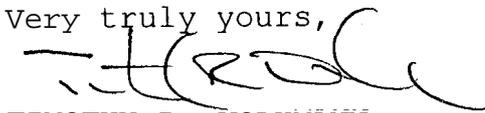
Additionally, California Public Utilities Code Section 98302 requires:

"The district shall not establish the proposed service or system, or maintain and operate the service or system until it has offered to purchase the buses and such other facilities of the existing system as it will have need of and use for, and such offer has been either rejected or the purchase completed."

I have been advised that the Santa Cruz METRO has opined that the cost of such a trolley will be approximately \$366,800. Pursuant to the code sections referenced above, I have received information from my client regarding the value of Santa Cruz Transportation, Inc.'s trolley. The present cash value is \$100,000. If the METRO desires to convert the unit to CNG from diesel, it appears that such cost will be approximately \$35,000. As a result, an appropriate offer pursuant to California Public Utilities Code Section 98302 is \$135,000. You will note that this is more than \$200,000 less than the indicated cost to the Santa Cruz Metropolitan Transit District of purchasing such a unit. In addition, I am advised that the unit presently owned by Santa Cruz Transportation, Inc. is larger and can carry more passengers than the unit to be purchased by the Santa Cruz Metropolitan Transit District.

I am enclosing a copy of the Claim to be served upon SCMTD, out of an abundance of caution. I thank you for your attention to this letter.

Very truly yours,



TIMOTHY R. VOLKMANN

TRV:jh
enc: Notice of Claim

GOVERNMENT TORT CLAIM



RECOMMENDED ACTION

TO: Board of Directors
FROM: District Counsel
RE: Claim of: Pacific School District Received: 05/16/02 Claim #: 02-0017
Date of Incident: 11/29/01 Occurrence Report No.: SC 11-01-20

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

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

By 
Margaret Gallagher
DISTRICT COUNSEL

Date: May 28, 2002

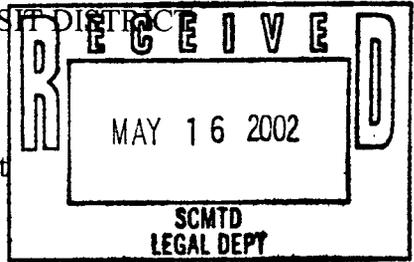
I, Dale Carr, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of June 21, 2002.

Dale Carr
Recording Secretary

Date

MG/hp

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
(Pursuant to Section 9 10 et Seq., Government Code)
Claim # _____



TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District
ATTN: Secretary to the Board of Directors
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

1. Claimant's Name: Pacific School District
Claimant's Address/Post Office Box: 50 Ocean St., Davenport
CA 95017
Claimant's Phone Number: 831-425-7002
2. Address to which notices are to be sent: _____
3. Occurrence: Same
Bus damaged corner of school's fence
when it turned too sharply.
Date: 11/29/01 Time: PM Place: Pacific School
Circumstances of occurrence or transaction giving rise to claim: _____
4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: \$565.00 for fence repair
5. Name or names of public employees or employees causing injury, damage, or loss, if known: _____
6. Amount claimed now \$ 565-
Estimated amount of future loss, if known \$ _____
TOTAL \$ 565-
7. Basis of above computations: Estimate from Abac Fence
Company - License # 563143.

Sharon Arill _____ DATE 5/15/02
CLAIMANT'S SIGNATURE OR
COMPANY REPRESENTATIVE'S SIGNATURE OR
PARENT OF MINOR CLAIMANT'S SIGNATURE

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

Proposal

Abacherli Fence Company

Chain Link Specialists
Free Estimates

Ed

License #563143
3131 B Porter St.
Squel, CA 95073

Commercial • Residential
Fast Service

Santa Cruz 476-2255 Fax 476-2962 Son Jose 292-3023

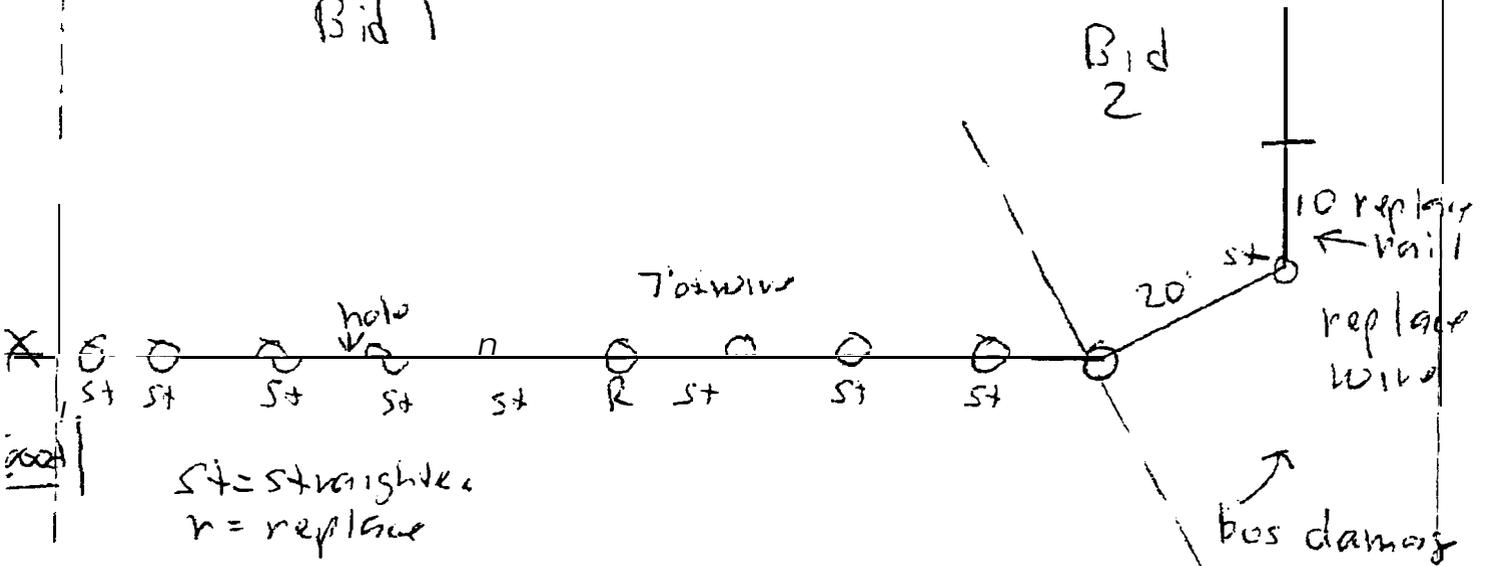
Proposal Submitted To Sharon Smith Phone 425-7000 Date 5-9-02
Box H Job Name and Location Rx 425-3506
 Street: Davenport 95017
 City: _____ Architect S. Job Phone _____

We hereby submit specifications and estimates for

Total Footage 30' + 90' Line Post 23 1/2 Gate Frames _____ Gate _____
 Fence Height 5' galv. End Post 27/00 Top Rail Gate 1 7/8" _____
 Fabric 6' Gate Post _____ Barb Wire _____ Gate _____

Bid 1

Bid 2



We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:
Bid 1 → \$ 385⁰⁰ dollars (\$ _____)

Payment to be made as follows:

Bid 2 → \$ 565⁰⁰ Metro will

Abacherli Fence Company is not responsible for damages to underground services. Any cost incurred in collection of monies due to the company shall be the liability of purchasers, including reasonable attorney's fees and all costs of collection.

Authorized Signature [Signature]

Note: this proposal may be withdrawn by us if not accepted within _____ days

Acceptance of Proposal - the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

If proposal is accepted, please sign and return.

Signature [Signature] Date 5/10/02

preschool gate 12-0000-0-9500-1000-6500 -200-3020

GOVERNMENT TORT CLAIM



RECOMMENDED ACTION

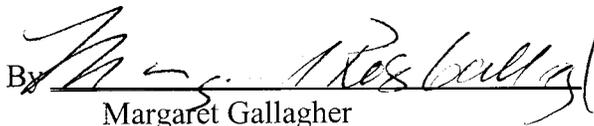
TO: Board of Directors

FROM: District Counsel

RE: Claim of: Cullen Plousha Received: 06/03/02 Claim #: 02-0018
Date of Incident: 01/24/02 Occurrence Report No.: SC 01-02-20

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

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

By 
Margaret Gallagher
DISTRICT COUNSEL

Date: June 13, 2002

I, Dale Carr, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of June 21, 2002.

Dale Carr
Recording Secretary

Date

MG/hp

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
(Pursuant to Section 910 et Seq., Government Code)
Claim # SC01-02-20

TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

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

1. Claimant's Name: CWILLEN PLOUSHA
FELTON, CA.
Claimant's Address/Post Office Box: P.O. Box 221 95018
Claimant's Phone Number: (831) 465-8498

2. Address to which notices are to be sent: P.O. Box 221 FELTON, CA. 95018

3. Occurrence: BUS ACCIDENT
Date: 1/24/02 Time: Approx. 1:15 PM Place: 30th & PORTOLA
Circumstances of occurrence or transaction giving rise to claim: _____

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: BACK OF BUS STRUCK THE PAUMENT EXCEPTIONALLY HARD SENDING JOLT UP MY BACK FROM REAR SEAT CAUSING A JERKING REACTION TO MY NECK WHICH STILL HAS PAIN

5. Name or names of public employees or employees causing injury, damage, or loss, if known: BUS DRIVER OF BUS # 8093

6. Amount claimed now \$ 5,000.00
Estimated amount of future loss, if known \$???
TOTAL \$ _____

7. Basis of above computations: UNSCHEDULED NECK INJURY COULD AFFECT FUTURE LONGSHORE WAGES! PAIN/SUFFERINGS

[Signature] DATE 6/3/02
CLAIMANT'S SIGNATURE OR
COMPANY REPRESENTATIVE'S SIGNATURE OR
PARENT OF MINOR CLAIMANT'S SIGNATURE

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

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

MINUTES

The Metro Accessible Services Transit Forum met for its monthly meeting on May 16, 2002 in Room 223 of the University Town Center, 1101 Pacific Avenue, Santa Cruz CA.

MASTF MEMBERS PRESENT: Jim Bosso, Ted Chatterton, Glen Eldred, Kasandra Fox, Michelle Hinkle, Deborah Lane, Thom Onan, Pop Papadopulo, Barbie Schaller and John Wood.

METRO STAFF PRESENT:

Bryant Baehr, Operations Department Manager
A. John Daugherty, Accessible Services Coordinator
David Konno, Facilities Maintenance Department Manager
Ian McFadden, Transit Planner
Les White, General Manager

BOARD MEMBERS PRESENT:

Michelle Hinkle

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

None.

RELEVANT ATTACHMENTS FORWARDED TO THE BOARD: A and B

***MASTF MOTIONS RELATED TO METRO MANAGEMENT**

None.

I. CALL TO ORDER AND INTRODUCTIONS

Chairperson Deborah Lane called the meeting to order at 2:07 p.m.

Ms. Lane announced the following items:

- 1) Three MASTF members had contacted her to let her know that they would not be present today.
- 2) Patricia Spence had received an award from the Santa Cruz County Regional Transportation Commission (SCCRTC) during an annual ceremony earlier this month. She noted that a photocopy of the award -- along with "pithy" comments from Ms. Spence -- would be included in the packet for the next MASTF meeting. Note: The photocopy and comments (Attachment A) were obtained after the meeting.
- 3) A celebration of the anniversary of the Americans with Disabilities Act would be part of the July MASTF meeting. Ms. Lane also shared that Brad Neily, one of the founders of MASTF, would be the guest speaker.

MASTF Minutes

May 16, 2002

Page Two

II. APPROVAL OF THE APRIL 18, 2002 MASTF MINUTES

John Daugherty offered one correction: Stephanie Pidilla, an assistant to Gary Peterson, should be included among "MASTF Members Present" in the Minutes.

Ted Chatterton requested that a contact phone number be added to the Agenda so that he (and other persons) could call if unable to attend a MASTF meeting. Ms. Lane noted that the METRO phone number for Mr. Daugherty could be placed on the Agenda.

Barbie Schaller noted that she had not received the Minutes from the MASTF meeting held last month.

MASTF Motion: That the April 18, 2002 MASTF Minutes be approved as corrected.

M/S/C: Fox, Chatterton (Ms. Schaller abstained)

III. AMENDMENTS TO THE AGENDA

No amendments to the Agenda were proposed.

IV. ORAL COMMUNICATION AND CORRESPONDENCE

Mr. Daugherty described four handouts available today:

- 1) Copies of the draft brochure and draft flyer for MASTF that will be reviewed today.
- 2) A policy paper (Attachment B) written by Brad Neily during 1991 on accessible public transit and civil rights. Mr. Neily asked that copies be made available to interested persons.
- 3) Advance copies of METRO's draft policy on receiving Section 504/ADA complaints from third parties.

Mr. Daugherty also described and read aloud two letters:

- 1) A response letter from Sheryl Ainsworth to Ms. Lane on timely notification to MASTF on Board Agenda items. In the April 30 letter (Attachment C) Ms. Ainsworth wrote: "I have been assured by METRO General Manager, Les White, that staff members will make every possible effort to assure maximum notification of MASTF on issues where action is sought."
- 2) A cover letter with METRO's drafts policy on receiving Section 504/ADA complaints. METRO District Counsel Margaret Gallagher notes in the cover letter that, "... MASTF's input on this matter is important, and therefore, should you believe that that there is insufficient time to provide your input, the matter can be continued to June."

Ms. Lane noted that she believed METRO should hold off adopting the policy to allow interested persons time to read and review it. She noted that the cover letter and draft policy (Attachment D) would be included in the next MASTF packet. Mr. Daugherty emphasized that cassette tape and text file copies of the policy could be obtained by contacting him by phone at (831) 423-3868.

V. ONGOING BUSINESS

5.1 Status or Ridership Survey and Prioritization of Changes for Watsonville Bus Service

No report.

5.2 Approval of MASTF Brochure and Flyer (Deborah Lane)

Ms. Lane opened discussion of the draft brochure designed by Ms. Spence and the draft flyer designed by Kasandra Fox. Several corrections were noted:

- 1) Both the brochure and flyer need the same phone number listed for the Accessible Services Coordinator (423-3868).
- 2) Both the brochure and flyer need to state accurately that MASTF meets on the Thursday before the third Friday of each month.
- 3) The brochure will have the picture of the dog replaced by the bus graphic used on MASTF letterhead.
- 4) The word “physical” will be struck from the description of who is eligible for Mobility Training in the flyer.
- 5) The phrase “hearing impaired” will be replaced by “hard of hearing or deaf” in the flyer.

The following Motion emerged from discussion:

**MASTF Motion: The MASTF Brochure and Flyer are approved as corrected.
M/S/PU: Papadopulo, Fox**

During discussion of this item, John Wood asked if MASTF had a website that could be noted in the brochure and flyer. Ms. Lane responded that Mr. Neily owned the MASTF website. Ms. Fox asked if the flyer could be reproduced in color. Ms. Lane referred discussion of that possibility to the MASTF Executive Committee.

After this Agenda item was completed, Oral Communications were reopened. Les White reported that he had met with California Assemblyman Simon Salinas yesterday. Mr. White circulated copies of Assembly Bill (AB) 2369, sponsored by Mr. Salinas that proposes a bond measure on the November State ballot. AB 2369 could raise \$500,000,000 for ADA improvements in streets, roads and public transit. The bill was now moving through the State legislature.

Ms. Fox and Ms. Schaller asked for an email address for Mr. Salinas. Ms. Lane encouraged those present to contact Mr. Salinas and show support for AB 2369.

Note: A copy of the bill and contact information for Assemblyman Salinas (Attachment E) are included in the MASTF meeting packet for next month. His email address is Assemblymember.Salinas@assembly.ca.gov

5.3 Metro Base Update

Mr. White reported that the METRO Board would review information on a new “preferred site” for Metro Base tomorrow. He explained that a different “cluster” site in the Harvey West area – where METRO now leases facilities and performs some daily operations – was being considered for a Metro Base that would support a 98 bus fleet.

“That presents some challenges for us,” Mr. White stated, “One, our current fleet is 123 (buses). Second, the fleet is intended to grow to 175 by the year 2015, assuming the economy turns around and we’re not all bankrupt. And thirdly, we have a very real interest in evaluating the possibility of bringing paratransit in house for direct operation. And that would require maintenance facilities, storage facilities, and so forth in order to do that. So those three issues make it problematic.”

Mr. White noted that next steps for the Metro Base project include a scoping meeting at 7 p.m. on May 22, 2002 at the conference room at 370 Encinal Street in Santa Cruz. If the project remains “on track” an Environmental Impact Report (EIR) could be completed by December. Phase I for Operations and Maintenance of the project could begin by July 2003. All functions of a Metro Base could then be “on line” by 2007.

Mr. White also noted that METRO needed to secure exemptions from State requirements during this month to keep service running next year. If requirements of the California Air Resources Board (CARB) are not met, half of the buses now serving Highway 17 Express routes and 20 fixed route buses must be “off line” after January 1, 2003.

VI NEW BUSINESS

6.1 METRO Budget Picture (Bryant Baehr)

Bryant Baehr noted that some persons concerned about the topic had been unable to attend the meeting today. Ms. Lane suggested that this Agenda item be tabled until next month. Mr. White reported that one MASTF recommendation – reinstatement of funding for the Armory/Homeless Shelter bus service – was part of the revised budget proposal being submitted to the Board tomorrow.

MASTF COMMITTEE REPORTS

6.2 Training and Procedures Committee Report

No report.

6.3 Bus Service Committee Report

a) Metro Users Group (MUG) Report

Michelle Hinkle announced that MUG members were looking into use of a free meeting room next to the Santa Cruz Metro Center. The room is part of the one time furniture store building next to Lane 4. Ms. Lane noted that MASTF was also interested in the possible availability of a free meeting room. Ms. Lane also noted that “as big issues come up” having future joint MASTF-MUG meetings could be

useful. She noted that the joint meeting last month was a well attended presentation of proposed service reductions.

6.4 Bus Stop Improvement Committee Report

David Konno reported that the Bus Stop Advisory Committee (BSAC) sought Board approval tomorrow to modify bus stop shelter specifications. Mr. Konno explained that variation on height, color and panel material specifications was sought. He also noted that panels at some shelters were being removed to help combat vandalism. He added that authorization to “finish out” installation of received shelters was also requested.

6.5 Paratransit Services Committee Report

Ms. Lane reported that she had served on a panel that recommended that Disabled Services of Orthopedic Hospital be selected to conduct recertification for METRO’s ADA ParaCruz program. She described that organization as an “impressive outfit” that worked with other organizations – such as Project Action – on establishing national standards for determining paratransit eligibility. Discussion of paratransit service and local resources followed the report from Ms. Lane.

OTHER REPORTS

6.6 Paratransit Update

a) ADA Paratransit Report

No report.

b) CCCIL Transportation Advocacy (Thom Onan)

Thom Onan reported that he had received no phone calls this month. He shared that he had just received a letter from a person pleased with Lift Line service.

6.7 UTU Report

6.8 SEA/SEIU Report

No reports on the two Agenda items above.

6.9 Next Month’s Agenda Items

Noted: METRO budget picture, draft ADA/504 policy and possible new meeting location for MASTF.

Mr. White asked if bicycle advocates had contacted MASTF with new proposals. Mr. Baehr noted that he had not heard from them.

Mr. White also noted, in response to past conversations, that there had been no plan to eliminate the Accessible Services Coordinator position and that elimination of that position “will not be considered.”

MASTF Minutes
May 16, 2002
Page Six

VII ADJOURNMENT

The meeting was adjourned at 2:56 p.m.
M/S/PU: Fox, Schaller

Respectfully submitted by: A. John Daugherty, Accessible Services Coordinator

NOTE: NEXT REGULAR MASTF MEETING IS: Thursday June 20, 2002 from 2:00-4:00 p.m., in Room 223 of the University Town Center, 1101 Pacific Avenue, Santa Cruz, CA.

NOTE: NEXT S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday June 14, 2002 at 9:00 a.m. at the S.C.M.T.D. Administrative Offices, 370 Encinal Street, Santa Cruz, CA.

NOTE: THE FOLLOWING S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday June 21, 2002 at 9:00 a.m. in the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

Santa Cruz Metropolitan Transit District

Minutes-Metro Users Group

May 15, 2002

The Santa Cruz Metropolitan Transit District Metro Users Group met at 2:25 p.m., Wednesday, May 15, 2002, at the Santa Cruz Area TMA Conference Room, 333 Front Street, NIAC Building, Santa Cruz.

MEMBERS PRESENT

G. Ted Chatterton, Transit User
Sandra Coley, Pajaro TMA
Michelle Hinkle, Chair, Board Member
Carolyn O'Donnell, Cabrillo, SC TMA
Barbara Schaller, Seniors Council

VISITORS PRESENT

None

SCMTD STAFF PRESENT

Bryant Baehr, Operations Mgr
David Konno, Facility Maint. Mgr
Tom Stickel, Fleet Maint Mgr

MUG MOTIONS TO METRO BOARD OF DIRECTORS

None

MUG MOTIONS TO METRO MANAGEMENT

None

1. CALL TO ORDER AND INTRODUCTION

Chair Hinkle called the meeting to order at 2:25 p.m.

2. ORAL AND WRITTEN COMMUNICATIONS AND ANNOUNCEMENTS

None.

3. ADDITIONS AND DELETIONS TO THE AGENDA

None.

4. CONSENT AGENDA

Receive and Accept:

- a) Minutes of April MUG Meeting
- b) Monthly Attendance Report
- c) Minutes of April Board of Directors Meeting
- d) Monthly Ridership Report for April

ACTION: MOTION: Carolyn O'Donnell

SECOND: Barbie Schaller

APPROVE CONSENT AGENDA

Motion passed unanimously.

5. ON-GOING ITEMS

5a) Review of Current Board Agenda Items

Tom Stickel reported the Board will consider awarding a contract to install automated bus stop calling systems (Talking Bus Systems) in all buses that will be kept in service. A total of 67 complete units are to be purchased, which includes 4 extras to have on hand. All new buses will also come equipped with the automated system.

David Konno reported that the Board will consider modifying the current bus shelter specifications to allow for different structural designs, colors, and panel materials depending on shelter locations and likelihood of vandalism.

David Konno also reported that the Board will consider the purchase of a \$13,000 trailer mounted steam cleaner for the shelters and that Staff is requesting approval to install the remaining shelters that were purchased last year.

5b) Review of *Headways* Redesign Issues

Bryant Baehr reported that the next issue of *Headways* will be printed this week and will reflect the June 6, 2002 service reductions.

Ted Chatterton suggested a better presentation in *Headways* of the "complaint" procedures, emphasizing that the word "complaint" be used.

5c) Service and Planning Update

Bryant Baehr reported that service reductions will begin June 6, 2002 and that the Service Review Committee is currently discussing with the General Manager how to best utilize the \$300,000 saved as a result of UTU's contract ratification.

5d) Marketing

Nothing new to report. Carolyn O'Donnell asked who would be taking over Kim Chin's duties. Bryant Baehr reported it would be a joint effort between the General Manager, Assistant General Manager and himself.

5e) Cabrillo College

Carolyn O'Donnell reported that enrollment has gone up, parking permit purchases have gone down, and that bus pass and parking permit/bus pass combo purchases have gone up. Ms. O'Donnell also reported that the City of Watsonville is not enforcing parking time limits on vehicles parked in city lots that

have a Watsonville campus sticker on the vehicle.

5f) Bus Procurement

Tom Stickel reported that the eight (8) new CNG buses should arrive in July, the twenty-nine (29) low floor buses should arrive in January 2003, and the ten (10) Hwy 17 buses should arrive in August 2003. Staff is currently requesting Board approval to purchase one additional Hwy 17 bus, for which funds are available.

6. UPDATES

6a) Paratransit Issues

Nothing new to report.

6b) Bus Stop Signs

David Konno reported that the transit tubes have been installed at Cabrillo.

6c) MetroBase

Bryant Baehr reported that Directors Keogh and Norton presented to the Board a report on alternate sites for the MetroBase project. Mr. Baehr also reported there would be a scoping meeting on the MetroBase project Wednesday, May 22, 2002 at 7:00 p.m. in the Encinal conference room.

7. NEW BUSINESS

7a) Paratransit Eligibility Appeals Process

This item was deferred to next month.

7b) Membership in MUG

Carolyn O'Donnell will find out next week about the possibility of MUG using the TMA conference room as their official meeting location.

8. OPEN DISCUSSION

None.

9. ADJOURNMENT

Chair Hinkle adjourned the meeting at 2:55 p.m.

Respectfully submitted,

CINDI THOMAS
Administrative Secretary

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 21, 2002

TO: Board of Directors

FROM: Elisabeth Ross, Finance Manager

**SUBJECT: MONTHLY BUDGET STATUS REPORT FOR APRIL 2002, AND
APPROVAL OF BUDGET TRANSFERS**

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve the budget transfers for the period of May 1 - 31, 2002.

II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$23,194,013 or \$92,139 under the amount of revenue expected to be received during the first ten months of the fiscal year, based on the budget revised in February.
- Total operating expenses for the year to date, in the amount of \$23,036,058, are at 74.7% of the revised budget, with 83.3% of the year elapsed.
- A total of \$3,209,650 has been expended through April 30th for the FY 01-02 Capital Improvement Program.

III. DISCUSSION

An analysis of the District's budget status is prepared monthly in order to apprise the Board of Directors of the District's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year. The attached monthly revenue and expense report represents the status of the District's FY 01-02 budget as of April 30, 2002. The fiscal year is 83.3% elapsed.

A. Operating Revenues

Revenues are \$92,139 under the amount projected to be received for the period, primarily due to an advance sales tax payment that was lower than projected. Variances are explained in the notes following the report.

B. Operating Expenses

Day to day operating expenses for the year to date (excluding grant-funded programs, capital transfers and pass-through programs) total \$23,036,058 or 74.8% of the revised budget, with 83.3% of the year elapsed. Variances are explained in the notes following the report.

C. Capital Improvement Program

For the year to date, a total of \$3,209,650 has been expended on the Capital Improvement Program. The largest expenditure to date is for the Engine Repower Project in the amount of \$2,335,867.

IV. FINANCIAL CONSIDERATIONS

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

V. ATTACHMENTS

Attachment A: Revenue and Expense Report for April 2002, and Budget Transfers

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING REVENUE - APRIL 2002**

Operating Revenue	FY 01-02 Budgeted for Month	FY 01-02 Actual for Month	FY 01-02 Budgeted YTD	FY 00-01 Actual YTD	FY 01-02 Actual YTD	YTD Variance from Budgeted	
Passenger Fares	\$ 256,914	\$ 264,036	\$ 2,570,023	\$ 2,628,602	\$ 2,582,246	\$ 12,223	
Paratransit Fares	\$ 20,955	\$ 17,014	\$ 151,856	\$ 131,712	\$ 142,453	\$ (9,403)	
Special Transit Fares	\$ 205,062	\$ 198,805	\$ 1,549,727	\$ 1,424,486	\$ 1,522,104	\$ (27,623)	
Highway 17 Revenue	\$ 75,260	\$ 78,557	\$ 743,309	\$ 719,589	\$ 737,421	\$ (5,888)	
<i>Subtotal Passenger Rev</i>	<i>\$ 558,191</i>	<i>\$ 558,412</i>	<i>\$ 5,014,915</i>	<i>\$ 4,904,389</i>	<i>\$ 4,984,224</i>	<i>\$ (30,691)</i>	See Note 1
Advertising Income	\$ 15,000	\$ 15,000	\$ 144,000	\$ 128,000	\$ 144,000	\$	
Other Aux Transp Rev	\$ 1,000	\$ 623	\$ 10,000	\$ 10,210	\$ 8,518	\$ (1,482)	
Rent Income	\$ 11,874	\$ 11,874	\$ 115,878	\$ 115,554	\$ 120,668	\$ 4,790	
Interest - General Fund	46,438	\$ 45,000	\$ 642,600	\$ 1,008,914	\$ 648,029	\$ 5,429	
Non-Transportation Rev	\$ 150	\$ 2,689	\$ 1,500	\$ 7,079	\$ 48,658	\$ 47,158	See Note 2
Sales Tax Income	\$ 982,600	\$ 900,200	\$ 12,675,413	\$ 13,339,740	\$ 12,593,013	\$ (82,400)	See Note 3
TDA Funds	\$ -	\$ -	\$ 4,604,455	\$ 4,689,908	\$ 4,604,455	\$	
MBJAPCD Funding							
Other Local Funding	\$ -		\$ -	\$ 16,534		\$	
State Guideway Funding	\$ -		\$ -			\$	
Other State Funding							
FTA Op Asst - Sec 5303	\$		\$ -			\$	
FTA Op Asst - Sec 5307	\$ -	\$ -	\$ -	\$ 505,614	\$ -	\$	
FTA Op Asst - Sec 5311	\$ 46,701	\$ 42,448	\$ 46,701	\$ 39,697	\$ 42,448	\$ (4,253)	
Other Federal Grants							
Other Revenue							
Total Operating Revenue	\$ 1,661,954	\$ 1,576,246	\$ 23,255,462	\$ 24,765,639	\$ 23,194,013	\$ (92,139)	

**MONTHLYREVENUEANDEXPENSEREPORT
OPERATING EXPENSE SUMMARY - APRIL 2002**

	FY 01-02 Final Budget	FY 01-02 Revised Budget	FY 00-01 Expended YTD	FY 01-02 Expended YTD	Percent Expended of Budget	
PERSONNEL ACCOUNTS						
Administration	\$ 590,330	\$ 575,705	\$ 397,568	\$ 436,854	75.9%	
Finance	\$ 544,423	\$ 524,266	\$ 362,322	\$ 394,416	75.2%	
Planning & Marketing	\$					
Human Resources	\$ 472,659 928,464	\$ 404,727 910,584	\$ 275,253 555,782	\$ 684,156 361,399	75.1%	See Note 4
Information Technology	\$ 355,728	\$ 343,361	\$ 253,849	\$ 270,804	78.9%	
District Counsel	\$ 317,568	\$ 301,987	\$ 172,295	\$ 219,827	72.8%	
Facilities Maintenance	\$ 1,033,696	\$ 1,035,082	\$ 653,103	\$ 783,190	75.7%	
Paratransit Program	\$ 147,345	\$ 37812	\$ -	\$ -	0.0%	See Note 5
Operations	\$ 1,883,433	\$ 1,875,384	\$ 1,336,964	\$ 1,448,048	77.2%	
Bus Operators	\$ 11,273,632	\$ 11,265,344	\$ 8,288,703	\$ 9,287,453	82.4%	
Fleet Maintenance	\$ 3,883,760	\$ 3,668,093	\$ 2,397,760	\$ 2,760,241	75.3%	
Retired Employees Benefits	\$ 433,892	\$ 430,801	\$ 298,747	\$ 364,650	84.6%	See Note 6
Total Personnel	\$ 21,864,930	\$ 21,373,146	\$ 14,992,346	\$ 17,011,038	79.6%	
NON-PERSONNEL ACCOUNTS						
Administration	\$ 604,207	\$ 587,487	\$ 439,476	\$ 442,505	75.3%	
Finance	\$ 524,400	\$ 512,800	\$ 291,111	\$ 346,570	67.6%	
Planning & Marketing	\$ 219,901	\$ 243,493	\$ 118,346	\$ 196,341	80.6%	
Human Resources	\$ 105,117	\$ 172,214	\$ 73,990	\$ 113,811	66.1%	
Information Technology	\$ 122,125	\$ 134,803	\$ 99,629	\$ 99,027	73.5%	
District Counsel	\$ 159,405	\$ 269,483	\$ 81,931	\$ 157,416	58.4%	
Facilities Maintenance	\$ 489,234	\$ 521,426	\$ 519,987	\$ 357,979	68.7%	
Paratransit Program	\$ 3,445,805	\$ 3,445,915	\$ 1,781,834	\$ 1,870,943	54.3%	See Note 7
Operations	\$ 435,240	\$ 485,445	\$ 169,643	\$ 347,677	71.6%	
Bus Operators	\$ 6,040	\$ 6,442	\$ 5,565	\$ 3,775	58.7%	
Fleet Maintenance	\$ 3,633,353	\$ 3,023,653	\$ 2,257,819	\$ 2,104,457	69.6%	
Op Prog/SCCIC	\$ 2,445	\$ 2,695	\$ 5,710	\$ 797	29.6%	
Prepaid Expense	\$ -	\$ -	\$ (9,554)	\$ (16,283)	0.0%	See Note 8
Total Non-Personnel	\$ 9,747,070	\$ 9,405,854	\$ 5,835,487	\$ 6,025,019	64.1%	
Subtotal Operating Expense	\$ 31,612,000	\$ 30,779,000	\$ 20,827,833	\$ 23,036,058	74.8%	
Grant Funded Studies/Programs	\$ 70,000	\$ 70,000	\$ 36,995	\$	0.0%	
Transfer to/from Cap Program	\$ -	\$ -	\$ 299,780	\$	0.0%	
Pass Through Programs	\$ -	\$ -	\$ 27,000	\$	0.0%	
Total Operating Expense	\$ 31,682,000	\$ 30,849,000	\$ 21,191,609	\$ 23,036,058	74.7%	
YTD Operating Revenue Over YTD Expense				\$ 157,955		

**CONSOLIDATED OPERATING EXPENSE
APRIL 2002**

	FY 01-02 Final Budget	FY 01-02 Revised Budget	FY 00-01 Expended YTD	FY 01-02 Expended YTD	% Exp YTD of Budget	
LABOR						
Operators Wages	\$ 5,838,840	\$ 6,038,840	\$ 4,389,096	\$ 4,944,477	81.9%	
Operators Overtime	\$ 1,001,812	\$ 1,001,812	\$ 746,858	\$ 949,488	94.8%	See Note 9
Other Salaries & Wages	\$ 6,297,182	\$ 5,706,150	\$ 3,883,653	\$ 4,423,715	77.5%	
Other Overtime	\$ 254,900	\$ 380,581	\$ 209,732	\$ 246,368	64.7%	
	\$ 13,392,734	\$ 13,127,383	\$ 9,229,340	\$ 10,564,048	80.5%	
FRINGE BENEFITS						
Medicare/Soc Sec	\$ 124,935	\$ 131,935	\$ 85,762	\$ 105,913	80.3%	
PERS Retirement	\$ 954,700	\$ 927,598	\$ 632,419	\$ 707,617	76.3%	
Medical Insurance	\$ 2,056,360	\$ 2,035,025	\$ 1,474,364	\$ 1,657,806	81.5%	
Dental Plan	\$ 507,311	\$ 465,272	\$ 383,602	\$ 372,623	80.1%	
Vision Insurance	\$ 114,499	\$ 112,991	\$ 88,830	\$ 93,711	82.9%	
Life Insurance	\$ 60,639	\$ 60,639	\$ 42,145	\$ 44,093	72.7%	
State Disability Ins	\$ 137,494	\$ 149,994	\$ 65,034	\$ 109,362	72.9%	
Long Term Disability Ins	\$ 499,190	\$ 483,193	\$ 314,996	\$ 359,037	74.3%	
Unemployment Insurance	\$ 27,692	\$ 29,742	\$ 26,373	\$ 28,570	96.1%	See Note 10
Workers Comp	\$ 1,438,541	\$ 1,298,541	\$ 881,216	\$ 1,051,995	81.0%	
Absence w/Pay	\$ 2,522,426	\$ 2,522,426	\$ 1,750,567	\$ 1,900,075	75.3%	
Other Fringe Benefits	\$ 28,408	\$ 28,408	\$ 17,698	\$ 16,189	57.0%	
	\$ 8,472,195	\$ 8,245,762	\$ 5,763,007	\$ 6,446,993	78.2%	
SERVICES						
Acctng/Admin/Bank Fees	\$ 325,220	\$ 287,586	\$ 281,026	\$ 177,334	61.7%	
Prof/Legis/Legal Services	\$ 376,400	\$ 393,296	\$ 188,582	\$ 142,577	36.3%	
Temporary Help	\$ 19,340	\$ 148,642	\$ 161,039	\$ 136,632	91.9%	See Note 11
Uniforms & Laundry	\$ 34,496	\$ 34,097	\$ 33,856	\$ 29,139	85.5%	See Note 12
Security Services	\$ 277,438	\$ 327,438	\$ 257,762	\$ 234,330	71.6%	
Outside Repair - Bldgs/Eqmt	\$ 195,261	\$ 196,261	\$ 125,462	\$ 151,544	77.2%	
Outside Repair - Vehicles	\$ 272,600	\$ 252,600	\$ 140,316	\$ 202,875	80.3%	
Waste Disp/Ads/Other	\$ 168,947	\$ 216,068	\$ 108,041	\$ 150,924	69.9%	
	\$ 1,669,702	\$ 1,855,988	\$ 1,296,084	\$ 1,225,355	66.0%	
CONTRACT TRANSPORTATION						
Contract Transportation	\$ 300	\$ -	\$ 176	\$ -	0.0%	
Paratransit Service	\$ 3,297,605	\$ 3,297,605	\$ 1,604,377	\$ 1,816,296	55.1%	See Note 7
	\$ 3,297,905	\$ 3,297,605	\$ 1,604,553	\$ 1,816,296	55.1%	
MOBILE MATERIALS						
Fuels & Lubricants	\$ 1,881,130	\$ 1,321,030	\$ 985,721	\$ 750,922	56.8%	See Note 13
Tires & Tubes	\$ 160,000	\$ 155,000	\$ 95,152	\$ 135,248	87.3%	See Note 14
Other Mobile Supplies	\$ 8,500	\$ 8,500	\$ 5,391	\$ 4,959	58.3%	
Revenue Vehicle Parts	\$ 745,000	\$ 695,000	\$ 546,075	\$ 567,494	81.7%	
Inventory Adjustment	\$ -	\$ -	\$ -	\$ -	0.0%	
	\$ 2,794,630	\$ 2,179,530	\$ 1,632,339	\$ 1,458,622	66.9%	

**CONSOLIDATED OPERATING EXPENSE
APRIL 2002**

	FY 01-02 Final Budget	FY 01-02 Revised Budget	FY 00-01 Expended YTD	FY 01-02 Expended YTD	% Exp YTD of Budget	
OTHER MATERIALS						
Postage & Mailing/Freight	\$ 19,522	\$ 20,922	\$ 14,141	\$ 16,448	78.6%	
Printing	\$ 113,031	\$ 115,300	\$ 59,771	\$ 77,355	67.1%	
Office/Computer Supplies	\$ 76,495	\$ 80,245	\$ 59,554	\$ 56,591	70.5%	
Safety Supplies	\$ 31,713	\$ 31,713	\$ 11,340	\$ 19,378	61.1%	
Cleaning Supplies	\$ 86,556	\$ 60,556	\$ 41,159	\$ 43,835	72.4%	
Repair/Maint Supplies	\$ 77,404	\$ 77,404	\$ 79,707	\$ 52,035	67.2%	
Parts, Non-Inventory	\$ 58,000	\$ 58,000	\$ 45,672	\$ 44,610	76.9%	
Tools/Tool Allowance	\$ 23,467	\$ 27,467	\$ 15,378	\$ 10,576	38.5%	
Promo/Photo Supplies	\$ 19,355	\$ 21,379	\$ 9,083	\$ 9,819	45.9%	
	\$ 505,543	\$ 492,986	\$ 335,800	\$ 330,647	67.1%	
UTILITIES	\$ 335,310	\$ 332,929	\$ 224,106	\$ 263,532	79.2%	
CASUALTY & LIABILITY						
Insurance - Prop/PL & PD	\$ 215,200	\$ 215,200	\$ 120,765	\$ 152,201	70.7%	
Settlement Costs	\$ 100,000	\$ 100,000	\$ 31,706	\$ 46,095	46.1%	
Repairs to Prop	\$ 11,750	\$ 11,750	\$ (9,060)	\$ (12,737)	0.0%	See Note 15
Prof/Other Services	\$ 30,000	\$ 140,000	\$ 12,002	\$ 97,333	69.5%	
	\$ 356,950	\$ 466,950	\$ 155,413	\$ 282,892	60.6%	
TAXES	\$ 45,280	\$ 45,280	\$ 32,394	\$ 32,990	72.9%	
MISC EXPENSES						
Dues & Subscriptions	\$ 46,093	\$ 58,843	\$ 35,978	\$ 48,883	83.1%	
Media Advertising	\$ 50,000	\$ 37,476	\$ 8,198	\$ 28,014	74.8%	
Employee Incentive Program	\$ 15,892	\$ 10,992	\$ 10,213	\$ 7,916	72.0%	
Training	\$ 45,615	\$ 48,615	\$ 29,313	\$ 15,715	32.3%	
Travel & Local Meetings	\$ 74,354	\$ 66,564	\$ 46,568	\$ 33,601	50.5%	
Other Misc Expenses	\$ 13,500	\$ 12,000	\$ 13,400	\$ 9,347	77.9%	
	\$ 245,454	\$ 234,490	\$ 143,670	\$ 143,475	61.2%	
OTHER EXPENSES						
Leases & Rentals	\$ 566,298	\$ 570,098	\$ 448,122	\$ 471,209	82.7%	
Transfer to Capital	\$ -	\$ -	\$ 299,780	\$ -	0.0%	
Pass Through Programs	\$ -	\$ -	\$ 27,000	\$ -	0.0%	
	\$ 566,298	\$ 570,098	\$ 774,902	\$ 471,209	82.7%	
Total Operating Expense	\$ 31,682,000	\$ 30,849,000	\$ 21,191,609	\$ 23,036,058	74.7%	

**MONTHLY REVENUE AND EXPENSE REPORT
FY 00-01 CAPITAL IMPROVEMENT PROGRAM**

CAPITAL PROJECTS	Program Budget	Expended in April	YTD Expended
Grant Funded Projects			
Consolidated Operating Facility	\$ 7,948,083	\$ 17,675	\$ 171,095
Urban Bus Replacement	\$ 8,246,472		\$ 23,020
Engine Repower Project	\$ 3,037,000		\$ 2,335,867
ADA Paratransit Vehicles	\$ 149,000	\$ 143,236	\$ 143,236
Computer System	\$ 115,000		
CNG Facilities for SCM, Ops	\$ 632,000	\$ 25,588	\$ 97,478
Farebox Replacement (CO)	\$ 60,000		\$ 63,751
Metro Center Renovation Project	\$ 200,000		
	\$ 20,387,555		
District Funded Projects			
Bus Stop Improvements	\$ 375,622	\$ 333	\$ 54,118
ADA Recertification Program	\$ 65,000		\$ 788
Ridecheck Upgrade Project	\$ -		
Facilities Repair & Improvements	\$ 229,950	\$ 58	\$ 176,656
Machinery/Equipment Repair/Impr	\$ 66,500		\$ 52,728
Non-Revenue Vehicle Replacement	\$ 54,000		\$ 54,644
Office Equipment	\$ 5,000		\$ 3,179
IT Projects	\$ 90,000	\$ 4,266	\$ 33,091
Automated Telephone Info Svstem	\$ 35,000		
Foothill Bus Improvements	\$ 85,143		
SVTC Tenant Improvements	\$		
Metro Center Improvements	\$ 50,000		
Reserve for CNG Conversion	\$		
Contingency for District Funded Projects	\$ 1,070		
Transfer to Operating Budget	\$ 848,280		
	\$ 1,905,565		
TOTAL CAPITAL PROJECTS	\$ 22,293,119	\$ 191,156	\$ 3,209,650
CAPITAL FUNDING SOURCES	Budget	Received in April	YTD Received
Federal Capital Grants	\$ 14,561,939	\$ 104,692	\$ 411,772
State Capital Grants	\$ 200,000	\$ -	\$
STA Funding	\$ 1,407,650	\$ -	\$ 703,825
Local Capital Grants	\$ 719,631	\$ 10,161	\$ 10,161
District Reserves	\$ 5,155,399	\$ 76,303	\$ 2,083,892
Transfer from Bus Stop Improvement Reserve	\$ 248,500	\$ -	\$
TOTAL CAPITAL FUNDING	\$ 22,293,119	\$ 191,156	\$ 3,209,650

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

1. Passenger fares (farebox and pass sales) are \$12,223 or 0.5% over the revised budget amount for the year to date. Paratransit fares are \$9,403 or 4% under budget for the period due to fewer rides for the year to date than projected. Special transit fares (contracts) are \$27,623 or 2% under the budgeted amount. UCSC revenue is \$30,631 or 2% under budget for the year to date and Cabrillo College revenue is \$5,560 or 4% under budget. Highway 17 Express revenue is \$5,888 or 1% under the year to date budgeted amount. Together, all four passenger revenue accounts are under the budgeted amount for the first ten months of the fiscal year by a net \$30,691 or 0.8%.
2. Non-transportation revenue is \$47,158 over budget largely due to a refund from Community Bridges for overcharges in the last fiscal year in the amount of \$36,268, and a class action settlement in the amount of \$2,451.
3. Sales tax income is \$82,400 under budget due to lower advance payments for the last quarter of the fiscal year.
4. Human Resources personnel expense is at 89.3% of the budget since the budget was reduced to reflect staff vacancies from January forward, and a large vacation payoff was made which will be reconciled at year end.
5. Paratransit program personnel expense is at zero for the year-to-date since program staff has not yet been hired.
6. Retired employee benefits is at 84.6% of the budget due to more employees retiring during the year than projected.
7. Paratransit program expense is only at 54.3% of the budget because the March and April billing information was not available by the report deadline and no paratransit personnel costs have been incurred to date.
8. Pre-paid expense adjustment provides for allocating large annual payments, such as casualty and liability insurance, over the entire year so that the total expenses District-wide for the month and year to date are not skewed.
9. Operators' overtime is at 94.8% of the budget due to extensive employee medical absences. Overall, Bus Operator payroll expense is within budget.
10. State unemployment insurance is at 96.1% of the budget because more employees were hired during the year than anticipated.
11. Temporary help is at 91.9% of the budget due to hire of temporary workers during recruitment of new employees in the departments of Human Resources and Facilities Maintenance and during employee absences in the Planning & Marketing Department. Savings in wage and benefit accounts will off-set this expense.

