

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA
December 17, 2004 (Third Friday of This Month)
CITY HALL COUNCIL CHAMBERS
809 CENTER STREET
SANTA CRUZ, CALIFORNIA
9:00 a.m. – Noon

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

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION
 - a. Pat Clarke Re: Bus Operator Retiring
 - b. Linda Wilshusen Re: Thank You Card
 - c. Peter Katzlberger Re: ParaCruz Service
3. LABOR ORGANIZATION COMMUNICATIONS
4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

- 5-1. APPROVE REGULAR BOARD MEETING MINUTES OF NOVEMBER 12 and NOVEMBER 19, 2004 AND SPECIAL MINUTES OF NOVEMBER 19, 2004
Minutes: Attached
- 5-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
Report: Attached
- 5-3. ACCEPT AND FILE NOVEMBER 2004 RIDERSHIP REPORT
Report: Attached
PAGE 1 OF THE RIDERSHIP REPORT IS INCLUDED IN THE DECEMBER 17, 2004 BOARD PACKET
- 5-4. CONSIDERATION OF TORT CLAIMS: NONE
- 5-5. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR DECEMBER 15, 2004 AND MINUTES OF OCTOBER 20, 2004
Agenda/Minutes: Attached

- 5-6. ACCEPT AND FILE THE MASTF COMMITTEE AGENDA FOR DECEMBER 16, 2004 AND THE MINUTES OF NOVEMBER 18, 2004
Agenda/Minutes: **ARE INCLUDED IN THE DECEMBER 17, 2004 BOARD PACKET**
- 5-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR OCTOBER 2004 AND APPROVAL OF BUDGET TRANSFERS
Staff Report: Attached
- 5-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR SEPTEMBER 2004
Staff Report: Attached
- 5-9. **DELETED: WILL BE INCLUDED IN THE JANUARY 14, 2005 BOARD PACKET**
(ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR OCTOBER 2004)
- 5-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE
Staff Report: Attached
- 5-11. ACCEPT AND FILE METROBASE STATUS REPORT
Staff Report: **IS INCLUDED IN THE DECEMBER 17, 2004 BOARD PACKET**
- 5-12. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE NOVEMBER MEETINGS
Staff Report: Attached
- 5-13. CONSIDERATION OF APPOINTMENT OF DENNIS PAPADOPULO TO THE METRO ADVISORY COMMITTEE (MAC) BY DIRECTOR SPENCE TO FILL VACANCY OF MICHAEL EDWARDS
Staff Report: Attached
- 5-14. CONSIDERATION OF REPORT ON APPOINTEE ATTENDANCE AT METRO ADVISORY COMMITTEE (MAC) MEETINGS
Staff Report: Attached
- 5-15. **ACCEPT AND FILE NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION REGARDING THE SETTLEMENT WITH BEVERLY BEAMS**
Staff Report: **IS INCLUDED IN THE DECEMBER 17, 2004 BOARD PACKET**

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS
Presented by: Chairperson Reilly
Staff Report: Attached
THIS PRESENTATION WILL TAKE PLACE AT THE DECEMBER 17, 2004 BOARD MEETING

7. CONSIDERATION OF RECEIPT OF REPORT REGARDING THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION'S PARATRANSIT COORDINATION TASK FORCE (PCTF) AND **FINAL** MINUTES OF NOVEMBER 17, 2004
Presented by: Director Pat Spence
Staff Report: **NOVEMBER 17, 2004 FINAL MINUTES WILL BE DISTRIBUTED AT THE DECEMBER 17, 2004 BOARD MEETING**

8. **DELETED: ACTION TAKEN AT THE DECEMBER 10, 2004 BOARD MEETING**
(CONSIDERATION OF AWARD OF CONTRACT FOR LONG TERM DISABILITY INSURANCE)

9. CONSIDERATION OF PARACRUZ OPERATIONS STATUS REPORT
Presented by: Bryant Baehr, Operations Manager
Staff Report: **PRESENTATION WILL TAKE PLACE AT THE DECEMBER 17, 2004 BOARD MEETING**

10. CONSIDERATION OF A **RESOLUTION** AMENDING FY 04-05 BUDGET
Presented By: Elisabeth Ross, Finance Manager
Staff Report: **IS INCLUDED IN THE DECEMBER 17, 2004 BOARD PACKET**
RESOLUTION REQUIRES ROLL CALL VOTE

11. CONSIDERATION OF A **RESOLUTION** OF APPRECIATION OF THE SERVICE OF SHERYL AINSWORTH AS A MEMBER OF THE BOARD OF DIRECTORS
Presented By: Les White, General Manager
Resolution: Attached
RESOLUTION REQUIRES ROLL CALL VOTE

12. CONSIDERATION OF NOMINATION OF DIRECTORS TO SERVE AS BOARD OFFICERS FOR 2005, MAKING AN APPOINTMENT TO THE HIGHWAY 1 CONSTRUCTION AUTHORITY AND REVIEWING THE PROCESS FOR THE SELECTION OF APPOINTMENTS TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR 2005
Presented By: Mark Dorfman, Assistant General Manager
Staff Report: Attached

13. CONSIDERATION OF APPROVAL OF 2005 STATE LEGISLATIVE PROGRAM
Presented By: Les White, General Manager
Staff Report: Attached
14. CONSIDERATION OF APPROVAL OF 2005 FEDERAL LEGISLATIVE PROGRAM
Presented By: Les White, General Manager
Staff Report: Attached
15. **DELETED: ACTION TAKEN AT THE DECEMBER 10, 2004 BOARD MEETING**
(RE-CONSIDERATION OF GRANTING A RIGHT OF WAY TO PG&E TO LOCATE A TRANSFORMER ON THE VIA DEL MAR PROJECT SITE, LOCATE PG&E LINES UNDERNEATH THE WATSONVILLE TRANSIT CENTER SIDEWALK AND ALLOW ACCESS TO THE TRANSFORMER VIA THE TRANSIT CENTER)
16. **DELETED: ACTION TAKEN AT THE DECEMBER 10, 2004 BOARD MEETING**
(CONSIDERATION OF PROVIDING ADDITIONAL SERVICE FOR FIRST NIGHT SANTA CRUZ ACTIVITES)
17. **CONSIDERATION OF A RESOLUTION AMENDING METRO'S BYLAWS RELATING TO THE NOMINATIONS AND ELECTIONS OF BOARD OFFICERS AND METRO REPRESENTATIVES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**
Presented By: Margaret Gallagher, District Counsel
Staff Report: **IS INCLUDED IN THE DECEMBER 17, 2004 BOARD PACKET**
RESOLUTION REQUIRES ROLL CALL VOTE
18. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
19. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
(Pursuant to Government Code Section 54956.9)
 - a. Number of Cases: Three

SECTION III: RECONVENE TO OPEN SESSION

20. 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.

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

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

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 17, 2004
TO: Board of Directors
FROM: Les White, General Manager
SUBJECT: MATERIAL FOR THE DECEMBER 17, 2004 BOARD MEETING AGENDA

SECTION I: **OPEN SESSION:**

CONSENT AGENDA:

- ADD TO ITEM #5-3** ACCEPT AND FILE NOVEMBER 2004 RIDERSHIP REPORT
(Insert Page 1 of the Ridership Report)
- INSERT ITEM #5-6** ACCEPT AND FILE THE MASTF COMMITTEE AGENDA FOR
DECEMBER 16, 2004 AND THE MINUTES OF NOVEMBER 18, 2004
(Insert Agenda and Minutes)
- DELETE ITEM #5-9** ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR OCTOBER
2004
(Will be included in the January 14, 2005 Board Packet)
- INSERT ITEM #5-11** ACCEPT AND FILE METROBASE STATUS REPORT
(Insert Staff Report)
- ADD ITEM #5-15** **ACCEPT AND FILE NOTIFICATION OF ACTIONS TAKEN IN CLOSED
SESSION REGARDING THE SETTLEMENT WITH BEVERLY BEAMS**
(Insert Staff Report)

REGULAR AGENDA:

- DELETE ITEM #8** CONSIDERATION OF AWARD OF CONTRACT FOR LONG TERM
DISABILITY INSURANCE
(Action taken at the December 10, 2004 Board Meeting)
- INSERT ITEM #10** CONSIDERATION OF A RESOLUTION AMENDING FY 04-05 BUDGET
(Insert Staff Report)
- DELETE ITEM #15** RE-CONSIDERATION OF GRANTING A RIGHT OF WAY TO PG&E TO
LOCATE A TRANSFORMER ON THE VIA DEL MAR PROJECT SITE,
LOCATE PG&E LINES UNDERNEATH THE WATSONVILLE TRANSIT
CENTER SIDEWALK AND ALLOW ACCESS TO THE TRANSFORMER
VIA THE TRANSIT CENTER
(Action taken at the December 10, 2004 Board Meeting)
- DELETE ITEM #16** CONSIDERATION OF PROVIDING ADDITIONAL SERVICE FOR FIRST
NIGHT SANTA CRUZ ACTIVITIES

(Action taken at the December 10, 2004 Board Meeting)

ADD ITEM #17

**CONSIDERATION OF A RESOLUTION AMENDING METRO'S
BYLAWS RELATING TO THE NOMINATIONS AND ELECTIONS OF
BOARD OFFICERS AND METRO REPRESENTATIVES TO THE
SANTA CRUZ COUNTY REGIONAL TRANSPORTATION
COMMISSION**
(Insert Staff Report)

11/22/04

Bryant Baehr, Les White, and
SCMTD Board of Directors,

I'm writing to inform you that Dec. 30, 2004 will be my last day of employment with Metro.

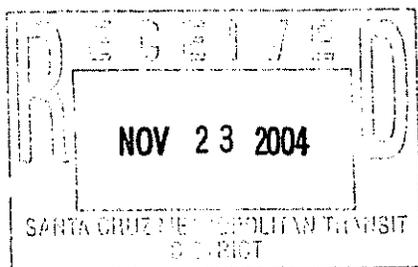
I've enjoyed over 26 yrs. of accident-free, write-up free employment with Metro. I now look forward to doing my art work, volunteering around town and becoming a regular bus passenger.

I want to thank the district management and the Board of Directors for the fair treatment you have shown to the bus operators.

Please don't forget the retired drivers at negotiation times. We count on and deserve to continue receiving fair health, dental + vision benefits.

Thank you - best to you all.

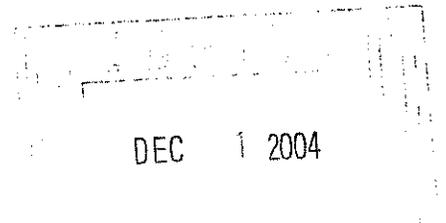
Pat Clarke



Z-a.1

November 29, 2004

Board of Directors
Santa Cruz Metropolitan Transit District
370 Encinal Street Suite 100
Santa Cruz Ca 95060



Subject: ParaCruz Complaint

Dear Board members,

As the board that oversees the ParaCruz service, I am sure you want to know how well that service is provided. I want you to know that my first experience with it has been very unsatisfactory.

The reason for my contact with ParaCruz is my mother, Irene Bell. She is elderly and I usually take her to places she needs to go. She wanted to sign up for ParaCruz so she would not have to be so dependent on me, and for the event that she had an appointment when I would be unavailable.

This happened on Monday, November 8. She had just signed up for the service and this would be her first experience with it. Her appointment was for 10:30 am, and the arrangement called for a pickup from the physical therapy treatment after 11:30.

As it turned out she waited for two hours for a pickup, and it apparently took two calls from the receptionists in the office before someone showed up to take her home. Under different circumstances I might think that maybe she was not clear with the contact at the service in making the arrangements over the phone. In this case I am very certain of the circumstances. I personally made the arrangements for pickup at her home and the office, on Thursday before the appointment.

My mother was very stressed over this experience. At her age she does not take uncertainties and such surprises well.

I think it is important for consumers to let those who provide goods or services know how well they perform. When someone performs a task well, she or he will be pleased if there is feedback to that effect. By the same token, the person who performs poorly needs this feedback to do better in the future. Besides, this helps me. Instead of whining about poor public service, I've taken a positive step and let the public agency know.

So on Monday, November 15, I called ParaCruz and left a message that I had a complaint about its service. In the afternoon April left a message on my machine

2-c.1

informing that she received my message, would follow up, and report the results of her investigation.

Today is the twenty-ninth. Why am I not surprised that I have not heard from April.

Sincerely,

A handwritten signature in cursive script, appearing to read "Peter Katzberger".

Peter Katzberger
453 Quail Hollow Circle
Felton CA 95018

DEC 1 2004

Z-C.Z

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

November 12, 2004

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, November 12, 2004 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice Chair Keogh called the meeting to order at 9:00 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Michelle Hinkle
Mike Keogh
Mike Rotkin
Pat Spence
Mark Stone
Marcela Tavantzis
Ex-Officio Wes Scott (arrived after roll call)

DIRECTORS ABSENT

Sheryl Ainsworth
Jan Beautz
Dennis Norton
Emily Reilly
Dale Skillicorn

STAFF PRESENT

Bryant Baehr, Operations Manager
Frank Cheng, MetroBase Project Manager
Mark Dorfman, Assistant General Manager
Margaret Gallagher, District Counsel
Steve Paulson, ParaCruz Administrator

Elisabeth Ross, Finance Manager
Robyn Slater, Human Resources Manager
Judy Souza, Base Superintendent
Tom Stickel, Fleet Maintenance Manager
Les White, General Manager

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

Ron Dean, UTU
Pat Dellin, SCCRTC
Jeff Le Blanc, MAC/MASTF
Bonnie Morr, UTU

Will Regan, VMU
Bob Yount, MAC/MASTF
Arturo Zamudio, UTU

Vice Chair Keogh determined that there would be a quorum for Closed Session to begin at 10:30 a.m.

2. ORAL AND WRITTEN COMMUNICATION

Written:

- a. Mariann Soulek
- b. Sue Wilson
- c. Caroline Bliss-Isberg

- Re: Recent Bus Service Cuts
Re: Recent Bus Service Cuts
Re: Stroke Center

5-1.1

DIRECTOR SCOTT ARRIVED AT THIS TIME

Director Keogh commented that the letter for the Stroke Center was well deserved. Director Spence asked about the Route 65 and Bryant Baehr said the ridership wasn't there. Mr. Baehr also said the current *Headways* goes through to June 1, 2005 with no changes planned prior to that date.

Les White added that in the meantime, the Board would have a policy discussion to determine the level to keep lifeline service.

Oral:

A member of the public spoke in favor of having better connections between the Highway 17 Express and the last Route 10.

3. LABOR ORGANIZATION COMMUNICATIONS

Bonnie Morr requested more information on UTU employees' eligibility to roll over their CalPERS 457 Deferred Comp funds to purchase airtime. Ms. Morr wants to know officially why the whole state can do it but METRO employees can't. Ms. Morr was directed to request this in writing to Les White.

Les White reported that HR and Legal Counsel are currently working on this, which is not permitted by the County or the City of Santa Cruz, and that the IRS determines whether a deferred comp program is tax deferred or not.

Director Keogh added that if this is to be permitted, it could require a signed caveat saying that participating may cause a loss of tax deferral, and it must not jeopardize the whole plan.

4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None.

CONSENT AGENDA

5-1. APPROVE REGULAR BOARD MEETING MINUTES OF OCTOBER 8 AND OCTOBER 22, 2004

Director Spence made the following 2 corrections: on page #5-1.17, Pat Star's name should be **Path Star**, and on page #5-23, where it says "Director Spence suggested including in the motion.." should read "**Director Spence asked if the motion could include..**".¹

5-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS

No questions or comments.

5-1.2

¹ These 2 pages were corrected and redistributed to the Board for approval at their November 19, 2004 meeting.

¹ These 2 pages were corrected and redistributed to the Board for approval at their November 19, 2004 meeting.

5-3. ACCEPT AND FILE SEPTEMBER 2004 RIDERSHIP REPORT

Page 1 of the Ridership Report will be included in the November 19, 2004 Board Packet.

5-4. CONSIDERATION OF TORT CLAIMS:

None.

5-5. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR NOVEMBER 17, 2004 AND MINUTES OF SEPTEMBER 15, 2004

No questions or comments.

5-6. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF NOVEMBER 18, 2004 AND THE MINUTES OF THE OCTOBER 21, 2004 MEETING

Will be included in the November 19, 2004 Board Packet.

5-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR SEPTEMBER 2004 AND CONSIDERATION OF BUDGET TRANSFERS

Elisabeth Ross clarified for Director Spence that ParaCruz expenses would be listed under Department 3100 in next month's report. Director Rotkin added that the sales tax revenue for the City was up.

5-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR AUGUST 2004

Bryant Baehr clarified that this report would continue through the end of October 2004, then close out.

5-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JULY 2004

Will be included in the November 19, 2004 Board Packet.

5-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE

No questions or comments.

5-11. ACCEPT AND FILE METROBASE STATUS REPORT

Will be included in the November 19, 2004 Board Packet.

5-12. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE OCTOBER MEETING.

5-1.3

No questions or comments.

5-13. **INTRODUCTION OF EMPLOYEE WITH 30-YEAR EMPLOYMENT ANNIVERSARY WHO WAS ABSENT FROM THE OCTOBER 22, 2004 BOARD MEETING**

Les White introduced Sylvia Rogers, Payroll and Benefits Coordinator.

REGULAR AGENDA

6. **PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**

This presentation will take place at the November 19, 2004 Board Meeting.

7. **CONSIDERATION OF RECEIPT OF REPORT REGARDING THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION'S PARATRANSIT COORDINATION TASK FORCE (PCTF) AND DRAFT MINUTES OF OCTOBER 20, 2004**

Director Spence had no report but asked about Title 24 on page #7.5, which is the zoning and state review process of public facilities and that paratransit vans are considered public facilities. Pat Dellin said she would look into this.

8. **CONSIDERATION OF AWARD OF CONTRACT FOR LONG TERM DISABILITY INSURANCE**

Tom Stickel reported that proposals are still being reviewed and that next week Staff would most likely request that this item be deferred to the December meeting. Bonnie Morr stated that UTU should be involved in the process because it concerns a contractual benefit.

9. **CONSIDERATION OF PARACRUZ OPERATIONS STATUS REPORT**

Bryant Baehr gave a PowerPoint presentation and reported on the first week of in-house ParaCruz operations. Mr. Baehr said the first few days were a bit hectic as expected, but towards the end of the week things smoothed out. A written report will be provided for the November 19th meeting.

Les White recognized the positive tone set by Bryant and congratulated him along with Steve, Wally, April, Bonnie and UTU, on a very difficult transition going smoothly.

Bonnie Morr added that the drivers that had transitioned over from Community Bridges were more dedicated, committed and doing a better job working for the District.

10. **CONSIDERATION OF FINANCIAL STATEMENTS AND REPORT OF INDEPENDENT AUDITOR FOR YEAR ENDING JUNE 30, 2004**

Elisabeth Ross reported that this was the District's annual Financial Statements and report of the auditors' findings and that there had been no issues and everything was fine.

5-1.4

11. CONSIDERATION OF STATUS OF FEDERAL LEGISLATION AND THE IMPACT ON MAJOR CAPITAL PROJECTS AT METRO

Summary:

Les White reported that the Transportation Equity Act for the 21st Century (TEA21), which provides funding authorization for public transit, will expire on May 31, 2005. The House and the Senate each passed Reauthorization Bills that would have provided five to six year extensions, but each with different funding levels and program modifications.

When the 109th Congress reconvenes in 2005, it is critical that new Bills are introduced in both Houses in order to begin a Transportation Authorization process that will result in the passage of a new multi-year Bill prior to the May expiration. The absence of enactment of a multi-year Federal Reauthorization Bill has placed approximately \$13.5 million in federal funds earmarked for MetroBase in jeopardy.

12. CONSIDERATION OF A RESOLUTION TO POSTHUMOUSLY REDEDICATE THE SCOTTS VALLEY PARK AND RIDE CENTER AS THE BART CAVALLARO TRANSIT CENTER IN RECOGNITION OF HIS SERVICE ON THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Summary:

Les White reported that this rededication is being proposed because in addition to being very instrumental in getting the Scotts Valley Transit Center built, Bart Cavallaro served on the Board of Directors for 19 years. Mr. White said criteria for naming a Transit Center or District component after a person included length of time on the Board, the person being instrumental in the existence of the facility, and it must be a posthumous recognition.

Discussion:

Director Rotkin announced that he would not be at next week's meeting, but supports this Resolution and believes it is well deserved, also that it should not be moved to consent so public comments can be heard at the November 19th meeting, including his own which Director Scott will read.

Jeff Le Blanc stated he also supports the Resolution with 100% enthusiasm. Director Keogh stated that he does not support naming a public facility after a person, unless they provided the funding for the facility. Director Tavantzis said she normally would not support this either but agreed that this time is an exception. Les White answered Will Regan's question by reporting that if the Board approved this Resolution, there would be a February or March rededication ceremony with a plaque. Jeff Le Blanc added that Bart Cavallaro was acting as a public servant and is due the credit and honor.

Director Rotkin proposed and then rescinded a motion to approve this Resolution today so nobody is forced to make comments on television.

5-1.5

13. CONSIDERATION OF A RESOLUTION OF APPRECIATION AND RECOGNITION FOR THE SERVICES OF LINDA WILSHUSEN AS THE EXECUTIVE DIRECTOR OF THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

Director Tavantzis pointed out that the word "Director" was missing in the 4th "Whereas". Director Spence pointed out a comma was missing after the word "Commission" on the 2nd page and it was noted that "of the" was repeated in that same sentence.²

14. CONSIDERATION OF REQUEST FROM THE CITY OF SANTA CRUZ FOR SHUTTLE SERVICE FOR 2005 EVENTS

Mark Dorfman reported that the City of Santa Cruz Parks and Recreation Department has requested shuttle service for various events planned for 2005. Staff is requesting that the Board authorize Staff to work with the City on the request as long as the provision of they comply fully with the existing Board policy which is that they must pay for the service themselves. Staff will also let the City know that they would need to work out the details with the County regarding use the County parking lot.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR TAVANTZIS

Move Items #10 and #14 to the Consent Agenda for the November 19, 2004 Board Meeting.

Motion passed unanimously with Directors Ainsworth, Beautz, Norton, Reilly, and Skillicorn being absent.

15. ANNOUNCEMENT: NOTIFICATION OF MEETING LOCATION FOR NOVEMBER 19, 2004 – WATSONVILLE CITY COUNCIL CHAMBERS, 250 MAIN STREET, WATSONVILLE

No questions or comments.

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

Margaret Gallagher reported that the Board would discuss with their Legal Counsel the case of Ward Howard; and with the Property Negotiator the properties at 25 Sakata Lane and 120 Golf Club Drive; and two cases of anticipated litigation.

17. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None.

² These corrections were made and the REVISED Resolution was redistributed to the Board for their approval at the November 19, 2004 meeting

SECTION II: CLOSED SESSION

Vice Chair Keogh adjourned to Closed Session at 10:10 a.m. and reconvened to Open Session at 11:16 a.m.

SECTION III: RECONVENE TO OPEN SESSION

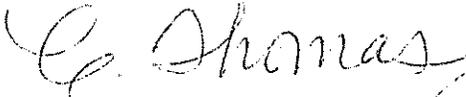
18. REPORT OF CLOSED SESSION

Les White reported that the Board set a minimum bid of \$4 million for the property at 25 Sakata Lane and authorized Staff to proceed to prepare the documents necessary to solicit bids for the sale of the property.

ADJOURN

There being no further business, Vice Chair Keogh adjourned the meeting at 11:17 a.m.

Respectfully submitted,



CINDI THOMAS
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

November 19, 2004

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, November 19, 2004 at the Watsonville City Council Chambers, 250 Main Street, Watsonville, CA.

Chair Reilly called the meeting to order at 9:12 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Jan Beautz
Michelle Hinkle
Mike Keogh
Dennis Norton
Emily Reilly
Pat Spence
Mark Stone
Marcela Tavantzis
Ex-Officio Wes Scott (arrived after roll call)

DIRECTORS ABSENT

Mike Rotkin

STAFF PRESENT

Bryant Baehr, Operations Manager
Frank Cheng, MetroBase Project Manager
Mark Dorfman, Assistant General Manager
Margaret Gallagher, District Counsel

Steve Paulson, ParaCruz Administrator
Elisabeth Ross, Finance Manager
Judy Souza, Base Superintendent
Tom Stickel, Fleet Maintenance Manager

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

Dennis Baldwin, Bus Operator
Mario Espinoza, Bus Operator
Paul Marcelin-Sampson, Metro Riders Union
Mary Miller, Bus Operator
Bonnie Morr, UTU

Ascencion Sanchez, Bus Operator
Linda Wilshusen, SCCRTC
Amy Weiss, Spanish Interpreter
Bob Yount, MAC/MASTF/E&D TAC

2. ORAL AND WRITTEN COMMUNICATION

Written:

- a. Mariann Soulek
- b. Sue Wilson

- Re: Recent Bus Service Cuts
- Re: Recent Bus Service Cuts

5-1.8

c. Caroline Bliss-Isberg
d. Keith Barnard

Re: Stroke Center
Re: Recent Bus Service Cuts

Oral:

Bob Yount, speaking for Jeff Le Blanc, announced that yesterday MASTF had elected Sharon Barbour as Chair, Jeff Le Blanc as Vice Chair, and Bob Yount as the MASTF representative to E & D TAC for 2005. After next month's anniversary party, MASTF will be taking a 1-year hiatus, at the call of the Chair, with the next scheduled meeting in November 2005. MASTF also passed a motion recommending to the Board that if a Paratransit Advisory Committee is constructed that 51% of the membership be disabled and 30% be Paratransit users.

Paul Marcelin-Sampson asked for clarification on when public comment is taken for the consent agenda. Chair Reilly responded that she would ask for comment when she got to that item.

Director Ainsworth announced that this would be her last METRO meeting and wished the District well.

Director Norton reiterated his suggestion to have the District provide direct service from Upper and Lower Capitola Village and Live Oak to the downtown METRO Center.

DIRECTOR SCOTT ARRIVED AT THIS TIME

Vice Chair Keogh reported that he had attended the Paratransit Task Force meeting on Wednesday and recommended that attendance by METRO Staff be limited to one individual.

Director Skillicorn said on behalf of the City of Watsonville, that they enjoy having METRO meet in Watsonville.

Director Spence thanked Caroline Bliss-Isberg for her letter and encouraged Board members to read their *Transit California* magazines.

Direction by Chair Reilly: Staff to respond to written communications on today's agenda regarding recent service cuts and Director Norton's request and have them reviewed at the Service Planning meeting next month.

3. LABOR ORGANIZATION COMMUNICATIONS

Bonnie Morr thanked Director Ainsworth for her dedication and work over the years. Ms. Morr then relayed an incident that happened last Saturday regarding an off-duty bus operator trying to break up a fight he saw as he was walking home, resulting in getting beaten up himself. His injuries required stitches and UTU requested "trauma pay" for him, which is 3 days of paid leave for employees involved in an assault or serious accident on the job. Ms. Morr reported that Management denied the request due to the incident being "outside the course and scope of his job".

Ms. Morr then cited another incident where a different bus operator was awarded a Resolution of Appreciation and recognized as a "hero" by the Board for helping a young man who had been shot at by pulling him into a bus and driving the bus away.

5-1.9

Ms. Morr asked for clear direction from the Board regarding what message they want to send to employees regarding the scope of their work who find themselves in similar incidents.

Direction by Chair Reilly: Staff to agendize in the proper way, probably for Closed Session.

4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Chair Reilly announced that a Special Meeting of the Board would be held at 10:00 a.m. or immediately after the regular meeting.

SECTION I:
OPEN SESSION:

CONSENT AGENDA:

- ADD TO ITEM #2** ORAL AND WRITTEN COMMUNICATION
(Add 2-d, written communication)
- REPLACE ITEM #5-1** APPROVE REGULAR BOARD MEETING MINUTES OF OCTOBER 8 AND OCTOBER 22, 2004.
(Replace original pages 5-1.17 and 5-1.23 with REVISED pages)
- ADD TO ITEM #5-3** ACCEPT AND FILE OCTOBER 2004 RIDERSHIP REPORT
(Insert Page 1 of the Ridership Report)
- INSERT ITEM #5-6** ACCEPT AND FILE THE MASTF COMMITTEE AGENDA FOR NOVEMBER 18, 2004 AND THE MINUTES OF OCTOBER 21, 2004
(Insert Agenda and Minutes)
- INSERT ITEM #5-9** ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR SEPTEMBER 2004
(Insert Report)
- INSERT ITEM #5-11** ACCEPT AND FILE METROBASE STATUS REPORT
(Insert Staff Report)
- DELETE ITEM #5-13** INTRODUCTION OF EMPLOYEE WITH 30-YEAR EMPLOYMENT ANNIVERSARY WHO WAS ABSENT FROM THE OCTOBER 22, 2004 BOARD MEETING
(Action taken at the November 12, 2004 Board Meeting)
- ADD ITEM #5-16** CONSIDERATION OF RESULTS FROM VTA HIGHWAY 17 WEEKEND SURVEY
(Insert Staff Report)
- ADD ITEM #5-17** CONSIDERATION OF A RESOLUTION AUTHORIZING AN AMENDED STA CLAIM FOR FY2005
(Insert Staff Report)

REGULAR AGENDA:
DELETE ITEM #8

CONSIDERATION OF AWARD OF CONTRACT FOR LONG TERM DISABILITY INSURANCE
(Staff recommends deferring to December due to ongoing negotiations)

5-1.10

- INSERT ITEM #9** **CONSIDERATION OF PARACRUZ OPERATIONS STATUS REPORT**
(Insert Staff Report)
- REPLACE ITEM #13** **CONSIDERATION OF A RESOLUTION OF APPRECIATION AND RECOGNITION FOR THE SERVICES OF LINDA WILSHUSEN AS THE EXECUTIVE DIRECTOR OF THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**
(Insert REVISED Resolution)
- ADD ITEM #16** **CONSIDERATION OF AMENDING CONTRACT WITH TRISTAR FOR THIRD PARTY ADMINISTRATION SERVICES FOR WORKERS COMPENSATION CLAIMS**
(Insert Staff Report)

CONSENT AGENDA

- 5-1. **APPROVE REGULAR BOARD MEETING MINUTES OF OCTOBER 8 AND OCTOBER 22, 2004**
- 5-2. **ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS**
- 5-3. **ACCEPT AND FILE OCTOBER 2004 RIDERSHIP REPORT**
- 5-4. **CONSIDERATION OF TORT CLAIMS: None**
- 5-5. **ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR NOVEMBER 17, 2004 AND MINUTES OF SEPTEMBER 15, 2004**
- 5-6. **ACCEPT AND FILE THE MASTF COMMITTEE AGENDA FOR NOVEMBER 18, 2004 AND THE MINUTES OF OCTOBER 21, 2004**
- 5-7. **ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR SEPTEMBER 2004 AND APPROVAL OF BUDGET TRANSFERS**
- 5-8. **ACCEPT AND FILE PARACRUZ STATUS REPORT FOR AUGUST 2004**
- 5-9. **ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR SEPTEMBER 2004**
- 5-10. **ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE**
- 5-11. **ACCEPT AND FILE METROBASE STATUS REPORT**
- 5-12. **ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION**
- 5-13. **DELETED: (Action taken at the November 12, 2004 Board Meeting)**
- 5-14. **CONSIDERATION OF FINANCIAL STATEMENTS AND REPORT OF INDEPENDENT AUDITOR FOR YEAR ENDING JUNE 30, 2004 (Moved to Consent Agenda at the October 12, 2004 Board Meeting. Retained original numbering as Item #10)**
- 5-15. **CONSIDERATION OF REQUEST FROM THE CITY OF SANTA CRUZ FOR SHUTTLE SERVICE FOR 2005 EVENTS (Moved to Consent Agenda at the October 12, 2004 Board Meeting. Retained original numbering as Item #14)**
- 5-16. **CONSIDERATION OF RESULTS FROM VTA HIGHWAY 17 WEEKEND SURVEY**
- 5-17. **CONSIDERATION OF A RESOLUTION AUTHORIZING AN AMENDED STA CLAIM FOR FY2005**

Regarding Item #5-5, Paul Marcelin-Sampson said the Board should receive the MAC Action Memo next week of motions made at the November 17, 2004 meeting. He asked the Board to consider the comments on page 5-16.a5, his sample Hwy 17 Saturday schedule and additional information he provided which had been distributed to the Board just before today's meeting and are attached to these minutes.

5-1.11

ACTION: MOTION: DIRECTOR TAVANTZIS SECOND: DIRECTOR TAVANTZIS

Approve the Consent Agenda.

Motion passed by unanimously affirmative voice vote in lieu of a roll call vote with Director Rotkin being absent.

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

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

TWENTY YEARS

Dennis R. Baldwin, Bus Operator
Mario R. Espinoza, Bus Operator
Mary E. Miller, Bus Operator
Ascencion G. Sanchez, Bus Operator

7. CONSIDERATION OF RECEIPT OF REPORT REGARDING THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION'S PARATRANSIT COORDINATION TASK FORCE (PCTF) AND FINAL MINUTES OF OCTOBER 20, 2004

Director Spence did not attend the last meeting but clarified that the handouts mentioned on page #7.2 were available if the Board wanted them and on page #7.6 it was noted that some Task Force members think numbers are better than percentages when projecting future ridership projections.

Vice Chair Keogh restated that Staff attendance should be limited to one person and reported that he did attend the last meeting and that the work should be completed in January. Most likely the Task Force will recommend an oversight committee be formed to monitor the ParaCruz service the District provides.

Paul Marcelin-Sampson clarified that acting Chair Schiffrin stated that the senior population in Santa Cruz in 1950 was 50%, when it actually was 15%. Mr. Marcelin-Sampson hopes the minutes will be modified to reflect the attitude of dismissal.

Paul also reported a motion had passed recommending that the District provide same day service for urgent medical trips.

ACTION: MOTION: DIRECTOR AINSWORTH SECOND: DIRECTOR REILLY

Accept the report of the Paratransit Coordination Task Force and final minutes of the October 20, 2004 meeting.

Motion passed unanimously with Director Rotkin being absent.

5-1.12

8. CONSIDERATION OF AWARD OF CONTRACT FOR LONG TERM DISABILITY INSURANCE

Item was deferred to the December Board Meeting.

9. CONSIDERATION OF PARACRUZ OPERATIONS STATUS REPORT

Bryant Baehr gave a PowerPoint presentation and said the first few days were a bit hectic as expected, but towards the end of the first week things smoothed out. Mr. Baehr reported that he, Steve Paulson and District Counsel are working on revising the "no-show" policy to bring to the Board for consideration in December or January. Mr. Baehr also reported that District Counsel has developed a policy to accommodate larger wheelchairs on a first come basis; the Stroke Center arrangement is working out well; and that more outreach materials will be distributed regarding the "ready-window" and shared rides. In January, there will be a more comprehensive Staff Report giving the Board the opportunity to see which types of reports are available and determine what information should be included in the monthly Staff Reports.

Director Spence added that ParaCruz continues to run smoother each day and the employees are very dedicated.

ACTION: MOTION: DIRECTOR SKILLICORN SECOND: DIRECTOR REILLY

Accept the ParaCruz Operations Status Report.

Motion passed unanimously with Director Rotkin being absent.

CHAIR REILLY TOOK ITEM #13 OUT OF ORDER AT THIS TIME

13. CONSIDERATION OF A RESOLUTION OF APPRECIATION AND RECOGNITION FOR THE SERVICES OF LINDA WILSHUSEN AS THE EXECUTIVE DIRECTOR OF THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

Linda Wilshusen was presented with a Resolution of Appreciation and Recognition for her years of service as the Executive Director of the Santa Cruz Regional Transportation Commission.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR REILLY

Move approval of a Resolution of Appreciation and Recognition for the services of Linda Wilshusen as the Executive Director of the Santa Cruz County Regional Transportation Commission.

Motion passed by unanimously affirmative voice vote in lieu of a roll call vote with Director Rotkin being absent.

11. CONSIDERATION OF STATUS OF FEDERAL LEGISLATION AND THE IMPACT ON MAJOR CAPITAL PROJECTS AT METRO

5-1.13

Summary:

Mark Dorfman reported that the TEA-21 Act expired on September 30, 2003 and was extended through May 31, 2005. Depending on which new proposed version passes, one has approximately \$6 million for METRO and the other has approximately \$16 million. If a Reauthorization Bill is not enacted in 2005, it could not happen until 2009. This directly affects the MetroBase Project, and the District may have to look at phasing the project if the funding is not available.

Bonnie Morr added that UTU's National Legislative Director has also been pushing to make this happen.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR REILLY

Accept report on the status of Federal Legislation and the impact on METRO Capital Projects.

Motion passed unanimously with Director Rotkin being absent.

12. CONSIDERATION OF A RESOLUTION TO POSTHUMOUSLY REDEDICATE THE SCOTTS VALLEY PARK AND RIDE CENTER AS THE BART CAVALLARO TRANSIT CENTER IN RECOGNITION OF HIS SERVICE ON THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR REILLY

Move approval of a Resolution to Posthumously Rededicate the Scotts Valley Park and Ride Center at the Bart Cavallaro Transit Center in recognition of his service on the Board of Directors of the Santa Cruz Metropolitan Transit District.

Motion passed by unanimously affirmative voice vote in lieu of a roll call vote with Director Rotkin being absent.

Mark Dorfman reported the rededication ceremony would probably happen in March and that the Cavallaro family would be attending.

16. CONSIDERATION OF AMENDING CONTRACT WITH TRISTAR FOR THIRD PARTY ADMINISTRATION SERVICES FOR WORKERS COMPENSATION CLAIMS

Tom Stickel reported that this is a simple 2-month extension to allow for time to evaluate proposals received for a new contract.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR HINKLE

Authorize the General Manager to execute an extension of the contract with Tristar Risk Management through February 28, 2005.

Motion passed unanimously with Director Rotkin being absent.

5-1.14

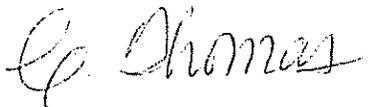
17. **REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel**

Chair Reilly reported that all items on the Regular Closed Session Agenda would be deferred to the December Board Meeting due to Les White's absence today.

ADJOURN

There being no further business, Chair Reilly adjourned to a Special Meeting of the Board at 10:25 a.m.

Respectfully submitted,



CINDI THOMAS
Administrative Services Coordinator

DRAFT

5-1.15

Saturday Proposal
Paul Marcelin-Sampson, Metro Riders Union

**Hwy
17**

SCMTD Route 69	21:21		
SCMTD Route 7N	21:25		
SCMTD Route 16	21:50		
SCMTD Route 71	22:00		
SCMTD Route 66	22:05		
Pacific Station		22:10	
SCMTD Route 35A North	21:52		
SCMTD Route 35 South	21:58		
Scotts Valley Transit Center		22:20	
		23:05	San Jose Diridon Station
		23:14	VTA Route 180
		23:10	Santa Clara Light Rail Station
		23:12	VTA Route 22 East
		23:24	VTA Route 22 West
		23:29	VTA Light Rail North
		23:29	VTA Light Rail South
		23:30	VTA Route 23
		23:32	VTA Route 22 East (Alt)
		23:12	San Jose State University
			No Connections

Lay over at safe location

<i>No Connections</i>			
San Jose State University		00:05	
VTA Route 180	23:53		
VTA Route 22 East	23:54		
VTA Route 22 West	23:54		
VTA Route 23	23:54		
VTA Light Rail South	23:55		
VTA Light Rail North	23:55		
Santa Clara Light Rail Station		00:07	
Amtrak Bus from Stockton	23:40		
Caltrain	23:36		
Amtrak Bus from Oakland	23:59		
San Jose Diridon Station		00:12	
		00:50	Scotts Valley Transit Center
			No Connections
		01:05	Pacific Station
		01:15	SCMTD Route 16 Owl (School Term)
		01:30	SCMTD Route 19 Owl (School Term)

Optional

Stops not in boldface are not timepoints (timing is approximate)
This is one of three sample schedules; separate ones were drawn up for weekdays and for Sunday

5-1.16

BENEFIT: Provides later "last departure times" toward Santa Cruz, allowing transit riders to engage in a more normal range of activities.

<u>City / Location</u>	<u>Current</u>	<u>As Proposed</u>	<u>Improvement</u>
San Diego	9:30 AM	12:00 PM	2:30
Los Angeles	12:30 PM	3:00 PM	2:30
Calistoga	4:30 PM	6:30 PM	2:00
Santa Rosa	4:45 PM	7:00 PM	2:15
Napa	6:00 PM	7:45 PM	1:45
Davis	6:00 PM	9:00 PM	3:00
Vallejo	7:00 PM	9:00 PM	2:00
San Francisco (SBC Park - Giants baseball)	8:00 PM	10:00 PM	2:00
Stockton	8:00 PM	10:00 PM	2:00
San Francisco International Airport	8:15 PM	10:00 PM	1:45
Pleasanton	8:15 PM	10:15 PM	2:00
Oakland Airport	8:30 PM	10:00 PM	1:30
Sacramento	5:30 PM	8:30 PM	3:00
Berkeley	7:15 PM	10:15 PM	3:00
Oakland	7:30 PM	10:45 PM	3:15
Fremont	8:15 PM	11:15 PM	3:00
Palo Alto	9:15 PM	11:15 PM	2:00
San Jose (Kaiser Santa Teresa Hospital)	9:15 PM	11:15 PM	2:00
San Jose International Airport	9:15 PM	11:30 PM	2:15
Cupertino (De Anza College)	9:30 PM	11:30 PM	2:00
Santa Clara (Paramount's Great America)	9:45 PM	11:15 PM	1:30
Milpitas (Great Mall)	10:00 PM	11:30 PM	1:30
San Jose (HP Arena)	10:30 PM	12:15 AM	1:45

(This table shows the latest possible departure time for someone traveling from one of the points listed to Santa Cruz and using the fastest combination of public transportation services. All times rounded to the nearest quarter hour.)

BENEFIT: Provides later "last departure times" toward the San Francisco Bay Area, allowing transit riders to engage in a more normal range of activities.

<u>City / Location</u>	<u>Current</u>	<u>As Proposed</u>	<u>Improvement</u>
Watsonville (Downtown)	8:00 PM	9:00 PM	1:00
Boulder Creek	8:30 PM	9:45 PM	1:15
Aptos (Cabrillo College)	8:40 PM	9:40 PM	1:00
Soquel Village	8:40 PM	9:40 PM	1:00
Live Oak (Portola and Thirtieth)	8:42 PM	9:42 PM	1:00
University of California, Santa Cruz	8:45 PM	9:30 PM	0:45
Capitola (Capitola Mall)	9:05 PM	9:55 PM	0:50
Santa Cruz (Downtown)	9:15 PM	10:15 PM	1:00
Scotts Valley	9:45 PM	10:15 PM	0:30

(This table shows the latest possible departure time for someone traveling from one of the points listed to San Jose and using the fastest feeder bus. All times rounded to the nearest quarter hour.)

BENEFIT: Restores previously canceled service, and associated regional transit connections.

- Restores one of the late-night Santa Cruz to San Jose (northbound) bus trips canceled earlier this year.
- Restores the late-night San Jose to Santa Cruz (southbound) bus trip canceled several years ago.
- Restores the connection to the last southbound Capitol Corridor train/bus trip.
- Restores the connection to the second-last southbound Caltrain trip.
- Restores the connection to the last northbound VTA Route 180 express (destination: Fremont BART).
- Restores connections to late-night VTA Route 22 buses (Route 22 = busiest bus route in Silicon Valley).
- Restores connections to late-night VTA Route 23 buses.
- Restores late-night connections from San Lorenzo Valley and Scotts Valley to the Bay Area.

S-1.17

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

SPECIAL Open Session Minutes- Board of Directors

November 19, 2004

A SPECIAL Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, November 19, 2004 at the Watsonville City Council Chambers, 250 Main Street, Watsonville, CA.

Chair Reilly called the meeting to order at 10:26 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Jan Beautz
Michelle Hinkle
Mike Keogh
Dennis Norton
Emily Reilly
Dale Skillicorn
Pat Spence
Mark Stone
Marcela Tavantzis

DIRECTORS ABSENT

Mike Rotkin

STAFF PRESENT

Frank Cheng, MetroBase Project Manager
Mark Dorfman, Assistant General Manager
Margaret Gallagher, District Counsel

Elisabeth Ross, Finance Manager
Tom Stickel, Fleet Maintenance Manager

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

Margaret Gallagher reported that there would be a discussion with METRO's Property Negotiator regarding property at 110 Vernon Street, Santa Cruz.

3. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None.

SECTION II: CLOSED SESSION

Chair Reilly adjourned to SPECIAL Closed Session at 10:35 a.m. and reconvened to SPECIAL Open Session at 10:59 a.m.

5-1.18

SECTION III: RECONVENE TO OPEN SESSION

4. REPORT OF CLOSED SESSION

Margaret Gallagher stated that there was nothing to report at this time.

5. CONSIDERATION OF FIVE YEAR LEASE OF SPACE AT 110 VERNON STREET FOR FLEET MAINTENANCE ADMINISTRATION, METROBASE PROJECT ADMINISTRATION, AND METROBASE CONSTRUCTION MANAGEMENT OFFICES

ACTION: MOTION: DIRECTOR AINSWORTH SECOND: DIRECTOR REILLY

Authorize the General Manager to execute a lease with Broughton Land, Inc. for space located at 110 Vernon Street for the MetroBase Project.

Motion passed unanimously with Director Rotkin being absent.

ADJOURN

There being no further business, Chair Reilly adjourned the SPECIAL meeting at 11:01 a.m.

Respectfully submitted.