12. Uniforms and laundry expense is at 85.5% of the budget due to overruns in the Fleet Maintenance Department resulting from ordering additional coveralls for employees and additional shop towels for detailing buses.
13. Fuels and lubricants are only at 56.8% of the budget due to low diesel prices for the year to date.
14. Tires and tubes expense is at 87.3% of the budget due to periodic purchases.
15. Repairs to property is a casualty and liability account to which repairs to District vehicles and property are charged when another party is liable for the damage. All collections made from other parties for property repair are applied to this account to offset the District's repair costs. Collections have been applied for the year to date, but some repairs have yet to be charged to the account.

FY 00-01 BUDGET TRANSFERS
5/1/02-5/31/02

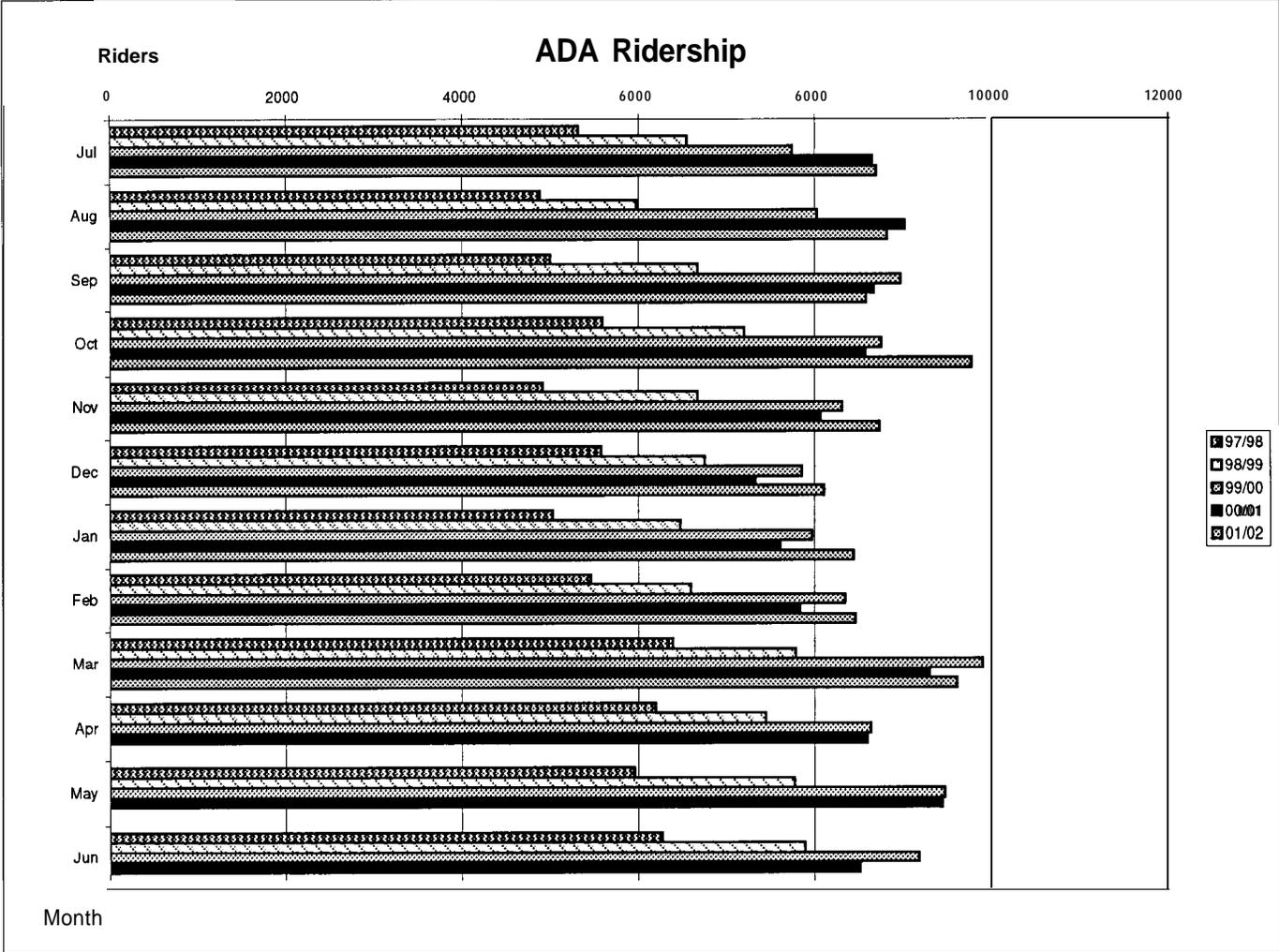
	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # 02-046			
TRANSFER FROM:	50401 I-41 00	Fuels & Lubricants	\$ (600)
TRANSFER TO:	504205-4100	Freight Out	\$ 600
REASON:	To cover account overruns and expected expenditures for the remainder of the year in Fleet Maintenance.		
TRANSFER # 02-047			
TRANSFER FROM:	503162-3200	Uniforms & Laundry	\$ (399)
	503405-3200	Contract Transportation	\$ (300)
			\$ (699)
TRANSFER TO:	503031-3200	Prof/Technical & Fees	\$ 699
REASON:	To cover expected expenditures for the remainder of the fiscal year for the Operations Department.		
TRANSFER # 02-048			
TRANSFER FROM:	501021-I 300	Other Salaries & Wages	\$ (3,000)
TRANSFER TO:	501023-I 300	Overtime - Other	\$ 3,000
REASON:	To cover expected expenditures for the Planning Department for the remainder of the fiscal year.		
TRANSFER # 02-049			
TRANSFER FROM:	50601 I-1200	Property Insurance	\$ (1,500)
TRANSFER TO:	506021-I 200	Other Insurance	\$ 1,500
REASON:	To cover account overruns and expected expenditures for the Finance Department.		
TRANSFER # 02-050			
TRANSFER FROM:	502081-3100	Workers' Comp	\$ (1,806)
	502081-3300	Workers' Comp	\$ (63,194)
	502081-4100	Workers' Comp	\$ (50,000)
			\$ (115,000)
TRANSFER TO:	502081-I 300	Workers' Comp	\$ 8,000
	502081-I 400	Workers' Comp	\$ 90,000
	50208 I-2200	Workers' Comp	\$ 14,000
	502081-3200	Workers' Comp	\$ 3,000
			\$ 115,000
REASON:	To reallocate budgeted funds for workers' comp expense among departments to reflect actual expenses.		
TRANSFER # 02-051			
TRANSFER FROM:	501021-2200	Other Salaries	\$ (9,413)
TRANSFER TO:	501023-2200	Other Overtime	\$ 9,413
REASON:	To cover account overruns and expected expenditures for the Facilities Maintenance Department.		

FY 00-01 BUDGET TRANSFERS
5/1/02-5/31/02

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # 02-052			
TRANSFER FROM:	502071-I 200	Unemployment Insurance	\$ (100)
	502071-3100	Unemployment Insurance	\$ (170)
	502071-3200	Unemployment Insurance	\$ (210)
	502021-3300	Retirement	\$ (2,000)
	502021-4100	Retirement	\$ (50)
			\$ (2,530)
			\$
TRANSFER TO:	502071-I 100	Unemployment Insurance	\$ 120
	502071-1400	Unemployment Insurance	70
	502071-I 500	Unemployment Insurance	\$ 170
	502071-I 700	Unemployment Insurance	\$ 120
	502071-3300	Unemployment Insurance	\$ 2,000
	502071-4100	Unemployment Insurance	\$ 50
			\$ 2,530
REASON:	To cover State unemployment insurance overrun due to more employee turnover during the year than projected.		
TRANSFER # 02-053			
TRANSFER FROM:	509125-I 100	Local Meeting Expense	\$ (1,800)
TRANSFER TO:	503221-I 100	Classified/Legal Ads	\$ 1,800
REASON:	To cover account overruns and expected expenditures for the Administration Department.		

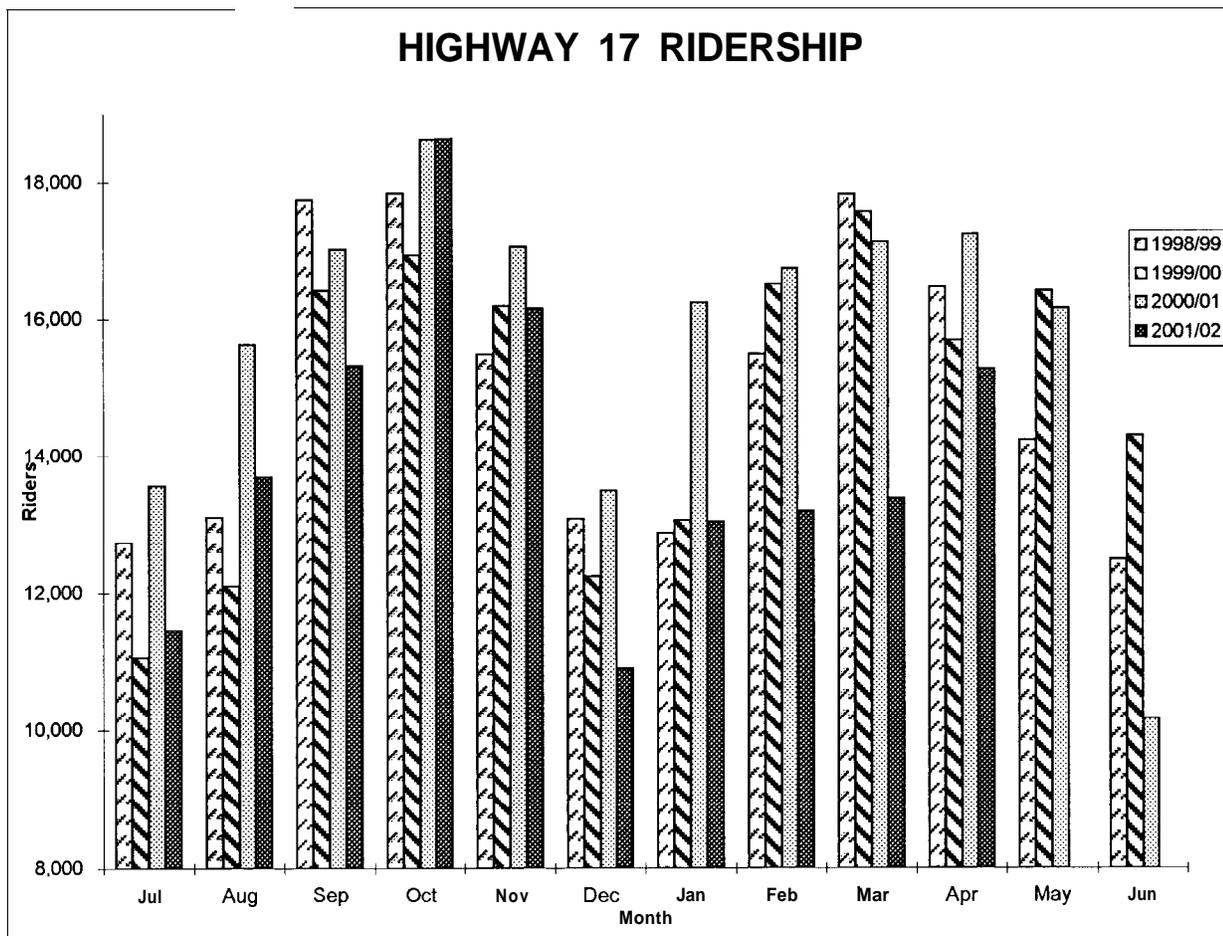
**ADA Paratransit Program
Monthly Status Report**

	This March	Last March	% Change	This YTD	Last YTD	% Change
Cost	\$ 245,298	\$ 220,717	11.1%	\$ 1,973,581	\$ 1,745,647	13.1%
Revenue	\$19,206	\$18,592	3.3%	\$158,316	\$149,994	5.5%
Subsidy	\$226,092	\$202,125	11.9%	\$1,815,265	\$1,595,653	13.8%
Passengers	9,603	9,296	3.3%	79,158	74,997	5.5%
Cost/Ride	\$25.54	\$23.74	8.3%	\$24.93	\$ 23.28	7.8%
Subsidy/Ride	\$23.54	\$21.74	8.3%	\$22.93	\$21.28	7.8%
Operating Ratio	7.8%	8.4%	-7.0%	8.0%	8.6%	-6.6%
% Rides on Taxi	0.0%	67.2%	-100.0%	68.1%	67.9%	0.2%
Program Registrants	9,173	8,415	9.0%	9,173	8,415	9.0%
Rides/Registrant	1.0469	1.1047	-5.2%	8.6295	8.9123	-3.2%



HIGHWAY 17 - APRIL 2002

	April			YTD		
	2001/02	2000/01	%	2001/02	2000/01	%
FINANCIAL						
Cost	\$ 116,507	\$ 111,211	4.8%	\$ 1,117,406	\$ 1,059,151	5.5%
Farebox	\$ 37,512	\$ 36,862	1.8%	\$ 334,251	\$ 359,684	(7.1%)
Operating Deficit	\$ 75,899	\$ 71,617	6.0%	\$ 759,951	\$ 679,792	11.8%
Santa Clara Subsidy	\$ 37,949	\$ 35,808	6.0%	\$ 379,975	\$ 339,896	11.8%
METRO Subsidy	\$ 37,949	\$ 35,808	6.0%	\$ 379,975	\$ 339,896	11.8%
San Jose State Subsidy	\$ 3,096	\$ 2,733	13.3%	\$ 23,205	\$ 19,676	17.9%
STATISTICS						
Passengers	15,279	17,232	(11.3%)	141,049	162,698	(13.3%)
Revenue Miles	32,918	31,421	4.8%	318,701	317,205	0.5%
Revenue Hours	1,280	1,222	4.8%	12,394	12,336	0.5%
PRODUCTIVITY						
Cost/Passenger	\$ 7.63	\$ 6.45	18.2%	\$ 7.92	\$ 6.51	21.7%
Revenue/Passenger	\$ 2.46	\$ 2.14	14.8%	\$ 2.37	\$ 2.21	7.2%
Subsidy/Passenger	\$ 5.17	\$ 4.31	(19.8%)	\$ 5.55	\$ 4.30	29.1%
Passengers/Mile	0.46	0.55	(13.7%)	0.44	0.51	(13.7%)
Passengers/Hour	11.94	14.10	(15.4%)	11.38	13.19	(13.7%)
Recovery Ratio	32.2%	33.1%	(2.9%)	29.9%	34.0%	(11.9%)



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 21, 2002
TO: Board of Directors
FROM: Bryant J. Baehr, Manager of Operations
SUBJECT: UNIVERSITY OF CALIFORNIA - SANTA CRUZ SERVICE UPDATE

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- Student billable trips for April 2002 increased by 16.9% versus April 2001. Year to date student billable trips have increased by 12.2%.
- Faculty / staff billable trips for April 2002 increased by 6.1% versus April 2001. Year to date faculty / staff billable trips have increased by 10.1%.
- Revenue received from UCSC for April 2002 was \$174,350 versus \$157,206 a 10.9% increase.

III. DISCUSSION

Full school-term transit service to the University of California – Santa Cruz started on September 19, 2001. Attached are charts detailing student and faculty / staff billable trips. A summary of the results is:

- Student billable trips for the month of April 2002 were 179,907 vs. 153,873 for April 2001 an increase of 16.9%.
- Faculty / staff billable trips for the month of April 2002 were 11,879 vs. 11,194 for April 2001 an increase of 6.1%.
- Year to date Student billable trips increased by 12.2% and faculty / staff billable trips increased by 10.1%.
- In April 2002 the charge for service was \$174,350. The charge for April 2001 was \$157,206. This represents a 10.9% increase in revenue for April 2002 versus April 2001.

IV. FINANCIAL CONSIDERATIONS

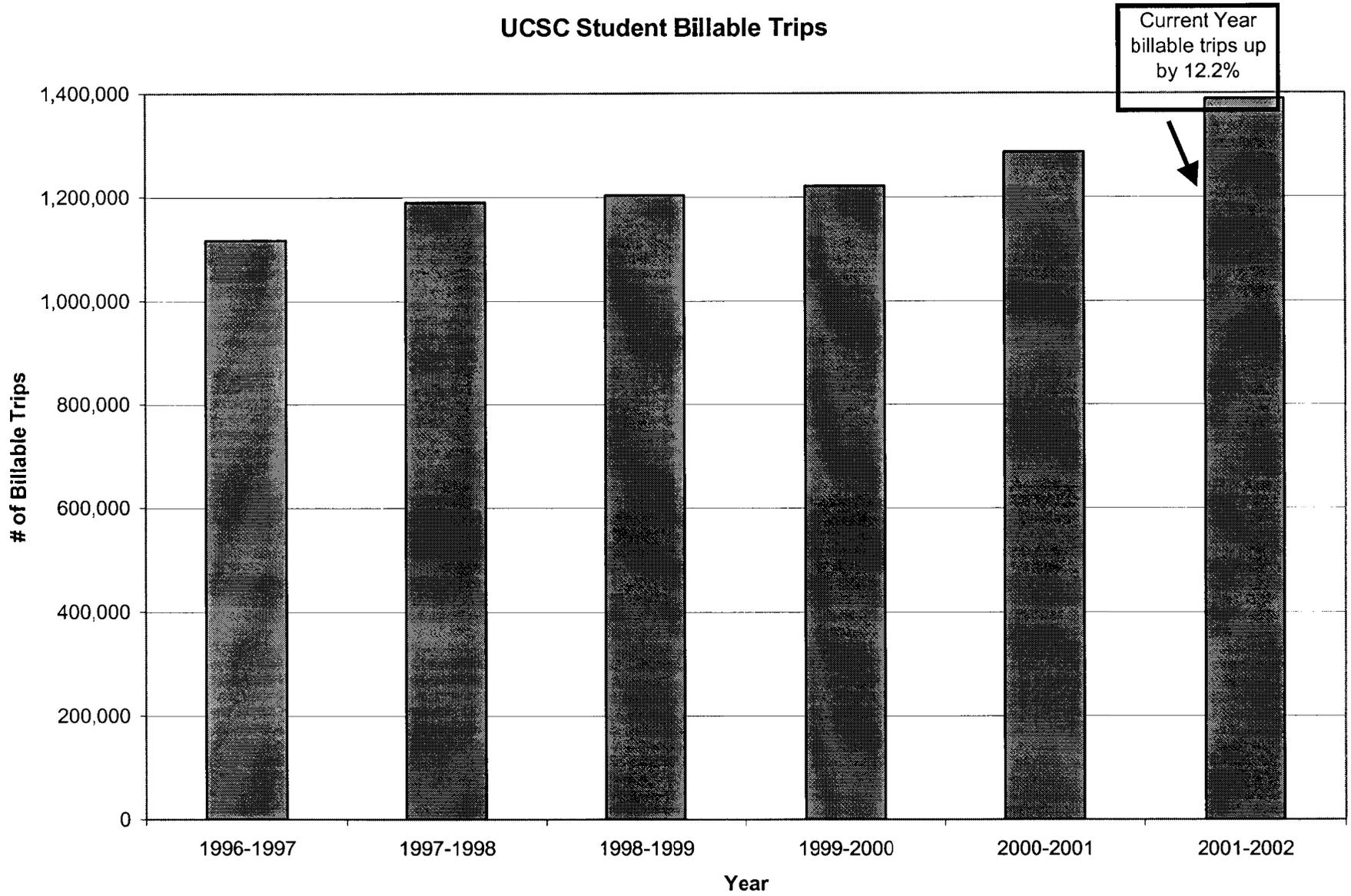
NONE

V. ATTACHMENTS

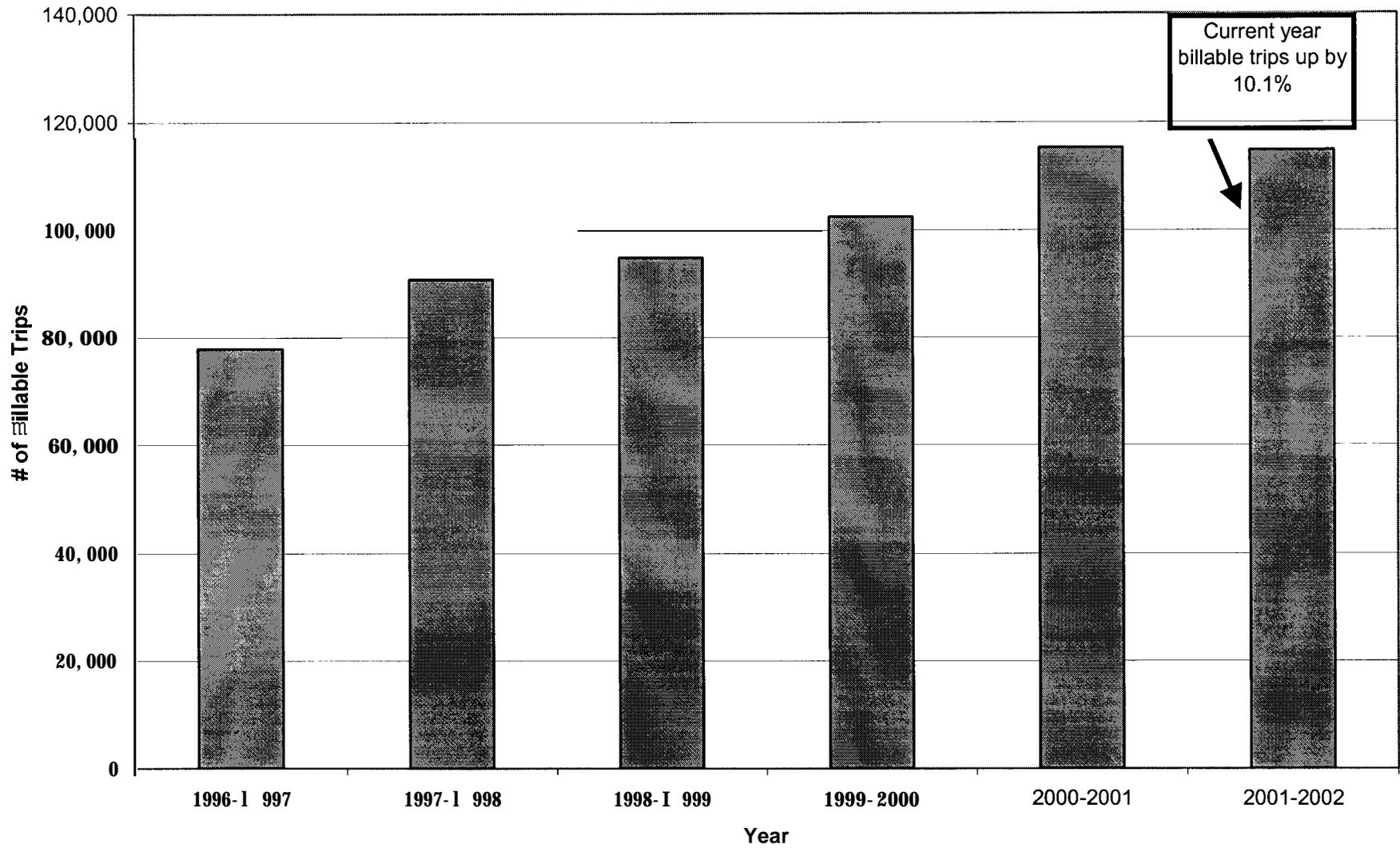
Attachment A: UCSC Student Billable Trips

Attachment B: UCSC Faculty / Staff Billable Trips

UCSC Student Billable Trips



UCSC Faculty / Staff Billable Trips



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 21, 2001
TO: Board of Directors
FROM: Leslie R. White, General Manager
SUBJECT: METROBASE PROJECT STATUS REPORT

I. RECOMMENDED ACTION

That the Board of Directors accept the status report on the MetroBase project.

II. SUMMARY OF ISSUES

- The MetroBase project is currently approximately seven (7) years behind schedule for implementation.
- On April 19, 2002, the Board of Directors selected the Harvey West Cluster No. 1 Option as the preferred alternative for the Environmental Impact Report. This was the third site to receive such designation.
- On May 17, 2002, the Board of Directors adopted a revised project schedule and requested that the project status report be included in the Board packet each month.
- Currently, all actions identified in the project schedule have been completed on time.

III. DISCUSSION

The 1989 Loma Prieta earthquake severely damaged the operating facilities at METRO. The Watsonville operating base was damaged to the degree that it became inoperable and the Santa Cruz operating base lost all fueling capabilities. From that time to the present, METRO has pursued the goal of constructing replacement facilities, which would restore cost effective maintenance and operations functions. METRO has pursued a consolidated facility approach in order to achieve the maximum amount of operating efficiency on a long-term basis. The use of a consolidated or closely clustered approach will achieve significant savings for METRO which can be used to restore service levels. The original schedule, developed for the construction of replacement facilities, identified 1995 as the target year for implementation. Unfortunately, the MetroBase project has suffered a number of setbacks over the past few years and is currently approximately seven (7) years behind schedule.

On April 19, 2002, the Board of Directors adopted a designation of the Harvey West Cluster No. 1 Option as the preferred alternative for the purposes of continuing the Environmental Impact Report process on the MetroBase project. This is the third site to be designated as the preferred alternative.

On May 17, 2002, the Board of Directors adopted a revised project schedule (Attachment A) and requested that a status report be provided to the Board at each meeting so that any schedule slippage would be apparent immediately.

During the reference period the tasks which were to be completed have been included in a timely fashion. The Notice of Preparation/Notice of Intent was circulated on April 30, 2002 and the comment period concluded on May 30, 2002. On May 22, 2002, the scoping meeting was held to solicit comments from the public with regard to the revised project scope. In order to proceed with the Environmental Impact Report process, it was necessary to receive a revised site plan as well as other information from both METRO and Waterleaf Interiors, Inc. The information required to be submitted to Duffy & Associates on June 1, 2002 was delivered. A revised site plan for the Harvey West Cluster No. 1 Option is attached to this staff report. The next milestone for the MetroBase project is the submission of an administrative draft of the Environmental Impact Report/Environmental Impact Statement by July 15, 2002.

METRO staff will continue to monitor the progress of the MetroBase project with regard to the items contained on the project schedule which addresses the Harvey West Cluster No. 1 Option. At the time that the Board of Directors approves a process to evaluate site enhancement opportunities, a schedule for that activity will be developed and included in the monthly status reports.

IV. FINANCIAL CONSIDERATIONS

No actions have taken place during the reporting period which change the financial status of the MetroBase project.

V. ATTACHMENTS

Attachment A: MetroBase Project Schedule

Attachment B: Site Plan – Harvey West Cluster No. 1 Option

MetroBase Project Schedule

MetroBase HW 1 Cluster Alternative Revised Schedule	
Task	Date
FIR Completed and Accepted by Board of Directors	April 19, 2002
Board of Directors Amends Preferred Alternative Designation	April 19, 2002
Circulate Notice of Preparation/Notice of Intent (30 days)	April 30, 2002
Scoping Meeting	May 22, 2002
NOP/NOI Circulation Period Ends	May 30, 2002
Receive All Project Information from SCMTD & Architect	June 1, 2002
Submit Administrative Draft EIR/EIS	July 15, 2002
Review of ADEIR/EIS by SCMTD Complete	August 9, 2002
Submit Screen-Check ADEIR/EIS to SCMTD	August 16, 2002
Review of Screen-Check ADEIR/EIS Complete	August 19, 2002
Start 45-Day Review Period	August 20, 2002
DEIR Review Period Ends	October 11, 2002
Submit Administrative Responses to Comments to SCMTD	November 4, 2002
Review of Admin Responses Complete	November 25, 2002
Circulate Responses (10 days)	December 9, 2002
End Circulation Period	December 19, 2002
Certify Final EIR	December 20, 2002
ROW Acquisition Actions Commence	January 1, 2003
Final Design and Engineering Activities Commence	January 1, 2003
Draft Construction Specifications Circulated	May 1, 2003
Board of Directors Approves Construction Specifications	May 16, 2003

MetroBase Project Schedule

Request for Construction Bids Issued	May 16, 2003
Pre Bid Meeting Held	June 10, 2003
Final Bid Documents Issued	June 24, 2003
Construction Bid Received	August 15, 2003
Construction Bids Evaluated	August 15, 2003- August 29, 2003
ROW Acquisition Completed	September 1, 2003
Board of Directors Award Construction Contracts	September 19, 2003
Groundbreaking	October 10, 2003
Construction Begins	November 3, 2003
Fueling System Operational and online	May 17, 2005
Fleet Maintenance Function Complete and online	June 20, 2005
Operations Function Complete and online	July 18, 2005
Facility Maintenance Complete and online	August 15, 2005
Phase I Construction Complete	October 21, 2005

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 21, 2002
TO: Board of Directors
FROM: Elisabeth Ross, Finance Manager
**SUBJECT: AUTHORIZATION FOR DISPOSAL OF ASSETS: TWO GILLIG BUSES;
MISCELLANEOUS EQUIPMENT**

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors declare the attached list of assets as excess and authorize disposal.

II. SUMMARY OF ISSUES

- In accordance with the District's policy on disposal of fixed assets and inventoriable items, 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.
- The buses and equipment listed on Attachment A are either obsolete or beyond their useful life and are of no useful value to the District.

III. DISCUSSION

The estimated current market value of the two buses recommended for disposal is \$500 each. The differential overhaul stand has a market value of \$30, the two-ton shop crane a market value of \$100 and the parts washer a value of \$15.

Upon the Board's declaration of the items as excess, they will be offered for sale by the District's Purchasing Office. If the equipment is not purchased, it will be disposed of by the Facilities Maintenance Department through recycling or at a County disposal site.

IV. FINANCIAL CONSIDERATIONS

The current net book value of all items to be declared excess is zero. Any proceeds from sale of the items will be recorded as income to the District.

V. ATTACHMENTS

Attachment A: List of Assets Designated for Disposal as of June 21, 2002

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
Assets Designated For Disposal As Of June 21, 2002

ASSET NUMBER	DESCRIPTION	PURCHASE DATE	ACQUISITION C O S T	NET BOOK VALUE	MARKET VALUE	REASON FOR DISPOSAL
B8061.00C/I	81 Gillig Bus/VIN 80049	12/04/84	\$136,548.09	\$0.00	\$500.00	BEYOND USEFUL LIFE
B8062.00C/I	81 Gillig Bus/VIN 80050	12/04/84	\$136,554.12	\$0.00	\$500.00	BEYOND USEFUL LIFE
00697.00A	Differential Overhaul Stand	10/07/82	\$382.90	\$0.00	\$30.00	BEYOND USEFUL LIFE
01031.00A/C	2 Ton Shop Crane	12/22/83	\$1,962.05	\$0.00	\$100.00	BEYOND USEFUL LIFE
01221.00A	Parts Washer	05/11/83	\$706.75	\$0.00	\$15.00	BEYOND USEFUL LIFE

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 21, 2002

TO: Board of Directors

FROM: Elisabeth Ross, Finance Manager

SUBJECT: RESOLUTION INCREASING THE PETTY CASH FUND FOR THE ADMINISTRATIVE OFFICES AND ELIMINATING THE PETTY CASH FUND FOR THE FACILITIES MAINTENANCE DEPARTMENT

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors adopt the attached resolution increasing the petty cash fund for the Administrative Offices from \$300 to \$500 and eliminating the petty cash fund for the Facilities Maintenance Department.

II. SUMMARY OF ISSUES

- For many years, the District has maintained a petty cash fund at the Administrative Offices for small purchases.
- The Facilities Maintenance Department maintains a separate petty cash fund at the same location.
- This action will consolidate the two existing funds at the Encinal facility into one fund.

III. DISCUSSION

A petty cash fund is maintained at the Administrative Offices at the 370 Encinal facility which is administered by Finance Department staff. The fund is used to reimburse designated departmental employees for small purchases under \$30 that are required to be made immediately, rather than waiting for the bi-weekly check run. In the past, the Facilities Maintenance Department maintained its own petty cash fund at the Brommer Facility. When the department moved to Encinal, the fund remained under the control of the Facilities Maintenance staff. With the department's administrative secretary position not being funded in FY 02-03, staff proposes to combine the fund with the existing fund administered by the Finance Department. As with all other departments at the Encinal facility, Facilities Maintenance staff will contact Finance for their petty cash needs.

IV. FINANCIAL CONSIDERATIONS

Since purchases from the petty cash fund are charged against the appropriate department and account, there is no budgetary impact from this action.

V. ATTACHMENTS

Attachment A: Resolution Increasing the Petty Cash Fund for the Administrative Offices.

**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 INCREASING THE PETTY CASH FUND FOR
ADMINISTRATIVE OFFICES AND ELIMINATING THE PETTY CASH FUND
FOR FACILITIES MAINTENANCE DEPARTMENT**

WHEREAS, the Santa Cruz Metropolitan Transit District has established a petty cash fund for the District Administrative Offices at 370 Encinal Street, Santa Cruz, CA; and

WHEREAS, it is to the best interest of the Santa Cruz Metropolitan Transit District to centralize the petty cash fund for all departments at Encinal.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that this Board does hereby authorize an increase in the petty cash fund for the District Administrative Offices containing a maximum amount of \$500.00, with a corresponding decrease in the Facilities Maintenance Department fund to zero;

BE IT FURTHER RESOLVED AND ORDERED, that the General Manager is hereby authorized and directed to transfer \$200.00 from the Facilities Maintenance Department's petty cash fund to the Administrative Offices petty cash fund.

PASSED AND ADOPTED this 21st day of June, 2002, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____
Chairperson

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 21, 2002
TO: Board of Directors
FROM: Elisabeth Ross, Finance Manager
**SUBJECT: RENEWAL OF LIABILITY AND PHYSICAL DAMAGE INSURANCE
COVERAGE FOR FY 02-03**

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors authorize payment to the California Transit Insurance Pool (CalTIP) in the net amount of \$310,975 for participation in the FY 02-03 program.

II. SUMMARY OF ISSUES

- The District carries general liability and vehicle insurance through CalTIP, a pool of California public transit properties established in 1987.
- The renewal for FY 02-03 is in the amount of \$374,711 for liability insurance, including an additional \$10 million in excess coverage; and \$23,223 for vehicle physical damage insurance.
- With the use of rate offset reserve funds, the liability premium has been reduced to \$287,752.

III. DISCUSSION

The District has been a member of CalTIP since its inception in 1987. Each member agency has a representative on CalTIP's Board of Directors. Assistant General Manager Mark Dorfman is the District's representative. Coverage limits are \$20 million general and vehicular liability with a \$100,000 deductible per occurrence.

To reduce the premium for liability coverage, staff is using half of the amount held by CalTIP in the rate offset reserve funds. Therefore, the premium for FY 02-03 will be reduced from \$374,711 by \$86,959 to \$287,752.

Vehicle physical damage coverage is for actual cash value of the vehicle with a \$25,000 deductible on buses and a \$500 deductible on non-revenue vehicles. The District received a return on retained earnings so the premium of \$34,971 has been reduced to \$23,223.

Pool loss experience has been very good and until this year, the net cost of this coverage has been very favorable to the District. The liability coverage includes errors and omissions coverage.

IV. FINANCIAL CONSIDERATIONS

The insurance cost is included in the FY 02-03 final budget.

V. ATTACHMENTS

None.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 21, 2002

TO: Board of Directors

FROM: Elisabeth Ross, Finance Manager

SUBJECT: RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY 02-03

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors authorize renewal of property insurance coverage with the Greenwich Insurance Company at a premium cost not to exceed \$30,000.

II. SUMMARY OF ISSUES

- The District carries property insurance on all its owned facilities and on leased facilities in accordance with lease agreements, as well as on building contents.
- The premium renewal for FY 02-03 is \$29,560.

III. DISCUSSION

Saylor & Hill, the District's property insurance broker, is arranging for renewal of property insurance coverage with the Greenwich Insurance Company after obtaining competitive quotes. This is all risk coverage, excluding earthquake and flood, and includes buildings and contents, employee tools, telephone system, and other equipment, with a \$5,000 deductible. The District carries flood insurance on one location, 1200 River Street, under a separate policy. The Greenwich Insurance Company is rated A+ XV by Best. The renewal quote is \$29,560, an increase of 4.6% over the premium in FY 01-02.

IV. FINANCIAL CONSIDERATIONS

The insurance cost is included in the FY 02-03 final budget.

V. ATTACHMENTS

None.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

NOTICE OF ACTION TAKEN IN CLOSED SESSION MEMORANDUM

DATE: June 21, 2002

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: Notification Of Actions Taken In Closed Session Regarding The Following Claims On The Dates Indicated:

Settlement with Sonya McClure on May 10, 2002

McClure v. Santa Cruz Metropolitan Transit District

On May 10, 2002, in closed session you authorized a complete settlement for the litigation matter between Santa Cruz Metropolitan Transit District and Sonya McClure in the amount of two thousand, five hundred dollars (\$2,500.00), including a waiver by the District of \$1,200.00 in sanctions. The following directors authorized the settlement: Almquist, Beautz, Fitzmaurice, Hinkle, Keogh, Krohn, Phares, Norton, Reilly and Spence. No one opposed the settlement. Director Ainsworth was absent.

Pursuant to this direction, a fully executed release was received from Sonya McClure and a District warrant was issued. A Dismissal with Prejudice of the entire action has been filed in Santa Cruz County Superior Court.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

OFFICE OF THE DISTRICT COUNSEL

DATE: June 21, 2002

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF NAME CHANGE FOR TENANT'S BUSINESS AT WATSONVILLE TRANSIT CENTER

I. RECOMMENDED ACTION

Consider authorizing the General Manager to execute an Amendment to the Lease allowing Ali Reza Gharahgozloo and Jessica Hsu to change the name of their business from Transmart to Jessica Grocery Store, Inc., currently doing business at the Watsonville Transit Center.

II. SUMMARY OF ISSUES

- Ali Reza Gharahgozloo and Jessica Hsu, dba Transmart recently requested that the Transit District allow them to change the name of their business to Jessica Grocery Store, Inc., as they recently became incorporated and registered the business as A California Corporation under this new name.

III. DISCUSSION

Ali Reza Gharahgozloo and Jessica Hsu have been leasing property at the Watsonville Transit Center since July 1, 1998 from the Santa Cruz Metropolitan Transit District. Recently they became incorporated as a California Corporation. The new incorporated business name is Jessica Grocery Store, Inc. Enclosed are Stock Shares for the Corporation, Articles of Incorporation and the Statement By Domestic Stock Corporation, all showing the new name, Jessica Grocery Store, Inc.

This Amendment would not only change the name of the business from Transmart to Jessica Grocery Store, Inc. but if accepted, would transfer the terms, conditions and liabilities of the Lease negotiated between the Transit District and the owners, to the Corporation. This is significant because the Lease terms, conditions and liabilities are currently owed to the Transit District by the owners, Ali Reza Gharahgozloo and Jessica Hsu, themselves personally.

In other words, Ali Reza Gharahgozloo and Jessica Hsu will no longer have any personal liability to the Transit District.

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

- Attachment A:** Stock Shares
- Attachment B:** Articles of Incorporation
- Attachment C:** Statement By Domestic Stock Corporation

NOVEMBER 20, 2001

INCORPORATED UNDER THE LAWS

OF THE STATE OF CALIFORNIA

NUMBER
1

SHARES
450



JESSICA GROCERY STORE, INC.

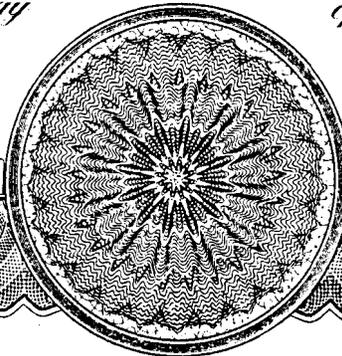
AUTHORIZED: 100,000 SHARES COMMON STOCK - NO PAR VALUE

THIS CORPORATION IS A CLOSE CORPORATION. THE NUMBER OF HOLDERS OF RECORD OF ITS SHARES OF ALL CLASSES CANNOT EXCEED 35 ANY ATTEMPTED VOLUNTARY INTER VIVOS TRANSFER WHICH WOULD VIOLATE THIS REQUIREMENT IS VOID. REFER TO THE ARTICLES, BYLAWS AND ANY AGREEMENTS ON FILE WITH THE SECRETARY OF THE CORPORATION FOR FURTHER RESTRICTIONS.

This certifies that JESSICA HSU *is the*
registered holder of Four Hundred Fifty *Shares*
of the above named Corporation, transferable only on the books of the Corporation by the
holder hereof in person or by Attorney upon surrender of this Certificate properly endorsed.

In Witness Whereof, the said Corporation has caused this Certificate to be signed
by its duly authorized officers and its Corporate Seal to be hereunto affixed
this 30th. *day* *of* Nov. *U.S.* 2001

[Signature]
 SECRETARY



[Signature]
 PRESIDENT

Document A

NOVEMBER 20, 2001

INCORPORATED UNDER THE LAWS

OF THE STATE OF CALIFORNIA

NUMBER
2

SHARES
450



JESSICA GROCERY STORE, INC.
 AUTHORIZED: 100,000 SHARES COMMON STOCK NO PAR VALUE

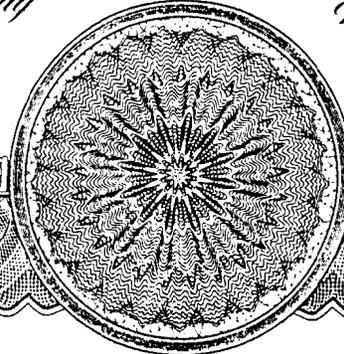
THIS CORPORATION IS A CLOSE CORPORATION. THE NUMBER OF HOLDERS OF RECORD OF ITS SHARES OF ALL CLASSES CANNOT EXCEED 35 ANY ATTEMPTED VOLUNTARY INTER VIVOS TRANSFER WHICH WOULD VIOLATE THIS REQUIREMENT IS VOID. REFER TO THE ARTICLES, BYLAWS AND ANY AGREEMENTS ON FILE WITH THE SECRETARY OF THE CORPORATION FOR FURTHER RESTRICTIONS.

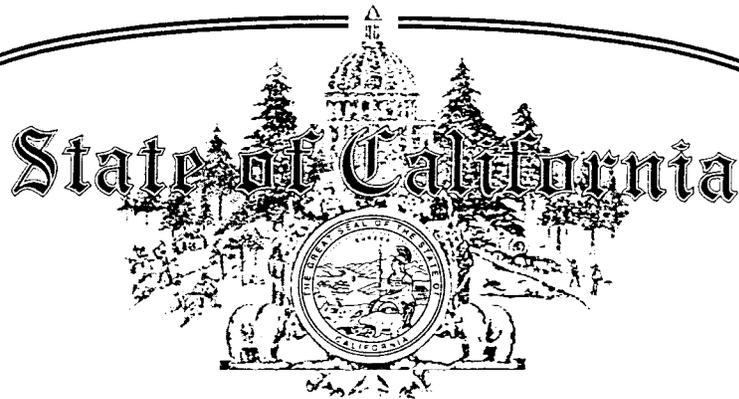
This certifies that Ali Reza Gharahgozloo *is the*
registered holder of Four Hundred Fifty *Shares*
of the above named Corporation, transferable only on the books of the Corporation by the
holder hereof in person or by Attorney upon surrender of this Certificate properly endorsed.