C. Thomas
CINDI THOMAS
Administrative Services Coordinator

5-1.19

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

DATE: 11/01/04 THRU 11/30/04

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
13740	11/05/04	452.00	001042	EMPLOYER'S HEALTH SVCS, LLC		2840	SEP DRUG TESTING	452.00	
13741	11/05/04	12,005.68	001043	VISION SERVICE PLAN		2841	NOV VISION INSURANCE	12,005.68	
13742	11/05/04	133,831.16	001316	DEVCO OIL		2842	OCT FUEL	133,831.16	
13743	11/05/04	808.65	001379	SAFETY-KLEEN SYSTEMS, INC.		2843	HAZ WASTE DISPOSAL	808.65	
13744	11/05/04	164.77	001454	MONTEREY BAY OFFICE PRODUCTS		2844	9/1-11/30 COPIER/ADM	154.20	
						2869	TONER FREIGHT/ADM	10.57	
13745	11/05/04	18,772.50	001616	UNUM		2845	NOV LTD INSURANCE	18,772.50	
13746	11/05/04	150.00	002017	NATIONAL EMPLOYMENT LAW INST.		2870	EEO & LAW MANUAL 150	150.00	
13747	11/05/04	12.16	002063	COSTCO		2846	LOCAL MEETING EXP	12.16	
13748	11/05/04	3,750.00	002346	CHANNEY, CAROLYN & ASSOC., INC.		2847	NOV LEGISLATIVE SVCS	3,750.00	
13749	11/05/04	775.23	002459	SCOTTS VALLEY WATER DISTRICT		2848	8/9-10/11 KINGS VLG	28.50	
						2849	8/9-10/11 KINGS VLG	746.73	
13750	11/05/04	512.00	002567	DEPARTMENT OF JUSTICE		2850	SEP FINGERPRINTS	512.00	
13751	11/05/04	10.62	002707	PITNEY BOWES CREDIT CORP		2851	POSTAGE METER/PLANG	10.62	
13752	11/05/04	1,297.72	009	PACIFIC GAS & ELECTRIC		2852	9/25-10/25 SAKATA	10.65	
						2853	9/30-10/28 RODRIGUEZ	1,250.00	
						2854	9/30-10/28 RODRIGUEZ	37.07	
13753	11/05/04	387.87	020	ADT SECURITY SERVICES INC.		2855	NOV ALARMS	387.87	
13754	11/05/04	1,923.49	074	KENVILLE LOCKSMITHS	7	2856	OCT LOCKS/KEYS	1,923.49	
13755	11/05/04	1,344.83	157	DELL MARKETING L.P.		2857	DELL OPTIPLEX TWR/PT	1,344.83	
13756	11/05/04	91.85	166	HOSE SHOP, THE		2858	REPAIRS/MAINTENANCE	91.85	
13757	11/05/04	1,536.00	180	MANPOWER		2859	TEMP/IT W/E 10/3	1,536.00	
13758	11/05/04	139.64	186	WILSON, GEORGE H., INC.		2860	REPAIRS/MAINTENANCE	139.64	
13759	11/05/04	287.13	341	GRANITE CONSTRUCTION CO.		2861	BASEROCK	287.13	
13760	11/05/04	55,149.98	475	TRAPEZE SOFTWARE GROUP, INC.		2871	TRAPEZE FOR PT	55,149.98	
13761	11/05/04	243,332.32	502	CA PUBLIC EMPLOYEES'		2862	NOV MEDICAL INS	243,332.32	
13762	11/05/04	9,056.25	683	TRISTAR RISK MANANGEMENT		2863	NOV WC SVC FEE	9,056.25	
13763	11/05/04	933.80	733	CLAREMONT BEHAVIORAL SERVICES		2864	NOV EAP PREMIUM	933.80	
13764	11/05/04	28.10	848	SANTA CRUZ ELECTRONICS, INC.		2865	COMPUTER SUPPLIES/IT	28.10	
13765	11/05/04	896.00	852	LAW OFFICES OF MARIE F. SANG	7	2866	WORKERS COMP CLAIMS	896.00	
13766	11/05/04	38,688.92	875	PACIFICARE DENTAL		2867	NOV DENTAL	38,688.92	
13767	11/05/04	98,833.93	975	TRISTAR RISK MANAGEMENT NO. 2		2868	OCT TRUST ACCOUNT	98,833.93	
13768	11/12/04	1,815.00	001027	OVERLAND PACIFIC & CUTLER, INC		2914	MB PROF SVCS SEP04	1,815.00	
13769	11/12/04	392.84	001040	TERRYBERRY CO., LLC		2915	EMPLOYEE INCENTIVE	392.84	
13770	11/12/04	564.00	001042	EMPLOYER'S HEALTH SVCS, LLC		2916	SEP/OCT DRUG TEST	564.00	
13771	11/12/04	224.40	001296	LEXISNEXIS MATTHEW BENDER		2917	LBR & EMPLOY REL#31	224.40	
13772	11/12/04	330.87	001315	WASTE MANAGEMENT		2918	OCT MT HERMON/KINGS	43.27	
						2919	OCT KINGS VILLAGE	145.23	
						2920	OCT RESEARCH PARK	142.37	
13773	11/12/04	1,179.07	001346	CITY OF SANTA CRUZ		2921	04/05 STRM/FLD WATER	1,179.07	
13774	11/12/04	1,772.76	001365	BORTNICK, ROBERT S. & ASSOC.	7	2922	INVESTIGATIVE SVCS	1,772.76	
13775	11/12/04	1.09	001458	AT&T		2923	050 670 1867 001	1.09	
13776	11/12/04	225.00	001492	EVERGREEN OIL INC.		2924	HAZ WASTE DISPOSAL	225.00	
13777	11/12/04	1,386.00	001523	SANTA CRUZ MEDICAL CLINIC	7	2925	SEP MEDICAL	1,386.00	
13778	11/12/04	4,312.90	001800	THERMO KING OF SALINAS, INC		2872	OUT REPAIR REV VEH	4,312.90	
13779	11/12/04	10.00	001944	SANTA CRUZ COUNTY LAW LIBRARY		2926	COPIES/LEGAL	10.00	
13780	11/12/04	445.82	001A	SBC/MCI		2927	OCT PHONE/IT	92.08	
						2928	OCT PHONE/IT	176.87	
						2929	OCT PHONE/IT	176.87	
13781	11/12/04	1,136.95	002063	COSTCO		2930	OFFICE SUPPLIES/PT	1,136.95	

1.2-5

CHECK JOURNAL DETAIL BY CHECK NUMBER
ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 11/01/04 THRU 11/30/04

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
13782	11/12/04	672.00	002109	CITY OF SANTA CRUZ/PARKING		2931	PARKING PERMITS	672.00	
13783	11/12/04	2,000.00	002267	SHAW & YODER, INC.		2932	SEP LEGISLATIVE SVCS	2,000.00	
13784	11/12/04	2,550.00	002287	CALIFORNIA SERVICE EMPLOYEES		2933	NOV MEDICAL	2,550.00	
13785	11/12/04	26,325.90	002295	FIRST ALARM		2934	OCT SECURITY	26,325.90	
13786	11/12/04	2,000.00	002352	U.S. POSTAL SERVICE(AMS-TMS)		2935	POSTAGE FOR METER	2,000.00	
13787	11/12/04	12,854.70	002380	MOBILE STORAGE GROUP, INC.		2873	3 STORAGE CONTAINERS	12,854.70	
13788	11/12/04	1,045.00	002385	OPTIMUM BUSINESS MACHINES	7	2874	MAINT COPIER/FLT	1,045.00	
13789	11/12/04	210.80	002388	DOGHERRA'S	7	2875	TOWING FORD E350	210.80	
13790	11/12/04	12.39	002447	SETON IDENTIFICATION PRODUCTS		2936	NAMEPLATE/LGL 2	12.39	
13791	11/12/04	891.59	002504	TIFCO INDUSTRIES		2876	PARTS & SUPPLIES	891.59	
13792	11/12/04	178.89	002639	NEXTEL COMMUNICATIONS		2877	9/26-10/25 PHONES	178.89	
13793	11/12/04	96.76	004	NORTH BAY FORD LINC-MERCURY		2878	REV VEH PARTS	96.76	
13794	11/12/04	11,307.97	009	PACIFIC GAS & ELECTRIC		2937	9/30-10/29 HRVY WEST	44.63	
						2938	9/30-10/29 GOLF CLUB	318.89	
						2939	9/30-10/29 GOLF CLUB	2,076.76	
						2940	9/30-10/29 RIVER ST	2,100.40	
						2941	9/30-10/29 111 DUB	923.57	
						2942	9/30-10/29 111 DUB	612.75	
						2943	9/30-10/29 RIVER ST	237.58	
						2944	9/30-10/29 370 ENC	2,844.68	
						2945	9/30-10/29 370 ENC	256.22	
						2946	10/5-11/3 PACIFIC	1,046.10	
						2947	10/5-11/3 PACIFIC	640.86	
						2948	10/5-11/3 PACIFIC	205.53	
13795	11/12/04	775.74	018	SALINAS VALLEY FORD SALES		2879	REV VEH PARTS	775.74	
13796	11/12/04	2,383.74	041	MISSION UNIFORM		2880	OCT UNIFORM/LAUNDRY	22.05	
						2881	OCT UNIFORMS/LAUNDRY	2,361.69	
13797	11/12/04	138.46	045	ROYAL WHOLESALE ELECTRIC		2949	REPAIRS/MAINT PT	138.46	
13798	11/12/04	292.72	050	PITNEY BOWES INC.		2950	POSTAGE METR SUPPLYS	292.72	
13799	11/12/04	1,048.32	059	BATTERIES USA, INC.		2882	REV VEH PARTS	1,048.32	
13800	11/12/04	14,287.29	079	SANTA CRUZ MUNICIPAL UTILITIES		2951	8/27-10/27 PACIFIC	175.16	
						2952	8/27-10/27 PACIFIC	4,342.20	
						2953	8/25-10/25 GOLF CLUB	1,649.18	
						2954	8/25-10/25 370 ENC	143.85	
						2955	8/25-10/25 370 ENC	1,745.80	
						2956	8/25-10/25 RIVER ST	4,850.50	
						2957	8/25-10/25 111 DUB	1,380.60	
13801	11/12/04	7,366.50	085	DIXON & SON TIRE, INC.		2883	OUT REPAIR REV VEH	160.45	
						2884	OCT TIRES/TUBES	7,206.05	
13802	11/12/04	30.29	104	STATE STEEL COMPANY		2885	PARTS & SUPPLIES	30.29	
13803	11/12/04	878.58	107	SAN LORENZO LUMBER		2958	REPAIRS/MAINTENANCE	878.58	
13804	11/12/04	40.55	117	GILLIG CORPORATION		2886	REV VEH PARTS	40.55	
13805	11/12/04	1,260.64	135	SANTA CRUZ AUTO PARTS, INC.		2887	SMALL TOOLS	206.71	
						2888	REV VEH PARTS/SUPPLY	1,053.93	
13806	11/12/04	1,524.27	148	ZEP MANUFACTURING COMPANY		2889	REV VEH PARTS	237.07	
						2890	CLEANING SUPPLIES	1,287.20	
13807	11/12/04	868.34	166	HOSE SHOP, THE		2891	PARTS & SUPPLIES	868.34	
13808	11/12/04	790.30	170	TOWNSEND'S AUTO PARTS		2892	REV VEH PARTS/SUPPLY	790.30	
13809	11/12/04	521.86	172	CENTRAL WELDER'S SUPPLY, INC.		2893	PARTS & SUPPLIES	521.86	
13810	11/12/04	1,851.77	180	MANPOWER		2894	TEMP W/E 10/15 FLT	315.77	

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CHECK JOURNAL DETAIL BY CHECK NUMBER
ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 11/01/04 THRU 11/30/04

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
13811	11/12/04	4,839.05	183	BAYSHORE TRUCK EQUIPMENT CO.		2959	TEMP/IT W/E 10/10	1,536.00	
13812	11/12/04	25.00	188	PACIFIC BUS MUSEUM		2895	REBUILD DIFFERENTIAL	4,839.05	
13813	11/12/04	715.41	191	GOLDEN GATE PETROLEUM		2913	ANNUAL MEMBERSHIP	25.00	
13814	11/12/04	1,073.35	196	LIFT-U-INC.		2896	OCT FUEL FLEET	715.41	
13815	11/12/04	1,940.27	282	GRAINGER		2897	REV VEH PARTS	1,073.35	
13816	11/12/04	2,851.60	294	ANDY'S AUTO SUPPLY		2898	CLEAN/SAFETY SUPPLY	1,940.27	
13817	11/12/04	153.00	367	COMMUNITY TELEVISION OF		2899	REV VEH PARTS/SUPPLY	2,851.60	
13818	11/12/04	283.57	434	VERIZON WIRELESS-PAGERS		2960	TV COVERAG 10/22 MTG	153.00	
13819	11/12/04	53.29	434B	VERIZON CALIFORNIA		2961	NOV PAGERS	283.57	
13820	11/12/04	112.58	436	WEST PAYMENT CENTER		2900	MT BIEWLASKI	53.29	
13821	11/12/04	256.45	447	FERRIS HOIST & REPAIR, INC.		2962	CA CIVIL TRIALS/LGL	112.58	
13822	11/12/04	200.00	452	DEPARTMENT OF CONSUMER AFFAIRS		2901	OUT REPAIR HOIST	256.45	
13823	11/12/04	782.35	461	VULTRON INC.		2963	M FENN/CPA LICENSE	200.00	
13824	11/12/04	375.00	478	BEE CLENE	0	2902	REV VEH PARTS	782.35	
13825	11/12/04	2,018.86	480	DIESEL MARINE ELECTRIC, INC.		2964	CUSTODIAL SVCS/CRPTS	375.00	
13826	11/12/04	321.00	481	PIED PIPER EXTERMINATORS, INC.		2903	REV VEH PARTS	2,018.86	
						2965	OCT PEST CONTROL/	271.00	
						2966	CHINA EXPRESS	50.00	
13827	11/12/04	136.76	486	BRENTON SAFETY, INC.		2904	SAFETY SUPPLIES	136.76	
13828	11/12/04	2,185.00	490	FAST RESPONSE ON-SITE		2905	PROF/TECH & FEES	1,805.00	
						2906	PROF/TECH & FEES	380.00	
13829	11/12/04	49.90	504	CUMMINS WEST, INC.		2907	REV VEH PARTS	49.90	
13830	11/12/04	215.64	511	LUMINATOR		2908	REV VEH PARTS	215.64	
13831	11/12/04	572.66	580	BLOCK AND COMPANY, INC.		2967	CURRENCY COUNTER/PT	572.66	
13832	11/12/04	793.16	664	BAY COUNTIES PITCOCK PETROLEUM		2909	ENGINE OIL/DUB	793.16	
13833	11/12/04	70.00	682	WEISS, AMY L.	7	2968	PROF SVCS 10/22	70.00	
13834	11/12/04	438.58	711	GLASS DOCTOR	7	2910	OUT REPAIR REV VEH	438.58	
13835	11/12/04	4,874.39	851	I.M.P.A.C. GOVERNMENT SERVICES		2969	4055019201231022	4,874.39	
13836	11/12/04	256.87	856	ANGI INTERNATIONAL LLC		2970	CNG ELEMENT/2200	256.87	
13837	11/12/04	967.50	873	HARO, KASUNICH & ASSOC., INC.		2971	PROF SVCS/BUS STOPS	967.50	
13838	11/12/04	240,750.64	904	RNL DESIGN		2972	PROF SVCS THRU 9/30	237,877.19	
						2973	REIMBRS EXP TO 9/30	2,873.45	
13839	11/12/04	6,297.94	909	CLASSIC GRAPHICS		2911	OUT REPAIR REV VEH	6,297.94	
13840	11/12/04	34.00	E308	FALLAU, NICHOLAS		2912	DRIVER LICENSE	34.00	
13841	11/12/04	54.94	E346	BRONDSTATTER, WALLY		2974	OFFICE SUPPLIES/PT	54.94	
13842	11/12/04	34.00	E370	HART, JUSTIN		2975	DMV FEES	34.00	
13843	11/12/04	37.90	E404	WILSON, BONNIE		2976	FLAG DISPLY CASE/OPS	37.90	
13844	11/12/04	37.75	E476	PAULSON, STEVEN		2977	OFFICE SUPPLIES/PT	37.75	
13845	11/12/04	20.07	M016	HICKLIN, DONALD KENT		2980	AUG 04 MEDICAL PREM	20.07	
13846	11/12/04	1,070.36	R429	UNIVERSITY OF CALIFORNIA,		2978	SETTLEMENT CLAIM	1,070.36	
13847	11/19/04	991.44	001	SBC		2998	NOV PHONE/IT	595.52	
						2999	NOV PHONES	395.92	
13848	11/19/04	6,820.00	001026	DRIVER ALLIANT INSURANCE		3000	WC BROKER SVCS	6,820.00	
13849	11/19/04	377.27	001031	AMSAN WEST		3001	CLEANING SUPPLIES	377.27	
13850	11/19/04	275.52	001039	GRAFFITI REMOVAL, INC.		2981	VANDAL GUARD	275.52	
13851	11/19/04	436.46	001052	MID VALLEY SUPPLY		3002	CLEANING SUPPLIES	436.46	
13852	11/19/04	12,360.31	001053	IDVILLE		3003	UNIFORMS/PT 12360	12,360.31	
13853	11/19/04	4,935.67	001063	NEW FLYER INDUSTRIES LIMITED		2982	REV VHE PARTS 257	256.50	
						2983	REV VEH PARTS 1585	1,585.02	
						2984	REV VEH PARTS 3094	3,094.15	

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DATE: 11/01/04 THRU 11/30/04

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
13854	11/19/04	1,500.00	001090	BLUE DOLPHIN CAFE	7	3004	NOV CUSTODIAL SVCS	1,500.00	
13855	11/19/04	1,407.05	001119	MACERICH PARTNERSHIP LP	7	9000233	CAPITOLA MALL RENT	1,407.05	
13856	11/19/04	35.67	001648	STEVE'S UNION SERVICE		2985	OCT FUEL	35.67	
13857	11/19/04	728.94	001856	BAY COMMUNICATIONS	7	3005	OUT REPAIR PHONES	728.94	
13858	11/19/04	12.94	001976	SPORTWORKS NORTHWEST, INC.		2986	SHIPPING	12.94	
13859	11/19/04	4,237.82	001A	SBC/MCI		3006	OCT PHONES/PT	2,045.08	
						3007	OCT PHONES	2,192.74	
13860	11/19/04	116.74	002063	COSTCO		3008	COFFEE CLUB SUPPLIES	81.78	
						3009	PHOTO PROCESS/OPS	34.96	
13861	11/19/04	586.99	002106	AMERICAN SUPPLY COMPANY		3010	CLEANING SUPPLIES	586.99	
13862	11/19/04	31,581.00	002116	HINSHAW, EDWARD & BARBARA	7	9000234	120 DUBOIS RENT	6,435.77	
						9000235	370 ENCINAL RENT	25,145.23	
13863	11/19/04	10,794.22	002117	IULIANO, NICK	7	9000236	111 DUBOIS RENT	10,794.22	
13864	11/19/04	605.13	002504	TIFCO INDUSTRIES		2987	PARTS & SUPPLIES	605.13	
13865	11/19/04	1,887.75	002607	CTC ANALYTICAL SERVICES		2988	OUT REPAIR REV VEH	1,887.75	
13866	11/19/04	1,142.12	002624	DIGITAL RECORDERS		2989	REV VEH PARTS	1,142.12	
13867	11/19/04	539.68	007	UNITED PARCEL SERVICE		2990	OCT/NOV FREIGHT OUT	539.68	
13868	11/19/04	12,237.99	009	PACIFIC GAS & ELECTRIC		2991	9/30-10/29 CNG/E RVR	2,287.27	
						2992	9/30-10/31 CNG/G RVR	9,504.20	
						3011	10/13-11/10 PAUL SWT	90.69	
						3012	10/9-11/8 KINGS VLG	340.06	
						3013	10/10-11/8 KINGS VLG	15.77	
13869	11/19/04	123.65	036	KELLY-MOORE PAINT CO., INC.		3014	BENCH PAINT/2200	123.65	
13870	11/19/04	399.75	041	MISSION UNIFORM		3015	OCT UNIFORMS/LAUNDRY	399.75	
13871	11/19/04	234.44	042	ORCHARD SUPPLY HARDWARE		3016	REPAIRS/MAINTENANCE	234.44	
13872	11/19/04	2,314.30	043	PALACE ART & OFFICE SUPPLY		3057	OFFICE SUPPLIES	2,314.30	
13873	11/19/04	312.60	045	ROYAL WHOLESALE ELECTRIC		3017	PLUGS/LAMPS/LITES PT	312.60	
13874	11/19/04	317.90	067	ROTO-ROOTER		3018	OUT REPAIR BLDGS/IMP	96.45	
						3019	OUT REPAIR BLDGS/IMP	221.45	
13875	11/19/04	1,227.49	074	KENVILLE LOCKSMITHS	7	3020	OCT LOCKS/KEYS	512.12	
						3021	SAFE/PARACRUZ	715.37	
13876	11/19/04	243.78	075	COAST PAPER & SUPPLY INC.		3022	CLEANING SUPPLIES	243.78	
13877	11/19/04	59.25	079	SANTA CRUZ MUNICIPAL UTILITIES		3023	OCT LANDFILL	59.25	
13878	11/19/04	2,446.19	110	JESSICA GROCERY STORE, INC.		3024	NOV CUSTODIAN SVCS	2,446.19	
13879	11/19/04	627.20	117	GILLIG CORPORATION		2993	REV VEH PARTS	627.20	
13880	11/19/04	95.10	130	CITY OF WATSONVILLE UTILITIES		3025	10/1-10/12 SAKATA	13.45	
						3026	10/1-10/12 RODRIGUEZ	9.50	
						3027	10/1-11/1 SAKATA	72.15	
13881	11/19/04	50.22	148	ZEP MANUFACTURING COMPANY		3028	CLEANING SUPPLIES/PT	50.22	
13882	11/19/04	409.72	149	SANTA CRUZ SENTINEL		3029	OCT ADVERTISING	409.72	
13883	11/19/04	113.12	161	OCEAN CHEVROLET INC		2994	REV VEH PARTS	113.12	
13884	11/19/04	4,608.00	180	MANPOWER		3030	TEMP/IT W/E 10/17	1,536.00	
						3031	TEMP/IT W/E 10/24	1,536.00	
						3032	TEMP/IT W/E 10/31	1,536.00	
13885	11/19/04	120.37	192	ALWAYS UNDER PRESSURE		3033	REPAIRS/MAINTENANCE	120.37	
13886	11/19/04	1,243.26	215	IKON OFFICE SOLUTIONS		3034	MAINT COPIER/METRO	1,243.26	
13887	11/19/04	886.83	225	MISSION PRINTERS	7	3035	PRINT BUS PASSES	886.83	
13888	11/19/04	60.00	271	CARLSON, BRENT D., M.D., INC.	7	3036	NOV DRUG TESTING	60.00	
13889	11/19/04	291.28	282	GRAINGER		3037	CLEANING SUPPLIES/PT	291.28	
13890	11/19/04	53.49	378	STEWART & STEVENSON		2995	REV VEH PARTS	53.49	

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CHECK JOURNAL DETAIL BY CHECK NUMBER
ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 11/01/04 THRU 11/30/04

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
13891	11/19/04	193.61	395	APPLIED GRAPHICS, INC.		3038	A/L WAIT LIST/OPS	193.61	
13892	11/19/04	45.00	440	RUNFOROFFICE.COM	7	3039	OCT-DEC LOBBY REPORT	45.00	
13893	11/19/04	1,090.83	448	UNISOURCE		3040	CLEANING SUPPLIES	586.82	
						3041	COPY PAPER/ADM	504.01	
13894	11/19/04	15,463.00	475	TRAPEZE SOFTWARE GROUP, INC.		3042	TRAPEZE FOR PT	15,463.00	
13895	11/19/04	385.00	478	BEE CLENE	0	3043	CUSTODIAL SVCS/CRPTS	385.00	
13896	11/19/04	191.92	510	ASCOM HASLER LEASING		3044	DEC EQUIP RENTAL	191.92	
13897	11/19/04	71.51	566	ARROWHEAD MTN SPRING WATER		2996	OCT WATER FLEET	71.51	
13898	11/19/04	833.33	579	LAB SAFETY SUPPLY, INC.		3045	SAFETY SUPPLIES 821	833.33	
13899	11/19/04	1,565.93	583A	SBC PACIFIC BELL		3046	ACCESS ROUTERS/PT	1,565.93	
13900	11/19/04	1,071.50	592	R & S ERECTION OF		3047	REPAIR DOORS/MMF	1,071.50	
13901	11/19/04	1,806.00	616	BROWN ARMSTRONG		3048	AUDIT SERVICES	1,806.00	
13902	11/19/04	900.00	840	BOUCHARD, BRENT	7	9000237	VERNON ST RENT	900.00	
13903	11/19/04	70.15	848	SANTA CRUZ ELECTRONICS, INC.		3049	COMPUTER SUPPLIES/IT	70.15	
13904	11/19/04	3,009.30	852	LAW OFFICES OF MARIE F. SANG	7	3050	WORKERS COMP CLAIMS	1,274.00	
						3051	WORKERS COMP CLAIMS	1,735.30	
13905	11/19/04	97.90	932	A.L. LEASE COMPANY, INC.		3052	REPAIRS/MAINTENANCE	97.90	
13906	11/19/04	129.12	937	BUSINESS & LEGAL REPORTS		3053	PAMPHLETS/LEGAL	129.12	
13907	11/19/04	511.90	939	EXECUTIVE SOFTWARE		3054	DISKEEPER MAINT/IT	511.90	
13908	11/19/04	71.47	944	MOORE WALLACE		3058	TAX FORMS - 1099	71.47	
13909	11/19/04	945.40	950	PARADISE LANDSCAPE	7	3055	NOV MAINT/IRRIGTN	945.40	
13910	11/19/04	34.00	E012	ASPESE, JOHN		2997	DRIVERS LICENSE	34.00	
13911	11/19/04	68.00	E061	HOLLY, ISAAC		3056	3 SUN HARD DRIVES/IT	68.00	
13912M	11/24/04	2,281.00	080	STATE BOARD OF EQUALIZATION		3175	OCT USE TAX PREPAY	2,281.00	MANUAL
				OCT USE TAX PREPAY					
13913M	11/29/04	105.95	R420	PAJARO VALLEY NEUROLOGICAL		3176	MEDICAL PAYMENT	105.95	MANUAL
				MEDICAL PAYMENT					
TOTAL		1,148,863.98		COAST COMMERCIAL BANK			TOTAL CHECKS	174	1,148,863.98

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**Santa Cruz METRO
November 2004 Ridership Report**

FAREBOX REVENUE AND RIDERSHIP SUMMARY BY ROUTE

ROUTE	REVENUE	RIDERSHIP	UC		UC Staff		S/D		S/D		Cabrillo	Bike	Passes/ Free Rides
			Student		Faculty	Day Pass	Riders	W/C	Day Pass				
10	\$ 1,422.19	28,499	24,400		1,967	13	30	20	6	181	593	1,054	
13	\$ 662.92	13,716	11,909		757	5	20	2	2	97	266	519	
15	\$ 1,872.53	39,052	34,134		2,247	27	43	28	6	304	817	1,167	
16	\$ 5,366.47	83,503	72,620		4,000	52	110	66	20	666	1,556	2,882	
19	\$ 1,446.51	27,205	23,722		1,306	10	76	12	18	215	519	1,028	
3B	\$ 1,594.89	3,530	375		156	48	115	44	18	258	68	1,649	
4	\$ 1,169.06	4,164	280		69	30	141	18	49	133	65	2,782	
7	\$ 458.21	1,098	97		30	10	77	3	25	73	12	605	
7N	\$ 1,441.16	2,418	456		83	1	57	2	3	180	133	744	
9	\$ 306.79	556	20		2	4	8	2	3	13	8	312	
12A	\$ 264.56	4,806	4,184		291	4	7	7	4	28	147	129	
12B	\$ 220.34	4,773	4,185		284	3	4	6	-	37	61	128	
20	\$ 1,708.00	19,561	16,052		852	25	75	6	4	298	320	1,208	
31	\$ 1,211.00	2,044	98		36	15	19	7	5	157	80	980	
32	\$ 541.26	884	33		12	3	2	4	1	32	19	454	
33	\$ 253.40	622	2		-	-	1	-	-	4	10	447	
34	\$ 179.80	206	-		-	-	-	-	-	-	4	99	
35	\$ 24,799.38	40,427	1,046		390	321	723	76	202	1,665	1,412	21,803	
40	\$ 1,938.11	2,153	35		15	77	18	3	14	52	38	980	
41	\$ 1,048.94	1,786	260		128	16	11	1	16	51	144	683	
42	\$ 985.89	1,298	160		38	6	16	4	3	38	116	436	
53	\$ 634.89	961	5		5	6	80	17	19	53	16	470	
54	\$ 498.32	953	11		4	9	30	15	14	156	63	485	
55	\$ 1,271.97	3,861	18		34	23	120	56	30	1,458	59	1,523	
56	\$ 313.11	849	8		10	6	16	8	6	248	26	399	
66	\$ 10,656.49	16,572	1,289		488	132	479	131	78	708	489	7,175	
68	\$ 6,067.15	10,653	1,285		403	116	260	49	56	482	282	4,662	
69	\$ 6,011.35	11,719	1,491		402	60	346	65	65	567	304	5,263	
69A	\$ 16,203.02	22,823	1,444		454	143	809	210	130	863	663	9,243	
69N	\$ 1,208.53	2,474	387		80	-	41	7	-	366	118	835	
69W	\$ 18,743.45	28,061	1,555		482	185	756	190	153	3,306	780	10,424	
70	\$ 2,805.20	7,382	284		115	34	153	38	26	2,621	188	2,520	
71	\$ 53,493.92	76,853	2,542		1,422	447	2,513	318	398	9,668	2,227	27,628	
72	\$ 3,740.18	4,227	-		22	49	194	13	30	288	48	1,506	
74	\$ 2,364.49	2,615	3		8	21	120	11	19	86	43	975	
75	\$ 7,419.87	8,254	10		19	72	365	20	51	305	106	3,042	
76	\$ 894.40	919	3		6	28	33	1	3	9	9	356	
79	\$ 1,187.76	1,514	6		12	15	153	82	45	67	6	630	
88	\$ 8.00	1,069	7		5	-	-	1	-	1	-	104	
91	\$ 4,044.22	5,796	135		166	109	70	25	18	947	229	1,942	
Unknown	\$ 219.48	256	-		39	7	-	4	2	35	20	6	
TOTAL	\$ 186,725.26	490,237	204,552		16,841	2,133	8,091	1,572	1,542	26,759	12,067	119,326	

ROUTE	REVENUE	RIDERSHIP	VTA/SC	17	S/D	ECO	Monthly Pass				
			Day Pass	CalTrain	Day Pass	Riders		W/C	METRO	Pass	Bike
17	\$ 31,824.55	17,753	30	50	145	961	43	3,829	205	860	9,276

RIDERSHIP	
Night Owl	3,931
Monte Shuttle	-
TOTAL	3,931

November Ridership	511,921
November Revenue	\$ 218,986.19

BUS OPERATOR LIFT TEST *PULL-OUT*

VEHICLE CATEGORY	TOTAL BUSES	AVG # DEAD IN GARAGE	AVG # AVAIL. FOR SERVICE	AVG # IN SERVICE	AVG # SPARE BUSES	AVG # LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLYER/HIGHWAY 17 - 40'	7	1	6	0	6	0	100%
FLYER/LOW FLOOR - 40'	12	2	10	7	3	7	100%
FLYER/LOW FLOOR - 35'	18	2	16	13	3	13	100%
FLYER/HIGH FLOOR - 35'	15	1	14	6	8	6	100%
GILLIG/SAM TRANS - 40'	10	1	9	3	6	3	100%
DIESEL CONVERSION - 35'	15	2	13	11	2	11	100%
DIESEL CONVERSION - 40'	14	3	11	8	3	8	100%
ORION/HIGHWAY 17 - 40'	11	1	10	7	3	7	100%
CHAMPION	2	0	2	1	1	1	100%
TROLLEY	1	0	1	0	1	0	100%
CNG NEW FLYER - 40'	8	1	7	6	1	6	100%

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PASSENGER LIFT PROBLEMS

MONTH OF NOVEMBER 2004

BUS #	DATE	DAY	REASON
2211CN	30-Nov	TUESDAY	Coach comes out of kneel very slowly
2230CN	2-Nov	TUESDAY	After kneeling bus jerks violently up and down on acceleration
2230CN	9-Nov	TUESDAY	Problem with kneel
2301OR	9-Nov	TUESDAY	Kneel kicked on on freeway on it's own 2 beeps then went back off
2406GO	4-Nov	THURSDAY	Problem with lift
8079F	30-Nov	TUESDAY	Lift sticks when stowing
8082F	16-Nov	TUESDAY	W/C lift not working well
8082F	18-Nov	THURSDAY	Lift not responding at all
9834G	23-Nov	TUESDAY	Lift gets caught, barrier won't go up or down
9837G	1-Nov	MONDAY	Kneel delays about 5-10 seconds before working

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

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

Service Interruption Summary Report
Lift Problems
11/01/2004 to 11/30/2004

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	00:00/00.00	00:00/00.00	0:00	00:00/00.00	00:00/0	00:00/0

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XIV. Communications to METRO Board of Directors

XV. Items for Next Meeting Agenda

XVI. Adjournment

Next Meeting: Wednesday January 19, 2005 @ 6:00 pm
Santa Cruz Metro Center Conference Room
Santa Cruz Metro Center

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REVISED

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- METRO Advisory Committee (MAC)

October 20, 2004

A Regular Meeting of the METRO Advisory Committee (MAC) met on Wednesday, October 20, 2004 at the METRO Center Conference Room, 920 Pacific Avenue, Santa Cruz, CA.

At 6:08 p.m. METRO General Manager, Les White, announced that since MAC Chair Kanoa Dynek was absent and there was a quorum, the committee could proceed with their meeting. Vice-Chair Marcelin-Sampson called the meeting to order and asked for the roll call.

1. ROLL CALL:

MEMBERS PRESENT

Dan Alper
Kanoa Dynek, Chair (arrived after roll call)
Jeff Le Blanc
Paul Marcelin-Sampson, Vice-Chair
Matthew Melzer
Stuart Rosenstein
Robert Yount

MEMBERS ABSENT

Norm Hagen
James Sheldon
Lesley Wright

VISITORS PRESENT

Jeff North, UTU

STAFF PRESENT

Bryant Baehr, Operations Manager
Mark Dorfman, Assistant General Manager
Margaret Gallagher, District Counsel

Les White, General Manager

2. AGENDA ADDITIONS/DELETIONS

Items 7 and 10 are deferred to next month.

3. ORAL/WRITTEN COMMUNICATIONS

Oral: Paul Marcelin-Sampson stated that he would attempt to keep the meeting moving along and he would be taking agenda items out of order.

KANOA DYNEK ARRIVED AT THIS TIME

Les White informed Kanoa that Vice-Chair Paul Marcelin-Sampson had been acting as Chair in Kanoa's absence. Kanoa stated that it would be fine with him for Paul to continue in that capacity.

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4. CONSIDERATION OF MINUTES OF SEPTEMBER 22, 2004 MAC MEETING

Matthew Melzer stated that his name was misspelled in the September 22, 2004 Minutes.

ACTION: MOTION: PAUL MARCELIN-SAMPSON SECOND: DAN ALPER

ACCEPT AND FILE MINUTES OF SEPTEMBER 22, 2004 MAC MEETING WITH THE CORRECTION OF MATTHEW MELZER'S NAME

**Motion passed with Kanoa Dynek, Jeff Le Blanc, Stuart Rosenstein, Matthew Melzer and Robert Yount voting for; Dan Alper and Paul Marcelin-Sampson abstaining; and Norm Hagen, James Sheldon and Lesley Wright being absent.
(The file copy of the September 22, 2004 Minutes has been corrected).**

5. PARATRANSIT TASK FORCE UPDATE

Stuart Rosenstein advised MAC of what he learned by attending the recent ParaTransit Task Force meeting. He discussed the services provided by Community Bridges, rider payment procedures, service areas, and future ridership demands due to the aging population. He passed around two informational pamphlets. One pamphlet presented demographic information relative to future Paratransit ridership, while the second one listed the four goals of the ParaTransit Task Force. Both pamphlets are available from the ParaTransit Task Force. Les White gave MAC an oral history of the Paratransit Task Force, as well as a brief explanation of the roles of METRO and Community Bridges in relation to ADA ridership. He also discussed the upcoming transition from Community Bridges to METRO. He advised MAC of several important issues that the ParaTransit Task Force will need to address. Les explained the funding sources for METRO and ParaCruz. Jeff Le Blanc stated that MASTF wanted to retain door-to-door service rather than the minimum ADA mandated curb-to-curb service. Stuart advised MAC to feel free to e-mail him if they have questions relative to the ParaTransit Task Force.

ITEM #3 WAS TAKEN OUT OF ORDER AT THIS TIME

3. ORAL/WRITTEN COMMUNICATIONS

Oral: Since Kanoa was not present when oral communications were heard, he requested permission to comment. Paul Marcelin-Sampson said that would be fine. Kanoa asked that METRO consider removing bus shelters from bus stops that are no longer in service, and placing them at bus stops that are currently active, yet unsheltered. Les White said METRO is planning to do that. He stated the metal shelters are more easily moved than the old wooden ones. He stated the shelters should be moved to their new locations sometime within the next thirty days.

Oral: Jeff Le Blanc stated that BSAC would welcome input from interested bus riders regarding bus stop improvement. He encouraged MAC members and members of the public to contact BSAC should they have any suggestions or recommendations.

Oral: Matthew Melzer expressed concern that buses which service the UCSC campus are quite often filled to capacity and leave students at the curb. He asked whether it would be feasible for bus operators to screen potential bus riders who are boarding at campus stops to

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determine that they are boarding for an off-campus destination. Matthew stated that as an alternate plan, perhaps METRO could explore using 40' buses on campus to accommodate the crowds. Jeff North stated that it was his recollection that buses that service the UCSC campus are 35', but placing 40' buses on those routes may be feasible. He stated that when he drives campus routes, he does what he can to alert passengers that those who have off-campus destinations should be given priority-boarding status. Jeff suggested that the passengers themselves be more proactive by alerting others standing in line that they need the bus for an off-campus destination. Les White suggested placing a segregation stanchion where one side is for on-campus shuttles, and one side is for off-campus shuttles.

Oral: Jeff Le Blanc inquired as to the operation of the volume control on the talking bus. Bryant advised that a limited amount of volume control is possible. Discussion ensued relative to the talking bus, as well as confusion some people face as they try to locate specific buses at METRO Center.

6. CONSIDERATION OF METRO'S NO SMOKING POLICY

Robert Yount provided statistics on California's smoking trends. He stated his thoughts as to how bus operators should manage passengers who smoke at bus stops. He distributed a copy of a smoking policy that he would like to see METRO consider for adoption.

8. CONSIDERATION OF ACTIONS TAKEN BY THE CALIFORNIA TRANSPORTATION COMMISSION ON AUGUST 5, 2004 AND THE IMPACT ON METROBASE FUNDING

Les White distributed a news release that was issued by the Transportation Commission after they approved a re-programming of 7.5 million dollars in service transportation program funds. Les gave a brief synopsis of this issue.

9. DISCUSSION OF STATE OF CALIFORNIA GENERAL FUND DEBT TO TRANSPORTATION FUND

Les White updated MAC on the latest information relative to the general fund and the transportation fund.

11. REVIEW AND DISCUSSION OF THE STATE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) 2004/2009 AND THE SCCRTC EXPENDITURE PLAN BEING SUBMITTED TO THE VOTERS

No questions or comments.

12. CONSIDERATION OF BOARD RULES OF PROCEDURE

Paul Marcelin-Sampson suggested that MAC review the Board's Rules of Procedures for Meetings. Margaret Gallagher explained that the Board's Rules of Procedures would have to be modified in order to make them applicable to MAC. She explained that when rules are available in written form, it becomes possible for all members of an organization to know proper procedure. She explained that she prepared the Board's Rules of Procedures for Meetings to reflect METRO's specific needs. She offered to prepare some rules for MAC's use. Discussion ensued as to whether or not MAC would be in need of formal rules of procedure.

ACTION: MOTION: PAUL MARCELIN-SAMPSON SECOND: ROBERT YOUNT

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IN SIX MONTHS MAC WILL REVISIT THE RELEVANCE OF DEVELOPMENT OF RULES OF PROCEDURE FOR MAC MEETINGS

Motion passed unanimously with Norm Hagen, James Sheldon, and Lesley Wright being absent.

13. CONSIDERATION OF MEASURE J FOR THE NOVEMBER ELECTION

Paul Marcelin-Sampson requested that in the interest of time, that the time allotted for discussion of Measure J be limited to 25 minutes. No one objected. Jeff Le Blanc stated that he was of the opinion that MAC already discussed Measure J. Les White stated that the subject was once again an agenda item due to a request from Dan Alper. He said Dan requested the item be placed on the agenda since he was unable to participate in the previous discussion. Les gave a brief history of MAC's previous discussion of Measure J. Further discussion of the pros and cons of Measure J ensued. Jeff North provided information relative to driving Highway 1 as a bus operator, Bryant Baehr provided information relative to commuter lanes, and Les White answered questions relative to the intricacies of Measure J.

ACTION: MOTION: DAN ALPER

SECOND: MATTHEW MELZER

MAC OPPOSES THE PASSAGE OF MEASURE J

Motion passed with Dan Alper, Matthew Melzer, Stuart Rosenstein and Robert Yount voting for; Jeff Le Blanc and Paul Marcelin-Sampson voting against; Kanoa Dynek abstaining; and Norm Hagen, James Sheldon and Lesley Wright being absent.

14. DISCUSSION OF SURFBOARDS ON BUSES

Matthew Melzer stated that he did not request this item to be placed on the agenda. Stuart Rosenstein suggested that METRO should look at ways to provide service to all bus riders including those who carry surfboards. Dan Alper suggested that the issue of surfboards on buses be combined with bicycles on buses. Jeff Le Blanc said he was of the opinion that METRO's primary duty was to transport passengers to their destination in a safe manner. Discussion ensued regarding the scope of METRO's responsibility relative to providing service to passengers. Bryant Baehr provided technical information and ideas as to different ways buses could be modified to accommodate a variety of passenger needs.

15. COMMUNICATIONS TO METRO GENERAL MANAGER

None.

16. COMMUNICATIONS TO THE METRO BOARD OF DIRECTORS

None.

17. ITEMS FOR NEXT MEETING AGENDA

- Attendance
- Bus Shelter Redeployment
- Route 20 Bus Size
- Talking Bus Audio Issues

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- Helping People To Find Their Bus
- Bicycles and Surfboards on Buses
- Labor Costs
- No Smoking Policy
- UCSC and Cabrillo College Student Orientation to METRO

ADJOURN

There being no further business, Vice-Chair Marcelin-Sampson thanked everyone for their participation and he adjourned the meeting at 7:59 p.m.

Respectfully submitted,



Debi Prince
Administrative Secretary



Dear MASTF Members,

MASTF has had only a small number of people participating. There are several reasons for this, including burnout from the effort to save MASTF as an official Metro advisory group, and a lack of currently pressing needs.

Last month, MASTF voted to hold an Appreciation Party in December and then go on recess until November of 2005. I was re-elected Chair, and given the authority to call a special meeting before November if there is a pressing need to do so. It is hoped that when MASTF returns to session, we will be refreshed and ready to continue to our task of advising Metro about the needs of the Senior and Disabled Community.

Everyone - current and former MASTF members, Metro Board and Staff, SEIU and UTU members, interested others - all are invited to the December meeting. I'll present the Annual MASTF Report, we'll give out certificates of appreciation, and we'll share brownies, punch, and conversation.

Sharon L. Barbour
MASTF Chair



AGENDA

December 16, 2004

Metro Accessible Services Transit Forum (MASTF)*

(*An official Advisory group to the Metro Board of Directors and the ADA Paratransit Program)

Thursday, December 16, 2004 2:00-4:30 p.m.
The NIAC Building in the Training Center
333 Front Street, Santa Cruz, CA.

ELIGIBLE VOTING MEMBERS FOR THIS MEETING: Sharon Barbour, Ted Chatterton, Connie Day, Shelley Day, Jeff LeBlanc, Elizabeth Miller, Thom Onan, and Bob Yount

Public participation in MASTF meeting discussions is encouraged and greatly appreciated.

- I. Call to Order and Introductions
- II. Approval of the November 18, 2004 MASTF Minutes
- III. Oral Communication and Correspondence

MASTF will receive oral and written communications during this time on items NOT on this meeting agenda. Topics presented must be within the jurisdiction of MASTF. Presentations may be limited in time at the discretion of the Chair. MASTF members will not take action or respond immediately to any presentation, but may choose to follow up at a later time.

IV. Amendments to this Agenda

V. Ongoing Business

VI. New Business

a. Annual MASTF Report by Chair

b. Certificates of Appreciation

c. MASTF Appreciation party

MASTF COMMITTEE REPORTS

d. Reports from MASTF/Board liaisons.

e. Bus Stop Improvement Committee Report (Jeff LeBlanc)

i. Bus Stop Advisory Committee (BSAC) Report

f. Bus Service Committee Report (Connie Day)

i. MAC report

ii. Service Planning and Review Report

g. Training and Procedures Committee Report

h. The Paratransit Services Committee Report

i. Santa Cruz County Commission on Disabilities Report

i. Elderly and Disabled Transportation Advisory Committee (E&D TAC) Report (Bob Yount)

OTHER REPORTS

j. Paratransit Report

k. CCCIL ADA Paratransit Transportation Advocacy (Thom Onan)

l. UTU Report

m. SEIU/SEA Report

VII. Next Year's Agenda Items

VIII. Adjournment

Note: This meeting is held at a location that is accessible to persons using wheelchairs. If you have questions, or want additional information about MASTF, please contact Sharon Barbour by phone at (831) 338-6647, visit the MASTF web site at www.mastf.org or address email to chair@MASTF.Org



Minutes

November 18, 2004

Metro Accessible Services Transit Forum (MASTF) *

(*An official Advisory group to the Metro Board of Directors and the ADA Paratransit Program)

MASTF members present: Sharon Barbour, Ted Chatterton, Jeff LeBlanc, Elizabeth Miller, Thom Onan and Bob Yount

Members of the public Present: Cam Pierce

Metro staff present: Les White, Bryant Baehr

Board Members Present: None

MASTF motions related to the Metro Board of Directors: If Metro needs an additional committee for advice about Paratransit needs, that a minimum of 51% of the committee be made up of disabled members, including a minimum of 30% ADA Paratransit users

MASTF motions related to Metro Management: None

Other MASTF motions passed:

1. MASTF will go into recess until November 2005 following the December 2004 meeting. The Chair may

call an emergency meeting before that time if he/she feels there is a pressing need to do so.

2. MASTF will suspend voter attendance requirements for the November 2005 meeting.
-

I. Call to Order and Introductions: The meeting opened at 2:10 PM

II. Approval of the October 21, 2004 MASTF Minutes (LeBlanc/Yount) Passes unanimously.

III. Oral Communication and Correspondence

IV. Amendments to this Agenda – New business was moved to be addressed before ongoing business

IX. Ongoing Business

a. MASTF Membership Recruitment – Put on hold

b. MASTF Finances and Fund Raising – Finances reviewed

c. Paratransit Issues – SCCRTTC Paratransit committee discussed.

Motion to Metro Board that if they need an additional committee for advice about Paratransit needs, that a minimum of 51% of the committee be made up of disabled members, including a minimum of 30% ADA Paratransit users (LeBlanc/Onan) – Passes unanimously.

d. Status of METRO No Smoking Policy – Not discussed

X. New Business

a. Shall MASTF continue?

i. Motion that MASTF fold after the December meeting (LeBlanc/Yount) – Passes unanimously

ii. Motion to reconsider motion for MASTF to fold (LeBlanc/Yount) – Passes unanimously

- iii. Motion for MASTF to go into recess until November 2005 following the December 2004 meeting. The Chair may call an emergency meeting before that time if he/she feels there is a pressing need to do so. (LeBlanc/Yount) – Passes unanimously
 - iv. Motion to suspend voter attendance requirements for the November 2005 meeting. (LeBlanc/Yount) – Passes unanimously
 - b. MASTF elections
 - i. Nomination of Sharon Barbour for Chair (LeBlanc/Chatterton) – Passes unanimously
 - ii. Nomination of Jeff Leblanc as Vice-Chair (Onan/Chatterton) – Passes unanimously
 - iii. Consensus that no committee chairs will be elected at this time.
 - c. MASTF Christmas party – Motion to have an appreciation party rather than a Christmas party (Onan/LeBlanc) – passes unanimously
 - d. Certificates of Appreciation
 - i. Bryant Beahr
 - ii. Sam Story
 - iii. CCCIL
 - iv. Sharon Barbour

XI. MASTF COMMITTEE REPORTS

- a. Reports from MASTF/Board liaisons - None
- b. Bus Stop Improvement Committee Report (Jeff LeBlanc) - none
- c. Bus Service Committee Report (Connie Day)
 - i. MAC report - given
 - ii. Service Planning and Review Report - None
- d. Training and Procedures Committee Report - None
- e. The Paratransit Services Committee Report - None
- f. Elderly and Disabled Transportation Advisory Committee (E&D TAC) Report (Bob Yount) - None

OTHER REPORTS

- g. Paratransit Report
- h. CCCIL ADA Paratransit Transportation Advocacy
(Thom Onan)- Nothing to report
- i. UTU Report - None
- j. SEIU/SEA Report - None

XII. Next Month's Agenda Items

XIII. Adjournment

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 17, 2004
TO: Board of Directors
FROM: Elisabeth Ross, Finance Manager
SUBJECT: MONTHLY BUDGET STATUS REPORT FOR OCTOBER 2004, AND APPROVAL OF BUDGET TRANSFERS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve the budget transfers for the period of November 1 – 30, 2004.

II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$12,445,089 or \$173,777 over the amount of revenue expected to be received during the first four months of the fiscal year, based on the final budget.
- Total operating expenses for the year to date, in the amount of \$10,051,798, are at 30.8% of the final budget.
- A total of \$2,112,169 has been expended through October 31st for the FY 04-05 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 04-05 budget as of October 31, 2004. The fiscal year is 33.3% elapsed.

A. Operating Revenues

Revenues are \$173,777 over the amount projected to be received for the period. Farebox and ticket revenue is \$180,861 or 13% below budget projections for the year to date. This is probably the result of several factors including the recent service reductions, the extension of the Highway 17 Express to Metro Center moving riders off local routes onto the Express, and more cash fare passengers shifting to UCSC and Cabrillo passes. Overall, total passenger revenue in all categories is 3% below budget for the first four months of the fiscal year. Sales tax revenue is \$159,783 over budget due to higher receipts in the April-June sales period than projected. Variances are explained in the notes following the report.

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December 17, 2004

Board of Directors

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B. Operating Expenses

Operating expenses for the year to date total \$10,051,798 or 30.8% of the final budget, with 33.3% 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 \$2,112,169 has been expended on the Capital Improvement Program. The largest expenditure was for work on MetroBase in the amount of \$1,948,522.