In Witness Whereof, the said Corporation has caused this Certificate to be signed
by its duly authorized officers and its Corporate Seal to be hereunto affixed
this 30th. *day* *of* Nov. *,* 2001

Ali Reza Gharahgozloo
 SECRETARY

Jan [Signature]
 PRESIDENT





SECRETARY OF STATE

I, *BILL JONES*, Secretary of State of the State of California, hereby certify:

That the attached transcript of 2 page(s) has been compared with the record on file in this office, of which it purports to be a copy, and that it is full, true and correct.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of

NOV 20 2001



Bill Jones

Secretary of State

NOV 20 2001
CLERK, SECRETARY OF STATE

ARTICLES OF INCORPORATION
OF
JESSICA GROCERY STORE, INC.

I. NAME

The name of the corporation is JESSICA GROCERY STORE, INC.

II. PURPOSE

The purpose of the corporation is to engage in any lawful act or activity for which a corporation may be organized under the General Corporation Law of California other than the banking business, the trust company business, or the practice of a profession permitted to be incorporated by the California Corporations Code.

III. AGENT FOR SERVICE OF PROCESS

The name and address in this State of the corporation's initial agent for service of process are:

Jessica Hsu
475 Rodriguez St.
Watsonville, CA 95076

IV. STOCK

The corporation is authorized to issue only one class of shares, which shall be designated as "Common Shares" having a total number of 100,000 shares.

V. NUMBER OF SHAREHOLDERS

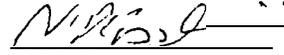
The corporation's issued shares shall be held of record by not more than thirty-five (35) persons. This corporation is a close corporation.

VI. PREFERENCES, PRIVILEGES. RESTRICTIONS

No distinction shall exist between the shares of the corporation or the holders thereof.

VII. EXECUTION

IN WITNESS WHEREOF, the undersigned, the incorporator of this corporation, has executed these Articles of Incorporation on this 15th. Day of November 2001.



NAMI MOSHIRI

DECLARATION

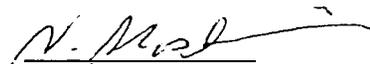
I, the undersigned, declare:

1. I am the person whose name is subscribed below.

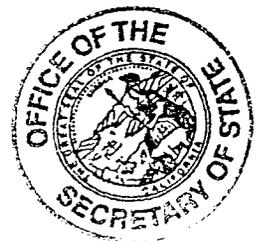
2. I am the incorporator of JESSICA GROCERY STORE, INC. named in the foregoing Articles of Incorporation, and I have executed said Articles of Incorporation.

3. The foregoing Articles of Incorporation are my act and deed.

This is executed this 15th. day of November 2001 at Corte Madera, Marin County, California.



NAMI MOSHIRI





State of California
Bill Jones
Secretary of State

Attachment **C**

STATEMENT BY DOMESTIC STOCK CORPORATION

Filing Fee - Please see information section

IMPORTANT - Read Instructions Before Completing This Form

1 DO NOT ALTER PREPRINTED NAME IF ITEM 1 IS BLANK, PLEASE ENTER THE CORPORATE NAME AND NUMBER.

DUE DATE: FEBRUARY 20, 2002

JESSICA GROCERY STORE, INC.

This Space For Filing Use Only

2	STREET ADDRESS OF PRINCIPAL EXECUTIVE OFFICE	CITY AND STATE	ZIP CODE
	475 Rodriguez St.	Watsonville, CA	95076

3	STREET ADDRESS OF PRINCIPAL BUSINESS OFFICE IN CALIFORNIA. IF ANY	CITY	ZIP CODE
	Same as above	CA	

4.	MAILING ADDRESS	CITY AND STATE	ZIP CODE
	Same as above		

LIST THE NAMES AND COMPLETE ADDRESSES OF THE FOLLOWING OFFICERS: (The corporation must have these three officers. An officer may hold more than one office. The appropriate title for the officer may be added, but do not alter or obliterate the form).

5.	CHIEF EXECUTIVE OFFICER/	ADDRESS	CITY AND STATE	ZIP CODE
	Jessica Hsu	475 Rodriguez St.	Watsonville CA	95076

6.	SECRETARY/	ADDRESS	CITY AND STATE	ZIP CODE
	Ali Reza Gharahgozloo	Same as above		

7.	CHIEF FINANCIAL OFFICER/	ADDRESS	CITY AND STATE	ZIP CODE
	Jessica Hsu	Same as above		

LIST THE NAMES AND COMPLETE ADDRESSES OF ALL DIRECTORS, INCLUDING DIRECTORS WHO ARE ALSO OFFICERS: (The corporation must have one or more directors).

8.	NAME	ADDRESS	CITY AND STATE	ZIP CODE
	Ali Reza Gharahgozloo	Same as above		

9	NAME	ADDRESS	CITY AND STATE	ZIP CODE
	Jessica Hsu	Same as above		

10	NAME	ADDRESS	CITY AND STATE	ZIP CODE

11. NUMBER OF VACANCIES ON THE BOARD OF DIRECTORS, IF ANY: _____

12. CHECK THE APPROPRIATE PROVISION BELOW AND NAME THE AGENT FOR SERVICE OF PROCESS:

- AN INDIVIDUAL RESIDING IN CALIFORNIA.
 A CORPORATION WHICH HAS FILED A CERTIFICATE PURSUANT TO SECTION 1505 OF THE CALIFORNIA CORPORATIONS CODE

AGENT'S NAME Jessica Hsu

13.	ADDRESS OF THE AGENT FOR SERVICE OF PROCESS IN CALIFORNIA. IF AN INDIVIDUAL.	CITY	ZIP CODE
	475 Rodriguez St,	Watsonville	CA 95076

14 DESCRIBE THE TYPE OF BUSINESS OF THE CORPORATION
 Grocery Store operation

15 I DECLARE THAT I HAVE EXAMINED THIS STATEMENT AND TO THE BEST OF MY KNOWLEDGE AND BELIEF. IT IS TRUE, CORRECT, AND COMPLETE

Jessica Hsu		President	11-29-01
TYPE OR PRINT NAME OF SIGNING OFFICER OR AGENT	ORIGINAL SIGNATURE	TITLE	DATE

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 21, 2002
TO: Board of Directors
FROM: Mark J. Dorfman, Assistant General Manager
SUBJECT: AUTHORIZATION TO RENEW CONTRACT WITH UCSC

I. RECOMMENDED ACTION

The purpose of this communication is to request authorization for the General Manager to renew the existing contract with UCSC for the coming year.

II. SUMMARY OF ISSUES

- The District has a contract with the University of California Santa Cruz for the provision of Bus Service.
- This contract has been annually renewed.
- The contract needs to be extended to continue operation of the program.

III. DISCUSSION

For the past thirty one years, the Santa Cruz Metropolitan Transit District has had a relationship with the University of California Santa Cruz for the provision of transit services. This past year, service was redesigned to allow for the operation of Bi-Directional Service on campus. This was a successful program. Recently the University passed an increase to their student fees which will allow for the implementation of Night Owl Service.

The District and UCSC representatives meet on a regular basis and agree that it is in the best interest of both parties to continue the agreement for an additional fiscal year.

IV. FINANCIAL CONSIDERATIONS

There is no fiscal impact from renewing this agreement. Failure to renew the agreement would result in a loss of UCSC contract revenue, adversely impacting District operations.

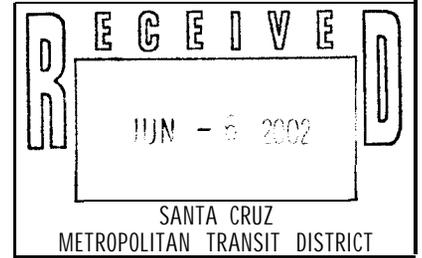
V. ATTACHMENTS

Attachment A June 4, 2002 Letter from Wes Scott



SANTA CRUZ, CALIFORNIA 95064

June 4, 2002



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

Re: Request to Extend Existing UCSC/SCMTD Service Agreement

Dear Mr. White:

On behalf of UC Santa Cruz, I am writing to inform you of our desire to extend the existing service contract between UCSC and the SCMTD through June 30, 2003. While the SCMTD Board of Directors generally considers this action during the spring of the year, Section 5.1 of the current contract states that

“This contract may be extended for one year at a time if the parties agree to do so in writing by or before June 30, 1996, and in subsequent years by or before January 1.”

I apologize for the delay in meeting the January 1 deadline stated in this section, but trust that this letter serves as adequate notification as it has in previous years.

Please contact me at 459-4289 or Candice Ward at 459-5495 if you have any questions.

Sincerely,

Wes Scott
Director,
Transportation and Parking Services

cc: Larry Pageler
Candice Ward

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 21, 2002

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF UTILIZING A COMPETITIVE PROCESS TO OFFER THE PUBLIC THE OPPORTUNITY TO PRESENT PROPOSALS TO CONSTRUCT A KIOSK TO OPERATE A BUSINESS AT THE WATSONVILLE TRANSIT CENTER --AMENDED

I. RECOMMENDED ACTION

Utilize a competitive process to offer the public the opportunity to present proposals to construct a kiosk and operate a business at the Watsonville Transit Center.

II. SUMMARY OF ISSUES

- Mr. Ali Gharahgozloo, currently a tenant, d.b.a. Transmart at the Watsonville Transit Center, formally requested the opportunity to open an Asian food restaurant in July of 2001. His request would have entailed building a kiosk to accommodate the request. It was decided by this Board at that time that there was not enough patronage at the Center to warrant the expense of building an additional kiosk. The Board also decided that this issue could be revisited in one year.
- According to Mr. Gharahgozloo, the Environmental Health Department requires 350 square feet to house the required equipment necessary to run the business. The existing kiosks do not have enough square footage to comply with the regulation.
- If the Board wished to authorize another business kiosk, a Request for Proposals would be prepared and advertised so that any member of the public would have the opportunity to bid on the proposal. The RFP would require the proposer to pay for the build-out of the kiosk as well as pay the typical lease costs to operate a business, including rent and utilities.

III. DISCUSSION

Letters were distributed to all the Watsonville Transit Center tenants notifying them of the possibility of a new food service at the Center was being considered as detailed above, and asking for input regarding the viability of an additional food service at the Center. So far, no tenants have responded to this request. Although the owner of McDonalds has indicated to one of the directors that it is having financial difficulties at the Center.

Currently, there are two restaurant establishments at the Center: a Mexican Tacqueria and McDonald's. Additionally, snacks and beverages can be purchased at the Transmart. The only other leased kiosk, Flora Bella, operates a children's clothing store and accessories.

If the Board of Directors approves this report, the staff will engage in a fair and open competitive process to allow anyone to take advantage of this opportunity. A Request for Proposals would be issued requiring that the proposers be responsible for all building costs and permits in addition to the traditional lease costs to operate the business.

If the Board of Directors authorizes the preparation and release of a Request For Proposals, it would retain authority to approve the final agreement between the successful proposer and the District.

IV. FINANCIAL CONSIDERATIONS

The costs to build the kiosk would be borne by the proposer who is selected by the District

V. ATTACHMENTS

None.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 21, 2002

TO: Board of Directors

FROM: Mark J. Dorfman, Assistant General Manager

SUBJECT: AUTHORIZATION TO RENEW AGREEMENT WITH SANTA CRUZ COUNTY FOR ACQUISITION AND RELOCATION ASSISTANCE SERVICE

I. RECOMMENDED ACTION

The purpose of this communication is to request authorization for the General Manager to renew the agreement with the County of Santa Cruz for Land Acquisition and Relocation Services.

II. SUMMARY OF ISSUES

- In 1999 the District entered into an agreement with the County of Santa Cruz for the provision of Real Estate Acquisition and Relocation Services.
- Last year the Board authorized an extension of the contract.
- It is more cost-effective to use the County for this work.

III. DISCUSSION

The District has utilized the services of the County of Santa Cruz for Land Acquisition and Relocation Services. This arrangement has proved beneficial to the District as the training necessary to comply with all of the federal and state requirements for land acquisition does not exist on staff. In 1999, the District entered into a new agreement with the County to provide these services. Last year the Board authorized an extension of the agreement. After executing this extension, there is one year option remaining.

This agreement continues the relationship the District has had with the County for these services. It is not cost-effective for the District to develop this expertise on staff, as the number of times these services are required is minimal. It is necessary to continue the relationship with the County at this time to complete the purchase of the land for the Consolidated Operations Facility. It is recommended that the District continue this inter-governmental cooperation and that the General Manager be authorized to renew the agreement for one additional year.

IV. FINANCIAL CONSIDERATIONS

Funds are available in existing capital grants for this work.

V. ATTACHMENTS

Attachment A: Amendment to Acquisition and Relocation Services Agreement

AMENDMENT TO SERVICES AGREEMENT

This Amendment to Services Agreement is dated **July 1, 2002** for reference purposes only and is made and entered into by and between SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, hereinafter called "DISTRICT" and the County of Santa Cruz, hereinafter called "COUNTY". County and District currently have an ACQUISITION AND RELOCATION ASSISTANCE SERVICES AGREEMENT executed on **August 8, 1999** ("The Services Agreement").

RECITALS

DISTRICT has determined that it requires the Acquisition and Relocation Assistance Services provided by COUNTY in the Acquisition and Relocation Assistance Agreement dated August 8, 1999.

NOW, WHEREFORE, the parties hereto agree as follows:

1. Paragraph 18 is revised to read as follows: The term of this agreement shall be through August 7, 2003 with a one-year renewal period.
2. All other terms and conditions of The Services Agreement shall remain in effect.

In WITNESS WHEREOF, the parties have executed this Amendment to Services as of the day of _____, 2002.

COUNTY OF SANTA CRUZ

**SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT**

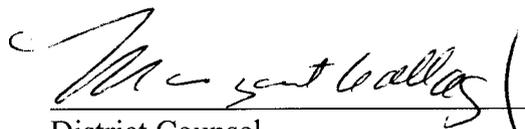
BY _____
Director of Public Works

BY _____
General Manager

Approved as to Form:

Approved as to Form:

County Counsel



District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 14, 2002

TO: Board of Directors

FROM: Elisabeth Ross, Finance Manager

SUBJECT: RESOLUTION OF INTENTION TO APPROVE AN AMENDMENT TO THE CALPERS CONTRACT TO PROVIDE SECTION 21354.4 (2.5% @ 55 FULL FORMULA) AND SECTION 21022 (PUBLIC SERVICE CREDIT FOR PERIODS OF LAYOFF)

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors adopt the attached resolution of intention to approve an amendment to the CalPERS contract to provide Section 21354.4 (2.5% @ 55 Full Formula) and Section 21022 (Public Service Credit for Periods of Layoff).

II. SUMMARY OF ISSUES

- At the meeting of May 10, 2002, the Board of Directors took action to proceed with a new retirement formula, 2.5% @ 55.
- The next step in the process is adoption of a resolution of intention.
- If the employee election supports the new formula, the Board will adopt a final resolution on July 12, 2002, authorizing implementation on July 18, 2002.
- Representatives of UTU Local 23 have requested a contract amendment providing service credit for periods of layoff to encourage voluntary layoffs. CalPERS has indicated that there is no cost to the District for this provision other than a potential minimal incremental cost of future pension payments for employees who purchase the service credit.

III. DISCUSSION

As the next step in the approval process for offering an improved retirement formula, the Board is required by CalPERS to adopt a resolution of intent to amend the contract with CalPERS for the new formula. Employees will be asked to vote on the new formula, with a ballot return date of June 20, 2002, since they must approve the increase in their employee share from 7% to 8%.

If the election is successful, the Board must then adopt a final resolution amending the CalPERS contract to include the new formula. The formula change would be effective on July 18, 2002, the first day of the first pay period following final approval by the Board of Directors.

In light of the impending layoffs, and the request for voluntary layoffs, UTU representatives have asked that the District also allow employees to purchase service credit for periods of layoff. Although there is no significant cost to the District, CalPERS requires that the contract be amended to provide this option. Therefore, staff has requested the documents for this provision.

IV. FINANCIAL CONSIDERATIONS

The employer contribution for FY 02-03 will remain at zero for the 2.5% @ 55 formula. The 2.5% @ 55 formula is estimated to increase the District's employer rate by 1.3% per year in FY 03-04 or approximately \$230,000.

Any employee who wishes to utilize the service credit for periods of layoff must purchase the service credit. There is no cost to the District other than a possible minimal incremental increase in monthly pension payments for participating employees.

V. ATTACHMENTS

Attachment A: Resolution of Intention to Approve an Amendment to the CalPERS Contract to Provide Section 21354.4 (2.5% @ 55 Full Formula) and Section 21022 (Public Service Credit for Periods of Layoff)

**RESOLUTION OF INTENTION
TO APPROVE AN AMENDMENT TO CONTRACT
BETWEEN THE
BOARD OF ADMINISTRATION
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM
AND THE
BOARD OF DIRECTORS
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

WHEREAS, the Public Employees' Retirement Law permits the participation of public agencies and their employees in the Public Employees' Retirement System by the execution of a contract, and sets forth the procedure by which said public agencies may elect to subject themselves and their employees to amendments to said Law: and

WHEREAS, one of the steps in the procedures to amend this contract is the adoption by the governing body of the public agency of a resolution giving notice of its intention to approve an amendment to said contract, which resolution shall contain a summary of the change proposed in said contract; and

WHEREAS, the following is a statement of the proposed change:

To provide Section 21354.4 (2.5% @ 55 Full formula) and Section 21022 (Public Service Credit for Periods of Lay-Off) for local miscellaneous members.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the above agency does hereby give notice of intention to approve an amendment to the contract between said public agency and the Board of Administration of the Public Employees' Retirement System, a copy of said amendment being attached hereto, as an "Exhibit" and by this reference made a part hereof.

By: _____
Presiding Officer

Title

Date adopted and approved



EXHIBIT

California
Public Employees' Retirement System



AMENDMENT TO CONTRACT

Between the
Board of Administration
California Public Employees' Retirement System
and the
Board of Directors
Santa Cruz Metropolitan Transit District



The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective March 1, 1976, and witnessed February 20, 1976, and as amended effective September 18, 1976, August 25, 1984, October 28, 1989, December 15, 1990, December 5, 1992, December 1, 1995 and October 20, 2001 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 12 are hereby stricken from said contract as executed effective October 20, 2001, and hereby replaced by the following paragraphs numbered 1 through 12 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for local miscellaneous members.
 2. Public Agency shall participate in the Public Employees' Retirement System from and after March 1, 1976 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

3. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
 - a. Employees other than local safety members (herein referred to as local miscellaneous members).
4. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
 - a. **FIRE FIGHTERS;**
 - b. **POLICE OFFICERS; AND**
 - c. **ELECTIVE OFFICIALS.**
5. The percentage of final compensation to be provided for local miscellaneous members for each year of credited prior service is 0% and the percentage of final compensation to be provided for each year of credited current service is 100% and determined in accordance with Section 21354.4 of said Retirement Law (2.5% @ 55 Full).

[Note that a future legislative proposal is being considered which could amend Government Code Section 21354.4 to make the 2.5% at 55 benefit formula applicable to both active members and inactive members who have not yet retired. If enacted, this amendment could have an effect on your agency's actuarial valuation and employer contribution rates in future years.]
6. No benefit or credit is provided for service of any type rendered prior to March 1, 1976. No benefit or credit is provided for service of any type rendered with Allen Transportation.
7. Public Agency elected and elects to be subject to the following optional provisions:
 - a. Section 20965 (Credit for Unused Sick Leave).
 - b. Section 21573 (Third Level of 1959 Survivor Benefits).
 - c. Section 20903 (Two Years Additional Service Credit).
 - d. Section 20042 (One-Year Final Compensation).

- e. Section 21024 (Military Service Credit as Public Service), Statutes of 1976.
 - f. Section 21022 (Public Service Credit for Periods of Lay-Off).
8. Public Agency, in accordance with Government Code Section 20834, shall not be considered an "employer" for purposes of the Public Employees' Retirement Law. Contributions of the Public Agency shall be fixed and determined as provided in Government Code Section 20834, and such contributions hereafter made shall be held by the Board as provided in Government Code Section 20834.
9. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.
10. Public Agency shall also contribute to said Retirement System as follows:
- a. Contributions required per covered member on account of the 1959 Survivor Benefits provided under Section 21573 of said Retirement Law. (Subject to annual change.) In addition, all assets and liabilities of Public Agency and its employees shall be pooled in a single account, based on term insurance rates, for survivors of all local miscellaneous members.
 - b. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
 - c. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
11. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.

12. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the o____ day f _____,

BOARD OF ADMINISTRATION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BOARD OF DIRECTORS
SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT

BY _____
KENNETH W. MARZION, CHIEF
ACTUARIAL & EMPLOYER SERVICES DIVISION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
PRESIDING OFFICER

Witness Date

Attest:

Clerk

PLEASE DO NOT SIGN "EXHIBIT ONLY"

PLEASE DO NOT SIGN "EXHIBIT ONLY"

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 21, 2002
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
SUBJECT: ADOPTION OF FY 02-03 FINAL BUDGET

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors adopt a resolution approving the final budget for FY 02-03 as presented in Attachment B; authorize Board member travel in FY 02-03 as described in Attachment C; approve the Employee Incentive Program as presented in Attachment D and authorize staffing levels as listed in Attachment G.

II. SUMMARY OF ISSUES

- The recommended final budget for FY 02-03 provides for continuation of the reduced level of transit service to the public as of June 2002.
- The recommended final operating budget totals \$31,600,000, a \$124,000 decrease from the draft final budget.
- Several changes have been made to the draft final budget in operating revenue and operating expense to balance the final budget, and incorporate suggestions from Union representatives.
- Interest income has been reduced by \$127,000 to reflect the latest interest rate trends and a lower projected treasury balance due to use of reserves.
- The recommended final capital improvement program totals \$19,369,055, and includes several carryover projects from FY 01-02.
- State Transit Assistance (STA) funding for capital projects has been reduced by \$600,500 to \$807,150 based on the latest projected allocations from the State.
- Budget workshops with representatives of UTU and SEIU were held on April 11, 2002, and May 31, 2002. The SEIU presented a list of cost saving suggestions (Attachment H) which were reviewed at the second workshop.

III. DISCUSSION

The final budget for FY 02-03 is presented this month for adoption by the Board of Directors, for implementation July 1, 2002, the first day of the new fiscal year. The authorizing resolution is included as Attachment A, with the recommended final budget as Attachment B (Exhibit A to the resolution).

State law requires that all Board member travel be formally authorized by the Board of Directors. To satisfy this requirement, all anticipated Board member travel during the fiscal year is included as Exhibit B to the budget resolution (Attachment C). This year, the Board indicated that part of the normal Board travel should be eliminated in order to assist in funding the Homeless Shelter Shuttle. Therefore, attendance at the APTA Annual Meeting and the CTA meetings has been eliminated. Two Board members would still attend the ATPA Legislative conference. Additional travel needs, should they arise, will be brought to the Board for approval during the year.

The proposed Employee Incentive Program, recognizing employee achievement and promoting effective working relationships, is included as Attachment D.

The recommended final line item budget provides for \$31,600,000 in operating revenues. This includes sales tax at 1.0% above FY 01-02 projected actual. Passenger revenue is projected based on trends through April 30th.

Operating expenses for FY 02-03 total \$31,600,000, including \$3,929,478 for continued operation of the ADA paratransit program, which represents 12% of the operating budget. Paratransit fares comprise 4% of total passenger revenue.

In order to balance the final budget, staff proposes a number of actions which have been incorporated into the recommended final budget document (Attachment B) and are detailed in Attachment E. The actions are summarized below:

- Reduce interest income by \$127,000 to \$619,000 to reflect continuing low interest rates and a projected decrease in the treasury balance on which interest is earned due to use of reserves and carryover.
- Delete all temporary help expense from the budget in the amount of \$8,740.
- Increase the budgeted amount for State Board of Equalization fees by \$16,000 to reflect the latest cost estimates from the State for administering the District's sales tax collections.
- Eliminate the Spanish version of Headways as suggested by SEIU Local 415, for an expense reduction of \$9,000.
- Reduce the account for repair to District property for damage caused by others to zero, assuming that all such repairs will be reimbursed through the collection process.
- Add \$20,000 to fund the call stop audits.

- Reduce Bus Operator overtime by \$137,560 to correct a spreadsheet error. This does not represent any decrease in overtime other than scheduled overtime which is reduced in accordance with the June service reductions.

On May 29, 2002, Dianna Dunn, Field Representative for SEIU Local 415, submitted a list of cost savings suggestions from SEIU members which is included as Attachment H. (The union local covers all District employees with the exception of Bus Operators and management.) The suggestions, along with the District's responses in bold, were reviewed at the May 31st budget workshop. At that meeting, Ms. Dunn indicated that she would poll her membership to determine whether they would agree to give up bottled drinking water and the employee incentive program as cost-reduction actions. On June 3, Ms. Dunn notified staff that the members did not wish to eliminate those costs, which she confirmed in the email included at the end of Attachment H.

Many of the cost savings suggestions do not save actual dollars, or have already been incorporated into the budget. Management will continue to encourage conservation in spending and use of materials, as suggested in several items on the list. However, the only substantial cost reduction added to the final budget is the elimination of the Spanish version of Headways, since most of the information in the original Headways is printed in English and Spanish.

Departmental descriptions and objectives for FY 02-03 are included as Attachment F. A total of 300 full-time employee equivalents are funded in the FY 02-03 budget, as highlighted in Attachment G. This is a reduction of 24 from the FY 01-02 budget.

Staff was recently notified that State Transit Assistance (STA) capital funding for FY 02-03 has been reduced by \$600,500 to \$807,150. Therefore, additional use of reserves will be required to fund the District share of the capital improvement program.

Other changes to the capital program from the draft final budget include the addition of the \$700,000 Talking Bus Project, with funds transferred from the Urban Bus Replacement Project; the deletion of the grant-funded Computer System Project, since that will be completed in FY 01-02; and addition of a \$50,000 District-funded project to purchase a Giro rostering module for Operations, which will replace the Multisystems project which was not completed in FY 01-02.

IV. FINANCIAL CONSIDERATIONS

The recommended final budget for FY 02-03 is balanced with the one-time use of reserves and carryover in the amount of \$1,850,000, and requires \$4,088,335 in reserves for the District's share of the capital improvement program.

V. ATTACHMENTS

- Attachment A:** Budget Resolution.
- Attachment B:** Recommended FY 02-03 Final Budget.
- Attachment C:** Board Member Travel.
- Attachment D:** Employee Incentive Program.
- Attachment E:** Recommended Changes to Draft Final Budget.
- Attachment F:** Department Descriptions and Objectives.
- Attachment G:** FY 02-03 Authorized Personnel.
- Attachment H:** SEIU Cost Savings Suggestions.

ATTACHMENT A

FY 02-03

BUDGET RESOLUTION

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
ADOPTING A BUDGET FOR FISCAL YEAR 2002-2003**

WHEREAS, it is in the interest of the Santa Cruz Metropolitan Transit District to adopt a budget for each fiscal year;

WHEREAS, a budget for capital and operating expenses and revenues has been developed for fiscal year 2002-2003;

NOW, THEREFORE, BE IT RESOLVED, that the budget attached hereto as Exhibit A and presented to the Board of Directors is hereby adopted; and

BE IT FURTHER RESOLVED, that the Board member travel attached hereto as Exhibit B is hereby adopted this 21st day of June, 2002, by the following vote.

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____
SHERYL AINSWORTH
Chairperson

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

ATTACHMENT B

FY 02-03

RECOMMENDED FINAL BUDGET

(EXHIBIT A)

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY 02-03 FINAL BUDGET
OPERATING REVENUE

REVENUE SOURCE	FEB REVISED BUDGET FY 01-02	FINAL BUDGET FY 02-03	PERCENT CHANGE
Passenger Fares	\$ 3,106,966	\$ 3,104,280	-0.1%
2 Special Transit Fares	\$ 1,823,327	\$ 1,746,162	-4.2%
3 Paratransit Fares	\$ 228,770	\$ 240,000	4.9%
4 Highway 17 Revenue	\$ 915,728	\$ 915,728	0.0%
5 Commissions	\$ 12,000	\$ 10,000	-16.7%
6 Advertising Income	\$ 174,000	\$ 138,000	-20.7%
7 Rent Income - SC Metro Center	\$ 89,658	\$ 92,000	2.6%
8 Rent Income - Watsonville TC	\$ 46,509	\$ 47,000	1.1%
9 Rent Income - General	\$ 7,200	\$ 7,200	0.0%
10 Interest Income	\$ 737,000	\$ 619,000	-16.0%
11 Other Non-Transportation Revenue	\$ 1,800	\$ 2,100	16.7%
12 Sales Tax	\$ 15,290,422	\$ 15,361,000	0.5%
13 Transp Dev Act (TDA) Funds	\$ 5,767,827	\$ 5,345,100	-7.3%
14 Special TDA Allocation	\$ 417,878	\$	-100.0%
15 FTA Sec 5303 - Planning Grants	\$ 70,000	\$	-100.0%
16 FTA Sec 5307 - Op Assistance	\$ 1,229,934	\$ 2,075,729	68.8%
17 FTA Sec 5311 - Rural Op Assistance	\$ 46,701	\$ 46,701	0.0%
18 Carryover of Paratransit Funding	\$	\$ 100,000	100.0%
19 Carryover from FY 01-02	\$	\$ 450,000	100.0%
20 Transfer from Reserves	\$ 848,280	\$ 1,200,000	41.5%
21 Transfer from Insurance Reserves	\$ 35,000	\$ 100,000	185.7%
TOTAL OPERATING REVENUE	\$ 30,849,000	\$ 31,600,000	2.4%

Updated 6/6/02

**SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
DEPARTMENTALEXPENSES**

DEPARTMENT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE	
			FROM FY 01-02	% OF TOTAL FY 02-03
1100 Administration	1,163,312	1,164,460	0.1%	3.7%
1200 Finance	1,036,966	1,255,778	21.1%	4.0%
1300 Planning & Marketing	1,154,077	884,681	-23.3%	2.8%
1400 Human Resources	577,011	422,978	-26.7%	1.3%
1500 Information Technology	478,334	495,778	3.6%	1.6%
1700 District Counsel	571,590	333,576	-41.6%	1.1%
1800 Risk Management		269,455	100.0%	0.9%
2200 Facilities Maintenance	1,556,508	1,485,183	-4.6%	4.7%
3100 Paratransit Program	3,483,557	3,929,478	12.8%	12.4%
3200 Operations	2,360,619	2,342,975	-0.7%	7.4%
3300 Bus Operators	11,271,786	11,622,395	3.1%	36.8%
4100 Fleet Maintenance	6,691,746	6,871,722	2.7%	21.7%
9005 Retired Employee Benefits	430,801	518,615	20.4%	1.6%
Additional Operating Programs	2,695	2,925	8.5%	0.0%
District Grant Programs/Studies	70,000		-100.0%	0.0%
TOTAL OPERATING EXPENSES	30,849,000	31,600,000	2.4%	100.0%

**SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
CONSOLIDATED EXPENSES**

ACCOUNT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE FROM FY 01-02
LABOR			
501011 Bus Operator Pay	6,038,840	6,259,873	3.7%
501013 Bus Operator OT	1,001,812	968,512	-3.3%
501021 Other Salaries	5,706,150	6,153,470	7.8%
501023 Other OT	380,581	245,893	-35.4%
Totals	13,127,383	13,627,748	3.8%
FRINGE BENEFITS			
502011 Medicare/SS	131,935	130,765	-0.9%
502021 Retirement	927,598	970,684	4.6%
502031 Medical Ins	2,035,025	2,270,455	11.6%
502041 Dental Ins	465,272	414,391	-10.9%
502045 Vision Ins	112,991	113,077	0.1%
502051 Life Ins	60,639	56,570	-6.7%
502060 State Disability	149,994	131,089	-12.6%
502061 Disability Ins	483,193	509,252	5.4%
502071 State Unemployment	29,742	26,316	-11.5%
502081 Worker's Comp	1,298,541	1,248,362	-3.9%
502101 Holiday Pay	281,745	285,035	1.2%
502103 Floating Holiday	56,600	53,800	-4.9%
502109 Sick Leave	651,581	658,788	1.1%
502111 Vacation	1,381,397	1,393,596	0.9%
502121 Other Paid Absence	151,103	141,135	-6.6%
502251 Phys. Exam - Renewal	8,404	4,950	-41.1%
502253 Driver Lic Renewal	4,436	7,240	63.2%
502999 Other Fringe Benefits	15,568	16,684	7.2%
Totals	8,245,762	8,432,189	2.3%
SERVICES			
503011 Accting/Audit Fees	85,866	79,350	-7.6%
503012 Admin/Bank Fees	201,720	210,150	4.2%
503031 Professional/Technical & Fees	307,596	340,540	10.7%
503032 Legislative Services	75,700	73,180	-3.3%
503033 Legal Services	10,000	64,000	540.0%
503034 Employment Exams	26,180	22,040	-15.8%
503041 Temp Help	148,642		-100.0%
503161 Custodial Services	96,479	98,700	2.3%
503162 Uniforms/Laundry	34,097	35,300	3.5%
503171 Security Services	327,438	283,419	-13.4%
503221 Classified/Legal Ads	28,250	28,750	1.8%
503225 Graphics Services	30,921	35,500	14.8%
503351 Building Repair - Out	35,680	27,700	-22.4%
503352 Equip Repair - Out	160,581	148,750	-7.4%
503353 Rev Veh Repair - Out	195,900	206,120	5.2%
503354 Other Veh Repair - Out	56,700	64,020	12.9%
503363 Haz Waste Disposal	34,238	41,250	20.5%
Totals	1,855,988	1,758,769	-5.2%

**SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
CONSOLIDATED EXPENSES**

ACCOUNT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE FROM FY 01-02
PURCHASED TRANSPORTATION			
503405 Contract Transp		50	0.0%
503406 Contract/Paratransit	3,297,605	3,474,485	5.4%
Totals	3,297,605	3,474,535	5.4%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	121,135	84,528	-30.2%
504012 Fuels & Lubricants - Rev Veh	1,199,895	1,272,640	6.1%
504021 Tires & Tubes	155,000	150,000	-3.2%
504161 Other Mobile Supplies	8,500	6,500	-23.5%
504191 Rev Vehicle Parts	695,000	645,000	-7.2%
Totals	2,179,530	2,158,668	-100.0%
OTHER MATERIALS & SUPPLIES			
504205 Freight Out	3,075	2,600	-15.4%
504211 Postage & Mailing	17,847	19,390	8.6%
504214 Promotional Items	a,474	7,025	-17.1%
504215 Printing	115,300	130,729	13.4%
504217 Photo Supp/Process	12,905	15,222	18.0%
504311 Office Supplies	80,245	66,686	-16.9%
504315 Safety Supplies	31,713	23,175	-26.9%
504317 Cleaning Supplies	60,556	65,000	7.3%
504409 Repair/Maint Supply	77,404	37,700	-51.3%
504421 Non-Inventory Parts	58,000	50,000	43.8%
504511 Small Tools	14,557	9,207	-36.8%
504515 Employee Tools	4,000	2,000	-50.0%
5045 17 Tool Allowance	8,910		-100.0%
Totals	492,986	428,734	-13.0%
UTILITIES			
505011 Gas & Electric	171,476	173,100	0.9%
505021 Water & Garbage	92,674	90,520	-2.3%
505031 Telecommunications	68,779	64,464	-6.3%
Totals	332,929	328,084	-1.5%
CASUALTY & LIABILITY COSTS			
506011 Insurance - Property	58,500	60,000	2.6%
506015 Insurance - PUPD	130,000	300,000	130.8%
506017 Ins - Vehicle Phys Damage	5,200	24,000	361.5%
50602 1 Insurance - Other	21,500	45,000	109.3%
506123 Settlement Costs	100,000	100,000	0.0%
506127 Repair - District Prop	11,750		-100.0%
506999 Other Casualty Exp	140,000	55,000	-60.7%
Totals	466,950	584,000	25.1%

**SANTACRUZ METRO FY 02-03 OPERATING BUDGET
CONSOLIDATED EXPENSES**

ACCOUNT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE FROM FY 01-02
TAXES			
507051 Fuel Tax	9,984	9,910	-0.7%
507201 Licenses & Permits	12,995	10,757	-17.2%
507999 Other Taxes	22,301	24,000	7.6%
Totals	45,280	44,667	-1.4%
MISC EXPENSE			
509011 Dues/Subscriptions	58,843	55,505	-5.7%
509061 Advertising-Promo	37,476	5,000	-86.7%
509101 Incentive Program	10,992	11,450	4.2%
509121 Employee Training	48,615	45,290	-6.8%
509123 Travel	57,495	32,970	-42.7%
509125 Local Meeting Expense	9,069	9,255	2.1%
509127 Board Fees	11,700	13,200	12.8%
509150 Contributions	300	300	0.0%
Totals	234,490	172,970	-26.2%
LEASES & RENTALS			
512011 Facility Lease	548,649	565,663	3.1%
512061 Equipment Rental	21,449	23,973	ii .a%
Totals	570,098	589,636	3.4%
PERSONNEL TOTAL	21,373,145	22,059,937	3.2%
NON-PERSONNEL TOTAL	9,475,855	9,540,063	0.7%
TOTAL OPERATING EXPENSE	30,849,000	31,600,000	2.4%

ADMINISTRATION

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Administration - 1100

ACCOUNT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE FROM FY 01-02
LABOR			
501021 Other Salaries	373,524	403,926	8.1%
501023 Other OT	2,400	500	-79.2%
Totals	375,924	404,426	7.6%
FRINGE BENEFITS			
502011 Medicare/SS	6,360	6,971	9.6%
502021 Retirement	31,069	33,619	8.2%
502031 Medical Ins	33,673	38,208	13.5%
502041 Dental Ins	9,031	7,622	-15.6%
502045 Vision Ins	1,898	1,993	5.0%
502051 Life Ins	1,247	1,247	0.0%
502060 State Disability	2,795	2,562	-8.3%
502061 Disability Ins	11,269	12,535	11.2%
502071 State Unemployment	636	516	-18.9%
502081 Worker's Comp	30,987	30,987	0.0%
502101 Holiday Pay	4,746	5,204	9.7%
502103 Floating Holiday	10,600	11,200	5.7%
502109 Sick Leave	18,985	20,814	9.6%
502111 Vacation	32,981	36,132	9.6%
502121 Other Paid Absence	3,000	3,000	0.0%
502999 Other Fringe Benefits	624	936	50.0%
Totals	199,901	213,547	6.8%
SERVICES			
503012 Admin/Bank Fees	100	100	0.0%
503031 Professional/Technical & Fees	31,970	1,920	-94.0%
503032 Legislative Services	75,700	73,180	-3.3%
503041 Temp Help	5,040		-100.0%
503221 Classified/Legal Ads	12,750	12,750	0.0%
503352 Equip Repair - Out	7,000	7,900	12.9%
Totals	132,560	95,850	-27.7%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	530	1,000	88.7%
Totals	530	1,000	88.7%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	10,000	11,640	16.4%
504215 Printing	10,000	10,762	7.6%
504217 Photo Supp/Process	100		-100.0%
504311 Office Supplies	9,308	8,553	-8.1%
Totals	29,408	30,955	5.3%

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET

Administration - 1100

ACCOUNT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE FROM FY 01-02
UTILITIES			
505011 Gas & Electric	26,585	37,000	39.2%
505021 Water & Garbage	4,305	5,000	16.1%
505031 Telecommunications	7,960	7,344	-7.7%
Totals	<u>38,850</u>	<u>49,344</u>	<u>27.0%</u>
MISC EXPENSE			
509011 Dues/Subscriptions	31,900	29,136	-8.7%
509101 Incentive Program	342	510	49.1%
509123 Travel	53,845	29,520	-45.2%
509125 Local Meeting Expense	6,859	6,655	-3.0%
509127 Board Fees	11,700	13,200	12.8%
Totals	<u>104,646</u>	<u>79,021</u>	<u>-24.5%</u>
LEASES & RENTALS			
512011 Facility Lease	278,925	287,977	3.2%
512061 Equipment Rental	2,568	2,340	-8.9%
Totals	<u>281,493</u>	<u>290,317</u>	<u>3.1%</u>
PERSONNEL TOTAL	575,825	617,973	7.3%
NON-PERSONNEL TOTAL	587,487	546,487	-7.0%
DEPARTMENT TOTALS	<u><u>1,163,312</u></u>	<u><u>1,164,460</u></u>	<u><u>0.1%</u></u>

FINANCE

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET

Finance - 1200

ACCOUNT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE FROM FY 01-02
LABOR			
501021 Other Salaries	347,845	352,994	1.5%
501023 Other OT	1,000	500	-50.0%
Totals	348,845	353,494	1.3%
FRINGE BENEFITS			
502011 Medicare/SS	2,963	3,140	6.0%
502021 Retirement	29,226	29,605	1.3%
502031 Medical Ins	31,475	32,755	4.1%
502041 Dental Ins	10,883	a,422	-22.6%
502045 Vision Ins	2,219	2,161	-2.6%
502051 Life Ins	1,571	1,409	-10.3%
502060 State Disability	3,727	2,989	-19.8%
502061 Disability Ins	10,765	10,955	1.a%
502071 State Unemployment	588	516	-12.2%
502061 Worker's Comp	11,617	10,787	-7.1%
502101 Holiday Pay	4,470	4,594	2.8%
502103 Floating Holiday	6,700	7,500	11.9%
502109 Sick Leave	17,880	17,977	0.5%
502111 Vacation	37,414	36,661	-2.0%
502121 Other Paid Absence	3,200	3,200	0.0%
502999 Other Fringe Benefits	624	624	0.0%
Totals	175,321	173,294	-1.2%
SERVICES			
503011 Accting/Audit Fees	76,470	78,600	2.8%
503012 Admin/Bank Fees	201,600	210,000	4.2%
503031 Professional/Technical & Fees	5,000		-100.0%
503041 Temp Help	1,000		-100.0%
503352 Equip Repair - Out	1,000	600	-40.0%
Totals	285,070	289,200	1.4%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	400		-100.0%
Totals	400		-100.0%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	200	150	-25.0%
504215 Printing	1,500	750	-50.0%
504311 Office Supplies	4,545	3,500	-23.0%
Totals	6,245	4,400	-29.5%
UTILITIES			
505031 Telecommunications	1,600	1,640	2.5%
Totals	1,600	1,640	2.5%

SANTA'CRUZ METRO FY 02-03 OPERATING BUDGET

Finance - 1200

ACCOUNT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE FROM FY 01-02
CASUALTY & LIABILITY COSTS			
506011 Insurance - Property	58,500	60,000	2.6%
506015 Insurance - PL/PD	130,000	300,000	130.8%
506017 Ins-Veh- Phys Damage	5,200	24,000	361.5%
506021 Insurance - Other	21,500	45,000	109.3%
Totals	<u>215,200</u>	<u>429,000</u>	99.3%
TAXES			
507051 Fuel Tax			0.0%
507201 Licenses & Permits	200	250	25.0%
507999 Other Taxes			0.0%
Totals	<u>200</u>	<u>250</u>	25.0%
MISC EXPENSE			
509011 Dues/Subscriptions	1,450	1,400	-3.4%
509101 Incentive Program	2,135	3,000	40.5%
509123 Travel	500	100	-80.0%
Totals	<u>4,085</u>	<u>4,500</u>	10.2%
PERSONNEL TOTAL	524,166	526,788	0.5%
NON-PERSONNEL TOTAL	512,800	728,990	42.2%
DEPARTMENT TOTALS	<u><u>1,036,966</u></u>	<u><u>1,255,778</u></u>	21.1%

PLANNING & MARKETING

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Planning & Marketing - 1300

ACCOUNT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE FROM FY 01-02
LABOR			
501021 Other Salaries	545,974	430,888	-21.1%
501023 Other OT	7,268	2,000	-72.5%
Totals	553,242	432,888	-21.8%
FRINGE BENEFITS			
502011 Medicare/SS	5,174	3,000	-42.0%
502021 Retirement	47,721	36,597	-23.3%
502031 Medical Ins	66,154	52,663	-20.4%
502041 Dental Ins	18,826	12,706	-32.5%
502045 Vision Ins	4,745	3,653	-23.0%
502051 Life Ins	2,569	1,783	-30.6%
502060 State Disability	6,988	4,697	-32.8%
502061 Disability Ins	16,971	17,820	5.0%
502071 State Unemployment	1,290	946	-26.7%
502081 Worker's Comp	78,810	51,927	-34.1%
502101 Holiday Pay	6,994	5,441	-22.2%
502103 Floating Holiday	3,700		-100.0%
502109 Sick Leave	27,978	21,766	-22.2%
502111 Vacation	63,110	58,715	-7.0%
502121 Other Paid Absence	6,000	6,000	0.0%
502999 Other Fringe Benefits	312		-100.0%
Totals	357,342	277,713	-22.3%
SERVICES			
503031 Professional/Technical & Fees	22,500	20,220	-10.1%
503041 Temp Help	25,702		-100.0%
503225 Graphics Services	30,921	28,000	-9.4%
503352 Equip Repair - Out	2,800	2,500	-10.7%
Totals	81,923	50,720	-38.1%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	325		-100.0%
Totals	325		-100.0%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	4,730	5,300	12.1%
504214 Promotional Items	8,024	6,500	-19.0%
504215 Printing	67,469	65,300	-3.2%
504217 Photo Supp/Process	6,100	6,150	0.8%
504311 Office Supplies	8,820	6,600	-25.2%
Totals	95,143	89,850	-5.6%
UTILITIES			
505031 Telecommunications	6,600	6,000	-9.1%
Totals	6,600	6,000	-9.1%

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Planning & Marketing - 1300

ACCOUNT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE FROM FY 01-02
TAXES			
507201 Licenses & Permits	3,360	3,360	0.0%
Totals	<u>3,360</u>	<u>3,360</u>	<u>0.0%</u>
MISC EXPENSE			
509011 Dues/Subscriptions	13,856	14,170	2.3%
509081 Advertising-Promo	37,476	5,000	-86.7%
509101 Incentive Program	300	220	-26.7%
509123 Travel		100	0.0%
509125 Local Meeting Expense	10		-100.0%
509150 Contributions	300	300	0.0%
Totals	<u>51,942</u>	<u>19,790</u>	<u>-61.9%</u>
LEASES & RENTALS			
512061 Equipment Rental	4,200	4,360	3.8%
Totals	<u>4,200</u>	<u>4,360</u>	<u>3.8%</u>
 PERSONNEL TOTAL	 910,584	 710,601	 -22.0%
 NON-PERSONNEL TOTAL	 243,493	 174,080	 -28.5%
 DEPARTMENT TOTALS	 <u><u>1,154,077</u></u>	 <u><u>884,681</u></u>	 <u><u>-23.3%</u></u>

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Human Resources - 1400

ACCOUNT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE FROM FY 01-02
LABOR			
501021 Other Salaries	131,904	190,376	44.3%
501023 Other OT	1,500	1,763	17.5%
Totals	133,404	192,139	44.0%
FRINGE BENEFITS			
502011 Medicare/SS	5,320	3,051	-42.7%
502021 Retirement	18,053	15,754	-12.7%
502031 Medical Ins	25,949	4,782	-81.6%
502041 Dental Ins	6,142	5,865	-4.5%
502045 Vision Ins	1,482	1,329	-10.3%
502051 Life Ins	1,247	812	-34.9%
502060 State Disability	2,795	1,708	-38.9%
502061 Disability Ins	8,647	9,079	5.0%
502071 State Unemployment	586	344	-41.3%
502081 Worker's Comp	135,842	44,842	-67.0%
502101 Holiday Pay	3,697	2,445	-33.9%
502103 Floating Holiday	6,800	3,500	-48.5%
502109 Sick Leave	14,787	9,779	-33.9%
502111 Vacation	26,522	16,557	-37.6%
502121 Other Paid Absence	2,400	2,400	0.0%
502999 Other Fringe Benefits	11,124	11,092	-0.3%
Totals	271,393	133,339	-50.9%
SERVICES			
503031 Professional/Technical & Fees	16,700	12,950	-22.5%
503034 Employment Exams	26,180	22,040	-15.8%
503041 Temp Help	67,800		-100.0%
503221 Classified/Legal Ads	10,000	11,000	10.0%
503352 Equip Repair - Out	650	400	-38.5%
Totals	121,330	46,390	-61.8%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	1,000		-100.0%
Totals	1,000		-100.0%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	792	400	-49.5%
504215 Printing	3,920	7,550	92.6%
504217 Photo Supp/Process	600	600	0.0%
504311 Office Supplies	5,000	4,150	-17.0%
Totals	10,312	12,700	23.2%
UTILITIES			
505031 Telecommunications	1,300	750	-42.3%
Totals	1,300	750	-42.3%

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Human Resources - 1400

ACCOUNT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE FROM FY 01-02
MISC EXPENSE			
509011 Dues/Subscriptions	2,960	2,270	-23.3%
509101 Incentive Program	97		-100.0%
509121 Employee Training	34,315	34,490	0.5%
509123 Travel	200	200	0.0%
509125 Local Meeting Expense	700	700	0.0%
Totals	<u>38,272</u>	<u>37,660</u>	-1.6%
 PERSONNEL TOTAL	 404,797	 325,478	 -19.6%
 NON-PERSONNEL TOTAL	 172,214	 97,500	 -43.4%
 DEPARTMENT TOTALS	 <u><u>577,011</u></u>	 <u><u>422,978</u></u>	 <u><u>-26.7%</u></u>

IT

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Information Technology - 1500

ACCOUNT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE FROM FY 01-02
LABOR			
501021 Other Salaries	238,563	265,790	11.4%
501023 Other OT	3,500	1,730	-50.6%
Totals	242,063	267,520	10.5%
FRINGE BENEFITS			
502011 Medicare/SS	4,372	4,572	4.6%
502021 Retirement	20,676	21,950	6.2%
502031 Medical Ins	12,559	22,093	75.9%
502041 Dental Ins	2,832	4,384	54.8%
502045 Vision Ins	1,213	1,329	9.6%
502051 Life Ins	922	922	0.0%
502060 State Disability	1,863	1,708	-8.3%
502061 Disability Ins	7,418	7,789	5.0%
502071 State Unemployment	514	344	-33.1%
502081 Worker's Comp	1,739	1,739	0.0%
502101 Holiday Pay	3,167	3,457	9.2%
502103 Floating Holiday	6,900	7,200	4.3%
502109 Sick Leave	12,668	13,829	9.2%
502111 Vacation	22,001	21,293	-3.2%
502121 Other Paid Absence	2,000	2,000	0.0%
502999 Other Fringe Benefits	624	624	0.0%
Totals	101,468	115,233	13.6%
SERVICES			
503031 Professional/Technical & Fees	7,973	1,000	-87.5%
503041 Temp Help	4,100		-100.0%
503171 Security Services		4,000	100.0%
503352 Equip Repair - Out	74,500	69,150	-7.2%
Totals	86,573	74,150	-14.3%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	500	325	-35.0%
Totals	500	325	-35.0%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	100	200	100.0%
504215 Printing	125	500	300.0%
504311 Office Supplies	19,500	13,000	-33.3%
Totals	19,725	13,700	-30.5%
UTILITIES			
505031 Telecommunications	17,027	17,600	3.4%
Totals	17,027	17,600	3.4%
MISC EXPENSE			
509011 Dues/Subscriptions	200	150	-25.0%
509101 Incentive Program	78		-100.0%
509121 Employee Training	10,500	7,000	-33.3%

6/6/2002

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Information Technology - 1500

ACCOUNT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE FROM FY 01-02
509123 Travel	200	100	-50.0%
Totals	10,978	7,250	-34.0%
PERSONNEL TOTAL	343,531	382,753	11.4%
NON-PERSONNEL TOTAL	134,803	113,025	-16.2%
DEPARTMENT TOTALS	<u>478,334</u>	<u>495,778</u>	3.6%

District Counsel

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
District Counsel - 1700

ACCOUNT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE FROM FY 01-02
LABOR			
501021 Other Salaries	198,001	198,859	0.4%
501023 Other OT	2,500	3,500	40.0%
Totals	200,501	202,359	0.9%
FRINGE BENEFITS			
502011 Medicare/SS	5,319	3,468	-34.8%
502021 Retirement	15,664	16,496	5.3%
50203 1 Medical Ins	25,585	32,350	26.4%
502041 Dental Ins	6,639	5,292	-20.3%
502045 Vision Ins	1,135	996	-12.2%
502051 Life Ins	785	623	-20.6%
502060 State Disability	1,863	1,281	-31.2%
50206 1 Disability Ins	5,035	5,287	5.0%
502071 State Unemployment	464	258	-44.4%
502081 Worker's Comp	2,742	2,057	-25.0%
502101 Holiday Pay	2,587	2,555	-1.2%
502103 Floating Holiday	5,400	5,600	3.7%
502109 Sick Leave	10,348	10,221	-1.2%
502111 Vacation	15,727	16,415	4.4%
502121 Other Paid Absence	2,000	2,000	0.0%
502999 Other Fringe Benefits	312	312	0.0%
Totals	101,606	105,210	3.5%
SERVICES			
50303 1 Professional/Technical & Fees	2,000	1,100	-45.0%
503033 Legal Services	10,000	8,000	-20.0%
503041 Temp Help	500		-100.0%
503352 Equip Repair - Out	70	200	185.7%
Totals	12,570	9,300	-26.0%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	230	460	100.0%
Totals	230	460	100.0%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	100	100	0.0%
504215 Printing	300	175	-41.7%
504217 Photo Supp/Process	500	72	-85.6%
504311 Office Supplies	2,100	2,400	14.3%
Totals	3,000	2,747	-8.4%
UTILITIES			
505031 Telecommunications	600	550	-8.3%
Totals	600	550	-8.3%

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
District Counsel - 1700

ACCOUNT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE FROM FY 01-02
CASUALTY & LIABILITY COSTS			
506123 Settlement Costs	100,000		-100.0%
506999 Other Casualty Expense	140,000		-100.0%
Totals	240,000		-100.0%
TAXES			
507201 Licenses & Permits	55		-100.0%
Totals	55		-100.0%
MISC EXPENSE			
509011 Dues/Subscriptions	7,000	7,000	0.0%
509101 Incentive Program	78		-100.0%
509121 Employee Training	3,800	3,800	0.0%
509123 Travel	2,150	2,150	0.0%
Totals	13,028	12,950	-0.6%
PERSONNEL TOTAL	302,107	307,569	1.8%
NON-PERSONNEL TOTAL	269,483	26,007	-90.3%
DEPARTMENT TOTALS	571,590	333,576	-41.6%

Risk Management'

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Risk Management - 1800

ACCOUNT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE FROM FY 01-02
SERVICES			
503031 Professional/Technical & Fees		57,350	0.0%
503033 Legal Services		56,000	0.0%
Totals		113,350	0.0%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants		100	0.0%
Totals		100	0.0%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing		100	0.0%
504215 Printing		375	0.0%
504217 Photo Supp/Process		200	0.0%
504311 Office Supplies		230	0.0%
Totals		905	0.0%
CASUALTY & LIABILITY COSTS			
506123 Settlement Costs		100,000	0.0%
506999 Other Casualty Expense		55,000	0.0%
Totals		155,000	0.0%
MISC EXPENSE			
509011 Dues/Subscriptions		100	0.0%
Totals		100	0.0%
PERSONNEL TOTAL			0.0%
NON-PERSONNEL TOTAL		269,455	0.0%
DEPARTMENT TOTALS		269,455	0.0%

FACILITIES MAINTENANCE

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET Facilities Maintenance - 2200

ACCOUNT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE FROM FY 01-02
LABOR			
501021 Other Salaries	595,228	609,745	2.4%
501023 Other OT	29,913	10,700	-64.2%
Totals	625,141	620,445	-0.8%
FRINGE BENEFITS			
502011 Medicare/SS	5,120	4,722	-7.8%
502021 Retirement	52,329	51,441	-1.7%
502031 Medical Ins	102,271	114,092	11.6%
502041 Dental Ins	26,064	23,047	-11.6%
502045 Vision Ins	5,377	4,982	-7.3%
502051 Life Ins	2,894	2,588	-10.6%
502060 State Disability	7,920	6,405	-19.1%
502061 Disability Ins	18,303	19,218	5.0%
502071 State Unemployment	1,462	1,290	-11.8%
502081 Worker's Comp	64,969	47,138	-27.4%
502101 Holiday Pay	7,637	7,663	0.3%
502103 Floating Holiday	3,000	3,500	16.7%
502109 Sick Leave	30,546	30,652	0.3%
502111 Vacation	71,737	73,306	2.2%
502121 Other Paid Absence	10,000	10,000	0.0%
502999 Other Fringe Benefits	312	312	0.0%
Totals	409,941	400,356	-2.3%
SERVICES			
503031 Professional/Technical & Fees	10,700	22,000	105.6%
503041 Temp Help	24,000		-100.0%
503161 Custodial Services	96,479	98,700	2.3%
503162 Uniforms/Laundry	7,956	6,200	-22.1%
503171 Security Services	7,098	6,000	-15.5%
503351 Building Repair - Out	35,680	27,700	-22.4%
503352 Equip Repair - Out	21,361	16,300	-23.7%
503363 Haz Waste Disposal	34,238	41,250	20.5%
Totals	237,512	218,150	-8.2%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	909	200	-78.0%
Totals	909	200	-78.0%
OTHER MATERIALS & SUPPLIES			
504205 Freight Out	75	100	33.3%
504215 Printing	9,036	5,117	-43.4%
504217 Photo Supp/Process	155	200	29.0%
504311 Office Supplies	5,657	3,053	-46.0%
504315 Safety Supplies	14,068	11,800	-16.1%
504317 Cleaning Supplies	31,456	39,000	24.0%
504409 Repair/Maint Supply	77,404	37,700	-51.3%
504511 Small Tools	7,457	4,107	-44.9%
Totals	145,308	101,077	-30.4%

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Facilities Maintenance - 2200

ACCOUNT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE FROM FY 01-02
UTILITIES			
505011 Gas & Electric	51,754	60,100	16.1%
505021 Water & Garbage	40,975	43,520	6.2%
505031 Telecommunications	3,192	1,160	-63.7%
Totals	95,921	104,780	9.2%
CASUALTY & LIABILITY COSTS			
506127 Repair - District Prop	1,750		-100.0%
Totals	1,750		-100.0%
TAXES			
507201 Licenses & Permits	9,250	6,607	-28.6%
507999 Other Taxes	22,301	24,000	7.6%
Totals	31,551	30,607	-3.0%
MISC EXPENSE			
509011 Dues/Subscriptions	404	300	-25.7%
509101 Incentive Program	340	300	-11.8%
509123 Travel	200	200	0.0%
Totals	944	800	-15.3%
LEASES & RENTALS			
512061 Equipment Rental	7,531	8,768	16.4%
Totals	7,531	8,768	16.4%
PERSONNEL TOTAL	1,035,082	1,020,801	-1.4%
NON-PERSONNEL TOTAL	521,426	464,382	-10.9%
DEPARTMENT TOTALS	1,556,508	1,485,183	-4.6%

ADA

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Paratransit Program - 3100

ACCOUNT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE FROM FY 01-02
LABOR			
501021 Other Salaries	10,036	149,867	1393.3%
501023 Other OT	500	200	-60.0%
Totals	10,536	150,067	1324.3%
FRINGE BENEFITS			
502011 Medicare/SS	1,574	2,415	53.4%
502021 Retirement	1,625	12,346	659.8%
502031 Medical Ins	2,438	19,167	686.2%
502041 Dental Ins	897	4,101	357.2%
502045 Vision Ins	139	996	616.5%
502051 Life Ins	461	624	35.4%
502060 State Disability	932	1,281	37.4%
502061 Disability Ins	2,829	4,515	59.6%
502071 State Unemployment	2	258	100.0%
502081 Worker's Comp	-	2,306	0.0%
502101 Holiday Pay	1,248	1,930	54.6%
502103 Floating Holiday	2,800	3,300	17.9%
503109 Sick Leave	4,993	7,720	54.6%
502111 Vacation	6,168	12,555	103.6%
502121 Other Paid Absence	1,000	1,000	0.0%
502999 Other Fringe Benefits		312	100.0%
Totals	27,106	74,826	176.1%
SERVICES			
503011 Accting/Audit Fees	8,646		-100.0%
503031 Professional/Technical & Fees	137,354	200,000	45.6%
503225 Graphics Services		7,500	0.0%
Totals	146,000	207,500	42.1%
PURCHASED TRANS.			
503406 Contract/Paratransit	3,297,605	3,474,485	5.4%
Totals	3,297,605	3,474,485	5.4%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	100	550	450.0%
504215 Printing	2,000	20,000	900.0%
504217 Photo Supp/Process		750	0.0%
504311 Office Supplies	210	1,100	423.8%
Totals	2,310	22,400	869.7%
MISC EXPENSE			
509123 Travel		200	100.0%
Totals		200	-100.0%
PERSONNEL TOTAL	37,642	224,893	497.5%
NON-PERSONNEL TOTAL	3,445,915	3,704,585	7.5%
DEPARTMENT TOTALS	3,483,557	3,929,478	12.8%

OPERATIONS

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET

Operations - 3200

ACCOUNT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE FROM FY 01-02
LABOR			
501021 Other Salaries	1,097,310	1,156,848	5.4%
501023 Other OT	159,000	100,000	-37.1%
Totals	1,256,310	1,256,848	0.0%
FRINGE BENEFITS			
502011 Medicare/SS	3,968	3,136	-21.0%
502021 Retirement	99,288	98,291	-1.0%
502031 Medical Ins	123,176	128,375	4.2%
502041 Dental Ins	32,131	27,384	-14.8%
502045 Vision Ins	7,275	6,975	-4.1%
502051 Life Ins	4,303	3,679	-14.5%
502060 State Disability	11,181	8,967	-19.8%
502061 Disability Ins	34,683	36,417	5.0%
502071 State Unemployment	1,854	1,806	-2.6%
502081 Worker's Comp	57,455	50,771	-11.6%
502101 Holiday Pay	14,546	14,776	1.6%
502103 Floating Holiday	7,000	7,600	8.6%
502109 Sick Leave	58,184	59,104	1.6%
502111 Vacation	149,356	153,832	3.0%
502121 Other Paid Absence	12,000	12,000	0.0%
502251 Phys. Exam - Renewal	924	924	0.0%
502253 Driver Lic Renewal	616	768	24.7%
502999 Other Fringe Benefits	924	1,448	56.7%
Totals	618,864	616,253	-0.4%
SERVICES			
503031 Professional/Technical & Fees	899	21,500	2291.5%
503162 Uniforms/Laundry	101	100	-1.0%
503171 Security Services	320,340	273,419	-14.6%
503352 Equip Repair - Out	4,200	2,700	-35.7%
Totals	325,540	297,719	-8.5%
PURCHASED TRANS.			
503405 Contract Transp		50	0.0%
Totals		50	0.0%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	200		-100.0%
Totals	200		-100.0%
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	800	400	-50.0%
504214 Promotional Items	200	400	100.0%
504215 Printing	15,000	15,000	0.0%
504217 Photo Supp/Process	5,000	7,000	40.0%
504311 Office Supplies	13,205	13,000	-1.6%
504315 Safety Supplies	500	100	-80.0%
504317 Cleaning Supplies	100		-100.0%

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Operations - 3200

ACCOUNT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE FROM FY 01-02
504511 Small Tools	100	100	0.0%
Totals	34,905	36,000	3.1%
UTILITIES			
505011 Gas & Electric	19,200	27,000	40.6%
505021 Water & Garbage	24,000	24,000	0.0%
505031 Telecommunications	11,000	11,000	0.0%
Totals	54,200	62,000	14.4%
MISC EXPENSE			
509101 Incentive Program	4,100	3,960	-3.4%
509123 Travel	200	200	0.0%
509125 Local Meeting Expense	100	100	0.0%
Totals	4,400	4,260	-3.2%
LEASES & RENTALS			
512011 Facility Lease	62,100	63,845	2.8%
512061 Equipment Rental	4,100	6,000	46.3%
Totals	66,200	69,845	5.5%
PERSONNEL TOTAL	1,875,174	1,873,101	-0.1%
NON-PERSONNEL TOTAL	485,445	469,874	-3.2%
DEPARTMENT TOTALS	<u>2,360,619</u>	<u>2,342,975</u>	<u>-0.7%</u>

BUS OPERATORS

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET

Bus Operators - 3300

ACCOUNT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE FROM FY 01-02
LABOR			
501011 Bus Operator Pay	6,038,840	6,259,873	3.7%
501013 Bus Operator OT	1,001,812	968,512	-3.3%
Totals	7,040,652	7,228,385	2.7%
FRINGE BENEFITS			
502011 Medicare/SS	70,873	75,534	6.6%
502021 Retirement	426,348	453,087	6.3%
502031 Medical Ins	931,705	1,037,362	11.3%
502041 Dental Ins	226,774	205,446	-9.4%
502045 Vision Ins	56,938	57,792	1.5%
502051 Life Ins	29,192	28,473	-2.5%
502060 State Disability	83,842	76,860	-8.3%
502061 Disability Ins	302,127	317,233	5.0%
502071 State Unemployment	17,480	15,480	-11.4%
502081 Worker's Comp	770,220	819,950	6.5%
502101 Holiday Pay	205,390	208,065	1.3%
502109 Sick Leave	342,317	346,775	1.3%
502111 Vacation	683,084	677,205	-0.9%
502121 Other Paid Absence	69,503	59,535	-14.3%
502251 Phys. Exam - Renewal	5,280	2,640	-50.0%
502253 Driver Lic Renewal	3,520	6,072	72.5%
502999 Other Fringe Benefits	100	100	0.0%
Totals	4,224,692	4,387,610	3.9%
SERVICES			
503162 Uniforms/Laundry	4,040	4,000	-1.0%
Totals	4,040	4,000	-1.0%
MISC EXPENSE			
509101 Incentive Program	2,402	2,400	-0.1%
Totals	2,402	2,400	-0.1%
PERSONNEL TOTAL	11,265,344	11,615,995	3.1%
NON-PERSONNEL TOTAL	6,442	6,400	-0.7%
DEPARTMENT TOTALS	11,271,786	11,622,395	3.1%

FLEET MAINTENANCE

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Fleet Maintenance - 4100

ACCOUNT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE FROM FY 01-02
LABOR			
501021 Other Salaries	2,167,765	2,394,177	10.4%
501023 Other OT	173,000	125,000	-27.7%
Totals	2,340,765	2,519,177	7.6%
FRINGE BENEFITS			
502011 Medicare/SS	20,892	20,756	-0.7%
502021 Retirement	185,599	201,499	8.6%
502031 Medical Ins	309,499	325,339	5.1%
502041 Dental Ins	83,982	73,722	-12.2%
502045 Vision Ins	17,610	17,603	0.0%
502051 Life Ins	9,219	8,732	-5.3%
502060 State Disability	26,088	22,631	-13.3%
502061 Disability Ins	65,146	68,403	5.0%
502071 State Unemployment	4,866	4,558	-6.3%
502081 Worker's Comp	144,160	185,858	28.9%
502101 Holiday Pay	27,263	28,905	6.0%
502103 Floating Holiday	3,700	4,400	18.9%
502109 Sick Leave	112,895	120,151	6.4%
502111 Vacation	273,297	290,925	6.5%
502121 Other Paid Absence	40,000	40,000	0.0%
502251 Phys. Exam - Renewal	2,200	1,386	-37.0%
502253 Driver Lic Renewal	300	400	33.3%
502999 Other Fringe Benefits	612	924	51.0%
Totals	1,327,328	1,416,192	6.7%
SERVICES			
503031 Professional/Technical & Fees	2,500	2,500	0.0%
503041 Temp Help	20,500		-100.0%
503162 Uniforms/Laundry	22,000	25,000	13.6%
503221 Classified/Legal Ads	5,500	5,000	-9.1%
503352 Equip Repair - Out	49,000	49,000	0.0%
503353 Rev Veh Repair - Out	195,900	206,120	5.2%
503354 Other Veh Repair - Out	56,700	64,020	12.9%
Totals	352,100	351,640	-0.1%
MOBILE MATERIALS & SUPPLIES			
504011 Fuels & Lubricants	117,041	82,443	-29.6%
504012 Fuels & Lubricants - Rev Veh	1,199,895	1,272,640	6.1%
504021 Tires & Tubes	155,000	150,000	-3.2%
504161 Other Mobile Supplies	8,500	6,500	-23.5%
504191 Rev Vehicle Parts	695,000	645,000	-7.2%
Totals	2,175,436	2,156,583	-0.9%

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Fleet Maintenance - 4100

ACCOUNT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE FROM FY 01-02
OTHER MATERIALS & SUPPLIES			
504205 Freight Out	3,000	2,500	-16.7%
504211 Postage & Mailing	1,000	500	-50.0%
5042 15 Printing	5,850	5,200	-11.1%
504217 Photo Supp/Process	400	200	-50.0%
504311 Office Supplies	11,800	11,000	-6.8%
504315 Safety Supplies	17,145	11,275	-34.2%
504317 Cleaning Supplies	29,000	26,000	-10.3%
504421 Non-Inventory Parts	58,000	50,000	-13.8%
504511 Small Tools	7,000	5,000	-28.6%
504515 Employee Tools	4,000	2,000	-50.0%
504517 Tool Allowance	8,910		-100.0%
Totals	146,105	113,675	-22.2%
UTILITIES			
505011 Gas & Electric	73,937	49,000	-33.7%
505021 Water & Garbage	23,394	18,000	-23.1%
505031 Telecommunications	19,500	18,420	-5.5%
Totals	116,831	85,420	-26.9%
CASUALTY & LIABILITY COSTS			
506127 Repair - District Prop	10,000		-100.0%
Totals	10,000		-100.0%
TAXES			
507051 Fuel Tax	9,984	9,910	-0.7%
507201 Licenses & Permits	130	540	315.4%
Totals	10,114	10,450	3.3%
MISC EXPENSE			
509011 Dues/Subscriptions	1,073	979	-8.8%
509101 Incentive Program	1,120	1,060	-5.4%
509123 Travel	200	200	0.0%
Totals	2,393	2,239	-6.4%
LEASES & RENTALS			
512011 Facility Lease	207,624	213,841	3.0%
512061 Equipment Rental	3,050	2,505	-17.9%
Totals	210,674	216,346	2.7%
PERSONNEL TOTAL	3,668,093	3,935,369	7.3%
NON-PERSONNEL TOTAL	3,023,653	2,936,353	-2.9%
DEPARTMENT TOTALS	6,691,746	6,871,722	2.7%

Retirees

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Retired Employee Benefits - 9005

ACCOUNT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE FROM FY 01-02
<hr/>			
FRINGE BENEFITS			
502031 Medical Ins	370,541	463,269	25.0%
502041 Dental Ins	41,071	36,400	-11.4%
502045 Vision Ins	12,960	13,268	2.4%
502051 Life Ins	6,229	5,678	-8.8%
Totals	<u>430,801</u>	<u>518,615</u>	20.4%
PERSONNEL TOTAL	430,801	518,615	20.4%
NON-PERSONNEL TOTAL			0.0%
DEPARTMENT TOTALS	<u><u>430,801</u></u>	<u><u>518,615</u></u>	<u><u>20.4%</u></u>

SCCIC

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
SCCIC/COPS - 700

ACCOUNT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE FROM FY 01-02
SERVICES			
503011 Accting/Audit Fees	750	750	0.0%
503012 Admin/Bank Fees	20	50	150.0%
Totals	<u>770</u>	<u>800</u>	<u>3.9%</u>
OTHER MATERIALS & SUPPLIES			
504211 Postage & Mailing	25	50	100.0%
Totals	<u>25</u>	<u>50</u>	<u>100.0%</u>
TAXES			
507999 Other Taxes			0.0%
Totals			<u>0.0%</u>
MISC EXPENSE			
509123 Travel			0.0%
Totals			<u>0.0%</u>
PERSONNEL TOTAL			
			0.0%
NON-PERSONNEL TOTAL			
	795	850	6.9%
DEPARTMENT TOTALS			
	<u>795</u>	<u>850</u>	<u>6.9%</u>

MASTF**SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
MASTF - 9021**

ACCOUNT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE FROM FY 01-02
OTHER MATERIALS & SUPPLIES			
504214 Promotional Items	250	125	-50.0%
504215 Printing	100		-100.0%
504217 Photo Supp/Process	50	50	0.0%
504311 Office Supplies	100	100	0.0%
Totals	500	275	-45.0%
MISC EXPENSE			
509125 Local Meeting Expense	1,400	1,800	28.6%
Totals	1,400	1,800	28.6%
PERSONNEL TOTAL			0.0%
NON-PERSONNEL TOTAL	1,900	2,075	9.2%
DEPARTMENT TOTALS	1,900	2,075	9.2%

SERVICE & MARKETING PLAN

SANTA CRUZ METRO FY 02-03 OPERATING BUDGET
Customer Information Services & Marketing Plan - 9030

ACCOUNT	FY 01-02 REVISED	FY 02-03 FINAL	% CHANGE FROM FY 01-02
<hr/>			
SERVICES			
503031 Professional/Technical & Fees	35,000		-100.0%
Totals	35,000		-100.0%
PERSONNEL TOTAL			0.0%
NON-PERSONNEL TOTAL	35,000		-100.0%
DEPARTMENT TOTALS	<u>35,000</u>		<u>-100.0%</u>

**'SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY 02-03 FINAL BUDGET
CAPITAL IMPROVEMENT PROGRAM**

PROJECT	FEDERAL	STATE/ LOCAL	DISTRICT	TOTAL
<u>Grant-Funded Projects</u>				
Consolidated Operating Facility	\$ 6,358,466	\$ -	\$ 1,589,617	\$ 7,948,083
Urban Bus Replacement	\$ 6,535,473	\$314,631	\$ 696,368	\$ 7,546,472
Talking Bus Equipment	\$ 560,000	\$ -	\$ 140,000	\$
CNG Facilities for SCM, Ops	\$	\$405,000	\$ 227,000	\$ 700,000 632,000
Metro Center Renovation Project	\$	\$200,000	\$ -	\$
Engine Repower Project (carryover)	\$ 100,000	\$ -	\$ 25,000	\$ 200,000 125,000
Subtotal				\$ 17,151,555
<u>District-Funded Projects</u>				
Bus Stop Improvements			\$ 503,000	\$ 503,000
ADA Recertification Capital Costs			\$ 65,000	\$ 65,000
IT - Giro Rostering Module			\$ 50,000	\$ 50,000
Automated Telephone Info System			\$ 35,000	\$ 35,000
Facilities Repair & Improvements			\$ 65,000	\$ 65,000
Facilities Repair & Improvements (carryover)			\$ 42,500	\$ 42,500
Machinery/Equipment Repair & Improvements			\$ 24,000	\$ 24,000
Non-Revenue Vehicle Replacement			\$ 203,000	\$ 203,000
Office Equipment			\$ 30,000	\$ 30,000
Transfer to Operating Budget			\$ 1,200,000	\$ 1,200,000
Subtotal				\$ 2,217,500
TOTAL CAPITAL PROJECTS	\$ 13,553,939	\$919,631	\$ 4,895,485	\$ 19,369,055

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY 02-03 FINAL BUDGET
CAPITAL IMPROVEMENT PROGRAM**

CAPITAL PROGRAM FUNDING

Federal Grants	\$ 13,553,939
State/Local Grants	\$ 919,631
STA Funding	\$ 807,150
District Reserves	\$ 3,688,335
Transfer from Bus Stop Improvement Reserve	\$ 400,000
<hr/> <hr/>	
TOTAL CAPITAL FUNDING	\$ 19,369,055

ATTACHMENT C

FY 02-03

BOARD MEMBER TRAVEL

EXHIBIT B

BOARD MEMBER TRAVEL

FY 02-03

American Public Transportation Association (APTA) Meetings

Legislative Conference
March 2003
Washington, DC
Two Board Members

California Transit Association (CTA) Meetings

No attendance.

Additional Travel

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

ATTACHMENT D

FY 02-03

EMPLOYEE INCENTIVE PROGRAM

EMPLOYEE INCENTIVE PROGRAM
FY 02-03

EVENT/ACTIVITY	# EMP	RATE	BUDGET ALLOCATION	DEPT/ACCOUNT
District Service Awards			\$ 3,000	1100-509101
Certificates of Commendation			\$ 50	1100-509101
Newsletter Prizes	0	\$ -	\$	1100-509101
Holiday Dinner Dance			\$	1100-509101
Safe Driver Pins and Certificates			\$ 2,400	3300-509101
Departmental Programs				
<u>Administrative Facility (370 Encinal)</u>				
Employee Recognition/Appreciation Events	23	\$ 20.00	\$ 460	1200-509101
<u>Planning & Marketing</u>				
Employee Recognition/Appreciation Events	11	\$ 20.00	\$ 220	1300-509101 ¹
<u>Facilities Maintenance</u>				
Employee Recognition/Appreciation Events	15	\$ 20.00	\$ 300	2200-509101 ¹
<u>Operations</u>				
Employee Recognition/Appreciation Events and Shift Bid Refreshments	198	\$ 20.00	\$ 3,960	3200-509101
<u>Fleet Maintenance</u>				
Employee Recognition/Appreciation Events and Shift Bid Refreshments	53	\$ 20.00	\$ 1,060	4100-509101
TOTALS	300		\$ 11,450	

1100	\$ 510
1200	\$ 3,000
1300	\$ 220
2200	\$ 300
3200	\$ 3,960
3300	\$ 2,400
4100	\$ 1,060
	<u> </u>
	\$ 11,450

ATTACHMENT E

FY 02-03

RECOMMENDED CHANGES TO DRAFT FINAL BUDGET

**RECOMMENDED CHANGES TO
FY 02-03 OPERATING REVENUE**

REVENUE SOURCE	DRAFT FINAL BUDGET	REC CHANGE	REASON
Passenger Fares	\$ 3,099,580	\$ 4,700	Slightly higher projection.
Commissions	\$ 12,000	\$ (2,000)	Reflects year-to-date trend for payphone and vending commissions.
Interest Income	\$ 746,000	\$ (127,000)	Lower interest rates and treasury balance.
Other Non-Transp Revenue	\$ 1,800	\$ 300	Reflects year-to-date trend for photo ID fees.
TOTAL CHANGE		\$ (124,000)	

**RECOMMENDED CHANGES TO
FY 02-03 OPERATING EXPENSES**

DEPT/ACCT	EXPENSE	DRAFT FINAL	REC CHANGE	REASON
1100				
503041	Temp Help	\$ 2,240	\$ (2,240)	Delete all temp help.
1200				
503012	Admin/Bank Fees	\$ 194,000	\$ 16,000	State BOE fee increase.
1300				
503041	Temp Help	\$ 3,000	\$ (3,000)	Delete all temp help.
503225	Graphics Services	\$ 35,000	\$ (7,000)	Eliminate Spanish Headways.
504215	Printing	\$ 67,300	\$ (2,000)	Eliminate Spanish Headways.
1400				
503041	Temp Help	\$ 1,000	\$ (1,000)	Delete all temp help.
509123	Travel	\$ 900	\$ (700)	Reduce.
509125	Local Meeting Expense	\$ 1,000	\$ (300)	Eliminate room rental for negotiations.
1500				
	None			
1700				
503041	Temp Help	\$ 500	\$ (500)	Delete all temp help.
1800				
	None			
2200				
503041	Temp Help	\$ 1,000	\$ (1,000)	Delete all temp help.
506127	Repair - Dist Property	\$ 1,000	\$ (1,000)	Reduce to zero.
3100				
	/None			
3200				
503031	Prof/Tech Services	\$ 1,500	\$ 20,000	Add call stop audits.
3300				
501013	Bus Operator Overtime	\$ 1,106,072	\$ (137,560)	Correct spreadsheet error.
4100				
503041	Temp Help	1,000	\$ (1,000)	Delete all temp help.
506127	Repair - Dist Property	2,000	\$ (2,000)	Reduce to zero.
509123	Travel	900	\$ (700)	Reduce.
TOTAL CHANGE			\$ (124,000)	

ATTACHMENT F

FY 02-03

DEPARTMENT DESCRIPTIONS AND OBJECTIVES

ADMINISTRATION DEPARTMENT
OFFICE OF THE GENERAL MANAGER

MAJOR FUNCTIONS OF THE DEPARTMENT

The Administration Department/Office of the General Manager is responsible for all administrative activities of the District. This includes Board activities, application for and administering of grants, legislative activities, maintaining official District records, planning and managing capital projects, managing the District's planning program, and coordinating with other local agencies regarding public transportation.

DEPARTMENT OBJECTIVES FOR FY 02-03

- Comprehensive and complete file retention system for the District's official records.
- Timely preparation, delivery and posting of Board agenda packets.
- Aggressively seek, administer and prepare federal, state and local grants.
- Monitor federal and state legislative activities.
- Implement procurement of new buses.
- Oversee completion of MetroBase Environmental Impact Report (EIR).
- Oversee compliance with Urban Bus Rule issued by the California Air Resources Board (CARB).
- Incorporate the planning program for the District into the Office of the General Manager.

FINANCE DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

The Finance Department is responsible for the general ledger, accounts payable, accounts receivable, grant accounting, payroll, fixed asset control, investment, audit, debt service, financial forecasting and financial reporting functions of the District. The Finance Department also develops and monitors the District's annual operating budget and capital improvement program; develops and updates short-range and long-range financial plans; purchases and maintains property and liability insurance; processes collections; and disseminates a wide variety of information to other departments and the public.

DEPARTMENT OBJECTIVES FOR FY 02-03

- Continue to strengthen the controller function through the development and revision of policies and procedures to provide guidance, measure performance and insure conformance with the highest standards of financial accounting.
- Develop spending controls for use by all departments to keep expenses low while maintaining satisfactory service to the public.
- Explore with the Purchasing Department the development of District-wide standards for office equipment and supplies.
- Work with District Counsel, IT and Human Resources to develop an efficient FMLA tracking system.
- Work with IT Department to complete web connection for Payroll with the County of Santa Cruz.
- Expand cross-training assignments within the department to enhance departmental efficiency and improve promotional opportunities.

PLANNING & MARKETING DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

The Planning & Marketing Department is responsible for a wide range of activities. The Marketing portion of the department handles outreach activities, implements marketing activities and public relations projects. The Customer Service function handles information requests, sells tickets and passes to our passengers at Metro Center and is involved in the production of Headways. The Planning section handles compliance with federal planning requirements, data collection and service planning and analysis of the system. The Paratransit section oversees the administration of contracted paratransit operations, accessibility services and eligibility/certification.

DEPARTMENT OBJECTIVES FOR FY 02-03 -- Planning

- Complete responsive service planning for each quarter.
- Develop long-term service planning to project service and capital needs.
- Refine system performance measures and objectives.
- Refine improved service costing measures.
- Review data collection and management to develop improved procedures consistent with state and local requirements.
- Develop ridership database for reporting and planning.

DEPARTMENT OBJECTIVES FOR FY 02-0303 – Customer Service, Pass Sales & Marketing,

- Develop and implement improved and consistent customer service contact and follow-up procedures.
- Develop and implement system promotion activities with internal and external audiences.
- Review Headways and implement design improvements.
- Develop System Map.
- Review printed materials and implement design improvements.
- Develop and implement targeted marketing programs to enhance ridership and pass sales.
- Develop and implement public relations and community outreach program to build support for METRO activities and programs.

HUMAN RESOURCES DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

The Human Resources Department is responsible for a wide variety of functions including: employee recruitment and merit examination; equal employment opportunity; classification and compensation; labor relations; administration of employee benefits and insurance, including workers' compensation; employee drug and alcohol testing; and consulting with managers regarding labor contract application, District rules and regulations, and employee performance and training.

DEPARTMENT OBJECTIVES FOR FY 02-03

- Hire and train an employee to coordinate the Workers' Compensation program.
- Coordinate and insure compliance of District's FTA mandated drug and alcohol testing program, prepare annual report of program, provide supervisory training, and renew provider contracts.
- Complete job reclassifications and provide information to management and Unions.
- Coordinate with the IT Department for the revision of existing reports to streamline processes and provide more accurate employee information.
- Transition to the PERS automated enrollment and change system.
- Monitor and implement federal and state regulatory changes in the areas of human resources administration and compliance.
- Evaluate and recommend insurance provider contract renewals and revisions.

INFORMATION TECHNOLOGY DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

The IT Department is responsible for the District's Information Systems needs including equipment and software maintenance, planning and purchases, as well as end-user technical support. IT personnel write and modify database and other software as needed. District data is backed up on-site for quick recovery and off-site for emergency reconstruction. The District's computer needs are continually being evaluated with plans being developed/implemented to improve employee efficiency through computing at the lowest long-term cost.

DEPARTMENT OBJECTIVES FOR FY 02-03

- Move Operations and 920 Pacific Ave. computer users to Server Farm.
- Implement new NTD tracking database.
- Support installation and implementation of paratransit software, and on-line access to paratransit service provider's data.
- Implement FMLA tracking database in cooperation with District Counsel, Human Resources and Finance.
- Restart project and complete conversion to new run-cutting and Scheduling/Dispatch software.
- Complete implementation of USL Purchasing & Accounting package on Windows 2000.
- Maintain computers at 99% or better up-time, including printers, terminals, PCs and communications equipment.
- Work with other departments to implement company-wide intranet platform for more efficient knowledge and forms sharing.
- Implement secure shell, ftp, https and security appliance to reduce impact of virus and other computer security threats.

LEGAL DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

The Office of the District Counsel is responsible for providing professional legal services to the District, representing the District in civil litigation, and providing legal opinions and interpretations.

DEPARTMENT OBJECTIVES FOR FY 02-03

- Continue to assist General Manager with MetroBase Project,
- Continue to manage and administer the District's potential claims, claims and collection files.
- Assist the District department managers with legal issues as they arise.
- Represent the District in litigation matters.
- Assist in the administration and management of the worker's compensation claims, as directed by the Board of Directors.
- In conjunction with the Human Resources manager, develop an Employee Leave Policy.
- Update the Claims Procedures Regulation to match current practices within the District.

DEPARTMENT OBJECTIVES FOR FY 02-03 - RISK MANAGEMENT

- Avoid unnecessary and costly litigation.
- Investigate all claims for validity and liability purposes. If settlement reached, verify that damages correspond to occurrence.
- When Santa Cruz Metro is at fault, aggressively pursue a fair and reasonable settlement.
- Publish Transit Supervisor newsletter four times a year.
- Provide Managers with at least four trainings a year.
- Complete and implement Legal Department Handbook.

FACILITIES MAINTENANCE DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

The Facilities Maintenance Department's primary mission is to provide 24-hour support to both Transit Operations and Fleet Maintenance. Facilities Maintenance maintains seven transit facilities, three transit centers, three parking lots and 1100 bus stops. Facilities Maintenance staff works with land use planners to develop transit improvements. The staff develops/implements/administrates local, State and Federal regulatory compliance programs such as the storm water program. Staff develops specifications and supervises work performed at District facilities by contractors. Facilities Maintenance participates in the Service Review Committee, Injury Prevention Program and staffs the Bus Stop Advisory Committee. Facilities Maintenance Department provides a positive image of public transit to the community.

DEPARTMENT OBJECTIVES FOR FY 02-03

1. Projects

- Construct alternate bus shelter design/Low floor platforms for rural bus stops
- Continue to install solar lighting systems at rural bus stops
- Continue to install bus signalization devices at rural bus stops
- Replace damaged wood shelters with prefabricated metal shelters
- Assist in the acquisition and remodel of the Metro Center/Greyhound Facility
- Manage the modification of two facilities for CNG and implement their operations

2. General Services

- Scheduled maintenance and repair of District facilities, equipment and bus stops
- Perform unscheduled maintenance and repair of all District facilities and equipment within 24 hours of notification or provide an acceptable alternative
- Respond immediately to safety problems upon notification
- Remove graffiti within 24 hours of notification
- Perform Facility modifications and equipment installations
- Review and update District's Disaster Preparedness Plan
- Support Santa Cruz County's Youth Employment and Training Program or an equivalent program
- Review land use plans and request bus stop improvements

OPERATIONS DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

The Operations Department is responsible for providing safe, efficient, reliable and courteous transit service to the residents and visitors of Santa Cruz County.

DEPARTMENT OBJECTIVES FOR FY 02-03

- Prepare for new technologies that may include new generation talking bus technology, mobile digital terminals and global positional systems.
- Complete the radio systems upgrade and investigate site opportunities to increase radio coverage on Highway 9.
- Complete cross training in the Schedule Analyst position
- Expand our safety programs at the Transit Centers
- Improve the level of service that the District's paratransit customers receive by ensuring that the paratransit vehicles are clean, paratransit operators are properly trained and able to respond to our customer's requests.
- Improve level of customer service that is provided at the Metro Center.
- Successfully start and make progress on recertification process.
- Continue to monitor and reduce the overtime paid to Operations Department staff.