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 October 2004, and Budget Transfers

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MONTHLY REVENUE AND EXPENSE REPORT
OPERATING REVENUE - OCTOBER 2004

Operating Revenue	FY 04-05 Budgeted for Month	FY 04-05 Actual for Month	FY 04-05 Budgeted YTD	FY 03-04 Actual YTD	FY 04-05 Actual YTD	YTD Variance from Budgeted	
Passenger Fares	\$ 368,625	\$ 304,666	\$ 1,396,872	\$ 1,358,429	\$ 1,216,011	\$ (180,861)	
Paratransit Fares	\$ 28,066	\$ 29,833	\$ 82,577	\$ 75,116	\$ 71,790	\$ (10,787)	
Special Transit Fares	\$ 263,700	\$ 302,992	\$ 514,140	\$ 282,181	\$ 609,987	\$ 95,847	
Highway 17 Revenue	\$ 88,996	\$ 90,300	\$ 322,129	\$ 226,086	\$ 349,883	\$ 27,754	
<i>Subtotal Passenger Rev</i>	\$ 749,387	\$ 727,791	\$ 2,315,718	\$ 1,941,812	\$ 2,247,671	\$ (68,047)	See Note 1
Advertising Income	\$ -	\$ 7,240	\$ -	\$ 17,509	\$ 21,480	\$ 21,480	See Note 2
Commissions	\$ 617	\$ 448	\$ 2,467	\$ 2,588	\$ 2,554	\$ 87	
Rent Income	\$ 13,467	\$ 24,044	\$ 53,732	\$ 48,011	\$ 96,670	\$ 42,938	See Note 3
Interest - General Fund	\$ 24,970	\$ 34,234	\$ 98,536	\$ 100,071	\$ 117,052	\$ 18,516	See Note 4
Non-Transportation Rev	\$ 500	\$ 123	\$ 2,000	\$ 739	\$ 1,020	\$ (980)	
Sales Tax Income	\$ 1,098,100	\$ 1,098,100	\$ 4,967,387	\$ 4,893,544	\$ 5,127,170	\$ 159,783	See Note 5
TDA Funds	\$ -	\$ -	\$ 1,438,313	\$ 1,348,222	\$ 1,438,313	\$ -	
FTA Op Asst - Sec 5307	\$ -	\$ -	\$ 2,950,231	\$ 2,804,435	\$ 2,950,231	\$ -	
FTA Op Asst - Sec 5311	\$ -	\$ -	\$ 92,928	\$ 65,704	\$ 92,928	\$ -	
FTA Op Asst Advance	\$ 350,000	\$ 350,000	\$ 350,000	\$ -	\$ 350,000	\$ -	
FY 03-04 Carryover	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfer from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfer from Insurance Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfer - Proj Mgr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Operating Revenue	\$ 2,237,041	\$ 2,241,980	\$ 12,271,311	\$ 11,222,635	\$ 12,445,089	\$ 173,777	

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING EXPENSE SUMMARY - OCTOBER 2004**

	FY 04-05 Final Budget	FY 04-05 Revised Budget	FY 03-04 Expended YTD	FY 04-05 Expended YTD	Percent Expended of Budget	
PERSONNEL ACCOUNTS						
Administration	\$ 917,905	\$ 917,905	\$ 253,275	\$ 337,372	36.8%	See Note 6
Finance	\$ 552,664	\$ 552,664	\$ 167,228	\$ 170,434	30.8%	
Customer Service	\$ 490,027	\$ 490,027	\$ 153,767	\$ 144,319	29.5%	
Human Resources	\$ 353,462	\$ 353,462	\$ 110,547	\$ 70,682	20.0%	See Note 7
Information Technology	\$ 438,670	\$ 438,670	\$ 143,604	\$ 126,687	28.9%	
District Counsel	\$ 376,655	\$ 376,655	\$ 107,111	\$ 110,490	29.3%	
Facilities Maintenance	\$ 1,050,695	\$ 1,050,695	\$ 318,379	\$ 323,497	30.8%	
Paratransit Program	\$ 236,906	\$ 236,906	\$ 68,531	\$ 149,525	63.1%	See Note 8
Operations	\$ 1,921,272	\$ 1,921,272	\$ 613,656	\$ 629,584	32.8%	
Bus Operators	\$ 12,661,130	\$ 12,661,130	\$ 3,903,568	\$ 3,969,705	31.4%	
Fleet Maintenance	\$ 4,046,043	\$ 4,040,243	\$ 1,191,316	\$ 1,139,680	28.2%	
Retired Employees/COBRA	\$ 955,033	\$ 955,033	\$ 295,269	\$ 260,299	27.3%	
Total Personnel	\$ 24,000,462	\$ 23,994,662	\$ 7,326,251	\$ 7,432,273	31.0%	
NON-PERSONNEL ACCOUNTS						
Administration	\$ 568,070	\$ 568,070	\$ 167,367	\$ 190,694	33.6%	
Finance	\$ 899,457	\$ 899,413	\$ 280,263	\$ 285,647	31.8%	
Customer Service	\$ 92,060	\$ 92,060	\$ 40,415	\$ 50,375	54.7%	See Note 9
Human Resources	\$ 31,603	\$ 34,003	\$ 5,012	\$ 13,691	40.3%	See Note 10
Information Technology	\$ 92,235	\$ 92,235	\$ 22,973	\$ 24,779	26.9%	
District Counsel	\$ 11,340	\$ 11,340	\$ 3,973	\$ 1,644	14.5%	
Risk Management	\$ 254,870	\$ 254,870	\$ 39,583	\$ 21,540	8.5%	
Facilities Maintenance	\$ 449,100	\$ 449,100	\$ 101,166	\$ 107,443	23.9%	
Paratransit Program	\$ 2,743,186	\$ 2,743,186	\$ 655,634	\$ 817,164	29.8%	
Operations	\$ 578,730	\$ 578,774	\$ 116,474	\$ 140,992	24.4%	
Bus Operators	\$ 7,000	\$ 7,000	\$ -	\$ 67	1.0%	
Fleet Maintenance	\$ 2,868,265	\$ 2,871,665	\$ 726,496	\$ 965,460	33.6%	
Op Prog/SCCIC	\$ 300	\$ 300	\$ 10	\$ 30	10.0%	
Prepaid Expense	\$ -	\$ -	\$ 2,354	\$ -	0.0%	
Total Non-Personnel	\$ 8,596,216	\$ 8,602,016	\$ 2,161,719	\$ 2,619,524	30.5%	
Subtotal Operating Expense	\$ 32,596,678	\$ 32,596,678	\$ 9,487,970	\$ 10,051,798	30.8%	
Grant Funded Studies/Programs	\$ -	\$ -		\$ -	0.0%	
Transfer to/from Cap Program	\$ -	\$ -		\$ -	0.0%	
Total Operating Expense	\$ 32,596,678	\$ 32,596,678	\$ 9,487,970	\$ 10,051,798	30.8%	
YTD Operating Revenue Over YTD Expense				\$ 2,393,291		

**CONSOLIDATED OPERATING EXPENSE
OCTOBER 2004**

	FY 04-05 Final Budget	FY 04-05 Revised Budget	FY 03-04 Expended YTD	FY 04-05 Expended YTD	% Exp YTD of Budget	
LABOR						
Operators Wages	\$ 6,753,430	\$ 6,753,430	\$ 1,941,032	\$ 2,082,953	30.8%	
Operators Overtime	\$ 1,020,350	\$ 1,020,350	\$ 353,197	\$ 304,712	29.9%	
Other Salaries & Wages	\$ 6,173,059	\$ 6,167,259	\$ 1,814,447	\$ 1,887,087	30.6%	
Other Overtime	\$ 165,700	\$ 165,700	\$ 86,663	\$ 47,090	28.4%	
	\$ 14,112,539	\$ 14,106,739	\$ 4,195,340	\$ 4,321,842	30.6%	
FRINGE BENEFITS						
Medicare/Soc Sec	\$ 161,240	\$ 161,240	\$ 47,074	\$ 48,562	30.1%	
PERS Retirement	\$ 1,510,704	\$ 1,510,704	\$ 341,407	\$ 459,674	30.4%	
Medical Insurance	\$ 2,908,041	\$ 2,908,041	\$ 1,004,463	\$ 936,071	32.2%	
Dental Plan	\$ 460,743	\$ 460,743	\$ 127,446	\$ 136,139	29.5%	
Vision Insurance	\$ 125,100	\$ 125,100	\$ 38,368	\$ 40,928	32.7%	
Life Insurance	\$ 61,065	\$ 61,065	\$ 17,332	\$ 8,962	14.7%	
State Disability Ins	\$ 217,937	\$ 217,937	\$ 44,086	\$ 61,815	28.4%	
Long Term Disability Ins	\$ 237,221	\$ 237,221	\$ 65,169	\$ 73,901	31.2%	
Unemployment Insurance	\$ 71,243	\$ 71,243	\$ 291	\$ 1,989	2.8%	See Note 11
Workers Comp	\$ 1,473,634	\$ 1,473,634	\$ 589,243	\$ 448,853	30.5%	
Absence w/ Pay	\$ 2,628,861	\$ 2,628,861	\$ 849,195	\$ 884,631	33.7%	
Other Fringe Benefits	\$ 32,135	\$ 32,135	\$ 6,835	\$ 8,907	27.7%	
	\$ 9,887,923	\$ 9,887,923	\$ 3,130,910	\$ 3,110,431	31.5%	
SERVICES						
Acctng/Admin/Bank Fees	\$ 311,700	\$ 311,700	\$ 74,053	\$ 92,535	29.7%	
Prof/Legis/Legal Services	\$ 389,680	\$ 389,680	\$ 82,920	\$ 76,790	19.7%	
Temporary Help	\$ -	\$ 4,800	\$ -	\$ 7,803	162.6%	See Note 12
Custodial Services	\$ 83,800	\$ 83,800	\$ 25,212	\$ 24,787	29.6%	
Uniforms & Laundry	\$ 37,500	\$ 37,500	\$ 7,798	\$ 23,865	63.6%	See Note 13
Security Services	\$ 392,555	\$ 392,555	\$ 68,806	\$ 80,261	20.4%	
Outside Repair - Bldgs/Eqmt	\$ 186,546	\$ 184,646	\$ 41,609	\$ 37,044	20.1%	
Outside Repair - Vehicles	\$ 274,563	\$ 274,563	\$ 89,252	\$ 100,730	36.7%	See Note 14
Waste Disp/Ads/Other	\$ 86,159	\$ 88,559	\$ 13,139	\$ 40,988	46.3%	See Note 15
	\$ 1,762,503	\$ 1,767,803	\$ 402,786	\$ 484,802	27.4%	
CONTRACT TRANSPORTATION						
Contract Transportation	\$ 100	\$ 100	\$ -	\$ -	0.0%	
Paratransit Service	\$ 2,606,136	\$ 2,606,136	\$ 625,977	\$ 740,285	28.4%	
	\$ 2,606,236	\$ 2,606,236	\$ 625,977	\$ 740,285	28.4%	
MOBILE MATERIALS						
Fuels & Lubricants	\$ 1,560,314	\$ 1,560,314	\$ 374,177	\$ 528,949	33.9%	
Tires & Tubes	\$ 164,000	\$ 164,000	\$ 22,098	\$ 55,073	33.6%	
Other Mobile Supplies	\$ 6,000	\$ 6,000	\$ 1,871	\$ 2,816	46.9%	See Note 16
Revenue Vehicle Parts	\$ 344,000	\$ 344,000	\$ 104,137	\$ 134,270	39.0%	See Note 17
	\$ 2,074,314	\$ 2,074,314	\$ 502,284	\$ 721,108	34.8%	

**CONSOLIDATED OPERATING EXPENSE
OCTOBER 2004**

	FY 04-05 Final Budget	FY 04-05 Revised Budget	FY 03-04 Expended YTD	FY 04-05 Expended YTD	% Exp YTD of Budget	
OTHER MATERIALS						
Postage & Mailing/Freight	\$ 23,174	\$ 23,174	\$ 3,765	\$ 9,410	40.6%	See Note 18
Printing	\$ 68,925	\$ 69,425	\$ 31,159	\$ 30,962	44.6%	See Note 19
Office/Computer Supplies	\$ 51,284	\$ 50,884	\$ 15,871	\$ 32,727	64.3%	See Note 20
Safety Supplies	\$ 18,375	\$ 18,375	\$ 3,098	\$ 2,947	16.0%	
Cleaning Supplies	\$ 56,100	\$ 56,100	\$ 7,645	\$ 11,286	20.1%	
Repair/Maint Supplies	\$ 65,000	\$ 65,000	\$ 13,872	\$ 16,591	25.5%	
Parts, Non-Inventory	\$ 42,000	\$ 42,000	\$ 6,758	\$ 13,809	32.9%	
Tools/Tool Allowance	\$ 9,600	\$ 9,600	\$ 1,862	\$ 3,435	35.8%	See Note 21
Promo/Photo Supplies	\$ 11,645	\$ 11,945	\$ 633	\$ 2,293	19.2%	
	\$ 346,103	\$ 346,503	\$ 84,665	\$ 123,461	35.6%	
UTILITIES						
	\$ 310,305	\$ 310,305	\$ 77,435	\$ 96,147	31.0%	
CASUALTY & LIABILITY						
Insurance - Prop/PL & PD	\$ 582,000	\$ 582,000	\$ 202,607	\$ 191,447	32.9%	
Settlement Costs	\$ 150,000	\$ 150,000	\$ 30,343	\$ 17,097	11.4%	
Repairs to Prop	\$ -	\$ -	\$ (4,322)	\$ (12,858)	0.0%	See Note 22
Prof/Other Services	\$ -	\$ -	\$ -	\$ -	0.0%	
	\$ 732,000	\$ 732,000	\$ 228,629	\$ 195,686	26.7%	
TAXES						
	\$ 48,594	\$ 48,594	\$ 8,665	\$ 10,010	20.6%	
MISC EXPENSES						
Dues & Subscriptions	\$ 51,176	\$ 51,176	\$ 14,237	\$ 13,837	27.0%	
Media Advertising	\$ -	\$ -	\$ 40	\$ 9,891	0.0%	
Employee Incentive Program	\$ 7,820	\$ 7,820	\$ 1,443	\$ 1,891	24.2%	
Training	\$ 5,900	\$ 5,900	\$ 4,434	\$ 189	3.2%	
Travel	\$ 19,915	\$ 20,015	\$ 7,170	\$ 809	4.0%	
Other Misc Expenses	\$ 17,900	\$ 17,900	\$ 6,090	\$ 4,758	26.6%	
	\$ 102,711	\$ 102,811	\$ 33,414	\$ 31,375	30.5%	
OTHER EXPENSES						
Leases & Rentals	\$ 613,450	\$ 613,450	\$ 197,865	\$ 216,650	35.3%	See Note 23
	\$ 613,450	\$ 613,450	\$ 197,865	\$ 216,650	35.3%	
Total Operating Expense	\$ 32,596,678	\$ 32,596,678	\$ 9,487,970	\$ 10,051,798	30.8%	

**MONTHLY REVENUE AND EXPENSE REPORT
FY 04-05 CAPITAL IMPROVEMENT PROGRAM**

CAPITAL PROJECTS	Program Budget	Expended in October	YTD Expended
<u>Grant Funded Projects</u>			
MetroBase	\$ 16,000,000	\$ 242,566	\$ 1,948,522
Urban Bus Replacement	\$ 1,675,432		\$ 11,953
	\$ 17,675,432		
<u>District Funded Projects</u>			
Bus Stop Improvements	\$ 10,000		\$ 5,515
IT Projects including GIRO carryover	\$ 15,200		\$ 12,190
Facilities Repairs & Improvements	\$ 26,500		
Non-Revenue Vehicle Replacement	\$ 195,000		
Office Equipment	\$ 31,400		\$ 20,081
Diagnostic Scanner	\$ 3,000	\$ 12,855	\$ 12,855
ParaCruz Equipment	\$ -	\$ 81,381	\$ 101,054
	\$ 281,100		
TOTAL CAPITAL PROJECTS	\$ 17,956,532	\$ 336,801	\$ 2,112,169
<u>CAPITAL FUNDING SOURCES</u>			
	Budget	Received in October	YTD Received
Federal Capital Grants	\$ 14,140,345	\$ -	\$ 1,241,214
State/Local Capital Grants	\$ -	\$ -	\$ -
STA Funding	\$ 860,994	\$ 215,249	\$ 215,249
District Reserves	\$ 2,955,193	\$ -	\$ 655,706
TOTAL CAPITAL FUNDING	\$ 17,956,532	\$ 215,249	\$ 2,112,169

5-7.95

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

1. Passenger fares (farebox and pass sales) are \$180,861 or 13% under the final budget amount for the year to date. Paratransit fares are \$10,787 or 13% under budget due to fewer riders for the year to date than projected. Special transit fares (contracts) are \$95,847 or 19% over the budgeted amount. Highway 17 Express revenue is \$27,754 or 9% over the year to date budgeted amount. Together, all four passenger revenue accounts are under the budgeted amount for the first four months of the fiscal year by a net \$68,047 or 3%.
2. Advertising income is \$21,480 over budget due to sales of exterior ads on buses. Sales had been projected to begin in January 2005.
3. Rent income is \$42,938 over budget due to payment of temporary rent by A Tool Shed pending relocation.
4. Interest income is \$18,516 over budget due to higher interest rates, and a slightly higher treasury balance than projected for the period.
5. Sales tax income is \$159,783 over budget for the first four months since the September wrap-up payment was higher than anticipated. For the April-June 2004 sales period, sales tax revenue for the District was up 6.3% over the previous year, while the budget projected a 2.0% increase.
6. Administration personnel expense is at 36.8% of the budget due to high workers' comp expenses during the period.
7. Human Resources personnel expense is only at 20.0% of the budget due to a \$28,478 workers' comp credit in July.
8. Paratransit program personnel expense is at 63.1% of the budget due to hiring of additional ParaCruz staff. Funds will be allocated by line item in a budget transfer.
9. Customer Service non-personnel expense is at 54.7% of the budget due to higher printing and graphics expenses than anticipated for the fall schedule.
10. Human Resources non-personnel expense is at 40.3% of the budget due to recruitment and hiring costs for the ParaCruz department.
11. Unemployment insurance is only at 2.8% of the budget because the tax is paid on wages beginning in January and the cap has been reached for most employees by this point in the calendar year.
12. Temporary help is at 162.6% of the budget because expenses have been incurred in the IT Department for this purpose. A budget transfer will be processed to cover the overrun.
13. Uniforms and laundry expense is at 63.6% of the budget due to ParaCruz expenses. This will be covered in a budget transfer.
14. Outside repair for vehicles is at 36.7% of the budget due to engine costs.
15. Waste disposal/ads/other is at 46.3% of the budget due to expenses associated with the sale of the Sakata property.

5-7.96

16. Other mobile supplies expense is at 46.9% of the budget due to volume purchases.
17. Revenue vehicle parts are at 39.0% of the budget since this account fluctuates from month to month depending on the parts needed for repairs.
18. Postage and mailing expense is at 40.6% of the budget due to volume purchase of postage for the postage meters.
19. Printing is at 44.6% of the budget due to printing of route stickers for the fall schedule, and higher costs for printing Headways.
20. Office/computer supplies are at 64.3% of the budget due to volume purchase of IT supplies.
21. Tools/tool allowance expense is at 35.8% of the budget due to ParaCruz start-up costs.
22. 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.
23. Leases and rentals are at 35.3% of the budget primarily due to the annual payment to Greyhound for Metro Center parking and payment of lease costs for the ParaCruz facility.

FY 03-04 BUDGET TRANSFERS
11/1/04-11/30/04

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
<hr/>			
TRANSFER # 05-007			
TRANSFER FROM:	503352-4100	Out Repair Equipment	\$ (1,400)
TRANSFER TO:	503321-1400	Classified Ads	\$ 1,400
REASON:	To cover reimbursement for recruitment expenses for the Fleet Maintenance Department.		
<hr/>			

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 17, 2004

TO: Board of Directors

FROM: Steve Paulson, Paratransit Administrator

SUBJECT: METRO PARACRUZ PROGRAM STATUS MONTHLY UPDATE

I. RECOMMENDED ACTION

This report is for information only- no action requested

II. SUMMARY OF ISSUES

- The Board receives monthly reports on the status of the federally mandated ADA complementary paratransit program
- Operating Statistics reported are for the month of September 2004
- Cost reflects hourly rate increased by 4% effective July 2004.
- Eligibility/certification statistics reported are through November 30, 2004

III. DISCUSSION

Operating Statistics for September 2004

	This Sept	Last Sept	% Change	FYTD	Last FYTD	% Change
Cost	\$210,099.89	\$218,129.91	-3.68%	\$600,386.16	\$625,976.93	-4.09%
Revenue	\$22,560	\$24,009	-6.04%	\$65,193	\$68,763	-5.19%
Subsidy	\$187,539.89	\$194,120.91	-3.39%	\$535,193.16	\$557,213.93	-3.95%
Rides performed	7572	8157	-7.17%	21,281	23,446	-9.23%
Cost/ Ride	\$27.75	\$26.74	3.76%	\$28.21	\$26.70	5.67%
Productivity	2.0	1.98	1.01%	1.99	1.99	

* Revenue does not equal \$3.00/ride because no revenue is generated by rides to and from certification interviews or appeals.

5 - 8.1

**Performance Measures
 Calendar year figures**

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Rides performed	6,983	6,787	8,280	7,938	7,621	7,301	7,025	6,684	7,572
late pick ups (more than 20 minutes)	297	324	487	436	403	288	324	236	379
% late	4.25%	4.77%	5.88%	5.49%	5.29%	3.94%	4.61%	3.5%	5.0%
Picked up too early (more than 10 minutes)	92	75	65	93	61	101	86	73	110
Total rides not "on time"	389	399	552	529	464	389	410	309	489
% "on time"	94.4%	94.1%	93.33%	93.34%	93.91%	94.67%	94.2%	95.4%	93.5%
missed trips	3	3	3	4	1	1	0	0	1
Excessively late scheduled (more than 60 minutes)	8	3	10	9	9	5	2	4	9
Excessively late will call (more than 100 minutes)	3	4	10	3	5	8	5	3	4
total violation w/ \$50 penalty	14	10	23	16	15	14	7	7	14
Total violation w/\$100 penalty	0	9	12	0	0	0	0	0	0
Liquidated damages	\$700	\$1,400	\$2,350	\$800	\$750	\$700	\$350	\$350	\$700

Eligibility Certification/ Recertification

During the month of November 2004, there were 70 applicants for eligibility. 91.5% were found eligible for some level of service. The total number of eligible riders is effected by expiration of temporary eligibility and other factors. As a result of mailing the new ParaCruz identification cards, staff was able to update the ridership database, resulting in a net decrease of 73 riders eligible for service during November.

There are no eligibility appeals currently pending.