FLEET MAINTENANCE DEPARTMENT

MAJOR FUNCTIONS OF THE DEPARTMENT

The Fleet Maintenance Department provides safe, reliable, clean buses, staff vehicles and equipment, in support of transit service to the public through the optimum use of all resources available to the Department.

DEPARTMENT OBJECTIVES FOR FY 02-03

- Increase leadership skills for those departmental personnel holding leadership positions, i.e. supervisors and shift lead positions. This will require additional training in both transit and maintenance specific areas.
- Increased technical training for our mechanics. As we invest in new equipment we must match the capital investment with an investment in training. Vehicle, engine and transmission technology is so advanced that training must be on going. Introduction of CNG powered vehicles requires an extensive training program to maintain these units safely.
- Provide improved operational support in both vehicle maintenance and vehicle servicing through filling currently budgeted positions. The maintenance department should be able to support the operation department during like hours of operations.
- Repaint one third of the 1988 high floor New Flyers with our new paint scheme to move toward a uniform looking fleet, and enhance appearance. This repaint will include a retrofit to LED exterior lighting. Finish repainting the high floor New Flyers in the Highway 17 fleet with the new paint scheme.
- Continue the retrofit project on the high floor New Flyer passenger lifts to increase reliability of these units.
- Continued restoration to our 195 1 GMC coach for historical purposes and to build morale.

ATTACHMENT G

FY 02-03

AUTHORIZED PERSONNEL

FY 02-03 FINAL BUDGET
Authorized Personnel
Administration - 1100

Position	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02	Authorized FY 02-03
General Manager	1	1	1	1
Assistant General Manager	1	1	1	1
Admin Services Coordinator	1	1	1	1
Administrative Secretary	2	2	2	2
Grants/Legislative Analyst	1	1	1	1
Total Full-Time Equivalents	6.00	6.00	6.00	6.00

FY 02-03 FINAL BUDGET
Authorized Personnel
Finance - 1200

Position	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02	Authorized FY 02-03
Finance Manager	1	1	1	1
Assistant Finance Manager	1	1	1	1
Senior Accountant	1	0.5	0.5	0
Accounting Specialist	1	1	1	1”
Accounting Tech/Sr Acctng Tech	2	2	2	2
Payroll & Benefits Coordinator	1	1	1	1
Administrative Secretary	1	1	1	1
Total Full-Time Equivalents	8.00	7.50	7.50	7.00

* Funded until 1 /0 1/03

FY 02-03 FINAL BUDGET
Authorized Personnel
Planning & Marketing - 1300

Position	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02	Authorized FY 02-03
Planning & Marketing Manager	1	1	1	0
Service Planning Supervisor	1	1	1	1
Transit Planner	1	1	1	1
Transit Surveyor	1.25	1.25	1.25	1.25
Customer Service Coordinator	1	1	1	1
Senior Customer Service Rep	1	1	1	1
Customer Service Representative	4	4	4	3
Ticket & Pass Program Specialist	1	1	1	1
Administrative Secretary	1.25	1.30	1.3	0.75
Accessible Services Coordinator	1	1	1	0
Total Full-Time Equivalents	13.50	13.55	13.55	10.00

* Position moved to Dept 3100 effective 7/01/02

FY 02-03 FINAL BUDGET
Authorized Personnel
Human Resources - 1400

Position	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02	Authorized FY 02-03
Human Resources Manager	1	1	1	1 ”
Asst Human Resources Manager	0	0	1	0
Human Resources Analyst	1	1	0	0
Personnel Technician	1	1	1	1
Benefits Coordinator	0.75	1	1	1
Human Resources Specialist	1	1	1	1
Admin Specialist	0.50	0.75	0	0
Adrnin Secretary	0	0	1	0
Total Full-Time Equivalents	5.25	5.75	6.00	4.00

* Interim Assignment for FY 02-03

FY 02-03 FINAL BUDGET
Authorized Personnel
Information Technology - 1500

Position	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02	Authorized FY 02-03
Information Technology Manager	1	1	1	1
Database Administrator&r	1	1	1	1
Systems Administrator/Sr	1	1	1	1
IT Technician/Sr IT Tech	1	1	1	1
Total Full-Time Equivalents	4.00	4.00	4.00	4.00

FY 02-03 FINAL BUDGET
Authorized Personnel
District Counsel - 1700

Position	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02	Authorized FY 02-03
District Counsel	1	1	1	1
Paralegal	1	0	0	0
Claims Investigator	0	1	1	1
Legal Secretary	1.5	1.5	1.5	1
Total Full-Time Equivalents	3.50	3.50	3.50	3.00

FY 02-03 FINAL BUDGET
Authorized Personnel
Facilities Maintenance - 2200

Position	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02	Authorized FY 02-03
Facilities Maintenance Manager	1	1	1	1
Facilities Maintenance Supervisor	1	1	1	1
Facilities Maint Worker III	1	1	1	1
Facilities Maint Worker II	3	3	3	3
Facilities Maint Worker I	4	4	4	3
Custodial Services Worker II	1	1	1	1
Custodial Services Worker I	5	5	5	5
Administrative Secretary	1	1	1	0
Total Full-Time Equivalents	17.00	17.00	17.00	15.00

FY 02-03 FINAL BUDGET
Authorized Personnel
Paratransit - 3 100

Position	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02	Authorized FY 02-03
Paratransit Administrator	0	0	1	1
Paratransit Eligibility Coordinator	0	0	1	1
Accessible Services Coordinator	0	0	0	1”
Total Full-Time Equivalents	0.00	0.00	2.00	3.00

* Position moved from Dept 1300 effective 7/01/02

FY 02-03 FINAL BUDGET
Authorized Personnel
Operations - 3200/3300

Position	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02	Authorized FY 02-03
Operations Manager	1	1	1	1
Base Superintendent	1	1	1	1
Transit Supervisor	14	14	14	13
Schedule Analyst	1	1	1	1
Supervisor of Revenue Collection	1	1	1	1
Safety & Training Coordinator	1	1	1	1
Admin Secretary/Supervisor	1	1	1	1
Administrative Clerk I	1	1	1	1
Payroll Specialist	1	1	1	1
Revenue Specialist	1	1	1	0
Bus Operator (total on payroll)	174	180	184	174
Total Full-Time Equivalents	197.00	203.00	207.00	195.00

FY 02-03 FINAL BUDGET
 Authorized Personnel
 Fleet Maintenance - 4100

Position	Authorized FY 99-00	Authorized FY 00-01	Authorized FY 01-02	Authorized FY 02-03
Fleet Maintenance Manager	1	1	1	1
Fleet Maint Supervisor	2	2	2	2
Lead Mechanic	6	6	6	6
Mechanic III	4	4	4	4
Mechanic I - II	14	16	16	15
Body Repair Mechanic	1	1	1	1
Upholsterer I - II	1	1	1	1
Supervisor of Parts & Materials	1	1	1	1
Lead Parts Clerk	1	1	1	1
Parts Clerk	1	1	1	1
Receiving Parts Clerk	1	1	1	1
Admin Secretary/Supervisor	1	1	1	1
Accounting Tech	1	1	1	1
Administrative Clerk I	1	1	1	0
Buyer	1	1	1	1
Senior Accounting Tech	1	1	1	1
Vehicle Service Technician	2	2	2	2
Detailer	2	2	2	2
Vehicle Service Worker I - II	12	12	12	11
Total Full-Time Equivalents	54.00	56.00	56.00	53.00

ATTACHMENT H

FY 02-03

SEIU COST SAVINGS SUGGESTIONS

SEIU/SCMTD Labor/Management
Worker Cost Savings Suggestions

These are submitted as they have been received via email.

++ use less paper by sending memos, etc by electronic means (return receipt >function lets you know it was received).

Savings: Minimal. Employees often print the memos received in email.

++provide department / employee telephone lists updates electronically

Savings: None. Employees will print them out for easier reference and some printer paper is more expensive than copier paper.

++ Heck, make your own scratch/ note pads from recycled paper - or extra copies of board / committee packets - I'll bet almost every work station has a recycle or shred tray non-confidential recyclable materials could be "paper cutter" ready for scratch / note pads

Savings: Approximately \$20 per year.

++put your name on your pen / pencil to reduce using more than 1 (if you habitually leave it somewhere, it will get back to you - and if a co-worker habitually picks up pens/pencils, they will return them :0)

Savings: Minimal.

++set calculators/ adding machines on NP except where absolutely necessary to retain the calculation

Savings: None. Most tape bought for payroll and A/P, where employees already do this.

++reuse file folders, even when storing / shredding documents, keep and reuse the folders just clip the documents to be stored...make a new folder label (I'm sure everyone already does this, don't they???)

++recycle 3 ring binders to other departments

Savings: Minimal. Most departments do this already.

++use eraser tops on your pencils instead of discarding the pencil....or use mechanical pencils with refillable leads

Savings: Minimal.

++ We could buy in bulk and only specified kinds of supplies.

Response: This action is already being implemented by management.

++ Here's an idea: establish a "District Centralized Store" (possibly part >of purchasing) to handle distribution of office supplies and as a centralized recycle turn-about for used/returned supplies e.g.: binders, in baskets, organizers, report folders etc. Publish the contents of the store via email or at "STORE" in public forms area...

Response: Management will evaluate this concept but anticipated savings are minimal.

(does anyone know if any organization pays for recycle-able materials?)

Revenue: None. District already recycles. The labor cost of an employee taking materials to a recycling site that pays would exceed the revenue earned.

++use your own coffee cup instead of the paper cups

Savings: Less than \$100 per year. Most coffee and supplies are employee-funded. Only cups for public meetings and Board meetings are purchased.

++ We could put filters on faucets at the sites where bottled water is delivered. Encinal would save approx \$2666 a year.

Savings: None, unless all employees agree to retract request for bottled water. Filters have been used in the past at various work sites. Annual costs:

Encinal = \$2700

Fleet = \$3386

Metro Center = \$1654

++ We could forgo employee incentive \$ of \$11,450 and instead host potluck events.

Savings:

Service Awards: Mgmt = \$0, UTU = \$2,060, SEIU = \$940

Certificates of Commendation: \$50

Safe Driver Pins and Certificates = \$2,400 (UTU)

Departmental Incentive Events: Mgmt = \$260, UTU = \$3,480, SEW = \$2,260

++Do we really need \$203,000 in non-revenue vehicles? We could get rid of old vehicles that we are spending \$ on especially big gas guzzlers and use the ones parked at Encinal.

Savings: The \$203,000 is a one-time capital purchase that funds four driver relief vans, one transit supervisor vehicle and two service trucks, all of which have extensive miles and require significant maintenance to keep running. The funds cannot be used for operating expenses. The reduction in maintenance costs will alleviate the burden on the operating budget. Administrative vehicles are available to employees for travel since paying mileage reimbursements is more costly.

++And do all driver relief vehicles have to be vans? What happened to riding the ebikes between ops and Encinal? Maybe we should sell them.

Response: The type of vehicles specified for driver relief vehicles will be evaluated. The e-bikes were purchased with 700% grant funding and if sold, the funds would be returned to the funding source.

++ We could have outreach to business to encourage employee pass programs and increase revenue.

Revenue: Minimal. Extensive staff time is required to contact prospective employers and develop contracts. These duties are included in the job description of the Ticket & Pass Program Specialist. In April 2002 employer bus pass income was:

Dominican Hospital	\$811
Seaside Company	\$2,201
City of Santa Cruz	\$1,120
County of Santa Cruz	\$1,320
Inprise	\$0
Seagate	\$0

++Management should get the word out to all employees and w/c people that there will be an improved formula and help them with retirement information.

Response: A letter to all employees was issued with paychecks on May 30th.

++I would also suggest that a decision be made on the status of Temporary workers. This could be a cost saving measure.

Response: No temporary employees are authorized after 6/30/02.

++We can use the Union Insurance Trust for retirement medical if there is no HMO in another area.

Response: Employees are free to choose this health plan; however, costs are comparable to the PERS plans.

++We can evaluate ongoing projects like the "new accounting software" and possibly cut our losses.

Savings: None. The capital purchase for the accounting software has been completed. Annual maintenance costs for the software have already been reduced to a minimum in the draft final budget. Capital funding cannot be used for operating expenses.

++This doesn't seem like the year for the \$35,000 automated telephone system we have done without thus far.

Savings: None. This is a 100% grant funded capital project for which we have already received the \$35,000 funding. Capital funding cannot be used for operating expenses.

++We have a contract/purchase of an answering service with "Impressions on Hold" It is a nice service, but not really necessary. Let's see how much it costs and if we could eliminate it

Savings: This service cost \$725 in FY 01-02. This service becomes more critical as customer service hours and staffing are reduced.

++ We could look at scheduling as a way to cut down on the budgeted OT

Savings: Minimal. The three departments with significant overtime are Facilities Maintenance, Operations, and Fleet Maintenance, to cover shift workers on paid and non-paid time off. Operations scheduling of Transit Supervisors has recent/y been revised to reduce overtime costs. In the draft final budget for FY 02-03, Facilities overtime is reduced from the FY 01-02 revised budget by 47%, Operations overtime is reduced by 37%, and Fleet overtime is reduced by 27%.

++I also vote for eliminating Spanish Headways, not necessary.

Savings: Approximately \$9,000.

++I think we should reduce the number of Headways printed. We could just pass them out when requested.

Savings: Approximately \$2,300 per year if the number were reduced by 10%. If the District runs short, the cost of additional copies would be much higher and any savings would be eliminated.

++Spanish Headways. . My suggestion is to produce the schedule in-house. That should save the District plenty of money with labor and shipping costs.

Savings: None. The in-house cost of labor and materials would exceed \$9,000 per year.

++ What does it cost to have art in the Metro Center? Maybe we could have displays from local schools.

Savings: \$1,250 per year if no art were displayed. Displaying school art still requires a coordinator.

++ Underutilized rental space upstairs at Dubois, we hear \$12,000

Savings: \$18,000 per year if stored items are moved somewhere else and stored for free.

++ Security for fareboxes and inter-office mail. We hear \$50,000

Savings: None. If these tasks were performed in-house, there would be a higher cost than \$50,000 since SEIU has requested additional compensation for performing these tasks and at least one additional position would be required.

From: "Dianna Dunn" <dianna@seiu415.org>
To: "Betsy Ross" <betsy@scmtd.com>
Subject: RE: Cost savings measures
Date: Wed, 5 Jun 2002 10:59:03 +0100
X-Mailer: Microsoft Outlook CWS, Build 9.0.2416 (9.0.2910.0)
Importance: Normal

Hi Betsy, sorry to take so long, I was out and around the county the past two days delivering pipelines.

As management you may implement any cost savings measures you see fit, e.g. our suggestions of paper use, art exhibits, Headways, etc. What has happened is that our workers are disappointed at the response to their suggestions and the appearances that mgt is unwilling to consider anything besides staff reductions and (temporary) salary take backs to balance the budget. Because of this perception the workers see no reason to give up their incentives and bottled water if it will not realize any help for their colleagues.

Hope the background helped to clarify.

Peace
Dianna

-----Original Message-----

From: Betsy Ross [mailto:betsy@scmtd.com]
Sent: Monday, June 03, 2002 11:09 PM
To: Dianna Dunn
Subject: Re: Cost savings measures

>Dianna:

When you called me today to relay that your members do not wish to proceed with the list of cost saving suggestions because the total amount generated will not save a SEIU job, did you mean that you are withdrawing the entire list? Or is it just the two items pertaining to bottled water and employee incentive program?

Please let me know ASAP. Thanks.

Betsy

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 14, 2002

TO: Board of Directors

FROM: Tom Stickel, Manager of Fleet Maintenance

SUBJECT: **CONSIDERATION OF TRANSFER OF ASSETS TO HARTNELL COLLEGE AND HARTNELL COLLEGE FOUNDATION.**

I. RECOMMENDED ACTION

Staff recommends that the Board authorize the General Manager to transfer excess assets to Hartnell College for the purposes of starting a Diesel Mechanics Training Program

II. SUMMARY OF ISSUES

- Recruitment of heavy duty diesel mechanics has been difficult for both public agencies and private industry.
- Santa Cruz County Career Ladders Project, in conjunction with Cabrillo, Gavilan, Hartnell, and Monterey Peninsula Community Colleges, is working to implement a regional training program.
- This is an opportunity for the District to dispose of some excess assets, with the potential for increasing the available number of trained personal to work on the fleet in the future.

III. DISCUSSION

The District has had difficulty recruiting mechanics with any heavy duty training to work on the buses in the fleet. This shortage of trained personnel has also been a problem for private industry. Given that repair procedures on heavy duty equipment can be safety sensitive as well as relatively expensive, it is important to develop resources that could help respond to recruitment efforts.

The Community Colleges in the area, Cabrillo, Gavilan, Hartnell, and Monterey Peninsula, have formed an agreement to implement a regional Diesel Mechanics Program. The goal is to provide classroom instruction at the four campuses, while hands-on practical exercises would be held at Hartnell, due to available space. To supply this program with equipment and material, Santa Cruz County Career Ladders Project is soliciting donations from public and private entities which might benefit from trained mechanics.

The District needs to dispose of some assets, in the form of engines and transmissions, which are obsolete. One of the 1981 Gillig Phantom buses, which has already been declared excess by Board action, as well as some miscellaneous equipment that is not used could be transferred to the training program. The bus, scrap engines, transmissions and equipment would be transferred to the Hartnell College. Hartnell College has indicated that they will provide liability coverage.

Board of Directors

June 14, 2002

Page 2

IV. FINANCIAL CONSIDERATIONS

Federal transfer of assets requires a minimum transaction amount of \$1.00. Granite Construction Company has agreed to provide transportation for equipment and material. The bus is in operable condition, and could be driven to Hartnell College.

V. ATTACHMENTS

Attachment A: Letter from Edward J. Valeau, Hartnell College

Attachment B: Equipment list

Attachment A

.....

Facsimile Transmittal

To: Tom Stickel, Santa Cruz Metro Fax: 831.469.1958

From: Ann Weatherford Date: 06/04/2002

Re: Letter from Hartnell College Pages: 3 (including cover)

c c :

CI Urgent EI For Review	<input type="checkbox"/> Please Comment	a Please Reply	<input type="checkbox"/> Please Recycle
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Dear Tom,

Attached you will find the letter from Hartnell expressing their interest in the bus, in preparation for your Board meeting.

Please do not hesitate to call me if you have any questions at all, or need anything further.

Thank you for all of your help on this project!

Sincerely,

Ann Weatherford
Career Ladders Project

(831) 6884318

.....

HARTNELL COLLEGE



DR. EDWARD J. VALEAU
PRESIDENT/SUPERINTENDENT



June 3, 2002

Tom Stickel
Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

SUBJECT: Hartnell College requesting donation of Santa Cruz Metro Bus for training purposes.

Dear Mr. Stickel,

Monterey Bay region employers in the construction, agriculture, and transportation industries are facing a serious shortage of diesel mechanics. Recognizing that these industries are critical to the economic health of our region and wanting to assist local jobseekers in accessing these well paying careers, the Santa Cruz County Career Ladders Project has been working with Hartnell, Cabrillo, Gavilan, and Monterey Peninsula Community Colleges to implement regional diesel mechanic training courses for the greater Monterey Bay area.

Our efforts have culminated in a plan to offer diesel mechanics courses when we are successful in securing the necessary equipment.

It has come to my attention that you have a Santa Cruz Metro Transit District bus, in operating condition, that you may be able to donate. *This letter confirms Hartnell College's interest in securing the bus for training purposes.* The bus would be of great educational benefit to the community we serve.

If donation of the bus meets with your Board's approval, we will work with the Career Ladders Project to make all of the necessary provisions for title transfer, liability coverage and

transporting of the bus to Hartnell College. Our contacts at Ladders would be happy to assist in any way should you require additional information. They are Ann Weatherford (83 1) 688-48 18 and/or Kitty O'Doherty (650) 560-9798.

I thank you for your consideration of this request.

Sincerely,



Edward J. Valeau
President/Superintendent

/sc

cc: Board of Trustees
Victor Krimsley
Jose Luis Fernandez
Larry Carrier
Cicely McCreight
Pete Ilse
Peter Lucido

List of Vehicle, equipment, and material.

Quantity	Item	Residual Value
1	1981 Gillig Phantom 35 transit bus # 8056	Declared excess Feb. 2002, \$500
3	8V-71 Detroit Diesel engines	Scrap \$0.00
2	6V-92 Detroit Diesel engines	Scrap \$0.00
3	HT740 Allison transmissions	Scrap \$0.00
2	VS-1 Allison transmissions	Scrap \$0.00
1	GMC 6V71 engine and trans cradle package	Scrap \$0.00
2	Rockwell differential housings with gears Flxible	Scrap \$0.00
1	2 ton shop crane	\$100.00 Asset #01031
1	Parts washer Build-All SXL 48	\$15.00 Asset #01220
1	Parts washer Build-All SXL 48	\$15.00 Asset #01221
1	Parts washer Build-All SXL 48	\$15.00 Asset #01353
1	Differential repair stand	\$30.00 Asset #00697
1	Automotive engine overhaul stand	\$20.00 Asset #02673

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 21, 2002
TO: Board of Directors
FROM: Mark Dorfman, Assistant General Manager
SUBJECT: REPORT EXPLAINING VEHICLE PUBLIC LIABILITY RATE INCREASES

I. RECOMMENDED ACTION

The purpose of this staff report is to update the Board of Directors on liability insurance issues that are facing the District in the coming budget year.

II. SUMMARY OF ISSUES

- The Transit District has been a long time participant in the California Transit Insurance Program (CalTIP).
- CalTIP has been extremely successful in saving its members premium dollars over the past 18 years.
- Unfortunately, insurance quotes for this policy year – May 1, 2002 through April 30, 2003 have come in at levels that were higher than expected.
- September 11th was a major factor in the quotes, as only one firm bid on the policies despite having soliciting quotes in 17 international markets.
- This report details the price increases faced by the District on the various layers that are purchased from CalTIP.

III. DISCUSSION

The Transit District participates in the California Transit Insurance Pool (CALTIP) of vehicle liability coverage. CALTIP was formed in the early 1980's as a result of extremely high insurance rates, decreased coverage, and increased deductibles. For the past 18 years CALTIP has proven to be an excellent means of smoothing out insurance coverage for the District. This year there were two factors that have impacted the insurance market. The most obvious one is the September 11th incident, and the second factor was that the market for insurance was already getting tight prior to September 11th. In December of this year, CALTIP members were advised to expect rate increases of 100 – 150%.

As background, CALTIP is set up in the following manner. All members of the insurance pool are self-insured by the pool for the first \$500,000. Also, it is a requirement that all members have a \$5 million excess layer that is procured by the pool for its members. Members are free to choose an SIR (Self-Insured Retention) they wish to absorb as part the program. These can range

from first dollar coverage up to \$250,000 deductible. The District has used an SIR of \$250,000 in order to keep insurance costs low.

After the first \$5.5 million of coverage, the remaining excess layers are optional to each transit agency. Historically, the Transit District has availed itself of the next two layers of excess coverage, \$5 million and then \$10 million, for total coverage of \$20.5 million with the \$250,000 deductible.

Last year the liability coverage for the Transit District totaled \$129,781. The similar quote (with the retrospective adjustment) for this year is \$374,711, an increase of \$244,920 or 188.7%. The make-up of the increase is shown in the table below.

Category	Basis	2001/02	2002/03	%
Administrative Rate	Miles	40,484	42,668	5.4%
Liability Rate	Experience	35,176	59,735	69.8%
\$4.5 Million Excess	Miles	61,418	189,545	208.6%
\$5 Million Excess	Buses	8,618	50,695	488.2%
\$10 Million Excess	Buses	7,826	53,410	582.5%
	Totals	153,522	396,053	157.9%

Retrospective Adjustment	(23,741)	(21,342)	-10.1%
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Insurance	129,781	374,711	188.7%
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Rate Offset Reserve		(86,959)	
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Insurance Premium	129,781	287,752	121.7%
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The District can use half of our retained earnings (Rate Offset Reserve) in the Insurance Pool to soften the impact of the rate increase this year. Based upon information provided at the Special Board Meeting of CalTIP on May 9, 2002, the District should expect similar rates for the next budget year.

IV. FINANCIAL CONSIDERATIONS

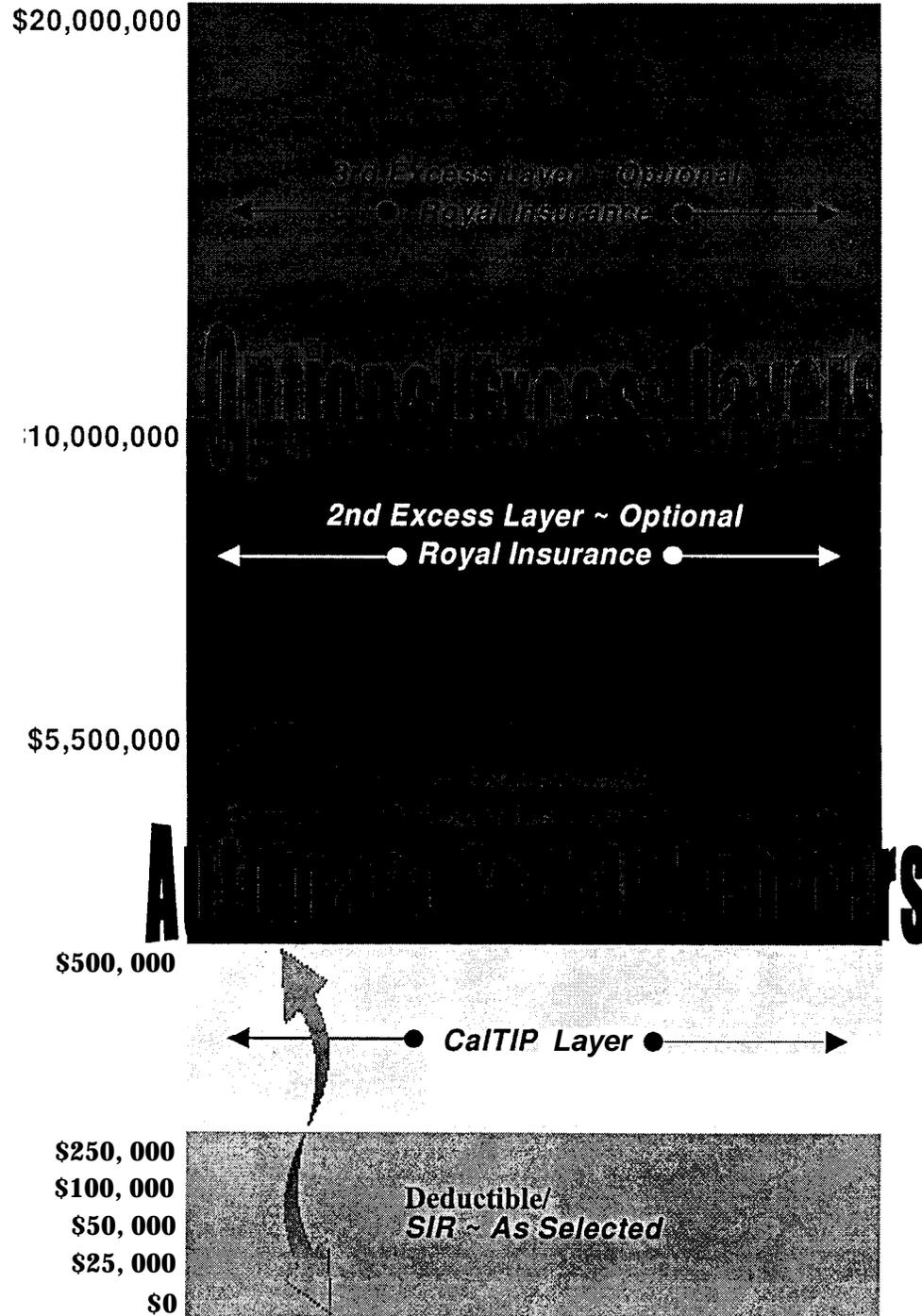
The Liability Insurance Premium is contained within the budget elsewhere on this agenda. District staff will have to plan for future premiums at similar rates until the insurance market changes.

V. ATTACHMENTS

Attachment A: Liability Program Structure



CALIFORNIA TRANSIT
INSURANCE POOL



Liability Program Structure

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 21, 2002

TO: Board of Directors

FROM: Mark J. Dorfman, Assistant General Manager

SUBJECT: CONSIDERATION OF ADOPTING AN ANNUAL DBE PARTICIPATION RATE OF 10.9% FOR FEDERALLY FUNDED PROCUREMENTS IN FY2003.

I. RECOMMENDED ACTION

Adopt an annual DBE participation rate of 10.9% for Fiscal Year 2003.

II. SUMMARY OF ISSUES

- The Department of Transportation requires the District to have a Disadvantaged Business Enterprise (DBE) Program and to set an annual goal to ensure that small, minority- and women-owned businesses are not discriminated against in District procurements.
- The proposed FY 2003 goal establishes a DBE participation rate of 10.9% in METRO procurements based upon an estimate of the number of willing and able DBE vendors in the marketplace in which METRO contracts.
- The District advertised the proposed goal in national and local publications and will accept public comments until July 26.

III. DISCUSSION

In 1983, the United States Congress enacted the first Disadvantaged Business Enterprise statutes to end discrimination contract awards funded with Federal assistance. As required by the Department of Transportation since then, the Santa Cruz Metropolitan Transit District annually establishes a goal and tracks DBE participation in its own procurement activities. The intent of the goal is to attain the same rate of participation by small, minority and women-owned business in procurements which could be expected in the absence of discrimination. The District's DBE goals have ranged from 10%-15%.

This year's goal of 10.9% is lower than last year's 15% for several reasons. First, census data from 1997 updated from 1992 was used to develop the projection. Second, construction contracting comprises the largest portion of the procurement budget in FY 2003. The number of DBE vendors in construction trades is much lower than in business services and wholesale procurement, areas in which METRO historically awarded the most contracts. Finally, the number of *registered* DBE vendors who can participate in the program is actually much lower than the census count of businesses with minority and women owners.

As part of the annual goal-setting process, the District solicits public comment for 45 days after calculating a new goal. Public comments and the District's response would be included in the annual goal statement submitted by August 1 to the Federal Transit Administration for ultimate approval. Staff initiated outreach and public participation efforts on June 11 and will receive comments through July 26, 2001.

The attached *Annual DBE Program Goals for Fiscal Year-2003* contains the methodology for setting the DBE participation rate at 10.9%. Adopting the goal commits the District's procurement efforts to attain a DBE participation rate of at least 10.9%.

III. FINANCIAL CONSIDERATIONS

Adopting the *Annual DBE Program Goals for Fiscal Year 2003* has no financial impact; however, contracts funded with FTA assistance will be monitored for DBE goal achievement.

V. ATTACHMENTS

Attachment A: *Santa Cruz Metropolitan Transit District Annual DBE Program Goals, Fiscal Year 2003*

Santa Cruz Metropolitan Transit District

Annual DBE Program Goals

Fiscal Year 2003

June, 2002

CONTENTS

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Introduction

The Santa Cruz Metropolitan Transit District (METRO) has maintained a Disadvantaged Business Enterprise (DBE) Program in accordance with the U.S. Department of Transportation (DOT) as required in 49 CFR Part 23. The purpose of the METRO DBE program is to ensure that small firms competing for DOT sponsored contracts were not disadvantaged by unlawful discrimination. Initially, the program applied to minority owned businesses. In 1987, **Congress** expanded the DBE program to include small women-owned businesses as well.

In February 1999, the U.S. Congress passed a new regulation for Disadvantaged Business Enterprises in response to the Supreme Court's 1995 opinion (*Adarand vs. Pena*) that affirmative action programs must be narrowly tailored to serve a compelling government interest. In order to streamline DBE program administration and to incorporate the new rules, the Department of Transportation codified the revised DBE requirements in a new section, 49 CFR 26.

The Santa Cruz Metropolitan Transit District DBE Program - 49 CFR Part 26 contains the complete DBE program including policies, requirements, remedies, and records except for the amount of DBE participation to be determined each year. The Program conforms to Participation by Disadvantaged Business Enterprises in Department of Transportation Programs; Final Rule as published in the Federal Register of February 2, 1999. The METRO Board of Directors adopted the Program on July 21, 2000 and submitted it to the Federal Transit Administration for approval on July 25, 2001. The complete Program is available upon request from District's DBE Liaison Officer at the address listed on the last page of this Annual Update.

The Santa Cruz Metropolitan Transit District Annual DBE Program Goals FY2003 comprises part of the comprehensive DBE Program and is updated annually. Each year, the Santa Cruz Metropolitan Transit District will review its goal accomplishment for Disadvantaged Business Enterprise participation in DOT assisted contracts and recalculate the goal for the coming year, if indicated, based upon demonstrable evidence relevant to the District's marketplace. This document presents the annual goal, describes the methodology behind it and discusses race-neutral and race-conscious measures that the District anticipates using to reach the goal.

Declarations

The Santa Cruz Metropolitan Transit District receives Federal financial assistance from the Department of Transportation, and, as a condition of receiving this assistance, has signed an assurance that it will comply with 49 CFR Part 26. The Santa Cruz Metropolitan District will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE Program, the Santa Cruz Metropolitan Transit District will not, directly or through contractual or other arrangements use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

Annual Goal Methodology

METRO's annual goal-setting methodology follows the prescribed two-step method described in 49 CFR §26.45 and draws upon relevant market data particular to the geographic area in which METRO typically contracts. Step one uses the US Bureau of Census Women/Minority-owned business surveys and the County Business Patterns database. Appropriate historical data maintained as part of METRO's ongoing DBE Program is evaluated in Step two to adjust census data to local conditions and experience with DBE participation in DOT assisted contracts.

STEP 1: ESTABLISHING THE BASE FIGURE

In order to estimate potential DBE availability, staff first categorized previous contracting results into the Standard Industrial Classification System codes (SIC).¹ Minority and women-owned business firms could then be compared with all firms by SIC and by geographic area using US Census Data. Examination of METRO's previous DOT assisted contracts revealed that contract work occurs in construction, paratransit service, wholesale procurement and business services. The SICs corresponding to these areas are: 15) Construction; 16) Heavy Construction; 17) Special trade contractors; 41) Transportation, passenger transit; 50) Wholesale trade, durable goods; 51) Wholesale trade, non-durable goods; 60) Depository Institutions and Real Estate; 73) Business services; and 87) Engineering and management services. These SICs are used consistently throughout the analysis across all geographic areas.

Next, staff established a benchmark of minority and women-owned business available nationally with which local estimates could be compared. The national rate of minority and women-owned businesses ownership calculated from Census Bureau surveys and County Business Patterns leads to an estimate of minority and women-owned businesses in METRO's contracting categories. The benchmark estimates are used to validate local data from other sources and to estimate proportional allocation of firms to SICs within the broader major industrial classifications used by surveys of the US Bureau of the Census. Table 1 calculates the percentage of minority and women-owned businesses firms in the g-target SICs relative to all firms nationwide.

¹ www.census.gov/epcd/www/sic.html

Table 1. Women- and Minority-owned Businesses Nationwide

Industry Group:	Construct.	Trans.	Wholesale	Services	US Firms	US Firms
SIC:	15,16,17	41	50,51	60,73,87	in SICs	All SICs
Minority Owned(1)	253,100	52,144	92,727	506,891	904,862	3,039,033
Women Owned(2)	150,851	13,833	125,645	1,118,336	1,408,665	5,417,034
-Minority Women Owned	-16,779	-6,165	-14,602	-153,547	-191,094	-717,435
Minority+Women Owned	387,172	59,812	203,770	1,471,680	2,122,433	7,738,632
# Firms in US(1)	2,275,485	116,993	797,856	3,691,858	6,882,192	20,821,935
%MWOB	17.0%	51.1%	25.5%	39.9%	30.8%	37.2%
% women of all firms	6.6%	11.8%	15.7%	30.3%	20.5%	26.0%

In the four areas with contracting opportunities during the year: Construction; Transportation; Wholesale Trade; and Services, women- and minority-owned firms nationwide represent approximately 17%, 51%, 25% and 40%, respectively, of all firms in those SICs. Nationally, women- and minority-owned businesses constitute approximately 37% of all firms.

According to geographic characteristics of the Survey of Minority- and Women-owned Businesses, California has the fourth largest proportion of minority firms behind Hawaii, Washington D.C. and New Mexico. To further refine the benchmark figures for California, staff next calculated the relative proportion of minority-and women-owned firms in state. As expected, the proportion of women- and minority-owned firms in each SIC is higher in California than nationally.

Table 2. Women- and Minority-owned Businesses in California

Industry Group:	Construct.	Trans.	Wholesale	Services	CA Firms	CA Firms
SIC:	15,16,17	41	50,51	60,73,87	in SICs	All SICs
Minority Owned	43,768	3,346	33,902	144,837	225,853	738,000
Women Owned	12,663	525	20,349	161,903	195,440	700,513
-Minority Women owned	-2,902	-396	-5,339	-43,874	-52,510	-191,998
Minority+Women Owned	53,529	3,475	48,912	262,866	368,783	1,246,515
# Firms in CA(3)	200,775	8,654	109,958	551,255	870,642	2,565,734
%MWOB	26.7%	40.2%	44.5%	47.7%	42.4%	48.6%

In the next step, staff obtained US Bureau of Census County Business Patterns to calculate the relative availability of women- and minority-owned firms within the geographically delimited marketplace within which METRO typically contracts. The METRO market area is defined to include all of Alameda, Contra Costa, Monterey, San Francisco, Santa Clara and Santa Cruz Counties. Within this area lie the second and fourth largest cities in the State, San Jose and San Francisco. It seems logical to assess women- and minority-owned firms available in this defined region even though a fraction of contracts may lie outside this area. Table 3 counts the number of women- and minority-owned firms within the defined market area².

**Table 3. Women- and Minority-owned Businesses in METRO Market Area
 All SICs**

Market Area	Minority	Women Less 26%	Countv	ALL	County
County		Wom.Min.	#MWOB	Firms	%MWOB
Alameda	9,595	4,491	-2,496	29,647	27.0%
Contra Costa	3,123	2,573	-812	4,884	27.3%
Monterey	1,227	1,315	-319	2,223	30.3%
San Francisco	7,774	4,965	-2,022	10,717	40.3%
Santa Clara	9,570	4,723	-2,490	11,803	31.8%
Santa Cruz	1,110	322	-289	1,143	19.1%
Total	32,399	18,389	-8,429	60,416	29.5%

Because the CBP data did not categorize minority business owners by gender, 26% of the minority-owned firms were assumed to represent the proportion of firms owned by minority women. This is the nationwide percentage of all firms owned by women. Since minority women business owners are also included in the survey of women-owned firms, subtracting 26% of minority-owned businesses from the sum of women-owned and minority-owned businesses eliminates the duplicate count of women-owned businesses to yield an estimate of women- and minority-owned firms in each county.

According to the County Business Patterns data for 1997 (Table 3), the percentage of women- and minority-owned firms available in all SICs in the METRO market place (29.5%) is substantially lower than the percentage of women- and minority-owned firms in all SICs in either the nation (37.2%) or in the State of California (48.6%). To derive a base figure of women- and minority-owned firms available in the METRO marketplace, then, the percentage of women- and minority-owned firms statewide in the SICs in which METRO contracts is multiplied by the ratio (.295/.486) of women- and minority-owned vendors in the market area to women- and minority-owned vendors statewide. This calculation yields an estimate of women- and minority-owned firms in the METRO marketplace shown in Table 4³.

² US Bureau of the Census
 Survey of Minority-Owned Business Enterprises, 1997, US GPO, 2001.
 Survey of Women-Owned Business Enterprises, 1997, US GPO, 2001.

³ US Bureau of the Census, County Business Patterns, 1997, US GPO, 2001.

**Table 4. METRO Market Area
 by SIC**

County	Construction 15,16,17	Transport. 41	Wholesale 50,51	Services 60,73,87	#Firms in SICs	ALL Firms
Alameda	2,579	62	3,589	5,037	11,267	33,574
Contra Costa	2,083	33	1,329	8,157	11,602	20,535
Monterey	791	19	571	919	2,300	8,132
San Francisco	1,399	95	2,082	6,292	9,868	30,013
Santa Clara	3,121	68	3,852	8,257	15,298	39,682
Santa Cruz	733	10	397	855	1,995	6,492
Total	10,706	287	11,820	29,517	52,330	138,428
% all firms	7.73%	0.21%	8.54%	21.32%	37.80%	100.00%

Market Area County	Construction 15.16.17	Transport. 41	Wholesale 50.51	Services 60.73.87	SUM DBEs	%Market
Alameda	418	15	970	1,459	2,862	8.53%
Contra Costa	337	8	359	2,363	3,068	14.94%
Monterey	128	5	154	266	553	6.80%
San Francisco	227	23	563	1,823	2,635	8.78%
Santa Clara	506	17	1,041	2,392	3,956	9.97%
Santa Cruz	119	2	107	248	476	7.34%
Total	1,734	70	3,195	8,552	13,551	6.62%
%MWOB in SIC	16.2%	24.4%	27.0%	29.0%	25.9%	

This estimate, based upon reasonable assumptions and data from the 1997 County Business Patterns and from the U.S. Bureau of the Census Survey of Minority/Women-Owned Business Enterprises, indicates the proportion of women and minority-owned firms within the METRO marketplace. From the last row of Table 4, then, the percentage of DBE participation which could be expected in each of the four SIC groups in the absence of discrimination would be: 16.2% for construction trades (SIC 15, 16, 17); 24.4% for contract transportation services (SIC 41); 27.0% for wholesale goods (SIC 50, 51); and 29% for services (SIC 60,73,87). The base rate and dollar amounts for DOT assisted contracts will be calculated using this estimate of DBE participation.

Table 5 derives the base figure for the overall DBE goal by first distributing the operating budget available for procurement across the four SIC groups as shown in the grid beneath the main Table. The ratio of funds available for procurement to the total operating budget is then applied to the amount of FTA operating assistance in order to calculate FTA dollars available for DBE vendor contracting. Given 20.3% of the entire operating budget for contract procurement, and given \$2,122,430 in FTA Operating Assistance for FY2003, \$429,987 could be spent with DBE vendors. The \$429,987 in FTA funding assistance for contracting was then divided among the SICs in the same proportion as the overall procurement budget.

Table 5: Base DBE Contract Goal

	Construction	Transport.	Wholesale	Services	SUM
	15,16,17	41	50.51	60,73.87	TOTAL
METRO Market Area	16.20%	24.40%	27.03%	28.97%	1
Fed Assisted Contract \$	\$1,325,903	\$915,764	\$38,1323	\$437,463	\$3,060,453
% of Contract Funds	43.32%	29.92%	12.46%	14.29%	100%
% Contracts * %MWOB	7.02%	7.30%	3.37%	4.14%	21.83%

METRO Ops Budget:	\$31,724,000	FTA Ops.:	\$2,122,430
METRO Ops. Procurement:	\$6,427,026	Procurable	\$429,987
METRO Cap Budget: (non-veh)	\$5,184,583	FTA Cap	\$2,630,466
Procurement TOTAL	\$11,611,609	total FTA:	\$3,060,453
construction 15.16.17	\$5,030,583	0.43	\$1,325,902.69
transportation 4100	3,474,485	0.30	\$915,764.44
wholesale 50,51	1,446,772	0.12	\$381,323.38
business services 60,73,87	1,659,769	0.14	\$437,462.65

Second, the entire amount of FTA capital funds available for non-vehicle procurement was then distributed across the SICs according to the capital improvement program, assuming that all capital dollars could be contracted by a DBE vendor. These dollar amounts were then added to the operating assistance amounts and entered into the respective SIC column in Table 5.

Third, the percentage of all FTA assistance in each of the four areas was then multiplied by the estimated percentage of available DBEs from Table 4 to yield a percentage participation rate in each SIC grouping. Finally these four percentages were added to arrive at an un-adjusted goal in accordance with 26 CFR §26.45. This method obtains a base figure of 21.83% for DBE participation in FY 2003. For the purposes of the DBE program however, women- and minority-businesses owners must have a personal net worth below \$750,000 and must register with a certifying agency in order to be counted as DBE vendor in the procurement process. METRO's contracting experience has shown that few women- and minority-owned firms become certified as DBE vendors for the purpose of participating in federally assisted contracts.

STEP 2: ADJUSTMENT TO THE BASE DBE CONTRACT GOAL

In reviewing the FY2002 contracting results, vendor participation in contract transportation (paratransit services) in the METRO market area is extremely low. In a nationwide bid solicitation, only 2 vendors responded. Due to the size and/or corporate organization of the vendors, neither qualified as a DBE.