IV. FINANCIAL CONSIDERATIONS

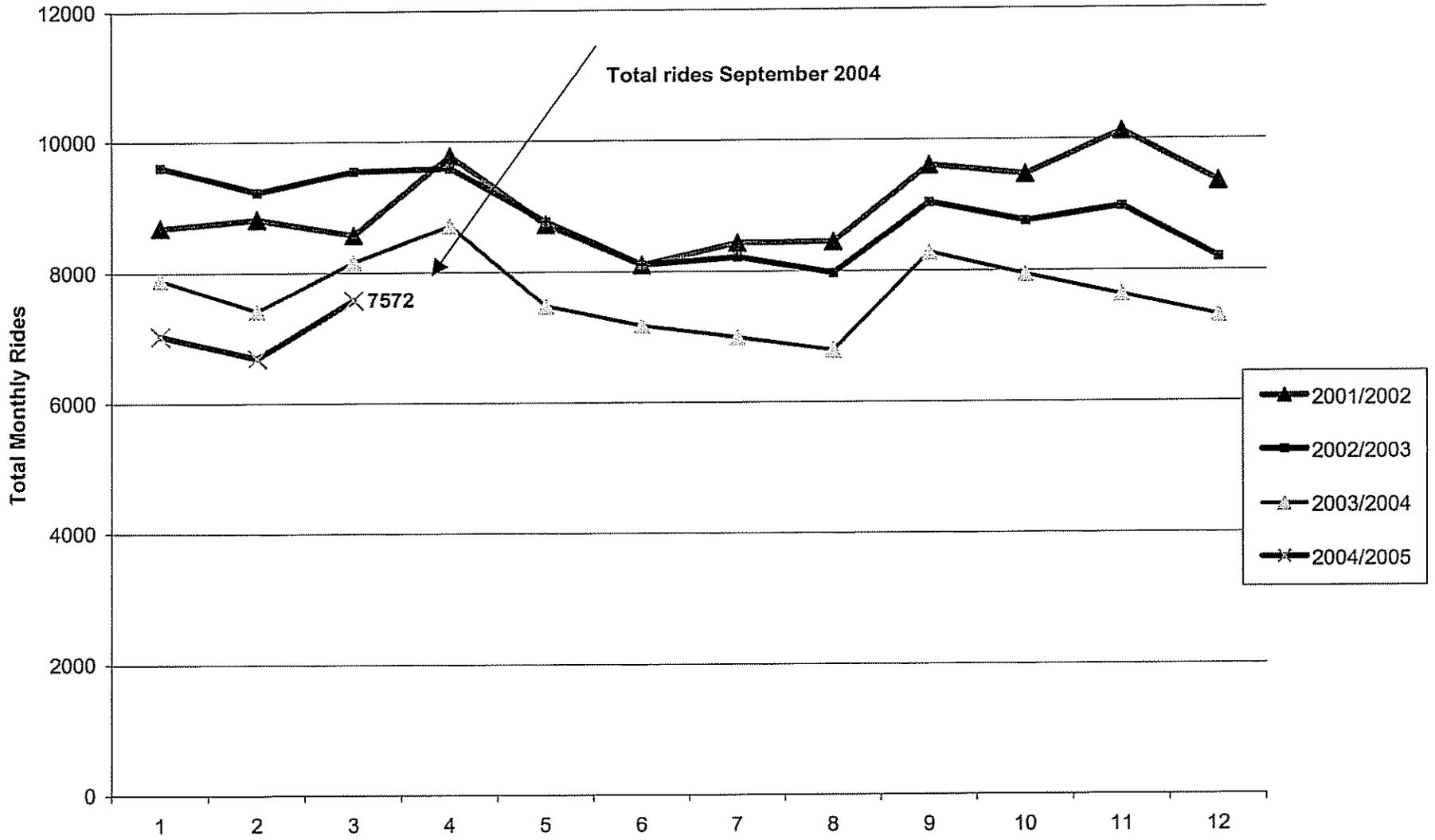
none

V. ATTACHMENTS

- Attachment A: METRO ParaCruz Rides by Month
- Attachment B: METRO ParaCruz Cost by Month
- Attachment C: Recertification and New Applicant Eligibility Determinations
- Attachment D: METRO ParaCruz Registrants by Month

5-8.2

METRO ParaCruz Rides by Month

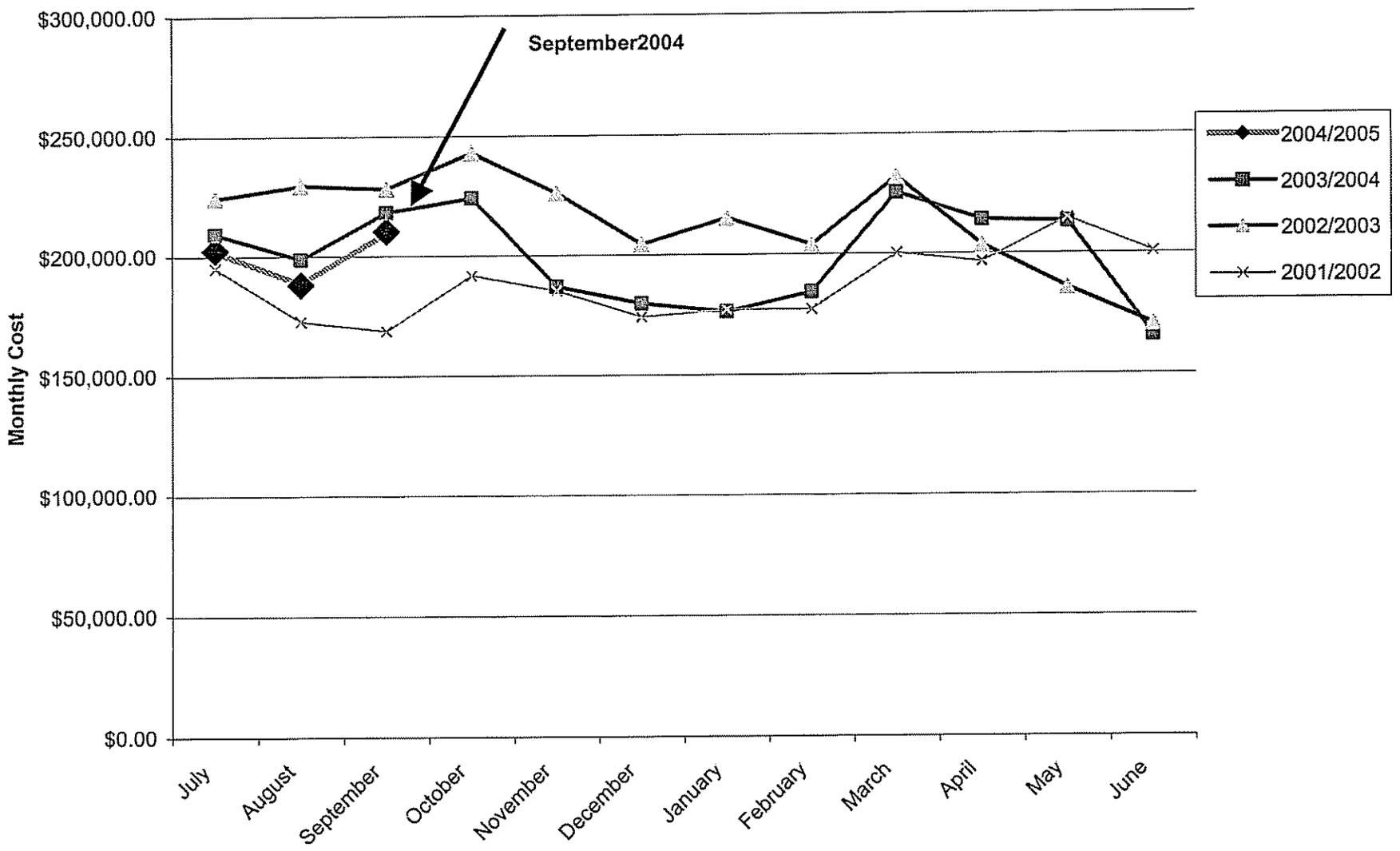


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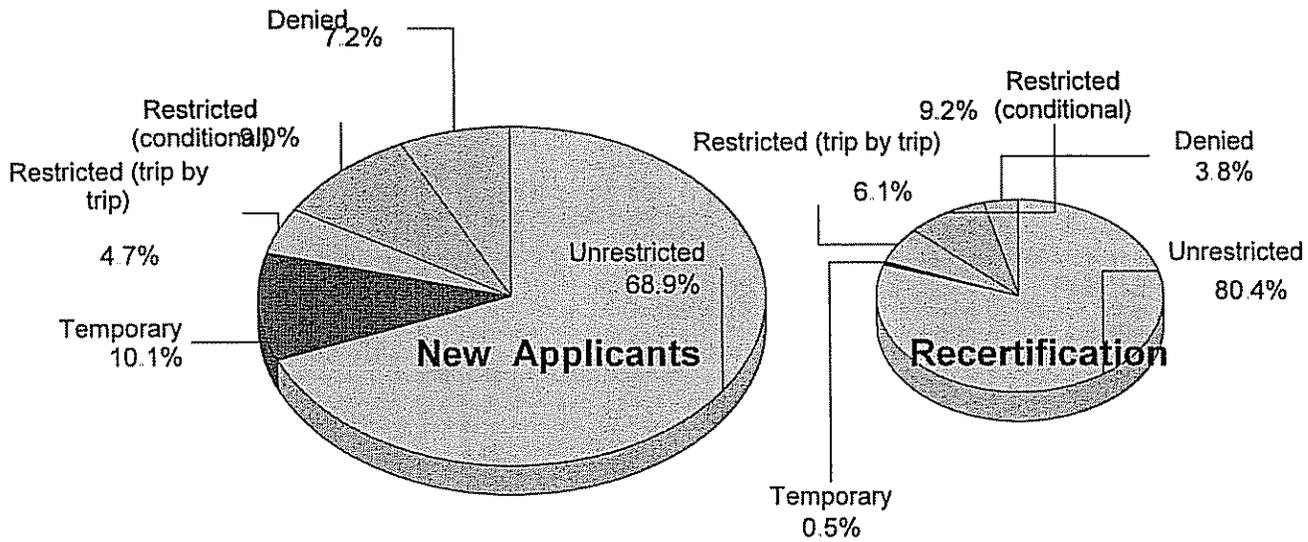
Attachment **A**

5-8.b1

METRO ParaCruz Cost By Month



METRO ParaCruz Eligibility Determinations - Aug 1 02 through Nov 30 04



New Applicants

Unrestricted	1610
Temporary	237
Restricted (trip by trip)	110
Restricted (conditional)	211
Denied	169
Group Total:	2337

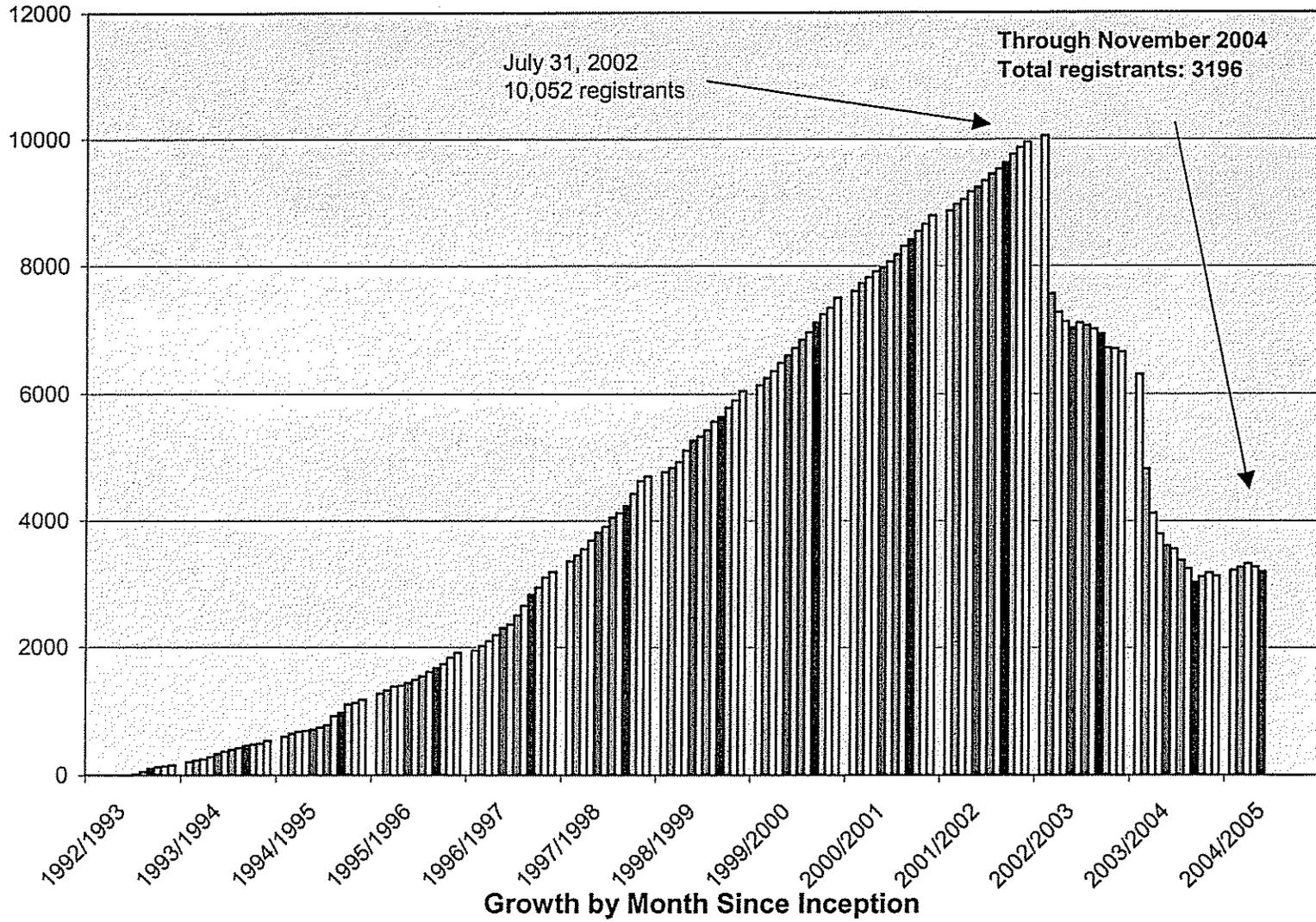
Recertification

Unrestricted	1064
Temporary	7
Restricted (trip by trip)	81
Restricted (conditional)	122
Denied	50
Group Total:	1324

Grand Total: **3661**

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METRO ParaCruz Registrants



5-8.d1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 17, 2004
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 trips for October 2004 decreased by (3.5)% versus October 2003. Year to date student billable trips have increased by 4.9%.
- Faculty / staff trips for October 2004 decreased by (12.4%) versus October 2003. Year to date faculty / staff billable trips have decreased by (5.7%).
- Revenue received from UCSC for October 2004 was \$244,889 versus \$207,860 for October 2003 an increase of 17.8%.

	Faculty/Staff Ridership	Student Ridership	Monthly Increase - (Decrease) Student	Monthly Increase - (Decrease) Faculty-Staff
This Year	18,179	257,287	(3.5%)	(12.4%)
Last Year	20,763	266,628		

III. DISCUSSION

UCSC started Fall instruction on September 23, 2004. A summary of the results for October 2004 is:

- Student billable trips for the month of October 2004 were 257,287 vs. 266,628 for October 2003 a decrease of (3.5%).
- Faculty / staff billable trips for the month of October 2004 were 18,179 vs. 20,763 for October 2003 a decrease of (12.4%).
- Year to date Student billable trips increased by 4.9% and faculty / staff billable trips decreased by (5.7%).
- Revenue for October 2004 was \$244,889 versus \$207,860 for October 2003.

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IV. FINANCIAL CONSIDERATIONS

NONE

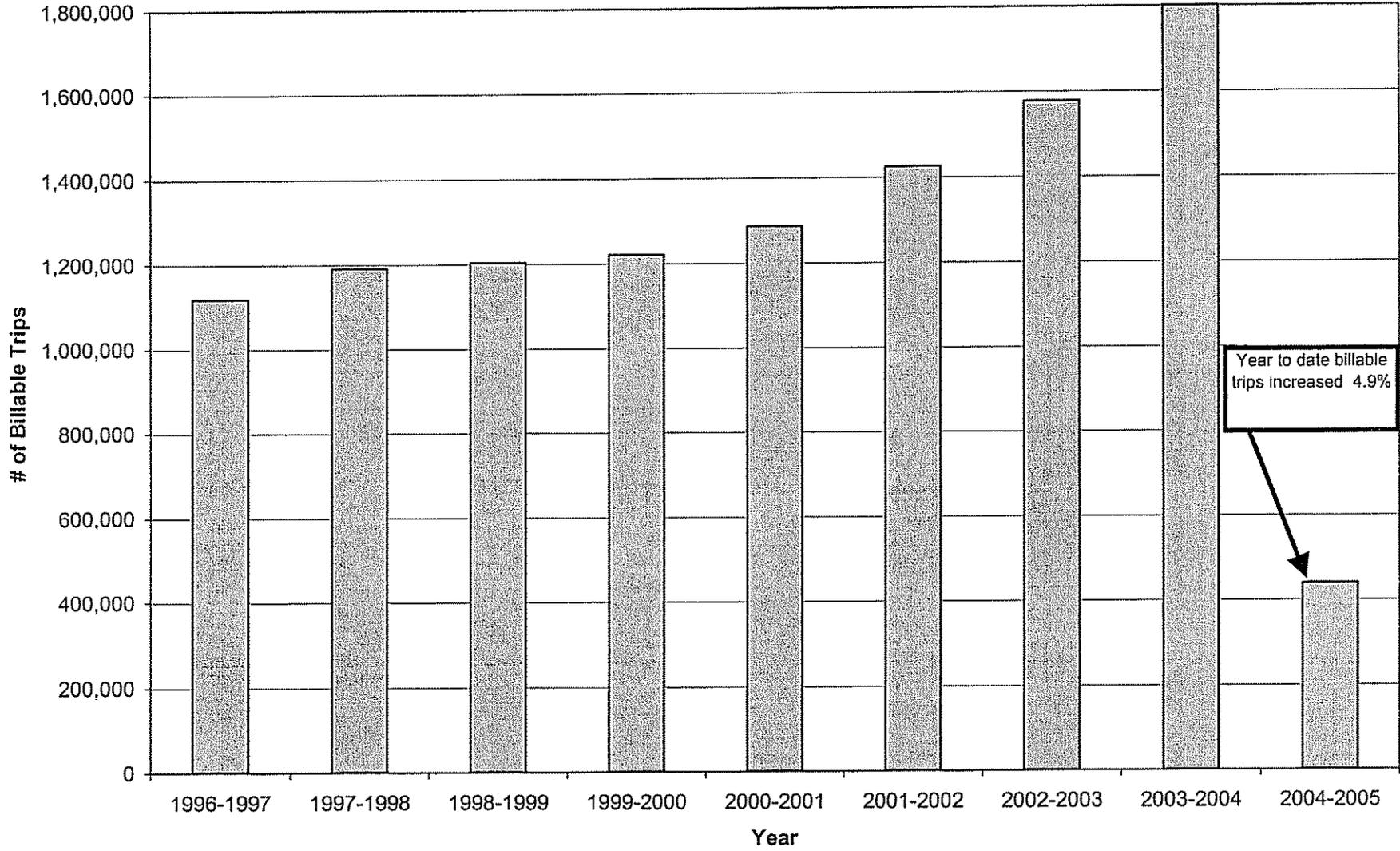
V. ATTACHMENTS

Attachment A: UCSC Student Billable Trips

Attachment B: UCSC Faculty / Staff Billable Trips

S-10.2

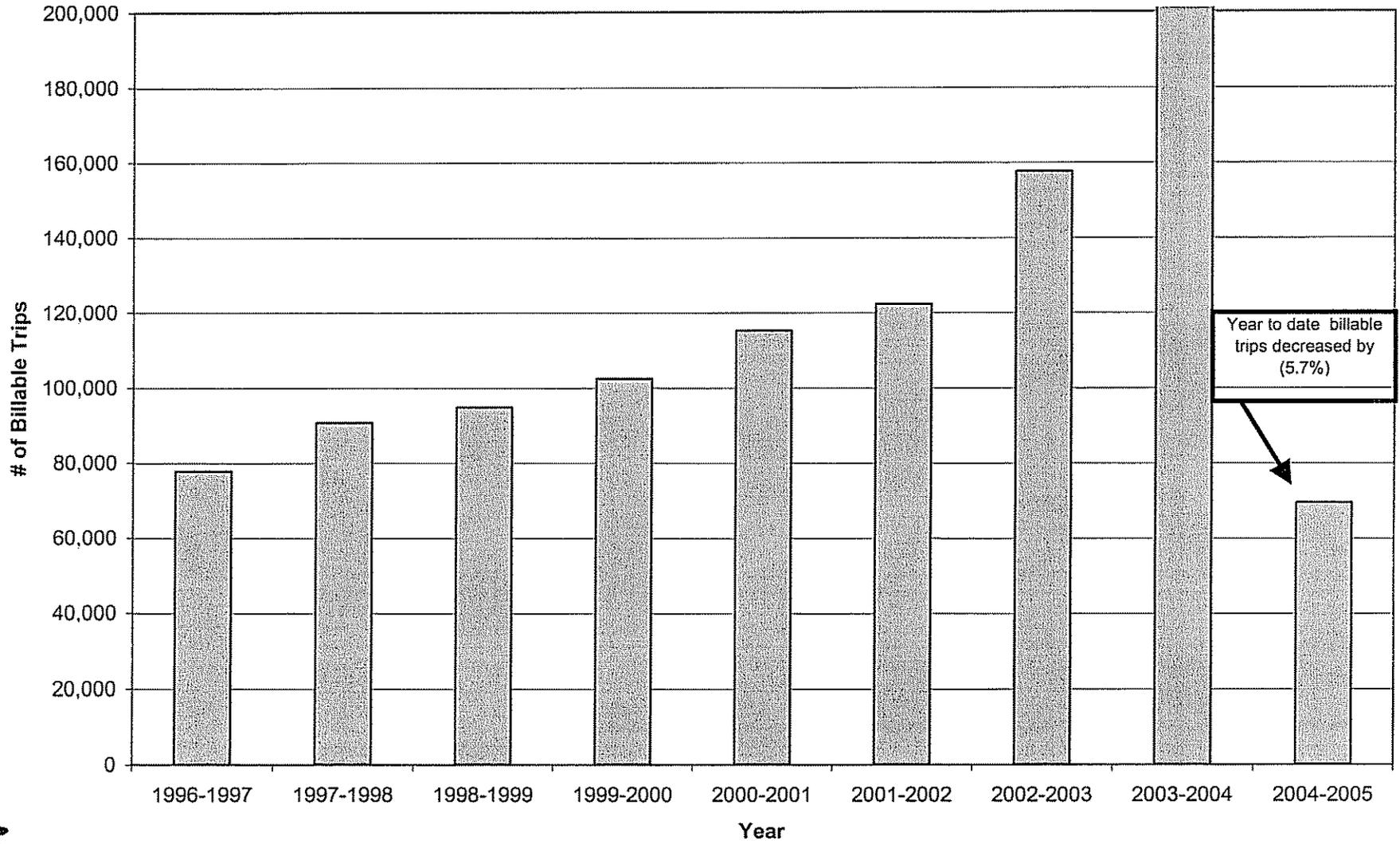
UCSC Student Billable Trips



S-10.91

Attachment A

UCSC Faculty / Staff Billable Trips



S-10.b1

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 17, 2004
TO: Board of Directors
FROM: Frank L. Cheng, Project Manager
SUBJECT: STATUS OF THE METROBASE PROJECT

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- The MetroBase Project is currently proceeding according to schedule.
- Site Plan Check continuing on the River Street Site Plans. Golf Club Drive Plan soon to follow.
- The City of Santa Cruz Redevelopment Agency is continuing to work on the real estate acquisition and relocation phase of the project.

III. DISCUSSION

The MetroBase Project is proceeding according to schedule. RNL Design is currently working on the new Maintenance Building design.

The completed components of the project for the review period are as follows:

A. Right Of Way (ROW)

- Continuing negotiations with SurfCity Produce.
- Continuing to provide assistance to Odwalla in regards to relocating them to 120 Dubois Street. Odwalla is in communications with Hinshaw Property and has designed the Tenant Improvements to present to Hinshaw.
- A Tool Shed is in the final stages of relocating to 280 Harvey West Blvd.
- METRO buses vacated the premises of 150 Dubois Street on December 2nd, 2004 and moved to 1122 River Street, former Tool Shed site.
- In order to facilitate the relocation of Odwalla to 120 Dubois Street. METRO signed 110 Vernon Street lease for the location of Fleet Maintenance Administration and Construction Management Personnel. Design plans have commenced for Tenant Improvements.

B. Finance

- 25 Sakata Lane, Watsonville property being prepared for sale in February/March timeframe and will be advertised for approximately 45 days.
- FTA approved concurrence letter with appraisal for Watsonville property.

C. Architectural & Engineering (A&E)

- RNL: Design Phase is 90% complete.
- RNL Design presented to the Board of Directors design and aesthetic issues on October 22nd.

D. Construction Management (CM)

- River Street Site Plan submitted to LP2A for Plan Check. Golf Club Drive Site Plan soon to follow.
- Harris & Associates reviewing River Street Site Plan.

E. Construction Schedule

- Approved and executed L/CNG Fueling Station long lead item LNG tank on September 10th, 2004.
- Approved and executed L/CNG Fueling Station long lead item CNG Vessels on September 24th, 2004. CNG Vessels expected delivery in February 2005.
- Demolition Package Bid for 1122 River Street and 120 Golf Club Drive released on December 6th, 2004.
- Goal to request bids for General Construction on Jan. 2005 and award in Mar. 2005.

IV. FINANCIAL CONSIDERATIONS

NONE

V. ATTACHMENTS

NONE

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 17, 2004
TO: Board of Directors
FROM: Mark J. Dorfman, Assistant General Manager
SUBJECT: ACCEPT AND FILE VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR PREVIOUS MEETINGS

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

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

III. DISCUSSION

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

IV. FINANCIAL CONSIDERATIONS

There is no cost impact from this action.

V. ATTACHMENTS

- Attachment A:** Minutes of the November 4, 2004 Regular SCCRTC Meeting
Attachment B: Minutes of the November 18, 2004 Transportation Policy Workshop

5-12.1

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

MINUTES

Thursday,
November 4, 2004
9:00 a.m.

Watsonville City Council Chambers
215 Union Street
Watsonville, CA

1. Roll Call

Members Present: Jan Beautz Dennis Norton
 Tony Campos Ellen Pirie
 Scott Kennedy Emily Reilly
 Mike Keogh Pat Spence
 Mark Stone Andy Schiffrin (Alt.)
 Charles Sanchez (Alt.)

Members Present: Randy Johnson Richard De La Paz

Staff Present Pat Dellin Linda Wilshusen
 Kim Shultz Tegan Speiser
 Gini Pineda Luis Mendez
 Karena Pushnik Rachel Moriconi
 Daniel Nikuna Grace Blakeslee
 Cory Caletti Lyle Broschat

Chair Beautz thanked Commissioner Kennedy for his work on the Commission citing his good ideas and willingness to work collaboratively.

2. Oral Communications

Dave Wright, Friends of the Rail Trail (FORT), announced that the Go for Health Coalition had added their endorsement for using Proposition 116 funds to acquire the Santa Cruz Branch Rail Line and that FORT was planning to file a ballot measure to be included in the November 2006 election that would allow FORT to give direction to the RTC to use Proposition 116 funds to acquire the rail line.