Another factor which influences the local market rate of DBE participation is that many minority or women-owned vendors who contract with METRO simply do not pursue the requisite certification as a DBE vendor. Even though METRO awards contracts to these businesses, these awards cannot be used to measure DBE goal attainment because only invoices to certified DBE vendors can be counted. In order to narrowly tailor the DBE goal to the METRO market characteristics, then, the number of *certified* DBE vendors willing and able to participate in METRO contracts is reduced to 50% of the estimated number of women- and minority-owned businesses in the market as derived from census data. This yields a DBE participation goal of 10.9%

Table 6: Adjusted DBE Contract Goal

Available DBEs	Construction		Transport.	Wholesale	Services	All Contract
	15,16,17	41		50.51	60,73.87	Opportunity
METRO Market Area	8.10%	12.20%		13.51%	14.49%	
Federal Contract \$ FY03	\$1,325,903	\$915,764		\$381,323	\$437,463	\$3,060,453
% of FTA Funds	43.32%	29.92%		12.46%	14.29%	100.00%
% Contracts * %DBE	3.51%	3.65%		1.68%	2.07%	10.9%
					DBE	\$ 334,017

Annual Goal

Santa Cruz Metropolitan Transit District’s overall goal for FY 2003 is to extend 10.9% of the Federal financial assistance we receive to Disadvantaged Business Enterprises in DOT-assisted contracts, excluding FTA funds used to purchase rolling stock. During FY2003, Santa Cruz Metropolitan Transit District expects to let \$3,060,453 in contracts using Federal Transit Administration assistance. With a DBE participation rate of 10.9%, METRO will spend \$334,017 with DBE vendors during the fiscal year.

The relatively high volume of construction spending projected for FY2003 tends to lower the overall goal from last year’s because available DBE firms in the METRO market place is lowest in the construction SICs. Last year, the majority of contracts were awarded in wholesale goods procurement, resulting in a higher overall DBE goal.

Breakout of Estimated Race-Neutral and Race-Conscious Measures

The U.S. DOT Regulations require that the maximum feasible portion of the DBE overall annual goal be met by using race-neutral methods. Race neutral methods include efforts made to assure that bidding and contracting requirements facilitate participation by DBE's and other small businesses by unbundling large contracts to make them more accessible, encouraging prime contractors to subcontract portions of the work, and providing technical assistance, outreach and communications programs. Race-neutral DBE participation includes any time a DBE wins a prime contract through customary competitive procurement procedures, a DBE is awarded a subcontract on a prime contract that does not carry a DBE goal, or a DBE wins a subcontract, even if there is a DBE goal, from a prime contractor that did not consider its DBE status in making the award.

METRO will use race-neutral measures in FY2003 to achieve an overall award of 10.9% of FTA contract funds. Contract goals would not be necessary in the DOT assisted procurement effort.

Process

Each year, Santa Cruz Metropolitan Transit District staff reviews the previous year's DBE achievement and submits an overall goal for the upcoming year to the DOT.

METRO has published a notice of the proposed annual DBE goal to inform the public that the proposed goal and its rationale are available for inspection for 30 days following the date of the notice. METRO will accept comments on the goals for 45 days from the date of the notice. This notice will be published in the Santa Cruz Sentinel newspaper and in Passenger Transport. For FY 2003, public comments will be accepted through July 26, 2001. The goal and methodology will be available at the Main Branch of the Santa Cruz Public Library and during business hours at 370 Encinal Street, Suite 100, Santa Cruz, California.

METRO's annual goal submission to the Federal Transit Administration will include a summary of comments received during this public participation process and METRO's responses.

METRO will monitor this year's overall goal for DBE participation in procurement contracts beginning October 1.

Comments

Please direct comments on the Annual DBE Goals or the METRO DBE Program to:

Mark J. Dorfman, Assistant General Manager
Santa Cruz Metropolitan Transit District
370 Encinal, Suite 100
Santa Cruz, CA 95060
83 1-426-6050
mdorfman@scmtd.com

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: June 21, 2002

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF AMENDING BYLAWS TO CHANGE THE BOARD OF DIRECTORS MONTHLY MEETINGS FROM THE SECOND AND THIRD FRIDAY OF EACH MONTH TO THE SECOND AND FOURTH FRIDAY OF EACH MONTH

I. RECOMMENDED ACTION

Consider Amending the Bylaws to change the Board of Directors' monthly meetings from the second and third Friday of each month to the second and fourth Friday of each month.

II. SUMMARY OF ISSUES

- At the May 17, 002 Board Meeting, the Board of Directors determined that it would be appropriate to change the regular meeting schedule.

III. DISCUSSION

Currently, the Santa Cruz Metropolitan Transit District Board of Directors meets on the second and third Fridays of every month. The hours set for the Board of Directors meetings are currently the second Friday of each month from 9:00 a.m. to not later than 11:00 a.m. and the third Friday of each month from 9:00 a.m. to not later than noon. There is the option for the Board of Directors to extend the meeting times as necessary through Board action.

The regular meeting on the second Friday of the month is primarily a workshop format to review matters that are agendized for the Regular Board Meeting scheduled for the third Friday of the month. However, the Board of Directors can take action at either regular Board meeting pursuant to the agenda prepared in accordance with California law and the current Bylaws.

At the May 17, 2002 meeting, it was agreed that it would be beneficial to change the meeting schedule from the second and third Friday of each month to the second and fourth Friday of each month. Accordingly, attached are the amended Bylaws (pertinent pages) for review and consideration.

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A: Bylaws Resolution 69-2-1 (pertinent pages)

RESOLUTION NO. 69-2-1

Amended 1-21-83,6-16-89,8-21-92,
**4-15-94, 4-21-95, 4-27-97, 9-18-98,
4-16-99, 11-19-99, 6-16-00, 6-08-01,
6-15-01, 9-21-01, 02-15-02**

On the Motion of Director:

Duly Seconded by Director:

Is Hereby Amended:

**A RESOLUTION OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT BOARD OF
DIRECTORS
ESTABLISHING RULES, REGULATIONS, AND PROCEDURES FOR,
AND THE TIME AND PLACE OF MEETINGS OF THE BOARD; AND
CREATION OF OTHER OFFICES**

I. REGULAR MEETINGS

1.01 Regular Meetings; Time

- (a) Regular meetings of the Board of Directors shall be held on the second Friday of each month from 9:00 a.m. to not later than 11:00 a.m. and on the ~~third~~ fourth Friday of each month from 9:00 a.m. to not later than noon. The Board of Directors may extend the meeting times as necessary through Board action.
- (b) The regular meeting on the second Friday of the month shall primarily be in a workshop format to review matters that may be agendized for the Regular Board Meeting scheduled for the ~~third~~ fourth Friday of the month. However, the Board of Directors may take action at either regular Board meeting pursuant to the agenda prepared in accordance with California law and these Bylaws.

1.02 Regular Meetings; Place

- (a) The Regular meeting of the Board of Directors on the second Friday of the month shall be convened in the Encinal Conference Room at Santa Cruz Metropolitan Transit District, 370 Encinal Street, Suite 100, Santa Cruz, CA 95060. The Regular meetings of the Board of Directors on the ~~third~~ fourth Friday of the month shall be convened in the Santa Cruz City Council Chambers, City Hall, 809 Center Street, Santa Cruz, California, except that in the following months the meetings will be held

at the specified locations: May: Capitola City Council Chambers located at 420 Capitola Avenue, Capitola, California; August: Scotts Valley City Council Chambers located at 1 Civic Center Drive, Scotts Valley, California; November: Watsonville City Council Chambers located at 250 Union Street, Watsonville, California.

- (b) If, by reason of fire, flood, earthquake or other emergency, it shall be unsafe to meet in the place designated above, the meeting shall be held for the duration of the emergency or unsafe condition at the place designated by the Chair of the Board of Directors in a notice to the local media that have requested notice in writing, by the most rapid means of communication available at the time. A notification advising the public of the changed meeting location during the emergency or unsafe condition shall be posted on the door of the regular meeting room by the Secretary/General Manager, unless circumstances prevent her/him from doing so.
- (c) The Board of Directors shall not conduct any meeting in any facility that prohibits the admittance of any person, or persons, on the basis of race, religious creed, color, national origin, ancestry, sex, age, marital status, sexual orientation, veteran status, or which is inaccessible to disabled persons, or where members of the public may not be present without making a payment or purchase.

1.03 Regular Meetings: Open to the Public

- (a) Meetings of the Board of Directors shall be open and public and all persons shall be permitted to attend except as otherwise allowed by law or when a closed session is authorized pursuant to applicable state law and properly noticed in accordance therewith.
- (b) A Spanish-bilingual interpreter shall be present and available for translations at the Regular Board Meeting held on the ~~third~~ fourth Friday of the month.

1.04 Closed Sessions: State Reasons and Legal **Authority**; Scope of Coverage: Notice; Reporting Out

- (a) Prior to holding any closed session, the Board of Directors shall disclose, in an open meeting, the item or items to be discussed in the closed

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: June 21, 2002

TO: Board of Directors

FROM: Margaret Galinger, District Counsel

SUBJECT: **CONSIDERATION OF AMENDING BYLAWS TO ELIMINATE THE SCOTTS VALLEY LOCATION AS ONE OF THE SITES FOR THE BOARD OF DIRECTORS MONTHLY MEETINGS --AMENDED**

I. RECOMMENDED ACTION

Amend the Bylaws to eliminate Scotts Valley in the rotation of meeting location.

II. SUMMARY OF ISSUES

- It was suggested at the June 14, 2002 Board Meeting that Scotts Valley be eliminated as a meeting location for the Board of Director's regular meeting as previously set by the By-Laws.

III. DISCUSSION

Currently, the Santa Cruz Metropolitan Transit District Board of Directors meets on the second and third Fridays of every month. Beginning July 1, 2002 meetings scheduled for the third Friday will be changed to be the fourth Friday of each month, if the Bylaws Amendment is approved, which is also on the June 2002 Agenda.

The location for the Board of Directors meetings are currently the Santa Cruz Metropolitan Transit District Administration offices located at 370 Encinal Street, Suite 100, Santa Cruz, CA on the second Friday of each month and the third Friday of each month (fourth Friday after July 1) at the Santa Cruz City Council Chambers located at 809 Center Street, Santa Cruz, CA, except that three times a year this meeting is held at alternate locations, once annually at Watsonville, Capitola and Scotts Valley.

Chairperson Sheryl Ainsworth suggested at the workshop meeting held on June 14, 2002, that Scotts Valley be eliminated as a location for one of the Board of Director's regular meetings. In order to effectuate this change the Bylaws must be amended.

The attached resolution (pertinent page) sets forth how the language of the By-laws will be changed.

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A: Resolution No. 69-2-1 (pertinent pages with all proposed changes)

RESOLUTION NO. 69-2-1
Amended 1-21-83, 6-16-89, 8-21-92,
4-15-94, 4-21-95, 4-27-97, 9-18-98,
4-16-99, 11-19-99, 6-16-00, 6-08-01,
6-15-01, **9-21-01, 02-15-02, 06-21-02**
On the Motion of Director:
Duly Seconded by Director:
Is Hereby Amended:

A RESOLUTION OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT BOARD OF DIRECTORS
ESTABLISHING RULES, REGULATIONS, AND PROCEDURES FOR,
AND THE TIME AND PLACE OF MEETINGS OF THE BOARD; AND
CREATION OF OTHER OFFICES

I. REGULAR MEETINGS

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at 420 Capitola Avenue, Capitola, California; ~~August: Scotts Valley City Council Chambers located at 1 Civic Center Drive Scotts Valley, California;~~ November: Watsonville City Council Chambers located at 250 Union Street, Watsonville, California.

- (b) If, by reason of fire, flood, earthquake or other emergency, it shall be unsafe to meet in the place designated above, the meeting shall be held for the duration of the emergency or unsafe condition at the place designated by the Chair of the Board of Directors in a notice to the local media that have requested notice in writing, by the most rapid means of communication available at the time. A notification advising the public of the changed meeting location during the emergency or unsafe condition shall be posted on the door of the regular meeting room by the Secretary/General Manager, unless circumstances prevent her/ him from doing so.
- (c) The Board of Directors shall not conduct any meeting in any facility that prohibits the admittance of any person, or persons, on the basis of race, religious creed, color, national origin, ancestry, sex, age, marital status, sexual orientation, veteran status, or which is inaccessible to disabled persons, or where members of the public may not be present without making a payment or purchase.

1.03 Regular Meetings; Open to the Public

- (a) Meetings of the Board of Directors shall be open and public and all persons shall be permitted to attend except as otherwise allowed by law or when a closed session is authorized pursuant to applicable state law and properly noticed in accordance therewith.
- (b) A Spanish-bilingual interpreter shall be present and available for translations at the Regular Board Meeting held on the ~~third~~ fourth Friday of the month.

1.04 Closed Sessions: State Reasons and Legal Authority; Scope of Coverage; Notice; Reporting Out

- (a) Prior to holding any closed session, the Board of Directors shall disclose, in an open meeting, the item or items to be discussed in the closed session. The disclosures may take the form of a reference to the item or items as they are listed by number or letter on the agenda. In the closed session, the Board of Directors may consider only those matters covered in its statement. Nothing in this section shall require or authorize a

disclosure of information prohibited by state or federal law.

- (b) After any closed session, the Board of Directors shall convene into open session prior to adjournment and shall make any disclosures required by state law of action taken in the closed session.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 21, 2002

TO: Board of Directors

FROM: David J. Konno, Manager of Facilities Maintenance

SUBJECT: CONSIDER AUTHORIZING THE USE OF DISTRICT EQUIPMENT BY DISTRICT EMPLOYEES PARTICIPATING IN THE WHARF TO WHARF'S MUSIC PROGRAM TO PROMOTE PUBLIC TRANSIT AWARENESS

I. RECOMMENDED ACTION

Staff is recommending the Board of Directors authorize the use of District equipment (two flat bed trucks and a generator) by District employees participating in the Wharf to Wharf's Music Program to promote public transit awareness.

II. SUMMARY OF ISSUES

- The internationally acclaimed Wharf to Wharf foot race from the Santa Cruz Wharf to the Capitola Wharf scheduled for the last weekend in July provides a musical diversion for all of its participants. Over 40 musical acts line the 6-mile course.
- An employee-based band is participating in the music program to promote public transit awareness.
- The band is requesting the use of two District flat bed trucks and a generator. In addition to providing a means for moving equipment the vehicles will help identify the band and its affiliation with the District.

III. DISCUSSION

Originally established in 1981 for the opening of 1200 River St., the band has played for many Transit events from District picnic/rodeos to RTC's Annual California Conference earning its transit ambassador reputation.

This year the members of the band have elected to participate in the Wharf to Wharf's Musical program and need a way to move their equipment and provide power for their instruments. They are requesting the use of two flat bed trucks and a generator. The trucks will help identify the band/District and double as a stage. A Metro Banner will be flown from the vehicles.

The Wharf to Wharf is an internationally known road race with 15,000 participants. Having a District contingent playing during the Wharf-to-Wharf race and acting as transit ambassadors will provide the community with a positive image of the District and public transit.

IV. FINANCIAL CONSIDERATIONS

Vehicle and generator fuel cost- approximately \$25.00

V. ATTACHMENTS

None

Band Members:

Terry Gale- reeds	IT Dept.
Ian McFadden- Guitar/vocals	Planning and Marketing Dept.
Jim Hobbs- Drums/vocals	Fac. Maint. Dept.
Will Willis- Guitar	IT Dept.
David Konno- Bass	Fac. Maint. Dept.
Harlan Glatt- Harmonica/flute/vocals	IT Dept.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 21, 2002

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF UTILIZING A COMPETITIVE PROCESS TO OFFER THE PUBLIC THE OPPORTUNITY TO PRESENT PROPOSALS TO CONSTRUCT A KIOSK TO OPERATE A BUSINESS AT THE WATSONVILLE TRANSIT CENTER --AMENDED

I. RECOMMENDED ACTION

Utilize a competitive process to offer the public the opportunity to present proposals to construct a kiosk and operate a business at the Watsonville Transit Center.

II. SUMMARY OF ISSUES

- Mr. Ali Gharahgozloo, currently a tenant, d.b.a. Transmart at the Watsonville Transit Center, formally requested the opportunity to open an Asian food restaurant in July of 2001. His request would have entailed building a kiosk to accommodate the request. It was decided by this Board at that time that there was not enough patronage at the Center to warrant the expense of building an additional kiosk. The Board also decided that this issue could be revisited in one year.
- According to Mr. Gharahgozloo, the Environmental Health Department requires 350 square feet to house the required equipment necessary to run the business. The existing kiosks do not have enough square footage to comply with the regulation.
- If the Board wished to authorize another business kiosk, a Request for Proposals would be prepared and advertised so that any member of the public would have the opportunity to bid on the proposal. The RFP would require the proposer to pay for the build-out of the kiosk as well as pay the typical lease costs to operate a business, including rent and utilities.

III. DISCUSSION

Letters were distributed to all the Watsonville Transit Center tenants notifying them of the possibility of a new food service at the Center was being considered as detailed above, and asking for input regarding the viability of an additional food service at the Center. So far, no tenants have responded to this request. Although the owner of McDonalds has indicated to one of the directors that it is having financial difficulties at the Center.

Currently, there are two restaurant establishments at the Center: a Mexican Tacqueria and McDonald's. Additionally, snacks and beverages can be purchased at the Transmart. The only other leased kiosk, Flora Bella, operates a children's clothing store and accessories.

If the Board of Directors approves this report, the staff will engage in a fair and open competitive process to allow anyone to take advantage of this opportunity. A Request for Proposals would be issued requiring that the proposers be responsible for all building costs and permits in addition to the traditional lease costs to operate the business.

If the Board of Directors authorizes the preparation and release of a Request For Proposals, it would retain authority to approve the final agreement between the successful proposer and the District.

IV. FINANCIAL CONSIDERATIONS

The costs to build the kiosk would be borne by the proposer who is selected by the District

V. ATTACHMENTS

None.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 21, 2002
TO: Board of Directors
FROM: Mark J. Dorfman, Assistant General Manager
SUBJECT: **AUTHORIZATION TO ENTER INTO A CONTRACT FOR RFP 01-12
ADA PARATRANSIT SERVICES**

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors authorize the General Manager to enter into a three year contract with Community Bridges for the operation of ADA Paratransit Services.

II. SUMMARY OF ISSUES

- On October 22, 2001 the District issued a Request for Proposal (RFP) for the provision of ADA Paratransit Services.
- Two proposals were received in response to the RFP.
- Earlier this year, one of the Proposers withdrew their proposal.
- Staff then entered into negotiations with Community Bridges for the operation of the ADA Paratransit System.
- The length of the contract is as was spelled out in the RFP, a three year agreement with a options for two additional one year renewals.

III. DISCUSSION

For the past few years the Board of Directors has directed significant resources to the ADA Paratransit Program. Two separate contracts were issued to:

- (1) Address the registration and certification of ADA Paratransit Riders, and
- (2) Address the operation and efficiency of the way the program had been operated.

As a result of these studies, the Board approved a complete re-certification program for all ADA Riders, and also approved policies, and procedures for re-bidding the service. On October 22, 2001, the District issued a Request for Proposal (RFP) for ADA Paratransit Service. On October 26, 2001, a pre-proposal conference was held to allow potential bidders to ask questions and request clarifications to the specifications. There were representatives from 5 firms that attended the pre-proposal meeting. On November 30, 2001, the District received proposals from Community Bridges and the American Transit Corporation (ATC).

After the proposals were received, Community Bridges filed a protest. As a result of the protest, ATC withdrew their proposal from consideration. Staff was then directed to enter into negotiations with Community Bridges to bring back to the Board a contract for the operation of Santa Cruz Metro's ADA Paratransit System, ParaCruz.

After a few months of negotiations and refinements staff is able to bring a contract for ADA Paratransit Services to the Board for their acceptance. The proposed agreement is in keeping with the original Request for Proposal in that it is for a three year term, with two one year options. The contract cannot exceed five years, and if the contract term is completed, it will not be less than three years. The District retains the right to cancel the contract for its convenience with ninety (90) days notice.

The basis of payment under this agreement is on a per hour basis. This shifts from the current per trip method with add-ons for overhead, dispatch, etc. The contract has a cost not to exceed amount based upon a set number of rides. The details of this arrangement are shown in Attachment A. In each year the District will guarantee a minimum of 85,000 rides. Community Bridges is paid one rate for these rides. Additional rides, up the contract maximum are paid at a different rate. Community Bridges has agreed to the use of a sliding scale for the cost per hour depending on the productivity achieved in a given month. Attachment C is an explanation of the billing process along with an example.

Staff has reviewed all of the RFP requirements and clauses with Community Bridges and with the exception of one requirement they have indicated they will be in full compliance. The only shortfall is the requirement for a fenced and *lighted* parking lot. Community Bridges does not have such a facility at this time, but they expect to have such a facility by July of 2004.

An emphasis area requested by the Board through the RFP specifications is accountability. The RFP contained detailed requirements regarding the reporting requirements that Community Bridges must comply with. A summary of the reporting requirements is attached as Attachment D.

IV. FINANCIAL CONSIDERATIONS

The proposed budget for next year has allocated \$3,474,485 for ADA Paratransit. The first year of this agreement will not exceed \$2,984,933 if no more than 120,000 rides are provided in the first year. If less than 120,000 rides are provided, the cost to the District will be less.

V. ATTACHMENTS

- Attachment A:** Financial Summary
- Attachment B:** Annual Year Details
- Attachment C:** Sample of Billing Calculation
- Attachment D:** Reporting Requirements

ATTACHMENT A

**FINANCIAL SUMMARY
ADA PARATRANSIT CONTRACT**

Year	Amount
First	\$2,984,933
Second	\$3,103,468
Third	\$3,197,461
TOTAL	9,285,862

Components of Annual Billings

Year	Base Rides	Additional Rides	Total Rides
First	85,000	35,000	120,000
Second	85,000	35,000	120,000
Third	85,000	38,000	123,000
TOTAL	255,000	108,000	363,000

ATTACHMENT B**Detailed Information
Year One**

	Cost	Hours	Cost/Hour	Passengers/Hour
Base Cost	2,250,774	44,737	50.3 1	1.9
Variable Cost	734,159	18,421	39.85	1.9
TOTAL	2,984,933	63,158	47.26	1.9

Sliding Scale for Productivity – Year One

Passengers/Hour	Base Hourly Rate	Variable Hourly Rate
> 1.90	50.31	39.85
1.850 – 1.899	48.99	38.81
1.800 – 1.849	47.66	37.76
1.750 – 1.799	46.34	36.71
1.700 – 1.749	45.02	35.66
1.650 – 1.699	43.69	34.61
1.600 – 1.649	42.37	33.56
1.550 – 1.599	41.04	32.51
1.500 – 1.549	39.72	31.46

**Detailed Information
Year Two**

	Cost	Hours	Cost/Hour	Passengers/Hour
Base Cost	2,339,943	44,737	52.30	1.9
Variable Cost	763,525	18,421	41.45	1.9
TOTAL	3,103,468	59,474	51.69	1.9

Sliding Scale for Productivity – Year Two

Passengers/Hour	Base Hourly Rate	Variable Hourly Rate
> 1.90	52.30	41.45
1.850 – 1.899	50.93	40.36
1.800 – 1.849	49.55	39.29
1.750 – 1.799	48.18	38.18
1.700 – 1.749	46.80	37.09
1.650 – 1.699	45.42	35.99
1.600 – 1.649	44.05	34.90
1.550 – 1.599	42.67	33.81
1.500 – 1.549	41.29	32.72

**Detailed Information
Year Three**

	Cost	Hours	Cost/Hour	Passengers/Hour
Base Cost	2,432,742	44,737	54.37	1.9
Variable Cost	764,719	20,000	38.24	1.9
TOTAL	3,197,461	64,737	49.39	1.9

Sliding Scale for Productivity – Year Three

Passengers/Hour	Base Hourly Rate	Variable Hourly Rate
> 1.90	54.37	38.24
1.850 – 1.899	52.95	37.23
1.800 – 1.849	51.52	36.22
1.750 – 1.799	50.09	35.22
1.700 – 1.749	48.65	34.21
1.650 – 1.699	47.22	33.20
1.600 – 1.649	45.79	32.20
1.550 – 1.599	44.36	31.19
1.500 – 1.549	42.93	30.19

**ADA Paratransit
Method of Billing Calculation**

- 1. Total number of rides provided in a month divided by number of hours to yield a Passenger Per Hour rate.
- 2. Use the Sliding Scale for productivity to determine the Hourly Rate of Reimbursement. Use the Base Hourly Rate for the first 85,000 rides provided. For rides over 85,000, use the Variable Hour Rate as shown in Attachment C. If the 85,000th ride occurs in a month, the billing shall be broken up and charged by the applicable Hourly Rates for each portion.
- 3. Community Bridges shall be reimbursed for the number of hours multiplied by the applicable Hourly Rate.
- 4. Any incentives or penalties would then be applied to this amount.

FOR EXAMPLE

July Rides Provided	8,750
Number of Hours to provide Rides	4,781
Passengers Per Hour	1.830
Applicable Billing Rate	\$47.66
Total Bill (before Penalties/Incentives)	\$227,862.46
Cost Per Ride	\$26.04

REPORTING REQUIREMENTS

From Policies and Procedures

XIV. RECORDS/REPORTING

A. Record Keeping Requirements

The Contractor will be responsible for properly maintaining separate records for the METRO ParaCruz service it provides. Records to be maintained include, but are not limited to:

1. Operating statistics
2. Individual maintenance files for each vehicle used to provide METRO ParaCruz service
3. Driver employment, licensing, training, and drug/alcohol testing records
4. Master client list of METRO ParaCruz users, including name, address and telephone number, and any special mobility information
5. Passenger complaint files
6. Telephone system performance statistics

The Contractor will prepare and submit the following reports to the METRO ADA Paratransit Coordinator. The prime Contractor will be responsible for the submission of the sub-contractors' reports.

B. Information to be Reported Daily

1. Daily records of trips performed (negotiated pick-up time, estimated pick-up time, actual pick-up time, appointment time, if applicable, actual drop-off time, total number of eligible riders, companions, PCAs, no-shows and cancellations shall be submitted to METRO each day. Drivers' trip logs (manifests) must be submitted with the daily reports for each service provider).
2. Reports of any accidents occurring during the provision of METRO ParaCruz service
3. Passenger complaints

C. Information to be Reported Weekly

1. Trapeze PASS reports, produced after information from driver logs about the actual disposition of METRO ParaCruz trips has been entered, that detail the total number of trips requested, scheduled, provided, and denied; total number of cancelled trips and no-shows; missed trips; late trips; total vehicle hours of service; and total vehicle miles of service.

D. Information to be Reported Monthly

1. Billing invoice, as described below.
2. Complaint report, detailing the number of complaints received by date, including the nature of the complaint, status, and a summary of corrective action taken.
3. Summary of telephone system performance data, including number of calls received, answered and abandoned by hour; average and maximum hold times by hour; number and percentage of calls on hold longer than two minutes. Information should be provided separately for reservations, dispatch, and customer service phone lines.

From RFP

3.2.1 Proper Monthly Invoice: In addition to any other requirements set forth in this contact with respect to what constitutes a proper invoice, or for the Contractor to be entitled to receive payment, the Contractor's monthly invoice in duplicate shall contain:

3.2.1.1 Service Hours Contracted: A report of the Contractor's monthly contracted service hours, contracted rate and the represented month. The report shall contain the signature of a designated representative of the Contractor to certify that all information contained in the report is correct, to the best of his/her knowledge. This report will be generated using the software program designated by Santa Cruz METRO.

3.2.1.2 The Contract number

3.2.1.3 Should the monthly invoice report not state the monthly amount accurately, Santa Cruz METRO shall notify the Contractor of the discrepancy and the amount in dispute. Santa Cruz METRO shall pay the amount not in dispute. The Contractor shall then provide additional documentation to support its original invoice. If Santa Cruz METRO continues to dispute the amount owed, the Contractor may appeal

pursuant to the Contractor complaint resolution section of this agreement.

3.2.2 Supporting Documentation: The following are in addition to any other requirements set forth in the Agreement, appendices and exhibits with respect to what supporting documentation must be provided previous to the monthly invoice.

- 3.2.2.1 Daily records of trips performed (negotiated pick-up time, estimated pick-up time, actual pick-up time, appointment time, if applicable, actual drop-off time, total number of eligible riders, companions, PCAs, no-shows and cancellations shall be submitted to METRO each day. Drivers' trip logs must be submitted with the daily reports for each service provider.
- 3.2.2.2 Reports of any accidents occurring during the provision of METRO ParaCruz service.
- 3.2.2.3 Passenger complaints for the month, by type of complaint (service complaint or policy complaint).
- 3.2.2.4 On a weekly basis, work performed must also be supported by trip summaries produced using Trapeze PASS after information from driver logs about the actual disposition of METRO ParaCruz trips has been entered, that detail the total number of trips requested, scheduled, provided, and denied; total number of cancelled trips and no-shows; missed trips; late trips; total vehicle hours of service; and total vehicle miles of service, reported for Sunday through Saturday, and delivered to Santa Cruz METRO by the following Wednesday. This weekly submittal shall also contain a statement with sufficient specificity which establishes the basis on which the monthly payment is due according to the contract.
- 3.2.2.5 Other records (payroll, staffing reports, etc.) provided for or required by the contract may also be required on a weekly basis to establish the amount of payment and or performance of the work billed.
- 3.2.2.6 A Complaint report, detailing the number of complaints received by date for the month, including the nature of the complaint, status, response, and a summary of corrective action taken shall be submitted.
- 3.2.2.7 A telephone system report, detailing telephone system performance data, including number of calls received, answered and abandoned by hour; average and maximum hold times by hour; number and

percentage of calls on hold longer than two minutes. Information should be provided separately for reservations, dispatch, and customer service phone lines.

3.2.2.8 A list of current drivers and vehicles used in METRO ParaCruz service.

3.2.3 Inspection, Review and Audit: In addition to any other requirements pertaining to the right of Santa Cruz METRO or other entities to perform inspections, reviews or audits with respect to any payment or to the contract as a whole, Santa Cruz METRO or its designee, reserves the right to inspect, review and/or audit each invoice for payment to verify that the invoice amount is consistent with the terms of this Agreement.

3.2.4 Contractor shall certify that each monthly invoice and all supporting documentation submitted daily, weekly and monthly are accurate. Any false certification shall render the report void, and Santa Cruz METRO shall be entitled to recover immediately any monies paid on such invoices.

All payments are subject to audit and revision by Santa Cruz METRO or its designee. Contractor shall make its records available for five (5) years after the termination of this agreement.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 21, 2002

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF DESIGNATING LIQUIFIED/COMPRESSED NATURAL GAS AS THE FUELING COMPONENT FOR THE METROBASE HARVEY CLUSTER ONE ALTERNATIVE

I. RECOMMENDED ACTION

That the Board of Directors designate the use of liquefied/compressed natural gas (L/CNG) as the fueling component for the MetroBase Harvey West Cluster One alternative.

II. SUMMARY OF ISSUES

- On January 19, 2001, the Board of Directors selected the alternate fuel path pursuant to the Urban Bus Fleet Rule issued by the California Air Resources Board (CARB). The selection of the alternate fuel path by the Board of Directors was a 15-year irrevocable decision.
- The preliminary designs for MetroBase have anticipated the use of compressed natural gas (CNG) provided by a new major gas line as the fueling component for the facility.
- Past plans have identified both State and Pacific Gas & Electric (PG&E) funds as the source for the 2.5 million dollars required to construct a natural gas line to Harvey West Park.
- The current financial conditions at both the State and PG&E make it unlikely that funding for the gas line installation will be available in the near future.
- Liquefied natural gas (L/CNG) can be provided by trucks and stored on-site in a 15,000-gallon tank and then compressed to fuel buses and comply with the CARB requirements.
- To proceed with the MetroBase EIR/EIS, the method of providing natural gas to the preferred location must be identified.
- Staff recommends that the use of L/CNG be designated for the fueling function for the Harvey West Cluster One MetroBase alternative.

III. DISCUSSION

On January 19, 2001, the Board of Directors adopted the alternate fuel path pursuant to actions required under the Urban Transit Bus Fleet Rule issued by the California Air Resources Board

(CARB). Under the Urban Transit Bus Fleet Rule, transit agencies in California had to select either the diesel path or the alternate fuel path by January 31, 2001. The decision of each agency was irrevocable for a period of fifteen years. The Board of Directors' adoption of the alternate fuel path was made possible by the receipt of a variance from CARB allowing METRO to select the alternate fuel path, yet purchase diesel buses on an interim basis. It was agreed at that time that METRO would convert all new buses purchased to alternate fuel at the time of their first overhaul. Currently, it is anticipated that these overhauls will need to begin in 2005.

When the design criteria for the MetroBase project was developed, it was anticipated that CNG fueling capacity would be provided by a direct connection to a major natural gas line. A major natural gas line was in the close proximity of the Lipton site in West Santa Cruz. When the Lipton Site was eliminated in favor of the Harvey West location, the direct gas line connection approach was maintained. It was anticipated that the cost of extending a trunk gas line from the San Lorenzo Lumber vicinity into the Harvey West Park area would cost approximately 2.5 million dollars. At that time, planning for funding this expenditure was anticipated to be provided through a combination of funds from PG&E and the State of California. Both PG&E and the State had funding programs in place at that time which could have addressed the line extension cost. Both PG&E and the State of California indicated an interest in being a partner in the line extension venture. However, the combination of the 2001 energy crisis and the economic downturn make it unlikely that either PG&E or the State will be in a financial position to fund the gas line extension cost.

The Harvey West Cluster One alternative is designed to provide the basis for METRO to be able to function in 2005. While the facility capacity will not meet all of METRO's needs, it allows us to honor our agreement with CARB and continue operations. The absence of the gas line extension presents a major problem. The use of liquefied compressed natural gas (L/CNG), which can be converted to a vaporous form compressed and used for fuel, is a way to meet the CARB requirements in the absence of the gas line connection. The use of L/CNG can be implemented through the installation of a 15,000-gallon storage tank, conversion facilities and the same compression facilities that would be required if a direct line feed approach were possible. The L/CNG would be delivered to METRO by trucks. While this approach would allow METRO to continue operating post 2005, ultimately, the most effective method of transporting CNG to a METRO operating base is a major trunk line extension.

In order for the EIR/EIS to proceed, it is necessary for the Board of Directors to identify the fueling component which is anticipated to be used for the facility at the time that it opens. Staff recommends that the Board of Directors identify an L/CNG facility as the fueling component for the Harvey West Cluster One alternative.

IV. FINANCIAL CONSIDERATIONS

The cost of completing the EIR will not be impacted by the identification of L/CNG as the fueling component for the Harvey West Cluster One alternative.

V. ATTACHMENTS

None.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 21, 2002

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: REVIEW AND CONSIDER INPUT RECEIVED DURING THE SCOPING PERIOD FOR THE PROPOSED METROBASE PROJECT AND DETERMINE ISSUES AND ALTERNATIVES TO BE INCLUDED IN THE ENVIRONMENTAL IMPACT REPORT/ENVIRONMENTAL IMPACT STATEMENT (EIR/EIS) ON THE METROBASE PROJECT AND DIRECT STAFF TO PREPARE OR HAVE PREPARED A FINANCIAL FEASIBILITY IMPACT REPORT ON THE PROPERTIES IDENTIFIED FOR A POSSIBLE PHASE 2

I. RECOMMENDED ACTION

1. Review Denise Duffy and Associates recommendation for the issues and alternatives to be included in the scope of the MetroBase EIR/EIS; and
2. Direct staff to prepare or have prepared a financial feasibility impact report on the properties identified for a possible Phase 2 with a due date of September 27, 2002

II. SUMMARY OF ISSUES

- The Board of Directors determined that the Santa Cruz Metropolitan Transit District has a need for a consolidated maintenance and operation facility, commonly referred to as MetroBase, in order to meet certain goals;
- The Board of Directors selected Harvey West Cluster No. 1 as the preferred site for MetroBase (Project Design Attachment A). This was the third site to receive such designation;
- Subsequently, the Board of Directors identified various parcels for a possible Phase 2 should funding for the enhancements become available;
- The Board of Directors directed that an Environmental Impact Report/Environmental Impact Study (EIR/EIS) for the preferred site be prepared;
- Denise Duffy and Associates were retained by the District's architect for MetroBase to prepare the EIR/EIS;
- A Notice of Preparation/Notice of Intent was issued on April 30, 2002 to solicit public and agency comments regarding the scope of the EIR/EIS for the MetroBase project (Attachment B):
- During the scoping process, the Transit District held one public hearing to provide the public with an opportunity for input regarding the issues and alternatives to be

included in the scope of the EIR/EIS (Minutes from the Public Scoping Meeting Attachment C);

- During the scoping process the District received written comments which were forwarded to the environmental consultants for their review and consideration (Attachment D);
- At this time it is appropriate to review the proposed issues and alternatives prepared by Denise Duffy and Associates (Attachment E).

III. DISCUSSION

In the early 1990's, the Santa Cruz Metropolitan Transit District's Board of Directors determined that the Transit District had a need for a consolidated maintenance and operation facility (commonly referred to since as MetroBase). The Board of Directors identified property owned by Lipton on the west side of Santa Cruz as the preferred site on the recommendation of consultants, Gannett Fleming. According to the Gannett Fleming study, an evaluation of the various sites was conducted taking into account site features; environmental issues, land use compatibility, and other access or infrastructure issues. The assessment was based on preliminary site visits and review of existing data, and includes the following criteria:

- Absence of structures, improvements, or known encumbrances;
- Absence of environmental constraints, including sensitive biotic resources, geotechnical/flood hazards, cultural resources, or other physical constraints;
- Site access, including proximity to freeways, major arterials, and rail lines, and traffic constraints/issues;
- Land Use compatibility issues with adjacent uses and surrounding neighborhoods; and
- Major infrastructure improvements/requirements.

Efforts to locate such a facility on the west side of Santa Cruz proved unsuccessful and infeasible. In June 2000, the Board of Directors modified the site selection criteria deleting "absence of structures, improvements, or known encumbrances" and adding, "proximity to center of fixed route services," "site capacity," "site acquireability" and "re-use potential of existing buildings."

In July 2000, the Transit District held a public meeting at the Harvey West Clubhouse to discuss and take public input regarding two potential sites in the Harvey West area: Harvey West A located on Encinal Street including property on Post and Pioneer Streets and Harvey West B located on Harvey West Boulevard and Dubois Street.

At the September 15, 2000, Board of Director's regular meeting, the Board of Directors reaffirmed the project objectives for MetroBase as follows:

1. Increase operational efficiencies, staff productivity and staff communication through consolidation of facilities and decreasing of deadhead time;
2. Realize savings from ownership and consolidation of facilities;
3. Provide adequate facilities for Transit District employees to enable them to perform their duties and responsibilities;
4. Construct adequate facilities so that the Transit District can support the Major Transportation Investment Study investment strategies for the region thereby expanding bus service;
5. Construct a fueling facility to support the entire fleet and the Board adopted Compressed Natural Gas policy for bus purchases and ensure District compliance with the new California Air Resources Board regulations.

Also, at the September 15, 2000 meeting after reviewing a Preliminary Environmental Constraints Analysis of the two sites that were identified in the Harvey West Area, the Board of Directors selected Harvey West Site A as the preferred site for the MetroBase Project.

The Harvey West Site A also proved infeasible. The Board of Directors commissioned a financial feasibility study by CH2M Hill to determine the financial impact to the District should it proceed with the MetroBase project at the Harvey West Site A. The Financial Feasibility and Impact Report (FFIR) indicated that the development cost of the Harvey West Site A would be approximately \$69 million, which substantially exceeded available funding. On April 19, 2002, the Board of Directors determined that the Harvey West Site A was financially infeasible and thus eliminated it as a potential site.

On April 19, 2002, the Board of Directors selected the Harvey West Cluster No. 1 Option as the preferred alternative. Harvey West Cluster No. 1 uses properties currently owned by the Transit District combined with adjacent private properties and totals approximately 5.5 acres. The properties that make up this preferred alternative are the following:

1. Golf Club Drive Site—This parcel is currently owned by the Transit District and consists of about 0.90 acres of land. The site currently houses the District's minor maintenance facility, which consists of a prefab building with four vehicle bays. A contract tire shop is also located on the site.
2. Surf City Produce Site—This parcel is adjacent and to the east of the Gold Club site. It would have to be purchased as part of the project development. The parcel consists of about 1.26 acres of land. The District currently uses the north half of the parcel for bus parking on a monthly lease basis

3. River Street Site—The River Street site is currently owned by the District and consists of approximately 2.60 acres of land. The site houses the operations building as well as the interior cleaning facilities and bus parking. The fueling facility used to be on this parcel but was removed. The District has undertaken a project to install a 10-position timed-fill CNG fueling station in the near future. The operations building is currently a one-story structure but was designed to accommodate the addition of a second story.
4. Tool Shed Equipment Rental Site—This parcel is adjacent and to the south of the River Street site. It would have to be purchased as part of the project development. The parcel consists of about 0.74 acres of land. There is an existing building on the site that houses an ongoing business operation.

WaterLeaf Interiors, the architects for the MetroBase project have prepared a design using the preferred alternative, which has been forwarded to the environmental consultants. This alternative was also included in the FFIR.

At the direction of the Board of Directors, Denise Duffy and Associates, environmental consultants, prepared a Notice of Preparation/Notice of Intent (NOP/NOI) dated April 30, 2002, that was circulated throughout Santa Cruz County and to various public agencies in order to commence the EIR/EIS for MetroBase.

At the May 10, 2002, Board Meeting, Directors Mike Keogh and Dennis Norton presented an outline of properties, which they identified as potentially able to be added to supplement the capacity of the Harvey West Cluster 1 preferred alternative. The directors believed that the Harvey West Cluster 1 preferred alternative needed to be enhanced because it only has a capacity for 98 buses.

On May 17, 2002, the Board of Directors selected various parcels of land in the Harvey West area as possible enhancements to the Harvey West Cluster 1 preferred alternative in a Phase 2 should funds become available for such enhancements. These properties included those identified at the May 10, 2002 meeting by Directors Keogh and Norton: 111 Dubois, the contiguous lot to the north APN 01-033-04, 120 Dubois, 140 Dubois, City of Santa Cruz owned property currently utilized for surface storage located north of District River Street Operations Base and the Plantronics Lot, APN 01-171-18. Additionally, the following properties were also identified for a possible Phase 2: 1211 River Street, 1217 River Street, 1231 River Street, 110 Golf Club, 110B Golf Club Drive, 112 Golf Club. It is important in moving forward with a Phase 2 that the costs associated with acquisition, relocation and construction be identified before the Board of Directors makes a commitment to that part of the project. Therefore, a financial feasibility impact study should be prepared on the Phase 2 properties so that all costs associated with this phase would be known prior to moving forward.

In addition, District staff was directed by the Board of Directors to work with the City of Santa Cruz staff to determine whether or not any surplus property would be available for MetroBase in the future if a multi-cultural arts center were developed on the Salz Tannery site.

On May 22, 2002, a public scoping meeting was held to accept input from the public regarding the scope and alternatives of the EIR/EIS. The environmental consultants attended the scoping meeting, listened to the oral comments, and reviewed written comments that had been submitted. Minutes were prepared from the scoping meeting.