3. Additions or Deletions to Consent and Regular Agendas

An add-on item to the Caltrans report was distributed by Charles Sanchez, Caltrans District 5.

Staff handed out a summary of the results of transportation sales tax measures around the state and a spreadsheet showing the breakdown of votes on Measure J.

CONSENT AGENDA (Schiffrin/Kennedy)

4. Approved Minutes of October 7, 2004 Regular SCCRTC Meeting

POLICY

No Consent Items

PROJECTS and PLANNING

5. Accepted Update on Lead Agency for Santa Cruz Branch Line Rail Right-of-Way Acquisition

COMMISSION BUDGET and EXPENDITURES

6. Approved Staff Recommendations Regarding Extension to Contract with BizFu for Computer Support Services (Resolution 18-05)
7. Accepted Quarterly Report on Transportation Development Act Revenues

ADMINISTRATION

8. Approved Budget and Administration/Personnel Committee and Staff Recommendations Regarding Amendment to the FY04-05 Budget and Work Program (Resolution 19-05)
9. Approved Budget and Administration/Personnel Committee and Staff Recommendations Regarding Confirmation of Conflict of Interest Code
10. Approved Budget and Administration/Personnel Committee and Staff Recommendations Regarding Response to Triennial Performance Audit
11. Accepted First Quarter Report on the Commission's FY04-05 Work Program

5-12.92

COMMITTEE MINUTES

12. Accepted Draft Minutes of the Budget and Administration / Personnel Committee Meeting of October 22, 2004
13. Accepted Draft Minutes of the Paratransit Coordination Task Force Meeting of October 20, 2004
14. Accepted Draft Minutes of the Elderly and Disabled Transportation Advisory Committee Meeting of October 12, 2004
15. Accepted Draft Minutes of the Bicycle Committee Meeting of October 18, 2004

INFORMATION/OTHER

16. Accepted Monthly Meeting Schedule
17. Accepted SCCRTC Staff Comment Letters on Draft Environmental Documents and Plans Prepared by Other Agencies - None
18. Accepted Letters from SCCRTC Committees and Staff to Other Agencies on Policy Issues - None
19. Accepted Miscellaneous Written Comments from the Public on SCCRTC Projects and Transportation Issues
20. Accepted Handouts from Staff and Commissioners at Previous Regional Transportation Commission Meeting
21. Accepted Information Items
 - a. Letter from the Executive Director to Union Pacific Railroad Company Regarding Response to Letter on Rail Trail Activists' Actions
 - b. Staff Contact List
 - c. Letter from Caltrans Regarding Project Study Report Development for FY04-05
 - d. Letter from AMBAG to Caltrans Regarding FY05-06 FTA and FHWA Partnership Planning Grant Proposals
 - e. Evaluation from City of Santa Cruz of Beach Street Bikeway Demonstration Project
 - f. Information on Conversion of HOV Lanes to High Occupancy Toll (HOT) Lanes in Minnesota
 - g. Letter from Department of Transportation to Regional Transportation Planning Agencies Regarding Delivery of Federal Transportation Obligation Authority

5-12.93

SERVING AS THE SERVICE AUTHORITY FOR FREEWAY EMERGENCIES

No Consent Items

REGULAR AGENDA

22. Commissioner Reports - None

23. Director's Report

Executive Director Linda Wilshusen announced that Governor Schwarzenegger had appointed Will Kempton as the new Director of Caltrans. She said that the release of the final Environmental Impact Report (EIR) for the Recreational Rail Service is tentatively scheduled for January with a public hearing planned for February. She added that she had distributed a brochure for the Lewis and Clark recreational rail service featuring the Budd rail diesel car which she toured during a recent visit to Portland.

24. Caltrans Report

Charles Sanchez, Caltrans District 5, reviewed the written reply to questions posed by Commissioner Reilly at the October 7, 2004 Commission meeting stating why reclaimed water could not be used for the Highway 1/17 Merge Lanes project. Mr. Sanchez listed a number of reasons including the fact that municipal reclaimed water is not available and that collecting storm water runoff could be detrimental to riparian wildlife habitat and natural sediment flow to the creeks.

Mr. Sanchez reported that Caltrans is still working on a solution to improve safety for pedestrians at Morrissey Boulevard and Highway 1.

Debbie Bulger, Mission Pedestrians, asked if drawings of the Highway 1/17 project were available to the public and if it was true that the plans for underpasses did not include sidewalks, bike lanes or lighting on the undersides of new bridges.

Executive Director Linda Wilshusen said she thought that underpasses and overpasses that are used by vehicles will have bike and pedestrian improvements but that some underpasses that don't officially have pedestrian access may not.

Commissioner Schiffrin asked that a written report be brought to a future meeting listing all the Hwy 1/17 project underpasses whether used by vehicles or not and the plans for each.

5-12.24

Commissioner Pirie asked that Caltrans bring a report on the possibility of continuing the southbound auxiliary lane to the Soquel Avenue exit.

25. Designation of Nominating Committee for 2005 SCCRTC Chair and Vice-Chair

Commissioner Beautz suggested Commissioners Campos, Keogh and Johnson to serve as the Nominating Committee. The Commissioners agreed by consensus.

26. Transportation Projects in the City of Watsonville - Oral Report by David Koch, Public Works Director, City of Watsonville

David Koch, Public Works Director for the City of Watsonville, provided a presentation showing photographs of recently completed and planned transportation improvement projects in the area, many of them funded by state and federal funds allocated by the RTC. Included were road projects, sidewalk and bicycle route improvements and the new slough pathway system connecting residential areas, schools and retail.

Commissioner Pirie asked if the City was planning to connect the new high school to the pedestrian paths. Mr. Koch responded that the City was looking into it.

Commissioner Reilly asked that a description of the materials used to construct the slough trails be sent to the City of Santa Cruz.

In response to questions from Commission Alternate Schifftrin, Mr. Koch said that the City of Watsonville had not yet coordinated with the Coastal Commission about tying the slough paths in to the proposed rail trail, but would like their support, and that concerns about endangered species were addressed when the City master plan was developed and incorporated into the trail design.

Commission Alternate Schifftrin said that documentation showing how the City of Watsonville resolved problems regarding endangered species might be useful to the City of Santa Cruz with its planning for the Broadway/Brommer project.

Commissioner Spence asked if there was a plan to remove non-native plants. Mr. Koch replied that there were various projects to remove non-native plants and replant with native species and that the City was requiring developers to do so also.

S-12.95

Micah Posner said he supports the trail system and that it should connect to the high school and rail lines.

27. Article 8 Transportation Development Act (TDA) Claim from the County of Santa Cruz for Bike Projects

Commission Alternate Schiffrin moved and Commissioner Pirie seconded to approve staff recommendations that the Regional Transportation Commission approve a resolution for the County of Santa Cruz's FY 2004/2005 Transportation Development Act (TDA) Article 8 project allocation requests totaling (\$165,094).

A roll call vote was taken and the motion (Resolution 20-05) passed with Commissioners Beautz, Campos, Kennedy, Norton, Pirie, Schiffrin and Stone voting "yes".

28. Review of Results of Ballot Measure J: The Local Transportation Improvement Act

Commissioners reviewed their decision at the previous meeting to only poll voters about Measure J if it failed but had gathered at least 57% of the vote.

Commissioner Reilly asked for information on measures that passed in other areas. Deputy Director Pat Dellin said that she was going to attend the Self-Help Counties Coalition meeting and would report on the mix of transportation projects and campaign materials for the measures that were successful, along with the demographics of those counties.

Commissioners debated whether to poll again even though the measure only garnered support from 42.8% of the voters.

Gine Johnson supported polling now because she feels there isn't a regional plan that can be funded.

Paul Elerick, Campaign for Sensible Transportation, said the people have spoken by defeating the measure and suggested that the campaign that supported the measure pay for any polling on the election results.

Micah Posner, People Power, said that widening highways only perpetuates a flawed system and agreed with a comment made by Commissioner Norton that it would be better to poll people on what they wanted from a transportation plan rather than what they did not like about the Expenditure Plan.

Debbie Bulger said that talking to people was the best way to find out what they want and that it was important to bring people together to form a consensus. She said she feels there is a lot of concern about how tax money is being spent to promote a particular project and noted that informational materials with a neutral position would not have included promotional aspects like pictures of smiling people in wheel chairs. She concluded that money be would be better spent on projects than on polling.

Dave Wright said any poll should include questions about how the Commission has interacted with other partners in the community and how the SCCRTC is making decisions regarding transportation needs for the County.

Paul Franklin said a survey would be better than a poll in order to get perceptions from constituents about their evaluation of transportation projects in general and not just their feelings about Measure J.

Paul Marcellin-Sampson urged random sampling techniques.

Commissioners continued to discuss whether they would support a poll. Comments included that it would be good to find out what went wrong while the ballot measure was still fresh in the minds of the voters; that it was possible that the measure failed because people didn't want to spend the money and not because they disapproved of the projects; that the widening project was too expensive for a county with such a small tax base and that it might be better to wait to poll on a different plan entirely, such as the rail line acquisition; that a lot of people didn't vote because there were so many projects in the Expenditure Plan; and that polling on projects did not take into account the influence of campaigns in favor of or opposed to the ballot measure.

Commissioner Spence pointed out that transportation funding is confusing and that some people don't understand how the funding comes in. She suggested having flow charts on the website or in the newspaper showing how transportation funding comes and how the process works.

Commissioners agreed that compromise will be necessary to get broad support. Commissioner Beautz said that a sales tax should make sure people from all areas benefit and Commissioner Norton said that asking the same question will get the same answers and that it might be time to find a new direction with a vision for the long term. Commissioner Reilly suggested looking into bus rapid transit.

S-12.47

Commission Alternate Schifffrin asked for an item regarding what to do next about widening Highway 1 to be put on a future agenda. He said it may make sense to look at other alternatives and their costs.

Director Wilshusen said that staff will bring back the information requested regarding the counties where transportation sales tax measures passed and said that what to do now about Hwy 1 could be addressed in the draft 2005 Regional Transportation Plan (RTP) which is expected to be released in January or February.

Commissioner Pirie asked to add whether the successful measures were for a ½ cent or a ¼ cent sales tax.

Commissioners agreed to put the item on the January agenda.

Commissioner Campos concluded the discussion by saying that compromise means everything is on the table.

29. Status Report on Highway 1 Projects

Deputy Director Pat Dellin gave the staff report. She said it was important to keep on schedule with the Project Approval/Environmental Document (PA/ED) for the Highway 1 HOV Lane Widening Project in order to keep costs down. She noted that waiting for AMBAG to complete its traffic model could push back the time to complete the PA/ED.

Ms. Dellin said that the main issue to address at this time is the selection of alternatives for the Highway 1 HOV Lane Widening Project and that the scope of work had provided for up to seven alternatives to go through the environmental process. She said that the RTC may want to consider an additional low-cost alternative since the sales tax measure did not pass.

Ms. Dellin said that there will be a presentation from Nolte Associates on alternatives at the November 18, 2004 Transportation Policy Workshop meeting and that it is hoped to have this part of the project wrapped up by January to keep on schedule. The public hearing would occur in January.

Commission Alternate Schifffrin said it would be useful for staff to contact groups concerned about Highway 1 and solicit input on alternatives. He also asked for cost information regarding alternatives to be included in the January discussion. He added that costs for transportation system management options, such as ramp metering lights, lengthening on-ramps and auxiliary lanes, should be broken down to be analyzed on an individual basis.

5-12.08

Commissioner Beautz noted that the Major Transportation Investment Study included a lot of information regarding transportation system management options.

30. Process for Recruitment of Executive Director

Executive Director Linda summarized the recommendations made at the October 22, 2004 Budget and Administration/Personnel Committee meeting.

Commissioners discussed exempting the position from the County Civil Service system, noting that if it was not exempt there would be a limited time for an interim position resulting in a shorter period of time for the recruitment process.

Commission Alternate Schiffirin said his only concern was that in the event that the Civil Service approved the exemption and the Interim Director is not appointed to the permanent position, will she be able to go back to her previous position as Deputy Director.

County Administrative Officer Susan Mauriello said that if the Commission wanted to have Deputy Director Dellin serve as Interim Director then the County would not fall behind her and could thus accommodate this concern.

Deputy Director Dellin said would be happy to serve as Interim Director.

Commissioner Spence said that Cabrillo College recently went through a successful recruitment and hired an outside consultant. Ms. Mauriello said the County had a flexible system and that she will be returning to the Budget and Administration/Personnel Committee in January with a full range of options.

Commissioner Campos said that the Commission had a unique opportunity to appoint an outstanding person for the Interim Director position and moved to approve the Budget & Administration/Personnel Committee recommendations that the Regional Transportation Commission:

1. Appoint RTC Deputy Director Pat Dellin to serve as Interim Executive Director beginning December 13, 2004;
2. Request that the County Administrative Officer immediately initiate the process to exempt the RTC Executive Director position from the County's civil service system;
3. Request that the County Administrative Officer return to the January 2005 meeting of the Budget & Administration Committee with a recruitment plan;

5-12.99

4. Request County Counsel and the County Administrative Officer to review and report back at this same meeting on options for having a contract or other agreement with the new Executive Director; and
5. Designate the Budget & Administration/Personnel Committee to oversee the recruitment process, with final decisions to be made by the full RTC and with Commissioner Jan Beautz to serve as liaison between the Committee and the County.

Commission Alternate Schiffirin seconded asking the maker to include the addition to request the CAO to take steps to ensure that the Interim Director can return to her position if not selected to permanently fill the position.

Commissioner Campos agreed and the motion passed unanimously.

Paul Marcellin-Sampson said he supported removing the position from civil service and having the Commission have direct oversight of the Executive Director position.

31. Next Meetings/Adjournment

The meeting adjourned at 11:15 a.m.

The next Transportation Policy Workshop is scheduled for Thursday, November 18, 2004 at 9:00 a.m. at the SCCRTC Offices, 1523 Pacific Avenue, Santa Cruz CA 95060.

The next regular SCCRTC meeting is scheduled for Thursday, December 2, 2004 at 9:00 a.m. at the Board of Supervisors Chambers, 701 Ocean Street Santa Cruz, CA 95060.

Respectfully submitted,

Gini Pineda, Staff

5-12.910

ATTENDEES

<u>Name</u>	<u>Representing</u>
Robert Yount	
Les White	SCMTD
Charles Sanchez	Caltrans
Debbie Bulger	Mission Pedestrians
Thomas Hiltner	SCMTD
Genevieve Bookwalter	Santa Cruz <i>Sentinel</i>
Sandra Coley	Pajaro Valley Transportation
Management Association	
Mike Dalbey	FORT
Paul Franklin	
Micah Posner	People Power
Paul Marcellin-Sampson	Metro Riders Union
Diana Torres-Wong	County Personnel
Susan Mauriello	County Administrative Officer
Ligi Leong	CAO Office
Paul Elerick	CFST
David Wright	FORT
John Presleigh	County Public Works
Edenilson Quintanilla	Board of Supervisors Office

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5-12.911

REGIONAL TRANSPORTATION COMMISSION

Transportation Policy Workshop

MINUTES

Thursday, November 18, 2004

9:00 am

SCCRTC Conference Room

Santa Cruz, CA 95060

Members Present: Jan Beautz Ellen Pirie
 Scott Kennedy Randy Johnson
 Marcela Tavantzis (Alt.) Dennis Norton
 Emily Reilly Edenilson Quintanilla (Alt.)
 Mike Keogh Mark Stone
 Andy Schiffrin (Alt.) Dave Murray (ex-officio) (Alt.)

Members Absent: Richard De La Paz

Staff Present: Linda Wilshusen Pat Dellin
 Tegan Speiser Karena Pushnik
 Kim Shultz Gini Pineda

Commission Vice-Chair Randy Johnson called the meeting to order.

1. Introductions

Introductions were made.

2. Oral Communications

Mike Dalbey said that when staff compiles its study regarding other transportation sales tax measures on ballots throughout the state, it will show that transit projects were important elements of the successful measures. He said that nationwide 24 of 30 transportation sales tax measures passed all of which involved significant transit components, especially rail projects. He said that mass transit was becoming a part of the conservative political agenda and passed out an article from a conservative website hosted by Paul Weyrich.

Mark Greenfield said he had traveled on the Coast Daylight train from Los Angeles to San Luis Obispo and that it was very enjoyable. He said that Amtrak wanted to thank the Commission for its support.

5-12.b1

3. Additions/Deletions to the Agenda - None

CONSENT AGENDA (Quintanilla/Reilly)

4. Minutes of September 16, 2004 TPW Meeting

REGULAR AGENDA

5. Highway 1 Widening HOV Lane Project: Process to Select Alternatives for the Project Approval/Environmental Document (PA/ED)

Deputy Director Pat Dellin gave an overview of the proposed steps and process to select alternatives for the Project Approval/Environmental Document (PA/ED). She said it was time for the Commission to choose the additional alternatives to be considered in the Environmental Review and to determine a time for a public hearing.

Chris Metzger, Nolte Associates, made a presentation on the four alternatives already considered in the PA/ED. He explained that these alternatives and the additional alternatives under discussion needed to conform to the purpose and need of the project as approved by the Commission in January 2004.

The four alternatives already included are: the no-build alternative, which would only allow for projects already funded and that stand alone from the widening project; the Transportation Systems Management alternative, which would include auxiliary lanes, ramp metering and electronic monitoring/notification systems; a six lane HOV lane widening project built to Caltrans' maximum design standards; and a six lane HOV lane widening project with reduced shoulder widths.

Mr. Metzger explained options for the three other alternatives to be considered in the Environmental Review. He illustrated the Diamond Interchange Configurations alternative which would change the configurations of interchanges in several locations, including Morrissey Boulevard, Soquel Avenue and State Park Drive. One feature in favor of this alternative is that the reduced footprint of the interchanges could provide space for park and ride lots. This plan would reconfigure the interchanges at 41st Avenue and Bay/Porter Streets into one integrated interchange system utilizing two-lane, one-way frontage roads on each side of the freeway with single off and on ramps in each direction. Mr. Metzger said that diamond interchange configurations are often preferred for bicyclists and pedestrians as they eliminate high speed free flowing ramps.

Commission Alternate Tavantzis asked if this alternative was in addition to the widening and Mr. Metzger said that it was. Pat Gelb, Parsons, said that it might be more accurate to describe this option as a part of the fourth alternative rather than as a stand alone alternative.

Commissioner Keogh asked how this type of configuration would impact signal traffic at 41st Avenue. Mr. Metzger said that there will be some level of service deterioration and that this

5-12.62

is the biggest concern regarding this configuration. If this alternative is chosen, the traffic impacts will be assessed as part of the Environmental Impact Report.

Commissioner Norton and Commissioner Beautz agreed that most people use the auxiliary lane between 41st Avenue and Bay as a freeway lane in order to avoid having to travel on local streets between Capitola and Soquel.

Commissioner Reilly asked if some of the suggested improvements could be made while keeping the actual highway to four lanes.

Mr. Metzger said that the TSM alternative would basically keep the highway at four lanes and that some additional alternatives could be worked into that alternative. He said that the Commission had some leeway in picking and choosing alternatives and could come up with a hybrid alternative.

Mr. Metzger went on to describe the second option: Improved Transit Access. This alternative would assess opportunities to provide improved transit access to and from the HOV lanes for buses, either by direct ramps from the HOV lanes to local streets and/or by bus stops along side the freeway, outside of the freeway lanes. This option is designed to reduce the time it takes a bus to enter or leave the freeway.

Commission Alternate Schiffirin asked if the cost of this option was greater than the basic project. Mr. Metzger said yes, and affirmed that this would not be a substitute for the widening, but a high end add-on.

Commissioners discussed the practicality of this option, noting that routing people from freeway bus service to other bus routes would have to be coordinated and that a bus system that was more advanced than the current system and with added bus service would most likely be necessary to make this option workable.

Commissioner Reilly asked if the TSM was correlated with traffic demand management.

Mr. Metzger said not directly and that TSM uses available tools and puts them on the system and assesses how the overall transportation system would react to the improvements, modifying the improvements in accordance with the reaction. Senior Planner Kim Shultz said that within the traffic operation analysis it is possible to go into the model and change the vehicle occupancy, particularly with regards to carpooling, or factor in flexible work hours.

Pat Gelb asked if a transit marketing analysis was being done, saying that it would help determine ridership demands.

Commission Alternate Schiffirin raised the issue of whether the improved transit access options were really alternatives or just enhancements to the original widening plan, saying that a transit only alternative would be a true alternative. After discussion it was noted that under CEQA, alternatives should not have greater environmental impacts than the basic plan.

5-12. b3

Commissioner Beautz said that she disagreed that this was merely an enhancement and pointed out that increased bus ridership would qualify this alternative under CEQA.

Mr. Metzger said that the other element of the transit focus is to make bus stops part of the interchange system using a slip ramp which is within the footprint of the freeway.

About the overall widening projects, Commissioner Beautz noted there were fewer impacts at the southern end of the project with the exception of the area in Aptos where there are two railroad structures.

Cliff Walters, Santa Cruz Big Trees Railroad, asked about service interruption when replacing railroad bridges. Mr. Metzger said that this was a big issue and would probably entail shutting bridges down while the actual construction took place and using trucks to move the freight during that time.

Commissioner Beautz made a motion, seconded by Commission Alternate Quintanilla, to accept the staff recommendations that the Regional Transportation Commission:

1. Receive an oral report from the PA/ED consultants on the proposed set of alternatives for the Project Approval/ Environmental Document (PA/ED) for the Highway 1 Widening/HOV Lane project and how the project selected at the end of the PA/ED could include elements of different alternatives studied in the PA/ED;
2. Provide preliminary comments and direction on the proposed set of PA/ED alternatives;
3. Approve the proposed process to select the PA/ED alternatives;
4. Schedule an evening public hearing in January to receive community input on the PA/ED alternatives;
5. Direct staff to publicize the alternatives and the public hearing to the media, individuals and groups;
6. Accept a report on the status of other activities related to Highway 1 projects

Commissioners discussed improved transit access options and agreed that using a center ramp should probably not be pursued. After further discussion it was decided to re-name the TSM option to "Ramp Metering and Auxiliary Lanes" to be clarify the alternative.

Commissioner Reilly asked if queue jumping for busses and carpools on ramps will be included in the TSM alternative and the answer was yes.

Commissioner Pirie said she hears continuing interest in her district about four lanes in each direction, one being an HOV lane and one a mixed use lane. Mr. Metzger said that the eight lane facility is not a recommended alternative as it does not meet the project's purpose and need as approved by the Commission. It would also have much broader environmental impacts than the six lane plan, and would require extensive right-of-way acquisition and the replacement of every structure crossing the freeway.

Mr. Metzger also discussed two other options that he does not recommend the RTC pursue: single point (urban) interchanges and braided ramps near 41st Avenue/Bay Street. He said

S-12.b4

that single point interchanges work well when there is equal traffic in each direction but that they are not considered bike and pedestrian “friendly” and have significant aesthetic impacts that are not in keeping with the style defining Santa Cruz County. Regarding braided ramps, Mr. Metzger said that this would entail an additional level of structure and no cross town movement.

Commissioner Johnson restated the motion to approve the staff recommendations and move forward with the Public Hearing. Commission Alternate Schiffirin clarified that the motion included the changes that were made to the alternative descriptions as a result of Commission discussion.

The motion, as amended, passed unanimously.

Based on Commissioner input, Commission staff will investigate holding the public hearing on the evening of January 20th, in the County Board of Supervisors Chambers, if available.

The Open Session adjourned at 10:50 a.m.

CLOSED SESSION

6. Conference with Real Property Negotiator for Acquisition of the Santa Cruz Branch Rail Line Property: Santa Cruz Branch Rail Line from Watsonville Junction to Davenport
 - Agency Negotiator: Kirk Trost, Miller, Owen & Trost
 - Negotiation Parties: SCCRTC, Union Pacific
 - Under Negotiation: Price and Terms

OPEN SESSION

7. Next Meetings / Adjournment

The next regular RTC meeting will be held Thursday, December 2, 2004 at 9:00 a.m. at the Board of Supervisors Chambers, 701 Ocean Street, Santa Cruz, CA.

The next Transportation Policy Workshop will be held Thursday, December 16, 2004 at 9:00 a.m. at the RTC Office, 1523 Pacific Avenue, Santa Cruz, CA.