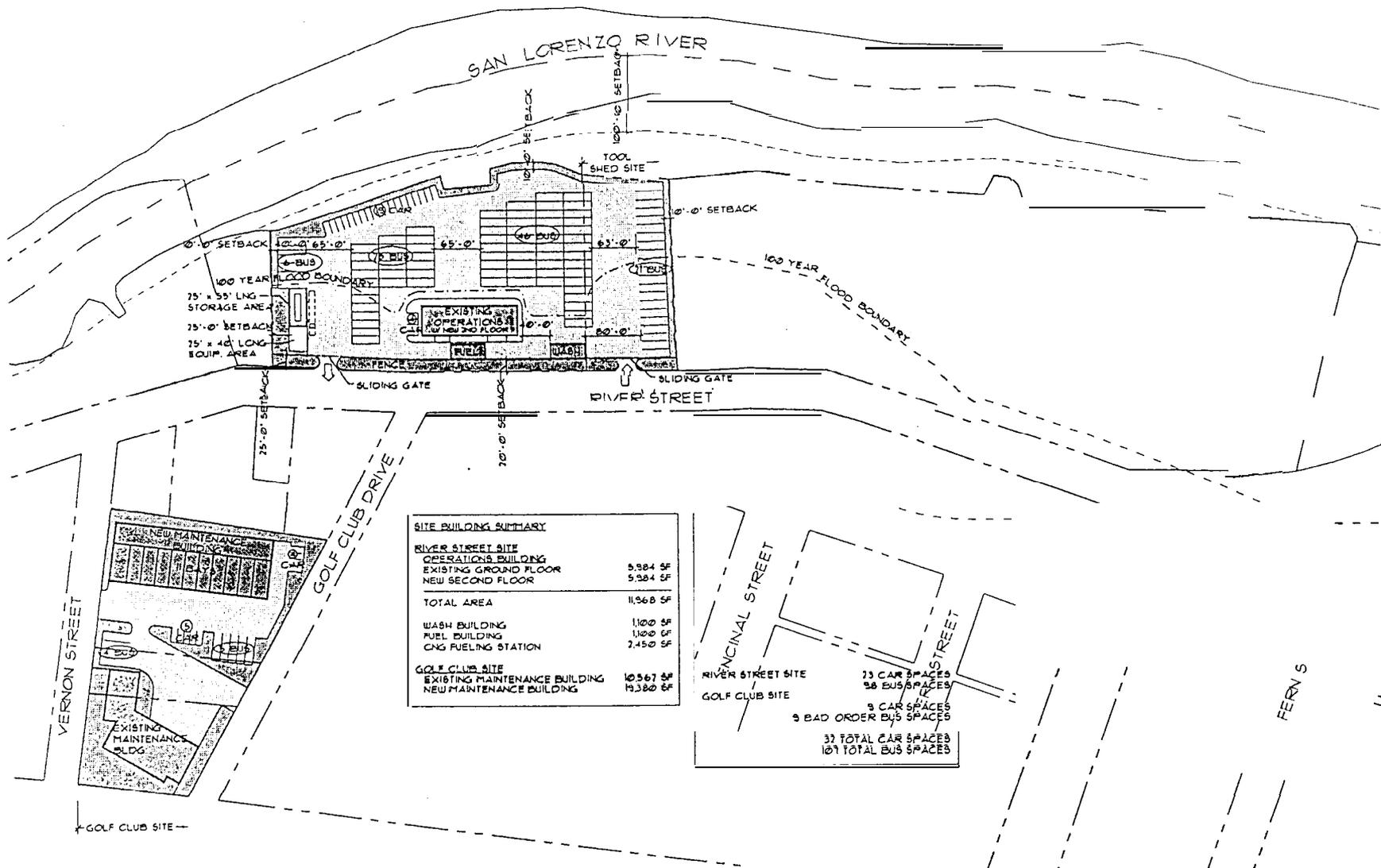
Denise Duffy & Associates have prepared a written report regarding the issues and alternatives that should be included in the scope of the EIR/EIS for your consideration and approval. The proposed scope for the EIR/EIS will address the following issues: land use, hazardous materials, cultural resources, geology/soils, drainage/water quality, visual, traffic, air quality, noise, biology, public services, and cumulative impacts. Phase 2 properties will be analyzed qualitatively based on the best information that is available. When and if the Board decides to proceed with Phase 2, appropriate environmental review will be undertaken as required by CEQA and NEPA. The scope also includes the requirement to analyze a reasonable range of alternatives. Properties previously identified as infeasible will be summarized. The No-Project alternative, the Watsonville/Harvey West two-base alternative, as well as appropriate design alternatives will be analyzed.

IV. FINANCIAL CONSIDERATIONS

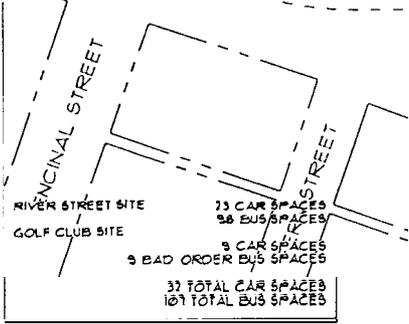
Grants previously obtained for the MetroBase project will be funding the EIR/EIS.

V. ATTACHMENTS

- Attachment A:** MetroBase Project Design Harvey West Cluster 1
- Attachment B:** Notice of Preparation/Notice of Intent issued April 30, 2002 for the MetroBase Project
- Attachment C:** Minutes from the Public Scoping Meeting
- Attachment D:** Written Comments received during the scoping process
- Attachment E:** Denise Duffy and Associates recommendation for the issues and alternatives to be included in the scope of the EIR/EIS



SITE BUILDING SUMMARY	
RIVER STREET SITE	
OPERATIONS BUILDING	5,984 SF
EXISTING GROUND FLOOR	5,984 SF
NEW SECOND FLOOR	
TOTAL AREA	11,368 SF
WASH BUILDING	1,100 SF
FUEL BUILDING	1,100 SF
CNG FUELING STATION	2,450 SF
GOLF CLUB SITE	
EXISTING MAINTENANCE BUILDING	10,567 SF
NEW MAINTENANCE BUILDING	19,380 SF

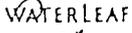


Alternate Sites - Harvey West Cluster No. 1 Option
 METROBASE
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

-  REMODEL EXISTING BUILDINGS
-  NEW BUILDING CONSTRUCTION



 PROJECT NO. 104 DATE 5/24/16
 REV. NO. 1 SCALE 1"=40'



 Architects & Engineers

**NOTICE OF PREPARATION/
NOTICE OF INTENT
OF AN
ENVIRONMENTAL IMPACT REPORT/
ENVIRONMENTAL IMPACT STATEMENT
FOR THE
METROBASE FACILITY - HARVEY WEST CLUSTER**

The Santa Cruz Metropolitan Transit District, in conjunction with the Federal Transit Administration, will prepare an Environmental Impact Report/Environmental Impact Statement (EIR/EIS) for the MetroBase bus operations and maintenance facility in the City of Santa Cruz. The Santa Cruz Metropolitan Transit District would like your input regarding the scope and content of the environmental information to be addressed in the EIR/EIS. Please note that this EIR/EIS may be used by your agency when considering approvals for this project.

The project description, location, and a brief summary of potential environmental effects are attached.

According to State and Federal law, the deadline for your response is May 31, 2002, 30 days after circulation of this notice. Please send your response, including identification of a contact person, to one of the following addresses:

Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz, CA 95060
Attn: Les White
Phone: 83 1/426-6080

Federal Transit Administration, Region IX
201 Mission Street, Suite 2210
San Francisco, CA 94105
Attn: Paul Page
Phone: 415/744-3116

**NOTICE OF PREPARATION/
NOTICE OF INTENT
OF AN
ENVIRONMENTAL IMPACT REPORT/
ENVIRONMENTAL IMPACT STATEMENT
FOR THE
METROBASE FACILITY - HARVEY WEST**

April 30, 2002

Introduction

The purpose of an Environmental Impact Report and Environmental Impact Statement (EIR/EIS) is to inform decision makers and the general public of the environmental effects of a proposed project. The environmental review process is intended to provide public agencies with the environmental information required to evaluate a proposed project to determine whether it may have a significant effect on the environment, to establish methods for reducing adverse environmental impacts, and to consider alternatives prior to approval.

The Santa Cruz Metropolitan Transit District will prepare an EIR/EIS for the proposed MetroBase facility, which will include the following, as required by the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA):

- a summary of the project;
- a project description;
- a description of the existing environmental setting potential environmental impacts, and mitigation measures;
- project alternatives; and
- environmental consequences, including:
 - a) any significant environmental effects which cannot be avoided if the project is implemented;
 - b) any significant irreversible and irretrievable commitment of resources;
 - c) the growth-inducing impacts of the proposed project;
 - d) effects found not to be significant; and
 - e) cumulative impacts.

Public Scoping

The Santa Cruz Metropolitan Transit District will hold a public scoping meeting to receive input from the public on the scope of the environmental analysis, prior to EIS/EIR preparation. The meetings will be held on May 22, 2002 at 7 PM at the following location:

SCMTD Administrative Offices
370 Encinal Street, Suite 100
Santa Cruz, California

Project Location

The project is located on two sites within the City of Santa Cruz: one on River Street and the other on Golf Club Drive. This area is known locally as the Harvey West neighborhood, and consists of industrial, commercial, residential, and recreational uses. A map showing the project location is provided in Figure 1.

Project Description

The Santa Cruz Metropolitan Transit District circulated an NOP/NOI for an operations and maintenance facility in April, 2001. Since then, the facility was determined to be financially infeasible, and a new preferred alternative was chosen. The District is currently proposing an operations and maintenance facility to partially consolidate the District's bus maintenance, vehicle storage, and fueling facilities (referred to as MetroBase). The project is the first part of a two-phase plan to provide adequate consolidation of the District's operations. A second phase will include development of additional storage, maintenance, and administrative uses on one or more sites to meet the District's long-term needs. The location, design, and financing of facilities required for the second phase are not known at this time; therefore, the second phase is not addressed within the scope of this EIR/EIS.

The consolidation facility is proposed on two sites totaling 5.64 acres. The Golf Club Drive site is 2.08 acres and consists of SCMTD maintenance structures and a produce distributor (Surf City Produce). The River Street site is 3.56 acres and contains an SCMTD bus storage and operations facility, in addition to an equipment rental business (Tool Shed). Both sites are fully developed with existing commercial and/or industrial uses.

The proposed facility would support 98 buses. Improvements to the River Street site include new diesel and CNG fueling stations, a bus washing structure, renovation of the existing operations building, and reconfiguration of the parking and circulation. Improvements to the Golf Club Drive site consist of a new 11-bay maintenance facility, renovation of the existing maintenance building, and reconfiguration of the parking and circulation.

Environmental Impacts of the Project

The proposed project would result in short-term impacts during construction, and long-term environmental impacts associated with project implementation. The EIS/EIR will address the following primary issues:

Land Use: The EIR/EIS will address potential land use impacts from the project associated with the following: conflicts with surrounding uses; project consistency with applicable land use plans and policies; and acquisition of property rights and displacement of (two) businesses.

Traffic and Circulation: The EIR/EIS will incorporate the findings of a traffic study prepared for the project. This analysis will evaluate potential impacts under project and cumulative conditions, operational impacts at the interchange of Highway 1/Highway 17; site access; and internal circulation.

Noise: The EIIUEIS will incorporate the findings of a noise study prepared for the project. This analysis will address potential impacts associated with the following: increased noise levels along roadways serving the sites due to changes in bus operations; noise generated by onsite maintenance activities, including vehicle washing and repair, brake testing, and idling; and short-term noise during demolition and construction activities.

Air Quality: The EIIUEIS will incorporate the findings of an air quality study prepared for the project. This analysis will address impacts associated with the following: localized impacts from project traffic at congested intersections from carbon monoxide; potential toxic air contaminants from interim use of diesel buses and maintenance activities; and dust impacts during construction.

Biology: The project site is located on land that is currently developed. The EIR/EIS will address potential impacts on biological resources based on a biological investigation for the project. Issues to be addressed will include potential effects on riparian habitats along adjacent drainages, tree and vegetation removal, and direct and indirect impacts on flora and fauna.

Hazardous Materials: The EIR/EIS will address the potential for hazardous materials contamination on the project site and in the surrounding area, based on an Expanded Phase I Site Assessment to be prepared for the project. This study will address potential contamination from onsite or adjacent sources and the effects from use of any hazardous materials at the proposed MetroBase facility. The EIR/EIS will also qualitatively address any potential hazards from the use of CNG for the expanded bus fleet.

Cultural Resources: The EIR/EIS will include an evaluation of potential archaeological resources on the site, based on cultural resource studies prepared for the project. This study will determine the potential for archaeological resources, and identify impacts to any identified archaeological resources resulting from project development. The project sites do not contain any historic structures.

Geology/Soils: The geologic and geotechnical hazards on the site will be addressed in the EIR/EIS, based on a preliminary geotechnical report prepared for the project. Key issues to be evaluated include seismicity, soil conditions/hazards, grading, and erosion.

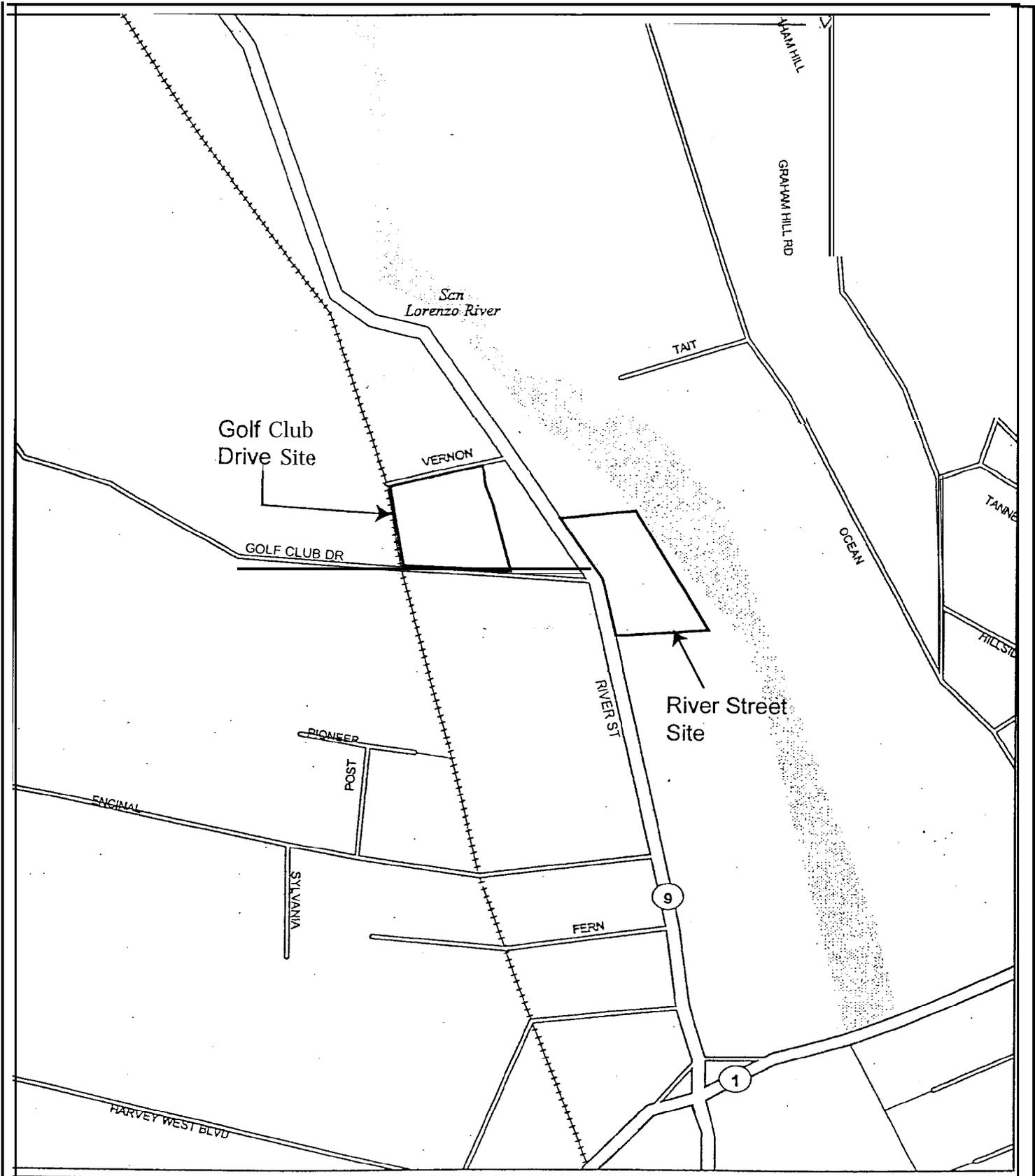
Drainage/Water Quality: The EIR/EIS will describe the flooding potential on project sites from San Lorenzo River. The environmental analysis will also address potential drainage and water quality impacts from pre- and post-construction activities.

Visual: The EIR/EIS will evaluate the visual effects of the project resulting from alteration of the existing viewshed and any increases in glare/lighting.

Public Services: The EIR/EIS will address the anticipated project demands on public services and utilities, including water supply/service, wastewater treatment, solid waste disposal, police, and fire protection services.

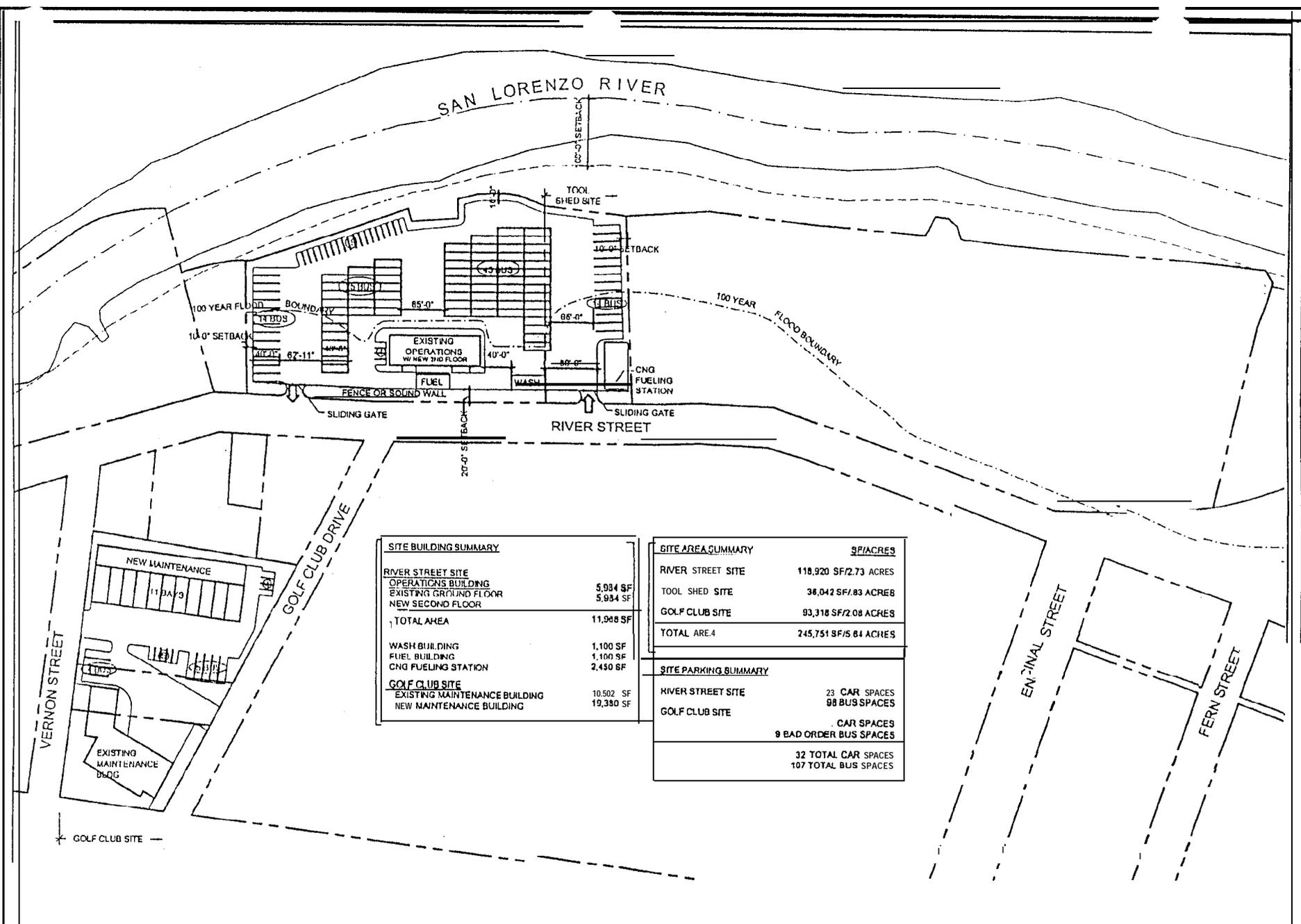
Cumulative Impacts: The EIIUEIS will describe the cumulative impacts resulting from the project combined with other proposed development in the project area.

Project Alternatives: The EIR/EIS will analyze a range of feasible alternatives, including the No Project Alternative, a Reduced or Modified Design Alternative, and other Location Alternatives.



Location Map

Figure
1



SITE BUILDING SUMMARY	
RIVER STREET SITE	
OPERATIONS BUILDING	5,934 SF
EXISTING GROUND FLOOR	5,934 SF
NEW SECOND FLOOR	
TOTAL AREA	11,968 SF
WASH BUILDING	
WASH BUILDING	1,100 SF
FUEL BUILDING	1,100 SF
CNG FUELING STATION	2,450 SF
GOLF CLUB SITE	
EXISTING MAINTENANCE BUILDING	10,502 SF
NEW MAINTENANCE BUILDING	19,380 SF

SITE AREA SUMMARY		SF/ACRES
RIVER STREET SITE	110,920 SF	2.73 ACRES
TOOL SHED SITE	36,042 SF	0.83 ACRES
GOLF CLUB SITE	93,318 SF	2.08 ACRES
TOTAL AREA	245,751 SF	5.64 ACRES

SITE PARKING SUMMARY	
RIVER STREET SITE	23 CAR SPACES
GOLF CLUB SITE	98 BUS SPACES
	9 CAR SPACES
	9 BAD ORDER BUS SPACES
TOTAL	32 TOTAL CAR SPACES
	107 TOTAL BUS SPACES



Harvey West Cluster 1
Site Plan

Figure
2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**Minutes- Scoping Meeting****May 22, 2002**

A Scoping Meeting for the MetroBase Project of the Santa Cruz Metropolitan Transit District was held on Wednesday, May 22, 2002, at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA, at 7:00 p.m.

Leslie R. White, General Manger, called the meeting to order at 7:08 p.m.

SECTION I: OPEN SESSION - 7:00 p.m.**1. ROLL CALL:****DIRECTORS PRESENT**

Mike Keogh

DIRECTORS ABSENT

Sheryl Ainsworth
 Jeff Almquist
 Jan Beautz
 Tim Fitzmaurice
 Michelle Hinkle
 Christopher Krohn
 Dennis Norton
 Ana Ventura Phares
 Emily Reilly
 Ex-Officio Mike Rotkin
 Pat Spence

Due to no quorum of the Board, Les White facilitated the meeting.

STAFF & CONSULTANTS PRESENT

Mark Dorfman, Asst. General Manager
 Margaret Gallagher, District Counsel
 Leianne Humble, Denise Duffy & Asso.
 Leslie R. White, General Manager

2. REVIEW OF NOTICES OF PUBLIC SCOPING MEETING

Mr. White reviewed the publications and locations where this meeting was noticed. They were:

<u>Publication</u>	<u>Issue Date</u>	<u>Language</u>
Santa Cruz Sentinel	5/6/02	English, Spanish
Register Pajaronian	5/6/02	English, Spanish
Good Times	5/9/02	English, Spanish
Metro Santa Cruz	5/8/02	English, Spanish
SV Banner/ SV Press	5/6/02	English, Spanish
City on a Hill	5/9/02	English, Spanish

Website

Information regarding this Public Scoping Meeting and Notice of Preparation/Notice of Intent is available on the MetroBase website at www.scmt.com/metrobase. A special website was also set up for comments: Metrobasescmt.com. These websites were included in all advertising.

County Libraries

Public Scoping Meeting notices were hand-delivered and posted at each of the 14 county libraries.

Transit Centers

Public Scoping Meeting Notices were posted at the METRO Center, Scotts Valley Transit Center and Watsonville Transit Center.

Hand-delivered Cover Letter, NOP and May 17th Staff Report to the Owners and Tenants of the following properties

1211, 1217 and 1231 River Street
111 and 140 Dubois St.
110, 1 10B and 112 Golf Club Drive
Plantronics

3. SCOPING SESSION/PUBLIC COMMENT

Facilitator: Leslie White, General Manager

Environmental Consultant: Leianne Humble, Denise Duffy & Associates

Mr. White discussed the ground rules for the Scoping Meeting and gave a brief presentation of the Notice of Preparation and displayed the proposed Harvey West Cluster 1 site and the properties that would be affected by the proposed enhancements to the core site.

Alternatives that will continue to be under active consideration are:

1. Harvey West Cluster 1 with the River Street site that is currently occupied by the Operations Dept. along with the Tool Shed site, and the current maintenance facility on Golf Club Drive with the addition of the Surf City site. This alternative would only support a 98-bus fleet, however.
2. A 2-base operation is also an option and would include adding the old Watsonville site to the above-mentioned scenario. This alternative is still in the EIR process.

3. The clustered option which would include using the River Street operation, Golf Club with the Surf City site, acquiring the Salz Tannery site to build facilities for 175 buses. The preferred alternative (Harvey West Cluster 1) does not include the administration and facilities maintenance operations.

Mr. White added that other properties identified may or may not be considered as site enhancements at the June Board Meeting. These are: 3 residences on River St., 111, 120 and 140 Dubois St., and the lot currently leased from Plantronics.

The project timeline was reviewed and Mr. White anticipates that a report on the financial feasibility study on the augmentation sites would be completed by the August/September timeframe. He also anticipates that the completion of the EIR on the enhancements would be available in July/August of 2003 at the earliest. The Phase 2 EIR would overlap with Phase 1.

Mr. White reiterated that this Scoping Meeting is to accept public input only. The Board will designate which properties they want to explore to identify Phase 2 at their June 21st Board Meeting. Notification will be sent out regarding this Board meeting.

Mr. White opened up the meeting for public input at this time.

Don Hubbard, Harvey West Area Association

Mr. Hubbard expressed concern about the loss of 200-300 jobs in the Dubois area. Mr. White interjected that a Financial Feasibility Impact Report (FFIR) would need to be done to know this. Mr. Hubbard is also concerned about running businesses out of the City and loss of the property taxes derived from these businesses. He added that, most importantly, he is concerned about buses running up and down Harvey West Street directly across from the Harvey West clubhouse and swimming pool. He stated that the Harvey West Area Association (HWAA) wants to say that there must be a more appropriate site for this project in either mid-county or south county. He is also violently opposed to the proposed enhancements. He stated that the HWAA is willing to work with anyone to get something constructive going.

Barbara Scherer, CFO, Plantronics

Ms. Scherer expressed concern about the enhancements that involve taking a portion of the lot that is currently leased to METRO for bus parking. She is also concerned about the short notice given for this Scoping Meeting and whether METRO is still talking about eminent domain. Plantronics has plans to expand into the lot that METRO is leasing and they have received preliminary approval from the City of Santa Cruz for the type of space they need to build. She stipulated that the reason METRO has a month-to-month rental on this land is so Plantronics can maintain its flexibility for their future growth. Ms. Scherer ended with stating that Plantronics would not be a willing seller in this process.

Jan van Boeschoten

Mr. Van Boeschoten objected to the way this meeting was announced. His tenant called to notify him of the meeting. He doesn't know anything about this and feels it would have been nice to be notified.

Mr. Hubbard interjected and asked when the Economic Impact Statement (EIS) would be complete. Les White responded that it would be sooner than the EIR is completed and he hopes by this fall.

Howard Conner

Mr. Conner was concerned about the short notification to the property owners regarding this meeting and asked if this is proper notice.

Mr. White responded that the Board of Directors did not take action regarding the sites for property enhancement until last Friday. Staff put out as many notices as they could from last Friday to today. Mr. White added that the properties outlined are not a part of the EIR that is currently being conducted. This meeting is only for the purpose of notifying people that the Board is looking into the feasibility for a future time to possibly be incorporated into the project. The properties that the Board selects on June 21st will go through the financial feasibility process.

Mary Petersen

Ms. Petersen is concerned because she is an employee of Plantronics and 90% of the employees live in the county. Plantronics is planning to add staff and needs to expand. Using the parking lot for any other purpose than expansion would be unfortunate. As a parent, her concerns are 123 buses running in the neighborhood and she hopes that other options are utilized.

Jennifer DeToy

Ms. DeToy is an employee of Plantronics and a resident. She stated that the Salz Tannery property and all the property along River St, could be used in a more functional business-like manner. She is also concerned about the 9/1 intersection and the fact that traffic congestion is already extreme. She would like to see the Harvey West Park remain a mixed use as a business and city park. She asked that in the future, all notifications be send to Barbara Scherer.

Laurese Draper

Ms. Draper asked that the business people be added to the notification list as her landlord might not notify her.

Deborah Damon

Ms. Damon is an employee at a Complete Mailing Service, a business in Harvey West Park. This business has just moved into the area and she stated that to relocate during these economic times doesn't send a message of support to the community and that there are other sites with no buildings on them which would be more appropriate. She questions the financial feasibility of METRO with the route cuts and the quantity of buses on the road being diminished. She asked what the rush is to develop this project and why a site for 98 buses isn't adequate.

There were no more speakers and Mr. White thanked the audience for attending. He reiterated that the Board would give direction at their June 21st meeting as to whether or not to look at all the properties or none of them for enhancements to the core site.

ADJOURN

There being no further business, Les White adjourned the meeting at 8:15 p.m.

Respectfully submitted,



DALE CARR
Administrative Services Coordinator

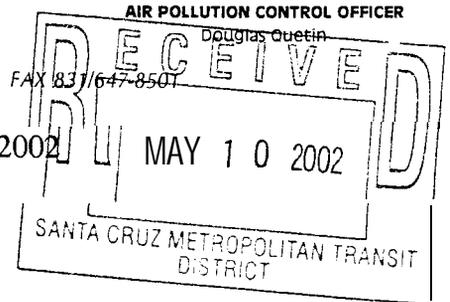


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May 8, 2002

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

SUBJECT: NOP FOR EIR/EIS FOR THE METROBASE FACILITY-HARVEY WEST CLUSTER

Dear Mr. White:

Staff has reviewed the referenced document and has the following comments for the scope of work for the air quality analysis for the environmental document:

1. Direct and indirect source emissions (VOC, NO, and PM₁₀) from all proposed operational activities should be quantified and assessed.
2. If project or cumulative traffic would cause LOS to decline from D or better to E or F, dispersion modeling should be undertaken to determine if carbon monoxide concentrations would violate ambient air quality standards at sensitive receptor locations.
3. Project construction PM₁₀ emissions should be quantified. If emissions would exceed 82 lb/day, the project would have a significant impact on air quality. However, PM₁₀ modeling could be undertaken to verify or dispute this finding per the District's CEQA Air Quality Guidelines.
4. If the project might expose sensitive receptors to air quality problems such as odors or toxic air contaminants (e.g., diesel exhaust) from adjacent land uses, the DEIR should include an assessment of these impacts. We recommend that a protocol for any risk assessment that will be prepared be submitted to the District for review and comments.
5. Mitigation measures should be identified for any significant impacts on air quality. The EIR should quantify the emission reduction effectiveness of each measure, identify agencies responsible for implementation and monitoring, and conclude whether mitigation measures would reduce impacts below significance levels.
6. Project consistency with the 2000 Air Quality Management Plan for the Monterey Bay Region should be addressed. Consistency is used by the District to determine a project's cumulative impact on regional air quality (i.e., ozone levels). The District should be contacted for a consistency determination,

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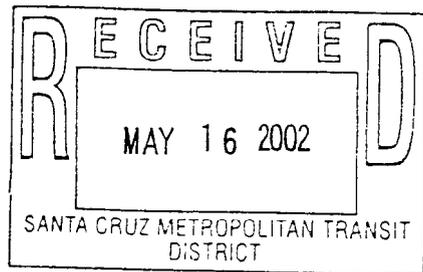
The District's CEQA Air Quality Guidelines can be used to help prepare the air quality analysis. The Guidelines were recently amended, and an updated copy is available at the District's website - www.mbuapcd.org. Please do not hesitate to call if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Janet Brent-ran". The signature is fluid and cursive, with a large initial "J" and "B".

Janet Brent-ran
Supervising Planner
Planning and Air Monitoring Division

c: Nicolas Papadakis, AMBAG



May 15, 2002

Please attach this letter regarding the MetroBase Alternatives that will be studied at board meeting and scope meeting. I will be unable to attend due to prior commitments.

From reading the Economic Study for MetroBase Alternatives I gather the Harvey West Consolidated is no longer under consideration. The financial feasibility constraints have made this unfeasible, given budget restraints.

New proposals are now being considered. I know the District is very much in need for a newer facility. I would like to point out a few things for the Metro District to consider.

I live on Golf Club Drive. I have watched this area transform for 25 years. It may be possible to expand Metro servicing bays at the site indicated in the report. However, because of HWY 9 curvature and current traffic load on Golf Club Drive, Vernon Street should be used as ingress and egress.

Currently lower Golf Club Drive is congested. The City Corporation Yard is located across from proposed site. Currently City Yard employees, Metro employees, and existing businesses (Odwalla is one) employees park on the street. City employees use Golf Club Drive to access city employee's parking lot, which most days is at full capacity. The City Corporation Yard is accessed from Golf Club Drive. Heavy equipment is brought in and out.

Golf Club Drive is also the entrance to Pogonip Park. The Park provides no parking for its users. During weekends, summer, and nice weather conditions, many users use lower Golf Club Drive as staging areas and park along the street. Pogonip maintenance crews and rangers frequent the street.

There are also many residents on Golf Club Drive. We now must maneuver through this congestion. Future housing is indicated for the area in the Santa Cruz General Plan. All of this must be taken into consideration. City yard employees for parking, access to city parking lot, and city yard vehicles currently use Golf Club Drive. It is also used for Pogonip park users and many city park vehicles. Plans to expand the park are in the works. There is organic farming and housing just past the railroad trestle. The property is zoned for more housing in the future.

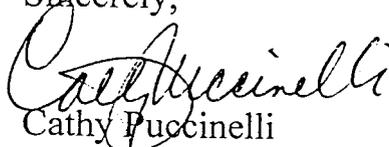
Golf Club Drive at River Street is a blind curve. At Vernon Street you can see clearly in both directions. Vernon Street has only industrial sites on both sides. Some SRO housing is at the top of Vernon.

Did the District consider acquiring the housing it will encircle at Golf Club Drive and River Street? Nothing was mentioned. There appears to be 3 parcels that will be extremely impacted by this venture.

It appears from the report the District favors locating the entire project in the Harvey West/River Street/Golf Club Drive areas but notes on page 15 "due to site constraints, employee parking could not be provided on any of the parcels and no cost have been allocated for that in the economic analysis". Whoa this is a problem. Please say more. My understanding one of the reasons for a new MetroBase was for improving employee conditions. Perhaps a revisit to West Santa Cruz site is in order. The Two Base Alternative gets my vote.

Personally I favor the Two Base Alternative. I would like more study on exactly what the Salz Tannery property can or cannot be used. Having the entire project on one side of River Street relieves congestion of traveling here then there then back to the other side. The Watsonville base, though somewhat more money to establish makes more sense. In final analysis it appears over the long term the Two Base Alternative is financially viable. The District owns the land, and surely part of existing workforce lives in South County. Lots of housing development is slated for the area. Residents use the bus lines. It is a very large site, perfect for dead buses and employee parking.

Sincerely,



Cathy Puccinelli

'Dirty Girl Farm'

335 Golf Club Drive

Santa Cruz, CA 95060

To: rebecca Daniel <rdaniel@scmtd.com>
Subject: Fwd: Rethinking a more people-friendly system...

From: "gary harrold" <gsh@surfbest.net>
To: <Metrobase@scmtd.com>
Cc: <senator.mcpherson@sen.ca.gov>, <fred.keeley@assembly.ca.gov>
Subject: Rethinking a more people-friendly system...
Date: Tue, 21 May 2002 08:06:35 -0700
Organization:
X-Mailer: Microsoft Outlook Express 5.00.23 14.1300

Although not directly related to siting the Metrobase facility, I would like to suggest ways to increase efficiency of public transportation in the county. Glaringly obvious is the need to acquire the Union Pacific corridor for a solar-powered, fast, frequent, quiet light rail system. SCMTD could supply smaller feeder buses to service the stations between Pajaro/ Watsonville and Santa Cruz. Secondly, having been disappointed because of no more bicycle space on the bike racks, I strongly suggest installing additional racks on the back (if bicycles are stolen, which is highly unlikely, perhaps a quick releasing locking device could be adapted for more security. Cuba and other nations have buses with less seats thereby facilitating the transportation of bicycles and their riders on buses-BRILLIANT!) How many times have you heard, "I get impatient with the bus system"? Admittedly, most bus systems are slow, tedious, inefficient. However, in Curitiba, Brazil, Bill McKibben, the livable cities guru, has noted part of queuing up process involves paying the fare before getting on the bus. After feeding the farebox in a sidewalk shelter the passengers move quickly to their seats and everyone else doesn't have to wait for passengers to fumble for correct change. AS policymakers with the SCMTD I would strongly suggest you expose yourself to Bill McKibben's teachings on his website (key word search: livable cities and/or Bill McKibben). He thinks outside the box for more public-friendly, less costly solutions. Finally, PLEASE tell me why bus # 71, enroute to Watsonville, has to stop for a few minutes at Cabrillo College at 12:10 am IN THE MIDDLE OF THE NIGHT! This kind of policy is certainly not passenger-friendly nor sensible. Please adjust your schedule so that when Cabrillo is closed buses do not wait for passengers that will not come. Remember to increase your ridership and sphere of influence become as gracious and people-friendly as possible. Thank you. Gary Harrold
534 La Honda Dr. Aptos CA 95003



COPY

Department of Toxic Substances Control

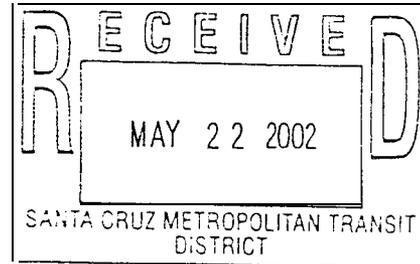
Peggy



Edwin F. Lowry, Director
700 Heinz Avenue, Suite 200
Berkeley, California 9471 O-2721

Gray Davis
Governor

Winston H. Hickox
Agency Secretary
California Environmental
Protection Agency



May 21, 2002

Les White
Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz, California 95060

Re: Notice of Preparation (NOP) for the Metrobase Facility – Harvey West Project

Dear Mr. White:

Thank you for the opportunity to comment on the Notice of Preparation for the Metrobase Facility – Harvey West Project (SCH# 2001042003). As you may be aware, the California Department of Toxic Substances Control (DTSC) oversees the cleanup of sites where hazardous substances have been released pursuant to the California Health and Safety Code, Division 20, Chapter 6.8. As a potential Resource Agency, DTSC is submitting comments to ensure that the environmental documentation prepared for this project to address the California Environmental Quality Act (CEQA) adequately addresses any required remediation activities which may be required to address any hazardous substances release.

This NOP was submitted to reflect the changes made to the original project as proposed in your April 2001 NOP. As we previously commented, DTSC recommends that a more detailed description of the property's past uses be included in your project description. A Phase I Environmental Site Assessment (ESA) should also be conducted as part of this project. Information from the historical assessment and from the Phase I ESA should be included as part of the Environmental Impact Report. Based on the information gathered, sampling may need to be conducted to determine whether there is an issue which will need to be addressed in the CEQA compliance document. If hazardous substances have been released, they will need to be addressed as part of this project.

For example, if the remediation activities include the need for soil excavation, the CEQA document should include: (1) an assessment of air impacts and health impacts associated with the excavation activities; (2) identification of any

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Web-site at www.dtsc.ca.gov.

Mr. White
May 21, 2002
Page 2

applicable local standards which may be exceeded by the excavation activities, including dust levels and noise; (3) transportation impacts from the removal or remedial activities; and (4) risk of upset should be there an accident at the Site.

If you have any questions please call Ed Gillera of my staff at (510) 540-3826.

Sincerely,

A handwritten signature in black ink that reads "Barbara J. Cook". The signature is written in a cursive style with a large initial 'B' and a stylized 'C'.

Barbara J. Cook, P.E., Chief
Northern California - Coastal Cleanup
Operations Branch

Enclosures

cc: without enclosures

Governor's Office of Planning and Research
State Clearinghouse
P.O. Box 3044
Sacramento, California 95814-3044

Guenther Moskat
CEQA Tracking Center
Department of Toxic Substances Control
P.O. Box 806
Sacramento, California 95812-0806



DEPARTMENT OF TOXIC SUBSTANCES CONTROL

The Voluntary Cleanup Program

In 1993, the California Environmental Protection Agency's Department of Toxic Substances Control (DTSC) introduced this streamlined program to protect human health and the environment, ensure investigation and cleanup is conducted in an environmentally sound manner and facilitate the reuse and redevelopment of these same properties. Using this program, corporations, real estate developers, other private parties, and local and state agencies entering into Voluntary Cleanup Program agreements will be able to restore properties quickly and efficiently, rather than having their projects compete for DTSC's limited resources with other lower-priority hazardous waste sites. This fact sheet describes how the Voluntary Cleanup Program works.

Prior to initiation of the Voluntary Cleanup Program, project proponents had few options for DTSC involvement in cleaning up low-priority sites. DTSC's statutory mandate is to identify, prioritize, investigate and cleanup sites where releases of hazardous substances have occurred. For years, the mandate meant that, if the site presented grave threat to public health or the environment, then it was listed on the State Superfund list and the parties responsible conducted the cleanup under an enforcement order, or DTSC used state funds to do so. Because of staff resource limitations, DTSC was unable to provide oversight at sites which posed lesser risk or had lower priority.

DTSC long ago recognized that no one's interests are served by leaving sites contaminated and unusable. The Voluntary Cleanup Program allows motivated parties who are able to fund the cleanup – and DTSC's oversight – to move ahead at their own speed to investigate and remediate their sites. DTSC has found that working cooperatively with willing and able project proponents is a more efficient and cost-effective approach to site investigation and cleanup. There are four steps to this process:

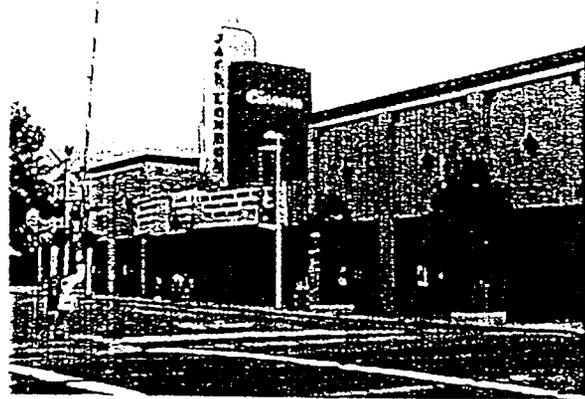
- √ Eligibility and Application
- √ Negotiating the Agreement
- √ Site Activities
- √ Certification and Property Restoration

The rest of this fact sheet describes those steps and gives DTSC contacts.

The Voluntary Cleanup Program

Step 1: Eligibility and Application

Most sites are eligible. The main exclusions are if the site is listed as a Federal or State Super-fund site, is a military facility, or if it falls outside of DTSC's jurisdiction, as in the case where a site contains only leaking underground fuel tanks. Another possible limitation is if another agency currently has oversight, e.g. a county (for underground storage tanks). The current oversight agency must consent to transfer the cleanup responsibilities to DTSC before the proponent can enter into a Voluntary Cleanup Program agreement. Additionally, DTSC can enter into an agreement to work on a specified element of a cleanup (risk assessment or public participation, for example), if the primary oversight agency gives its consent. The standard application is attached to this fact sheet.



Jack-London Square Theater, Oakland: Under the Voluntary Cleanup Program, a &-screen theater was built atop a former Pacific Gas & Electric town gas site, creating a regional entertainment hub.

If neither of these exclusions apply, the proponent submits an application to DTSC, providing details about site conditions, proposed land use and potential community concerns. No fee is required to apply for the Voluntary Cleanup Program.

Step 2: Negotiating the Agreement



Romero Ranch, Santa Nella: A Voluntary Cleanup Agreement enabled the Nature Conservancy to use the land to preserve natural habitat and promote wildlife development rights.

Once DTSC accepts the application, the proponent meets with experienced DTSC professionals to negotiate the agreement. The agreement can range from services for an initial site assessment, to oversight and certification of a full site cleanup, based on the proponent's financial and scheduling objectives.

The Voluntary Cleanup Program agreement specifies the estimated DTSC costs, project scheduling, and DTSC services provided. Because every project must meet the same legal and technical cleanup requirements as State Superfund sites, and because DTSC staff provide oversight, the proponent is assured that the project will be completed in an environmentally sound manner.

SECTION 2 SITE INFORMATION (continued)

Current Owner
Name _____
Address _____
Phone () _____
Background: Previous Business Operations
Name _____
Type _____
Years of Operation _____
If known, list all previous businesses operating on this property
What hazardous substances/wastes have been associated with the site?
What environmental media is/was/may be contaminated?
<input type="checkbox"/> Soil <input type="checkbox"/> Air <input type="checkbox"/> Groundwater <input type="checkbox"/> Surface water
Has sampling or other investigation been conducted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Specify _____
If Yes, what hazardous substances have been detected and what were their maximum concentrations?

SECTION 2 SITE INFORMATION [continued]

Are any Federal, State or Local regulatory agencies currently involved with the site? Yes No
 If Yes, state the involvement, and give contact names and telephone numbers

Agency	Involvement	Contact Name	Phone

What is the future proposed use of the site?

What oversight service is being requested of the Department?

IPEA RI/FS Removal Action Remedial Action RAP Certification
 Other (describe the proposed project)

Is there currently a potential of exposure of the community or workers to hazardous substances at the site?
 Yes No If Yes, explain

SECTION 3 COMMUNITY PROFILE INFORMATION

Describe the site property (include approximate size)

Describe the surrounding land use (including proximity to residential housing, schools, churches, etc.)

Describe the visibility of activities on the site to neighbors

SECTION 3 COMMUNITY PROFILE INFORMATION (continued)

<p>What are the demographics of the community (e.g., socioeconomic level, ethnic composition, specific language considerations, etc.)?</p>
<p>Local Interest Has there been any media coverage?</p>
<p>Past Public Involvement Has there been any past public interest in the site as reflected by community meetings, ad hoc committees, workshops, fact sheets, newsletters, etc.?</p>
<p>Key Issues and Concerns Have any specific concerns/issues been raised by the community regarding past operations or present activities at the site?</p>
<p>Are there any concerns/issues anticipated regarding site activities?</p>
<p>Are there any general environmental concerns/issues in the community relative to neighboring sites?</p>
<p>Key Contacts Please attach a list of key contacts for this site, including: city manager; city planning department; county' environmental health department, local elected officials; and any other community members interested in the site. (Please include addresses and phone numbers.)</p>

SECTION 4 CERTIFICATION

The signatories below are authorized representatives of the Project Proponent and certify that the preceding information is true to the best of their knowledge.

Proponent Representative	Date	Title

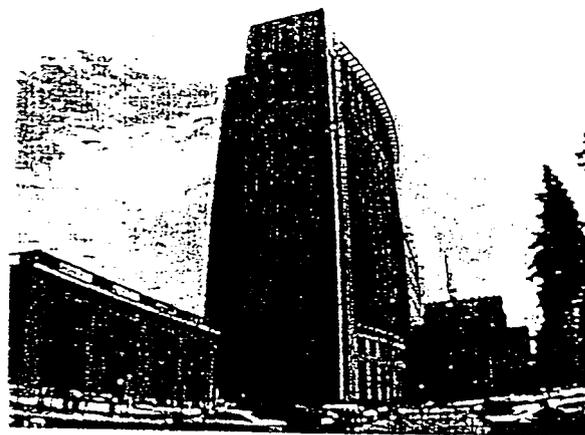
In the agreement, DTSC retains its authority to take enforcement action, if, during the investigation or cleanup, it determines that the site presents a serious health threat, and proper and timely action is not otherwise being taken. The agreement also allows the project proponent to terminate the Voluntary Cleanup Program agreement with 30 days written notice if they are not satisfied that it is meeting their needs.

Step 3: Site Activities

Prior to beginning any work, the proponent must have: signed the Voluntary Cleanup Program agreement; made the advance payment; and committed to paying all project costs, including those associated with DTSC's oversight. The project manager will track the project to make sure that DTSC is on schedule and within budget. DTSC will bill its costs quarterly so that large, unexpected balances should not occur.

Once the proponent and DTSC have entered into a Voluntary Cleanup Program agreement, initial site assessment, site investigation or cleanup activities may begin. The proponent will find that DTSC's staff includes experts in every vital area. The assigned project manager is either a highly qualified Hazardous Substances Scientist or Hazardous Substances Engineer. That project manager has the support of well-trained DTSC toxicologists, geologists, engineers, industrial hygienists, specialists in public participation, and other technical experts.

The project manager may call on any of these specialists to join the team, providing guidance, review, comment and, as necessary, approval of individual documents and other work products. That team will also coordinate with other agencies, as appropriate, and will offer assistance in complying with other laws as needed to complete the project.

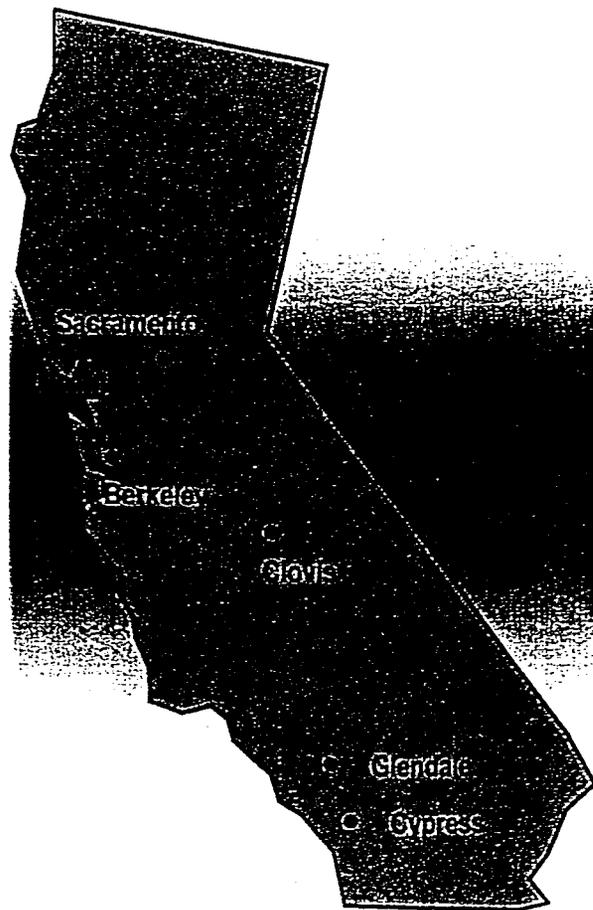


The new Federal Courthouse, Sacramento: The largest construction project in the city's history benefited from the Voluntary Cleanup Program when cleaning up a railyard site.

Step 4: Certification and Property Restoration

When remediation is complete, DTSC will issue either a site certification of completion or a "No Further Action" letter, depending on the project circumstances. Either means that what was "The Site," is now property that is ready for redevelopment or other reuse.

To learn more about the Voluntary Cleanup Program, contact the DTSC representative in the Regional office nearest you:



DTSC office locations

North Coast California
Lynn Nakashima / Janet Naito
700 Heinz Avenue, Suite 200
Berkeley, California 9471 O-2721
(510) 540-3839 / (510) 540-3833

Central California
Megan Cambridge
10151 Croydon Way, Suite 3
Sacramento, California 95827
(916) 255-3727

Central California –
Fresno Satellite
Tom Kovac
1515 Tollhouse Road
Clovis, California 93611
(209) 297-3939

Southern California
(Glendale and Cypress)
Rick Jones
1011 Grandview Avenue
Glendale, California 91201
(818) 551-2862

Additional information on the Voluntary Cleanup Program and other DTSC Brownfields initiatives is available on DTSC's internet web page:

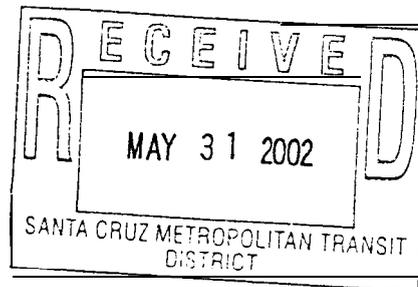
<http://www.dtsc.ca.gov>



World Leader in Communications Headsets

May 31, 2002

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



Dear Sirs:

I am writing in response to the May 22 Scoping Meeting for the MetroBase project. I understand there is a May 31 deadline for submission of written comments and thus this letter will be delivered directly to the Metro headquarters office at 370 Encinal Street.

This letter is on behalf of Plantronics and I am the Senior Vice President of Finance and Administration; in addition to the traditional Finance role, my responsibilities include Facilities and Human Resources, as well as Information Technology. I have personally led the facilities-related components of our long term planning process. In this regard, we completed planning studies to determine the maximum building size and associated parking that could be supported on our current site (inclusive of the currently vacant lot). We learned we could build an approximately 40,000 sq ft building, which with our other space, could accommodate our anticipated growth needs for approximately 10 years.

In 2000, we ran short of space and we looked extensively throughout the County including Scotts Valley, the West Side of Santa Cruz, Mid-County and Watsonville. With our headquarters in Harvey West and the extensive collaboration of people and departments on the types of projects we do (new product development is a highly cross-functional, team based collaborative process), we concluded that the only area that made sense for us to expand was in Harvey West. We have since leased two additional parcels in the area and have been actively expanding internal capacity within our main headquarters at 345 Encinal.

On behalf of Plantronics, I have spoken at several meetings about the proposed project over the last year and a half. On each occasion, I have made it clear that Plantronics is planning to use the currently vacant lot that shows up in various Metro studies as one of the pieces of land they wish to acquire via eminent domain.

We very much want to stay in Harvey West and grow and expand here. If we are not able to do that, we believe our business will be significantly harmed. I was thus very surprised and concerned to learn that your consultants came to the conclusion that "all companies affected are expected to be able to relocate within the County", "no jobs are expected to be lost", and "some businesses might even expand as a result". I network

extensively with other business managers in this area and I have never heard that view expressed, nor was it expressed by the Harvey West Area Association, which also canvasses businesses and residents in the area for their views. I fear that some of us who have spoken at these meetings are being misunderstood or not transcribed correctly. Thus, I am writing to say that Plantronics would absolutely not be a willing seller, that we would use the means available to us to retain our land and our flexibility to grow in the Harvey West Area and that if we were not successful at being able to stay and keep all our people in this area with room to grow in the future, we would need to consider other alternatives altogether.

Notice of Meetings - I have been very disappointed in the way that meeting notice is provided to Plantronics. I have often given my name as a contact, and yet do not receive any information from Metro addressed to me. Our Facilities Manager received a meeting notice, which had attached to it a site map dated April 30 and an agenda for the Scoping Meeting, which did not have anything on it about the expanded cluster alternative that would use Plantronics property (nor any of the other properties affected by the two "enhancement alternatives"). At the May 22 meeting, I expressed my concern at the inadequate notice given to property owners and asked if the information on the web site was consistent with the information being presented in the meeting. I was told that they were the same. I checked the web site again today and the original map is still there and it is still virtually impossible to find any information on the site about the expanded cluster alternatives, so I believe notice was not properly given as it relates to the "enhancement alternatives".

I strongly believe the Metro should only acquire land in transactions involving willing sellers, and should especially not be seeking to take the limited commercial/industrial space in the county away from its intended uses. Santa Cruz already faces a budget deficit and this could get far worse if the utility tax is repealed this Fall. I believe an environment that was more supportive of employers like Plantronics, with 41 years in Santa Cruz, would benefit the community. Beyond our stability, we have grown steadily over the years; we have high-paying professional careers; we are an environmentally friendly business; we consistently have employee satisfaction in excess of 95%; we have not had layoffs even during the economic downturn. In short, we are a financially sound company committed to being an employer of choice. We are the largest supporter of the Second Harvest Food Bank in the County, and we actively support the United Way of Santa Cruz County, Jacob's Heart, Shakespeare Santa Cruz, UCSC through scholarships and internships, and numerous other charities and causes in the county in the hopes of improving the quality of life and giving back to the community.

It is disheartening, to say the least, to feel that the economic well being of the businesses that will suffer from a taking of their land is being ignored, minimized and dismissed as an unlikely economic and financial result of the decisions you are chartered to make. I believe you run the risk of significant job losses and negative economic ripple affects throughout the City and County by pursuing options which take currently developed, or planned to be developed property, from unwilling sellers.

I would be pleased to explain these views or provide additional detail, and/or be consulted with in any other regard that might be mutually constructive. I can be reached at 83 1-458-4434, or via e-mail at barbara.scherer@plantronics.com.

Yours truly,

A handwritten signature in black ink, appearing to read 'BVS', followed by a long horizontal line that tapers to a point on the right.

Barbara V. Scherer
Senior Vice President, Finance and Administration

Cc: Rich Pickard, Ken Kannappan, Julie Murphy

Date: Thu, 06 Jun 2002 10:19:28 -0700
From: R Dennis Stewart <dennis@re-sales.com>
Subject: Fw: Metrobase Alternative
To: dcarr@scmtd.com
Reply-to: R Dennis Stewart <dennis@re-sales.com>
X-Mailer: Microsoft Outlook Express 6.00.2600.0000

----- Original Message -----

From: R Dennis Stewart
To: lwhite@scmtd.com
Sent: Thursday, June 06, 2002 10:13 AM
Subject: Metrobase Alternative

To: Leslie White and SCMTD Board of Directors;

I am the owner of a 1/2 acre parcel at 1217 River Street that is currently being considered for Phase 2 of the Harvey West Cluster 1 Alternative. This property is currently used as multi residential property and I am actively pursuing a development plan to increase the number of residential units. Your last minute effort to notify me of your newest plan is not acceptable. A day before your scheduled meeting a notice was dropped off at the property with my tenants. Not only were they highly concerned with the proposed changes, but I was caught by surprise and had little to no information to share with them.

Obviously, your plans both for Phase 1 and Phase 2 will have a great impact on the existing residential cluster of homes along River Street. Potentially you will be displacing over 20 residents; a considerable number when you place it in perspective with our severe housing shortage. In addition, I have been working on plans to add up to 20 additional housing units. If your plans for Phase 1 and/or Phase 2 continue to move forward, it will potentially have a great impact on my property and the current and future residents that call it home.

First of all, a better notification process needs to be instituted. I would ask in the future that you do not disturb my tenants and that you send all communications to me at the address at the bottom of this page. Secondly, it is crucial that any design take in full consideration that you would be expanding in a mixed use area. All possible measures must be taken to minimize the noise and odor pollution that accompanies a Metrobase operation. The residents understand they live in an IG zoned area but feel early measures taken in design and scheduling hours of operation will make for good neighbors in the future.

I am a strong advocate for mixed use neighborhoods and believe our community will benefit from providing housing near the workplace. Every car that can be kept off the road is a benefit for the whole community. It would be beneficial to provide regular bus service to this area for workers and residents.

I believe we can be good neighbors with ongoing efforts to design a facility that is compatible with the existing neighborhood and better communication with the neighbors involved.

Sincerely,
Dennis Stewart
500 Seabright Ave #100,
Santa Cruz, CA 95062
dennis@re-sales.com

To: dcarr@scmsun1.scmttd.com
Subject: Fwd: Reply to Metrobase notice

Date: Thu, 30 May 2002 09:06:11 -0400
From: Nevin Leder <ledernev@pilot.msu.edu>
X-Mailer: Mozilla 4.73 [en]C-CCK-MCD BA45DSL (Win95; U)
X-Accept-Language: en
To: lwhite@scmttd.com
Subject: Reply to Metrobase notice

Dear Mr. White:

I am writing in response to your NOTICE OF PREPARATION/NOTICE OF INTENT OF AN ENVIRONMENTAL IMPACT REPORT/ENVIRONMENTAL IMPACT STATEMENT OF THE METROBASE FACILITY--HARVEY WEST CLUSTER.

I own the property at 110 and 112 Golf Club Dr. Although I am currently living out of state, I plan to return to my home at Golf Club Dr. in the near future, so I am quite concerned about the Metrobase project.

As you know, my property and the two properties north of me are used residentially. Therefore, all of us in this area are concerned about noise, excessive light, dust, exhaust fumes and any other toxins that may be associated with a new Metrobase facility. According to your maps, there would be a sound wall constructed at the River street site, which is definitely important. However, as I study the maps, I do not see a sound wall at the Golf Club site, between my property and the other properties east of the proposed NEW MAINTENANCE site, and the proposed facility. I strongly urge that an effective sound wall be included at that point, since everything east of that point is residential.

According to your map, it appears the the alley between the proposed facility and my property will be maintained; again, this would be important to me, since the alley provides access to that side of my property, and also because the space would provide some buffer between my property and the proposed site.

Thank you for considering my input in your report. I would appreciate it if you would e-mail me back to let me know that you received this e-mail.

Sincerely,

Nevin Leder

Harvey West Area Association

June 6, 2002

Jeff Almquist
Supervisor
701 Ocean Street
Room 500
Santa Cruz, CA 95060

Subject: Metrocenter

Recommendation: That the Transit Board delete the "enhancement" parcels from the project. If the "enhancement" proposal is retained, a new Notice of Preparation and a new comment period are required.

Once again time and the urgency to move ahead seem to be the motivating factor in the search for a Metrocenter. This focus on time has not served the District well in the past. It is likely that the desire to expedite has hurt the District in its goal. Had the District taken time to develop its Consolidation Study with input from the public, it would have been a more relevant document. Had the District taken more time at the outset, it would have come to the realization earlier that the Westside was not a viable alternative. Had the District taken time to look at the reality of condemning property and dislocating businesses in Harvey West, it would have realized sooner that the project was too costly.

Now, once again, the District is trying to save time by starting a flawed environmental review process. The District selected another project, the Harvey West Cluster 1. The Notice of Preparation for the Environmental Impact Report was prepared and the comment period established, ending on May 31, with a scoping meeting on May 22.

Out of the blue, two Transit District Board members suggested at the May 10 Board meeting that more land in Harvey West be added to the project. The Board agreed on May 17. Property owners were faxed a notice the day before the scoping meeting.

The HWAA strongly objects to this sleight of hand. This additional land is not an "enhancement". It makes an entirely different project, way beyond the 98-bus facility which is the subject of the Notice of Preparation. How way beyond the 98 buses the project goes is unknown as the material made available contains no site plan.

The HWAA is supportive of the project which is the basis of the Notice of Preparation. The HWAA opposes inclusion of additional industrial land. Had the

Association had advanced notice of the changed project; it would have prepared written comments as it did a year ago.

The discovery of the parcels in the "enhancement" proposal is not the result of some sudden insight. They were part of alternative HW-A which was considered a year ago when the now-abandoned project was selected. This "enhancement" does not "enhance", it creates an entirely new and much larger project. This new project demands a new Notice of Preparation and comment period.

The District is once again at the point of beginning in identifying a potential project site. It would be useful for the Board to be deliberate in making this decision. It will help to look at the history of the project, and review past reports and comments.

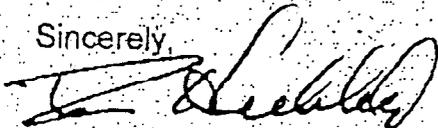
An alternative that bears consideration is the two-center alternative, with facilities split between Santa Cruz and Watsonville. District staff has not been supportive of this idea and the reports to the Board show this bias. The Consolidation Study only considered Watsonville in the context of all facilities located there. This made no sense. There were other biases in the evaluation of Watsonville. The deadhead calculations overstated the time involved, ignoring that freeway speeds are higher than surface road travel. The Consolidation Study took a static view of future routes, not factoring in that Watsonville is the growth area of the county which will demand more bus service in the future. (Much of this is documented in last year's correspondence from the HWAA).

The Transit District needs to be flexible and creative. You are aware that funding for public transit is limited. The district owns the land in Watsonville. Maybe your administrative facilities can be combined on other District property, perhaps downtown Santa Cruz. This would certainly be consistent with Santa Cruz plans while taking industrial land off the tax rolls would not.

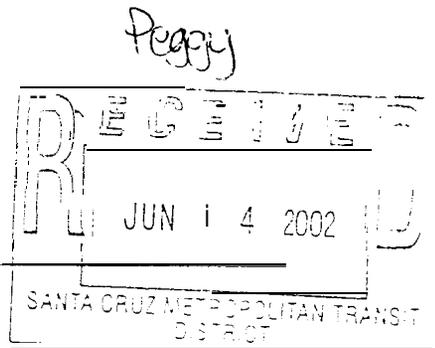
On June 21 the Board is expected to vote on the project, which will be the basis for a new Environmental Impact Report. The HWAA urges that the "enhancement" proposal be rejected and the original project be the basis of the EIR. If the "enhancement" proposal is retained, a new Notice of Preparation is required and a new comment period must be initiated.

Thank you for your consideration.

Sincerely,



Don Hubbard, President
Harvey West Area Association



June 13, 2002

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

Re: MCH # 060202 –Notice of Preparation/Notice of Intent of an Environmental Impact Report/Environmental Impact Statement for Metrobase Facility - Harvey West Center

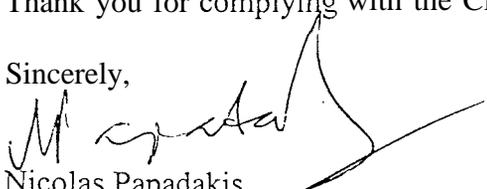
Dear Mr. White:

AMBAG's Regional Clearinghouse circulated a summary of notice of your environmental document to our member agencies and interested parties for review and comment.

The AMBAG Board of Directors considered the project on **June 12, 2002**, and has no comments at this time. However, we are forwarding the enclosed comments on this project that we received from other agencies or interested parties.

Thank you for complying with the Clearinghouse process.

Sincerely,



Nicolas Papadakis
Executive Director

Enclosure



MONTEREY BAY

Unified Air Pollution Control **District**

servicing Monterey, San Benito, and Santa Cruz counties

MAY 10 2002

CH#060202

AIR POLLUTION CONTROL OFFICER
Douglas Quetin

24580 Silver Cloud Court • Monterey, California 93940 • 831/647-9411 • FAX 83 1/647-8501

May 8, 2002

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

SUBJECT: NOP FOR EIR/EIS FOR THE METROBASE FACILITY-HARVEY WEST CLUSTER

Dear Mr. White:

Staff has reviewed the referenced document and has the following comments for the scope of work for the air quality analysis for the environmental document:

1. Direct and indirect source emissions (VOC, NO, and PM₁₀,) from all proposed operational activities should be quantified and assessed.
2. If project or cumulative traffic would cause LOS to decline from D or better to E or F, dispersion modeling should be undertaken to determine if carbon monoxide concentrations would violate ambient air quality standards at sensitive receptor locations.
3. Project construction PM₁₀ emissions should be quantified. If emissions would exceed 82 lb/day, the project would have a significant impact on air quality. However, PM₁₀ modeling could be undertaken to verify or dispute this finding per the District's CEQA Air Quality Guidelines.
4. If the project might expose sensitive receptors to air quality problems such as odors or toxic air contaminants (e.g., diesel exhaust) from adjacent land uses, the DEIR should include an assessment of these impacts. We recommend that a protocol for any risk assessment that will be prepared be submitted to the District for review and comments.
5. Mitigation measures should be identified for any significant impacts on air quality. The EIR should quantify the emission reduction effectiveness of each measure, identify agencies responsible for implementation and monitoring, and conclude whether mitigation measures would reduce impacts below significance levels.
6. Project consistency with the 2000 Air Quality Management Plan for the Monterey Bay Region should be addressed. Consistency is used by the District to determine a project's cumulative impact on regional air quality (i.e., ozone levels). The District should be contacted for a consistency determination.

DISTRICT BOARD MEMBERS

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Tony Cuattieri
Capitola

John Myers
King City

Judy Pennycook
Monterey County

Keith Sugar
Santa Cruz

The District's CEQA Air Quality Guidelines can be used to help prepare the air quality analysis. The Guidelines were recently amended, and an updated copy is available at the District's website - www.mbuapcd.org. Please do not hesitate to call if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Janet Brennan". The signature is fluid and cursive, with a large initial "J" and "B".

Janet Brennan
Supervising Planner
Planning and Air Monitoring Division

c: Nicolas Papadakis, AMBAG

**Denise Duffy & Associates, Inc.**

PLANNING AND ENVIRONMENTAL CONSULTING

Subject: Scope for the **MetroBase EIR/EIS**
Prepared for: Santa Cruz Metropolitan Transit District
Date: June 17, 2002

INTRODUCTION

The scope for the new **EIR/EIS** for the **Harvey West Cluster 1** project is presented **below**. This is based on the original scope for the **project**, site-specific **review**, and issues raised at the public scoping meeting and during circulation of the updated **Notice of Preparation/Notice of Intent**.

EIR/EIS SCOPE**Project Description:**

- Describe the proposed project, **location**, objectives, intended uses of the **EIR/EIS**.
- Provide a list of discretionary actions required for the project.
- Describe the project's objectives in terms of the District's long-term plans.
- Describe the sites being **considered** for **future** Phase 2 development (i.e., Dubois and River Street parcels).
- Present the **rationale/requirements** for a consolidated facility and the project.
- Provide **current** information on bus service demand and deadhead assumptions.
- Identify bus **schedules** in/out of proposed **MetroBase** facility.
- Describe proposed demolition, **recycling**, and reuse of **existing structures** on project site.

Land Use:

- Describe existing land uses on and **surrounding the** River Street and Golf Club Drive sites, **including** industrial, **office**, and residential development, as well as natural resources.
- Assess the land **use impacts** of the project, including: 1) compatibility with surrounding existing and planned uses; 2) **project consistency** with **applicable** land use plans and policies (**based** on consultation with City), and; 3) impacts **from** acquisition of property **rights** through **eminent domain**.
- Identify the components of the relocation plan, including any permanent loss of businesses (**i.e.**, Surf City Produce and the Tool Shed) and the number of jobs and residents displaced, based on the economic study.
- Determine project **consistency with** City's planning **requirements** (including industrial and **economic goals**).

Hazardous Materials:

- Results of an **onsite survey** of existing uses to **determine hazardous materials** use and potential contamination.
- Describe site hydrology, **including groundwater** flow.
- Discuss **site** history, based on review of sources **such** as aerial photos, topographical maps, **fire** insurance rate maps, title reports, and 'files at local **health** and building departments.
- Review **regulatory** database to **determine the presence and type** of contamination incidents reported **in the** project vicinity.
- **Evaluate potential** hazardous materials impacts, including 1) **contamination from onsite** or adjacent uses, and. 2) use of **hazardous materials** at the proposed facility.
- Discuss CNG use and potential **hazards**, based on **information provided** by the District, **including risks from** CNG tanks on buses and CNG **fueling** stations on the site.
- Identify mitigation for significant hazardous materials **impacts**.
- **Note: this scope does not include a technical risk assessment for GNG.**

Cultural Resources:

- **Identify the potential for archaeological** resources on the site **will be provided** based on a **technical** archaeological study, to include an **archival** search and surface **reconnaissance**.
- **Determine** potential impacts and identify **appropriate mitigation** measures for known or potential archaeological resources.

Geology/Soils:

- Describe potential, geologic and **geotechnical hazards** on the site, based on **existing geotechnical information** for the sites.
- Evaluate **geotechnical** issues, **including seismicity**, soil conditions and **hazards**, proposed grading, and **erosion**.
- **Incorporate recommendations/mitigation** identified in the preliminary geotechnical study.

Drainage/Water Quality:

- Describe the drainage **characteristics** of the project site and area, including flood potential and **existing** drainage **facilities**.
- **Identify** location of **the** project in the **flood** zone, and the flooding **potential on** the site **from** San Lorenzo River, based on **FEMA's** Flood **Insurance** Rate maps.
- Describe the proposed drainage system for the project, and estimate the increase in post-development runoff **flows**, based on drainage **calculations provided** by project engineer.
- Assess the potential **surface** water quality impacts **from** project development, resulting **from pre- and post-construction** activities generating **pollutants in site runoff** (such as **oil, grease, and metals from buses** and maintenance activities).
- Present, appropriate **mitigation** for drainage and water quality impacts.

- Identify NPDES and RWQCB requirements.

Visual:

- Evaluate the **visual** effects of the project, using site **photographs** and conceptual site **plans** of the proposed bus facilities, **from several viewpoints**.
- **Assess** potential visual impacts **from** alteration of viewshed, modification/addition of buildings, loss of vegetation, and the use of night lighting.
- **Identify** mitigation for significant visual impacts.

Traffic:

- Describe existing roadway network in the project area.,
- **Evaluate the traffic** impacts/conditions at **10 intersections, for the following** conditions: 1) Existing **Conditions**; 2) **Existing** + Background Conditions; 3) Project Conditions (under both options); and. 4) Cumulative Conditions (under both options), based on the results of a technical **traffic** study.
- Provide an operational analysis of Highway I/Highway 17 interchange; using data **from** the County Regional Transportation-Commission and **Caltrans**.
- Provide' travel time analysis along Highway 1 between Mission Street and Ocean Street, and **along** Highway 9 between **Encinal** Street and' Highway 1, in order to quantify delay on these corridors, if required by **Caltrans**.
- **Identify anticipated traffic** impacts on affected transportation **facilities**, based on trip **generation** (based on driveway, counts at existing **facilities** and information **from** the District), and a level of service analysis at the study intersections.
- **Assess the adequacy** of site access and intenal **circulation**.
- Describe park-and-ride lot (proposed by others) at the **intersection** of Highway 1/9 as **part** of setting section.
- Identify temporary **traffic** impacts during construction, if **applicable**.
- **Address** project **consistency** with County RTP and County Regional Transportation **Commission's** MTIS **report** (cross-reference in, **land** use section).,
- Present mitigation for **significant traffic** impacts. **Identify** shuttle bus service or **other** TDM measures to reduce traffic **from MetroBase employees, as** needed.

Air Quality:

- Describe **existing** meteorological characteristics and air quality **in the** project area, and **identify** sensitive receptors.
- Discuss the relevant **federal**, state, and **local** regulatory provisions regarding air **pollutant** emissions.
- Assess potential localized impacts **from** project **traffic** at congested (LOS D or worse) study intersections **from** carbon monoxide concentrations.
- Evaluate potential toxic air contaminants (**TACs**) **from** the project, **including** diesel emissions (**from** diesel buses during the phasing-in of **CNG**) and certain **maintenance** activities, **including** spray painting' operations. **This** will be conducted performing a screening health risk assessment.
- Address short-term air quality impacts during construction, **resulting from** dust and

exhaust emissions from construction activities.

- Identify mitigation for **significant** impacts.
- Identify reduction in **air pollutant emissions** from conversion of fleet to CNG.

Noise:

- **Identify** sensitive receptors near the site (e.g., residences).
- **Measure** existing noise levels at sensitive receptors near the site, primarily **residential areas**.
- Estimate increase in environmental noise levels along roadways serving the **site** due to changes in bus **operations**.
- **Estimate** environmental noise levels generated by **onsite** maintenance activities, including **vehicle Wasting** and repair, brake testing, and idling and impacts on **sensitive** receptors.
- **Assess** short-term **noise** impacts during building **demolition** and construction.
- Identify mitigation for **significant** noise impacts.

Biology:

- Describe existing **biotic** resources on, and surrounding the project site.
- **Assess** impacts on the San **Lorenzo** River and other **resources**, including any **encroachment** into the corridor, **potential** impacts from construction **disturbance**, **proposed** maintenance activities, and night **lighting**.
- Review **appropriate biotic databases**, contact with the CDFG area **biologists**, site visits, map habitats, identify **known** or **anticipated** species present
- Analyze direct and indirect impacts of project, including tree' removal.
- Identify mitigation for significant & impacts.
- Assess impacts on heritage trees. and **wildlife** using trees.
- Analyze adequacy of **buffer for riparian** habitat.

Public Services:

- **Address** the: anticipated **project** demands on public services and **utilities**, including water **supply/service**, **wastewater treatment**, solid waste disposal, **police**, and fire protection services.
- Address emergency access for Harvey **West occupants**, as well as emergency providers including police, **fire**, and ambulance.
- Evaluate **CNG** demand and infrastructure requirements.

Cumulative Impacts:

- **Describe** the cumulative **impacts** resulting from the project combined with other proposed **development** in the project area, based on, **consultation** with the City and County of Santa **Cruz**. The cumulative analysis will address (at a **minimum**) impacts upon **traffic**, **air quality**, and noise.

- Consider cumulative impacts **from** potential development of 100 units **north** of Pogonip, **if deemed relevant** by City of Santa Cruz.

Alternatives: . . .

- Qualitatively **analyze a range** of feasible alternatives.
- Summarize previous sites evaluated by the District, including the **Westside** and mid-County sites in a **background discussion**, with rationale for **infeasibility**.
- Summarize other alternatives identified during the review process which are not feasible, **with rationale** for rejection (i.e., size, access, etc.).
- Address project alternatives for both a Phase 1 and **future Phase 2** scenarios:
 - No Project - provide expanded discussion **qualitatively addressing the long-term environmental** and service **impacts of not building** project (e.g., increased vehicular use, increased air pollution emissions).
 - Watsonville Consolidated Facility.
 - **Two-base alternative:** Watsonville and., Harvey West (restoration of existing District-owned facilities).
- **Identify** an **environmentally** superior alternative, based on the number and degree of **associated environmental** impacts.

Economic/Financial:

- **Summarize** results of new financial study to be prepared for project by District.
- **Identify** costs of the following:
 - loss of property tax & from removal of **businesses**
 - relocating businesses, homes
 - CNG implementation

CEQA Sections:

- Growth Inducing Impacts
- Effects Found. to be Less Than **Significant**
- Irretrievable Commitment of Resources
- References

Other:

- Qualitatively address potential impacts of Phase.2 (enhancement sites)
- District to prepare a separate report to be summarized in **EIR/EIS**, and attached as an appendix.

ISSUES NOT RELEVANT TO EIR/EIS:

CEQA and NEPA do not require that the environmental analysis **address issues** that do not relate **specifically** to the environmental review, do not pertain to the project proposed, and/or require analysis that is highly speculative. Items raised during **the** public scoping process that **fall** into these **categories would not require** analysis, based on state and federal **requirements**.

From: "Marti Selman" <marti@paperweight.com>
Organization: L.H. Selman Ltd.
To: metrobase@scmtd.com
Date: Mon, 17 Jun 2002 15:38:57 -0700
Subject: Harvey West Area Metrobase Project
Reply-To: Marti@paperweight.com
X-Confirm-Reading-To: Marti@Paperweight.com
x-pmrqc: 1
Priority: normal
X-mailer: Pegasus Mail for Win32 (v3.12c)
X-MIME-Autoconverted: from Quoted-printable to 8bit by scmsun1.scmtd.com id PAA04750

Dear Board Members:

As owners of a business located on Dubois Street (Complete Mailing Service), we oppose the Transit District Board intent on June 21 to vote on a location for the MetroBase project.

The Transit District gave notice of a project that involved Transit facilities and adjacent properties. In midstream, the District now plans to add more land that was not previously considered. Property owners only received a one-day notice of a public discussion of this take of their land.

The environmental review process is flawed and will lead to more delay for the District:

- The Notice of Preparation did not include the additional parcels of land.
- The project description did not address the expanded project.
- The public was not given notice to comment on an expanded project.

The entire planning process has been haphazard. The Transit District has no clear idea of how it will develop an adequate Metrobase. The project up for consideration does not meet the District needs.

This piecemeal approach also raises issues with respect to the California Environmental Quality Act. The Act prohibits piecemeal consideration of environmental impacts. The Transit District knows it needs additional facilities. It is not sufficient for the Transit District to say it will look for additional space later. The Transit District needs to make adequate plans for its needs before it starts the environmental review process.

The Transit District's approach to Metrobase is entirely inappropriate for a community that values public participation in local governmental affairs.

Respectfully,

Larry and Marti Selman

Dave Draper's
WORLD GYM
Santa Cruz—Scotts Valley

June 18, 2002

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

Dear Board Members,

In regard to the recent "enhancement parcels" for consideration vote scheduled for later this week, we ask that you review the following thoughts prior to your vote.

This entire process over the past two years has left our business and that of our neighbors in the Park in a state of limbo, and this new development will, of course, increase that turmoil as our business is in the new target area.

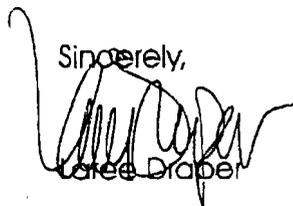
It seems likely the EIR will recommend against this plan due to the high level of new bus traffic directly across from the Harvey West Park, the pool and the league baseball fields—and all the children these facilities attract.

It's my understanding that none of the effected property owners are agreeable to this plan, meaning the sales prices of the targeted properties will be greater than expected.

If the Board's assessment is that the EIR and Financial Impact Report will reflect the above, we ask you to vote against inclusion of these new properties into the process. Not only will you save the finances involved in the studies, but you'll also relieve a great many of us of the stress of awaiting the outcome.

We appreciate what a difficult situation this is for all involved. Please feel free to call if we can offer further input.

Sincerely,



Dave Draper



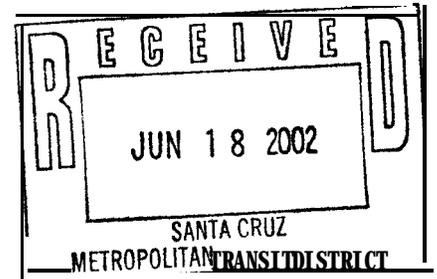
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION IX

**75 Hawthorne Street
San Francisco, CA 94105-3901**

June 11, 2002

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



Dear Mr. White:

The U.S. Environmental Protection Agency (EPA) has reviewed the Notice of Intent (NOI) to prepare an Environmental Impact Statement (EIS) on the **MetroBase Facility - Harvey West Cluster**, Santa Cruz, California. Our comments are provided pursuant to the National Environmental Policy Act (NEPA), the Council on Environmental Quality's NEPA Implementation Regulations at 40 CFR 1500 – 1508, and Section 309 of the Clean Air Act.

The Santa Cruz Metropolitan Transit District and the Federal Transit Administration propose the partial consolidation of the Metropolitan Transit District's bus maintenance, vehicle storage, and fueling facilities, referred to as MetroBase. The consolidated facility is proposed on two sites, the Golf Club Drive site and the River Street site, which currently house existing District maintenance and bus storage facilities. The total project will encompass 5.64 acres.

We appreciate this opportunity to provide scoping comments. EPA strongly supports projects that improve regional air quality by providing alternatives to driving and looks forward to the successful implementation of this project. To assist in the scoping process, we have identified several issues we would like to draw to your attention in the preparation of the EIS. Our specific comments are listed below:

Air Quality

EPA recognizes that this project provides air quality benefits by improving the operations of the Metropolitan Transit District. However, the project also has the potential to result in air quality impacts from both operation and construction. The EIS should identify opportunities to reduce air emissions and to mitigate emission where exceedances occur. The EIS should:

Construction

- Identify opportunities to reduce the use of diesel-powered equipment, such as requiring contractors to keep the equipment fine-tuned or requiring the use of alternative fueled vehicles.
- Identify sensitive receptor locations in the project area, such as schools, hospitals, parks, and athletic centers. Schedule construction to minimize impacts in these areas.
- Include a fugitive dust control plan.

- Address how traffic congestion related to project construction can contribute to increased levels of carbon monoxide, especially at already congested intersections. Identify measures to reduce project-related increases of carbon monoxide at congested intersections.

Operation

- Discuss operational emissions from the various alternatives under consideration and identify mitigation where necessary.

Water Resources

The River Street site is adjacent to the San Lorenzo River. The EIS should identify whether the San Lorenzo River supports anadromous fisheries and whether the San Lorenzo Rivers is listed as impaired or threatened under the Total Daily Maximum Load (TMDL) Program established under Section 303(d) of the Clean Water Act. The EIS should:

- Describe existing restoration and enhancement efforts.
- Describe direct, indirect, and cumulative impacts to the water body from the project.
- Describe how the proposed project will coordinate with on-going protection efforts.
- Describe additional mitigation measures that may be required to protect and improve the water quality of the San Lorenzo River.

Cumulative Impacts

Well prepared cumulative impacts analyses are of increasing importance to EPA as they describe the threats and benefits to resources as a whole. Understanding these cumulative impacts can illuminate opportunities for minimizing those threats to the resources and highlighting the project benefits. EPA is available to assist the Metropolitan Transit District structure the cumulative impacts analysis for this project. We have the following general recommendations for the cumulative impacts analyses:

- Focus on resources of concern – those resources that are “at risk” and/or are significantly impacted by the proposed project, before mitigation. In the introduction to the Cumulative Impacts section, identify which resources are analyzed for cumulative impacts, which ones are not, and why.
- Identify *all* other on-going, planned, and reasonably foreseeable projects in the study area, not just transportation projects, that may contribute to cumulative impacts. Where studies exist on the environmental impacts of these other projects, such as State Environmental Impact Reports, use these studies as a source for quantifying cumulative impacts.
- Include a baseline for the impacted resources with an explanation as to why that baseline was selected.
- Interpret the analysis in terms of impacts to affected resources of concern.
- When cumulative impacts occur, mitigation should be proposed. Clearly state the lead agency’s mitigation responsibilities and the mitigation responsibilities of other entities. This will serve to alert agencies or officials who can implement these extra measures, and will encourage them to do so (*CEQ Forty Most Asked Questions, 19b*).

Environmental Justice

Executive Order 12898 requires an analysis of environmental justice issues associated with the proposed project. The EIS should clearly document the implementation of Executive Order 12898.

Recycled Materials, Materials Reuse, and Recycling

The Resource Conservation & Recovery Act (RCRA) Section 6002 requires federal, state, local agencies, and their contractors, that use appropriated federal funds to purchase EPA-designated recycled materials, including EPA-designated transportation, construction, and landscaping products. In addition, EPA supports deconstruction and materials reuse in projects where existing structures are removed.

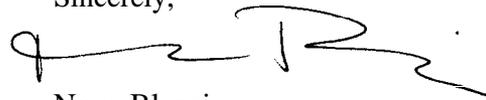
- Commit to materials reuse, where appropriate and feasible, and include a commitment to the Buy-Recycled requirements. For further details, please see EPA's web site at <http://www.epa.gov/cpg>.
- Commit to materials reuse, deconstruction, and construction and demolition debris recycling.

Invasive Species

Executive Order 13112 on Invasive Species calls for the restoration of native plant and tree species. To the extent that this project will entail new landscaping, the EIS should describe how the project will meet the requirements of Executive Order 13 112 by using native species.

Thank you for this opportunity to comment. When the Draft EIS is complete, please send two copies to the address above (mail code: CMD-2). If you have any questions or comments, please feel free to contact me at 415-972-3846 or blazej.nova@epa.gov.

Sincerely,



Nova Blazej
Federal Activities Office

cc: Paul Page, FTA

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: June 21, 2002

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF REINSTATING THE PART-TIME LEGAL SECRETARY POSITION PREVIOUSLY UNFUNDED IN THE 2002/2003 BUDGET

I. RECOMMENDED ACTION

That the Board of Directors transfer funds from the Claims Reserves to the operating budget to reinstate the position of part-time Legal Secretary to provide staff support for the defense in the Lane/Loya vs. SCMTD action.

II. SUMMARY OF ISSUES

- On March 15, 2002, the Board of Directors adopted the preliminary 2002/2003 Budget.
- On April 19, 2002, the Board of Directors approved unfunding certain positions to balance the 2002/2003 Budget and on May 17, 2002, the Board of Directors approved proceeding with layoff actions for the unfunded positions which included the part-time Legal Secretary position.
- On April 12, 2002, a lawsuit against METRO was filed in Federal Court by Deborah Lane and Joshua Loya (hereinafter referred to as Lane/Loya vs. SCMTD) which is likely to involve extensive discovery and motion practice.
- In order to adequately prepare for the Lane/Loya vs. SCMTD action, it is necessary to reinstate funding for the part-time Legal Secretary in the Office of District Counsel.
- Staff recommends that funds for the part-time Legal Secretary be transferred from the Claims Reserve Fund to the operating budget.

III. DISCUSSION

The development of the 2002/2003 Budget for METRO has been an extremely difficult process. Achieving a balanced budget to present to the Board of Directors for consideration has taken extensive efforts on the part of METRO staff members and the unions. The impacts of continually declining funding sources and increasing costs in the area of liability insurance, health benefits and fuel have made balancing the proposed budget a challenging task. Unfortunately, it has taken some service reductions and employee layoffs to achieve a balance of expenses to revenues. On April 19, 2002, the Board of Directors approved a list of positions

which would remain unfunded in the 2002/2003 Budget. Included in the list of unfunded positions was the part-time Legal Secretary position in the Office of District Counsel.

Preparation and materials and research for the Lane/Loya vs. SCMTD action will require efforts on the part of the staff of METRO District Counsel. In order to provide adequate support to METRO District Counsel and the legal team that is being assembled regarding this matter, it is recommended that the part-time Legal Secretary position be reinstated for funding in the 2002/2003 Budget by transferring funds from the METRO Claims Reserve Fund to the operating budget.

District Counsel's fulltime legal secretary is fully engaged in other District matters and is unable to provide the necessary assistance that will be required.

IV. FINANCIAL CONSIDERATIONS

Reinstating funding for the part-time Legal Secretary position will require a transfer of \$30,000 from the Claims Reserve Fund to the operating budget.

V. ATTACHMENTS

None.