Respectfully submitted,

Gini Pineda, Staff

S-12.65

ATTENDEES

<u>Name</u>	<u>Representing</u>
Robert Yount	
Les White	SCMTD
Genevieve Bookwalter	Santa Cruz <i>Sentinel</i>
Mike Dalbey	FORT
Paul Elerick	CFST
Cliff Walters	Santa Cruz Big Trees Railroad
Rahn Garcia	County Counsel
Mark Greenfield	
Jason Butler	CHP
Donna Ziel	
Bob Scott	SCCRTC Technical Advisor

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S-12.b6

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 17, 2004
TO: Board of Directors
FROM: Mark J. Dorfman, Assistant General Manager
SUBJECT: CONSIDERATION OF APPOINTMENT OF DENNIS PAPADOPULO TO THE METRO ADVISORY COMMITTEE (MAC) BY DIRECTOR SPENCE TO FILL VACANCY OF MICHAEL EDWARDS

I. RECOMMENDED ACTION

The purpose of this staff report is to request Board Approval of the appointment of Dennis Papadopulo to the Metro Advisory Committee (MAC) as the appointment of Director Spence.

II. SUMMARY OF ISSUES

- On December 19, 2003 the Board of Directors approved the creation and structure of the Metro Advisory Committee (MAC).
- Each member of the Board nominated the name of an individual that they wanted to appoint for membership on the MAC.
- Michael Edwards, appointed by Director Spence, was forced to resign for health reasons.
- Director Spence is nominating Dennis Papadopulo as the replacement.

III. DISCUSSION

On December 19, 2003 after a significant amount of discussion and multiple meetings, the Board approved the creation of a new Metro Advisory Committee (MAC) that replaced the METRO Users Group (MUG), and the Board approved the structure of the new committee. Application Forms were used to solicit interested persons to participate on MAC.

The Board of Directors appointed the individuals that they wanted to serve as members of the MAC. Each member of the Board provided the name of the individual that they wanted to nominate. Director Spence appointed Michael Edwards as her representative to MAC. Unfortunately, Mr. Edwards has been forced to resign from MAC due to health reasons. Director Spence is requesting approval of Dennis Papadopulo as her representative to MAC. Attachment A is Mr. Papadopulo's Application Form for consideration. Also attached as Attachment B is the Current Composition of the METRO Advisory Committee.

S-13.1

IV. FINANCIAL CONSIDERATIONS

No financial impacts.

V. ATTACHMENTS

Attachment A MAC Application Form of Dennis Papadopulo

Attachment B METRO Advisory Committee Composition

ATTACHMENT A

MAC Application Form

Name: Dennis Papadopulo
Address: 1803-A Felt Street
City: Santa Cruz State: CA Zip: 95062
Phone: 831-464-3032
E-Mail: KrinnyK@juno.com

Do you ride METRO Fixed Route or ParaCruz Service?: METRO Fixed Route

How often do you use METRO/ParaCruz Service? Daily

What are your particular transit interests?

Accessibility for all riders, Bus Stops and Shelters, Sensitivity training for drivers, and Routes and route scheduling.

What do you think are the biggest challenges for METRO?

A huge challenge when last I was involved was: Establishing the Metro Base. I was/am also concerned about the Metro Budget in terms of state funding and service cuts.

What do you believe that you will contribute to the MAC and METRO if appointed?

I want to bring an attitude of cooperation between MAC and METRO so that both sides benefit. I think we can find a common denominator between Metro services/drivers and the riding public and/or MAC, and do so in fair and balanced way.

What are the interests and the experiences that you have that would make you an effective member of the MAC?

I've been involved with MASTF from its beginning. I held the bus stop chair position for a number of years. As a MASTF chairperson, I learned to do sensitivity training for drivers with Mike M., I did that for several years. I was involved in the decision making regarding the

5-13.91

purchase of new metro buses. I was instrumental in promoting and urging the construction of new bus stops, shelters, the locations of bus stops, and their accessibility. I've worked with the ADA, the elderly and handicapped advisory committee. I ride at least eight buses a day, I know most of the routes and drivers. I talk with and listen to passengers about their riding experiences and their concerns regarding routes. I have an excellent relationship with Metro drivers, the Metro staff in general, the public, and other disability related organizations.

Please outline your availability in terms of meeting times/days and total time per month you could devote to the activities of the MAC?

My time is fairly free. I do have occasional doctor appointments but I can easily work around them so they don't conflict with meetings. Tuesday late afternoon and nights are not open.

Are you aware of any conflicts of interest that would prevent you from serving on the MAC if appointed? NO

5-13.02

ATTACHMENT B

METRO Advisory Committee Composition

- 1. Kanoa Dynek- Nominated by Director Skillicorn**
- 2. VACANT- Nominated by Director Spence**
- 3. Donald N. Hagen Jr.- Nominated by Director Tavantzis**
- 4. B. Jefferson LeBlanc- Nominated by Director Rotkin**
- 5. R. Paul Marcelin-Sampson- Nominated by Director Norton**
- 6. Mathew Melzer- Nominated by Chair Reilly**
- 7. Lesley Wright- Nominated by Director Hinkle**
- 8. Robert Yount- Nominated by Vice-Chair Keogh**
- 9. James Sheldon – Nominated by Director Ainsworth**
- 10. Dan Alper – Nominated by Director Stone**
- 11. Stuart Rosenstein – Nominated by Director Beautz**

S-13. b1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 17, 2004
TO: Board of Directors
FROM: Mark J. Dorfman, Assistant General Manager
SUBJECT: CONSIDERATION OF REPORT ON APPOINTEE ATTENDANCE AT METRO ADVISORY COMMITTEE (MAC) MEETINGS

I. RECOMMENDED ACTION

The purpose of this staff report is to provide a report to the Board regarding the appointee attendance at the newly created METRO Advisory Committee (MAC) meetings. No action is required.

II. SUMMARY OF ISSUES

- On December 19, 2003 the Board of Directors approved the creation and structure of the Metro Advisory Committee (MAC).
- At the June 25, 2004 Board Meeting, a request was made for a report on appointee attendance at the MAC Meetings.

III. DISCUSSION

In December 19, 2003, the Board approved the creation of a new Metro Advisory Committee (MAC) that replaced the METRO Users Group (MUG), and the Board approved the structure of the new committee. A public process was used to solicit interest in serving on the new committee.

The Board of Directors made appointments to MAC. In a discussion of the bylaws at the June 25, 2004 Board Meeting, the Board requested that staff bring a report back to the Board of Directors in six (6) months. Attachment A is the report of attendance as requested by the Board.

IV. FINANCIAL CONSIDERATIONS

No financial impacts.

V. ATTACHMENTS

Attachment A MAC Attendance Report

5-14.1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
METRO ADVISORY COMMITTEE (MAC)
2004 ATTENDANCE REPORT

Member	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Note
Alper, Dan (Stone)	X	X		X	X		X	X		
Dynek, Kanoa (Skillicom)	X	X	X			X	X			4/21/04 - Elected Vice-Chair 6/16/04 - Appointed Chair
Edwards, Michael (Spence)	X		V	A	C	A	N	T		4/21/04 - Elected Chair 6/16/04 - Resigned
Hagen, Norm (Tavantzis)	X	X	X	X	X	X		X		
Le Blanc, Jefferson (Rotkin)	X	X	X	X	X	X	X			
Marcelin-Sampson, Paul (Norton)	X	X	X	X	X		X	X		8/18/04 - Selected Vice-Chair 9/22/04 - Elected Vice-Chair
Melzer, Matthew (Reilly)	X	X				X	X	X		School Term Only
Rosenstein, Stuart (Beautz)	X	X	X		X	X	X	X		
Sheldon, James (Ainsworth)			X	X	X	X				
Wright, Lesley (Hinkle)		X	X	X				X		
Yount, Robert (Keogh)	X		X	X	X	X	X	X		

S-14.91

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

NOTICE OF ACTION TAKEN IN CLOSED SESSION MEMORANDUM

DATE: December 17, 2004

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 Beverly Beams on July 23, 2004

Settlement with Beverly Beams

On July 23, 2004, in closed session you authorized a full and final settlement of the litigation matter, Beams vs. Santa Cruz Metropolitan Transit District, et al; Santa Cruz Superior Court Case No. CV145702 in the amount of five thousand dollars (\$5,000.00), for a Personal Injury complaint filed against METRO and two other defendants, Hannan Specialties, Inc. (bus bench distributor) and Trilary, Inc. (bus bench designer and manufacturer) on February 14, 2003. The following directors authorized the settlement: Keogh, Norton, Reilly, Rotkin, Stone, Spence and Tavantzis. Directors Ainsworth, Beautz, Hinkle, and Skillicorn were absent. Pursuant to this direction, a Settlement Agreement and Release was executed by all the parties. A District warrant was issued to Beams and her attorney and a Dismissal with Prejudice of the entire action was entered in Santa Cruz Superior Court on November 19, 2004.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 17, 2004
TO: Board of Directors
FROM: Robyn Slater, Human Resources Manager
SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- None.

III. DISCUSSION

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

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Employee Recognition List

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

EMPLOYEE RECOGNITION

TEN YEAR

Michael T. Smith, Custodial Service Worker I

FIFTEEN YEARS

None

TWENTY YEARS

Gilberto Limas, Bus Operator
Joseph A. Florez, Bus Operator
Raymond F. Scargill, Supervisor of Parts & Materials

TWENTY-FIVE YEARS

Cheryl L. Brondstatter, Transit Supervisor
Peter S. Prince, Bus Operator

THIRTY YEARS

None

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Paratransit Coordination Task Force MINUTES – MEETING # 5

Wednesday, November 17, 2004, 2:00 – 5:00 pm
Santa Cruz Civic Auditorium, ABC Room

Members Present:

Caroline Bliss-Isburg
Michael Bradshaw
Richard Camperud
Kathleen Johnson
Clay Kempf
Paul Marcelin-Sampson
Roger McKowan
Eileen Pavlik
Dennis Papadopulo
Carmen Robles
Stuart Rosenstein
Ernestina Saldana
Ellen Timberlake
Adam Tomaszewski
Arturo Zamudio

Staff Present:

Bryant Baehr, SCMTD
Mark Dorfman, SCMTD
Hal

Peg Gallagher, SCMTD
Karena Pushnik, SCCRTC
Tegan Speiser, SCCRTC
Link Spooner, Community Bridges
Sam Storey, Community Bridges

Others/Guests Present:

Genevieve Bookwalter, SC Sentinel
Pearl Mendes, Yellow Cab
Michael Molesky, E&DTAC & CCAH
Barbie Schaller, Seniors Commission

Alternates Present (* = voting):

Kirk Ance *
Michael Keogh*
James Monroe
Bonnie Morr
Andy Schiffrin*

1. **Introductions** – Attendees introduced themselves
2. **Oral Communications** - None
3. **Additions or Deletions to the Agenda** – Item 6, ADA Paratransit Implementation Update, was moved to be the first item on the Regular Agenda.

Consent Agenda

(Timberlake, Papadopulo) as amended below. Keogh and Saldana abstained.

4. **Approve the Minutes** of the October 20, 2004 Paratransit Coordination Task Force.

Amendments:

- Indicate Eileen Pavlik and Ernestina Saldana were present on the list of members present.
- Paul Marcelin-Sampson had three changes to the Demographics and Definitions presentation on page 4-6 of the minutes: 1) re: the sentence that “an annual growth

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rate in the senior population of 2.5% is substantial," the point was to say that there are other more important influences on the cost of providing services rather than percentage of annual population growth; 2) replace the word "unmanageable" for "unbearable" in the sentence "...the pressures on ParaCruz won't be unbearable until 2030"; and, 3) he doesn't remember anyone making the comment that "In 1950, the senior population was 50% of the total population". However, he asserts that this information is incorrect for the County of Santa Cruz. He cited census information which reported it as 14.8%. (Andy Schiffrin said that he had made the statement about the City of Santa Cruz.)

Regular Agenda

6. ADA Paratransit Implementation Update - Bryant Baehr and Sam Storey (oral report)

Bryant Baehr spoke to items 6 a, b and c.

On November 1st, Metro's first day of operating ParaCruz, they provided 500 rides and received 700 phone calls. ParaCruz is now providing 285-350 rides and handling about 400 phone calls daily. Much has been learned since operation began. Continuing education is needed about the ready window and about it being a shared-ride service. ParaCruz staff is working on new outreach materials. On-time performance is improving everyday. Now in 3rd week of operation and doing well. Have been working on correcting issues as they arise.

- a. Cabrillo College Stroke Center rides – Re: prepayment of fares, Stroke Center now pays Metro in advance for rides. When their ParaCruz-qualified students take a ride, it's deducted from the Stroke Center account balance and no money is collected. Metro is doing this as a demonstration project. If it's successful, staff may take it to the Metro board to expand the program. Good communication has been developed with the Stroke Center staff who are letting the Metro know about issues so Metro can adjust and learn from these situations. The Stroke Center is, in fact, the District's largest ParaCruz customer in terms of a one-place pick up and one-place drop off.

Mr. Baehr acknowledged the assistance of Metro staff Mark Dorfman and Peg Gallagher who worked with Cabrillo to set up this pre-payment system.

- b. Prepaid coupons – These are still being offered. Metro has had a rush of people wanting to buy them which is good. The less currency that is exchanged, the better it is for both the customer and Metro.

There was a question about the status of the policy that only clients can buy coupons and not agencies. Metro staff reiterated that others can buy the coupons, but only if they are for a specific ParaCruz-eligible person. Coupons must to be linked to an individual user as it's a restricted service designed only for people eligible for the service. Metro has been able to work through situations where agencies handle client's money. A point was made that only eligible riders were able to call and schedule a ride which should assure Metro that, regardless of who pays for the ride, only an eligible rider could actually schedule a ride and use a coupon.

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- c. Large wheelchair issues – If the wheelchair can't be secured in one of Metro's minivans, three Goshen vans are available for use on a first come, first served basis. Metro is identifying customers with oversized chairs and trying to accommodate them using the larger vehicles.

There was a question about the information that went out in recent brochures about the size restrictions of wheelchairs allowed on ParaCruz. In their upcoming January mailing, updated information will go out about accommodating larger chairs.

At this point in the transition, Metro's main ParaCruz concerns are:

- On-time performance. Metro is hampered by the same things as everyone: accidents, traffic, etc...
- Communicating with customers about their needs and how to schedule their trips
- Have a full staff of reservationists. Average wait time hit a high of 2 minutes on a Sunday. Phone system wasn't quite set up correctly. Now averaging from 45 seconds to one minute and 10 seconds in terms of hold times on phone calls.
- Overall doing well. Metro learning new things daily.

A question was asked about the availability of on-time performance statistics. Metro staff responded that they plan to bring this data to the Metro Board (and this Task Force) in December.

A question was asked about a specific person who took a ParaCruz ride for treatment at the Satellite Dialysis Center. Due to treatment complications, the rider needed to be transported to the hospital although it was not an emergency situation and did not require an ambulance. Since ParaCruz does not allow scheduling of same day rides, Metro could not accommodate this change under their current established policy. The rider was referred to LiftLine who said they try to accommodate riders with unanticipated changes such as this.

Link Spooner explained how LiftLine handled these situations when they operated ADA paratransit under contract to Metro. There were two types of rides: Demand Rides and Will Call rides. Demand rides were rides with a pick up location, a destination and a pick up return time. Dialysis set up rides on a demand basis since they know how long people will be on the machines and people get better service if they have a scheduled pick up.

On the rare occasion where a person had a complication, the trip was turned into a Will Call ride to transport the person to the hospital and a Will Call ride for them to return home. They did this since LiftLine's policy was to always provide a means to return if they have taken a person somewhere. This return ride was not always needed since many times a family member provided the ride home from the hospital.

With the new system, it's possible that the person could receive a ride with a medical voucher on LiftLine if they were eligible. However, LiftLine would want to share responsibility for the return ride with Metro since the person took the initial ride on ADA. This round trip now has three legs instead of only two.

Key points in the lengthy discussion that ensued:

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- Could medical vouchers be used in such a situation?
- Could ParaCruz provide same day service? Is there a rationale for the current policy which prevents it?
- Metro staff responded that it's a matter of the resource and cost implications, along with the fact that it's not Metro's current adopted policy and it's not required by the ADA.
- Since the ride was scheduled in advance and only the destination was changed, is this really a same day ride? Could the Metro board look at a change in policy (or more flexibility) to allow for a change in destination in emergency situations?
- The ParaCruz system is complementary to the fixed route bus. This may require a different system. Public transit is not set up to handle unforeseen circumstances.
- The number of rides that fall into this category are actually quite few.
- Not asking for policy change at this point. Want more analysis about options, extent of the problem, how many rides like this are taken each month, what are the cost implications etc...
- Could Metro be more flexible within the existing system, possibly incorporating someone with same day ride changes into an existing ride like LiftLine does?
- Several members expressed an interest in seeing Metro look into and prepare a report about the problem of meeting unanticipated same day service needs and identify options for resolution (possibly within the existing system.) Want to see a shift in approach aimed at solving a problem rather than let "policy" be a reason not to attempt to work it out.
- Metro staff said they are talking with lots of people and learning something new everyday. Met with 18 different groups in advance of the transition. Happy to come back at next meeting with more information on this issue of same day changes.

A motion was made (Kempf/Timberlake) to request that Metro review their policy regarding necessary same day destination changes to previously scheduled paratransit service, for example, dialysis.

Ms. Timberlake proposed a friendly amendment to the motion. Not just to review the Metro policy, but also to analyze potential criteria or scheduling change solutions that could address emergency, same day change needs and report back at the next meeting. Staff could propose criteria that would be sufficient to broaden the net.

The Chair clarified the intent of the motion: To have Metro staff return at the next meeting with a report about same day rides that differentiates different kinds of same day service,

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some handled one way and some another way, depending on the particular situation that people find themselves in. The intent is to find some balance between the policy that works generally and the particular problems that clients have that can be serious. The Task Force is asking for a report about the issue, and options for what can be done about it, including the pros and cons of different ideas.

Congratulations were expressed to Metro for better customer service since taking over ParaCruz. More kudos were offered in terms of Metro's responsiveness to some of the concerns raised by the Task Force in terms of Stroke Center payments and accommodating large wheelchairs. This issue of same day ride changes is similar.

The Chair also complimented Metro with how they had responded to the Stoke Center's situation. He added that Metro had recognized that there was a real problem and that there were ways to solve it that didn't undermine the integrity of the system.

Due to staffing constraints, Mr. Baehr asked permission to break the request being made of him into two reports: 1) What happens at Satellite Dialysis and with emergency issues and 2) What happens in less than emergency situations. He can bring the first report addressing the emergency same day ride issue to the December meeting.

The motion passed with 10 voting for the motion and 3 voting against.

Mike Molesky said this issue, Scheduling Emergency Trips, was addressed 13 years ago in the paratransit design and agreement between SCMTD and the CTSA outlined in the Paratransit Implementation Plan. He was asked to make this information available to the task force.

Sam Storey spoke to item 6d.

d. Numbers of people and contractual options for providing rides to people outside the ADA ParaCruz service area – 6 individuals were identified as out of the service area at the time of the transition. This includes both people who had been living outside of the area for some time and people newly out of the area due to recent bus service cuts. LiftLine is accommodating 4 of these people through existing programs so that their transportation is not disrupted. A pre-existing arrangement with Yellow Cab to provide service to the remaining two people was communicated to Metro.

Mr. Baehr indicated that due to district bus stops being moved, one if not both, of the remaining people are no longer outside of the service area and now qualify for ParaCruz.

5. Review and Discuss Task Force Goal 1: Funding Effectiveness and Efficiency

a. Issues Identified from Initial Survey and during Previous Task Force Meetings

As requested by the Task Force, Karena Pushnik reported that staff had compiled an integrated matrix of the goals and issues identified through stakeholder surveys and

FINAL

items discussed at task force meetings thus far. The matrix includes key discussion points and space for short and long term recommendations.

The Chair suggested the following process for working on this item. Beginning with Goal #1, the task force will review each issue to see if there are recommendations and/or consensus on recommendations. Two lists will be created – one with approved recommendations and one with recommendations proposed, but not approved that could be revisited at a later date.

A question was raised about whether or not all of the issues needed to relate back to the larger goal. The Chair explained that the goals were an organizing tool for the issues and that recommendations don't necessarily need to tie back to goals. The objective is to come up with recommendations to address the issues.

The Task Force began the process of discussing and developing recommendations to address issues listed under Goal #1. Recommendations formulated so far will be distributed with the December Task Force Agenda Packet.

b. **Pick Up** List – Two items were referred to the pick-up list:

- Emergency same-day changes (such as destination) for ParaCruz rides
- Coordination and information and referral to other Transportation/Paratransit Services

7. **Confirm Next Meeting** – The next meeting was confirmed for Wednesday, December 15, 2004 from 2:00 – 5:00p.m. at the ABC Room of the Civic Auditorium. Agenda topics will be to continue discussion and developing recommendations for Goal 1: Funding Effectiveness and Efficiency and Goal 2: Customer Service and Satisfaction

8. **Adjourn** – The meeting adjourned at 4:55pm.

Respectfully submitted by,

Tegan Speiser
Sr. Transportation Planner

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 17, 2004
TO: Board of Directors
FROM: Elisabeth Ross, Finance Manager
SUBJECT: RESOLUTION REVISING FY 04-05 BUDGET

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors adopt the attached resolution revising the FY 04-05 budget in accordance with Exhibit A, and authorize revision of the staffing table in the Customer Service Department to reflect three (3) positions for Senior Customer Service Representative/Customer Service Representative.

II. SUMMARY OF ISSUES

- As a result of required adjustments to operating expenses, the operating budget is recommended to be decreased by a net \$81,500 for a new total of \$31,165,178 in operating expenses.
- The two changes in operating revenues are a reallocation of Highway 17 Express revenue and transfer of \$81,500 of the FTA operating assistance advance to the capital budget. There is no net reduction in revenues that fund the operating budget.
- A number of expense adjustments are required at this time, as delineated in Attachment A.
- Updating the capital improvement program results in a net increase of \$223,200 for five new projects. The revised capital improvement program totals \$18,514,732.
- In order to provide for more flexibility in staffing the Customer Service Department, staff is proposing a revision in the staffing table for that department to combine the positions of Senior Customer Service Representative and Customer Service Representative into one authorization category.

III. DISCUSSION

A. Operating Budget

The detailed list of changes to the FY 04-05 operating revenues is shown on Attachment A, Exhibit A, following the budget resolution. Highway 17 Express revenue allocations are being changed to increase fare revenue and reduce the AMTRAK reimbursement, based on year-to-date trends. The VTA subsidy is also slightly higher. The other revenue change is a transfer of part of the FTA Section 5307 operating assistance advance for one-time ParaCruz expenses to

the capital budget. This reduction in operating revenues is totally offset by a reduction in ParaCruz operating expenses.

Under operating expense changes, detailed expense adjustments are listed in Attachment A, Exhibit A. The expense changes are as follows:

- Due to coverage changes as of 1/01/05 and staff vacancies, the medical insurance expense in several departments has changed, but with a net effect of \$10,857 in savings.
- Due to retirements and staff vacancies, three departments are realizing expense reductions in salary expense, which will help cover the increase in retiree benefits (next item).
- Retiree health insurance benefits in FY 04-05 are increasing because more employees have retired in the current fiscal year than projected in the final budget.
- ParaCruz operating expenses are being reduced to fund \$81,500 of one-time capital expenditures for ParaCruz.
- A new email filtering service is necessary to try to reduce the thousands of unwanted and unsolicited emails that enter the District's IT system daily.
- Additional changes to Headways has resulted in an increase in graphics and printing expense over the minimal amount originally budgeted.
- Fleet Maintenance is sending mechanics to be trained for the CNG cylinder inspection certificate which requires a \$300 additional expense.

Staff is proposing to revise the staffing table for the Customer Service Department. Currently, the table lists one Senior Customer Service Representative and two Customer Service Representatives (CSR). With the upcoming departure of the Senior CSR, the combination of these three positions into one category would allow the immediate callback of a laid-off CSR. (See Attachment B.)

B. Capital Improvement Program

Five capital projects are being added to the capital improvement program. First, the District has received approval for \$60,000 in FTA Section 5303 planning funds for the development of a Short Range Transit Plan (SRTP). The District will provide the local match of \$40,000 through State Transit Assistance (STA) funds. Second, part of the \$350,000 FTA Section 5307 operating assistance advance for one-time ParaCruz funding was used to purchase two capital items: Trapeze software and a phone system for the operation. Next, the multiplexor at 920 Pacific has

ceased to function and needs to be replaced. This unit is an integral part of the security system at Pacific Station. Finally, two bus shelter projects are necessary, based on prior Board direction and will be funded from the bus stop improvement reserve fund.

The District has been notified that the State Transit Assistance (STA) allocation is being increased by \$121,575 to \$982,569. This increase will allow a reduction in the use of District reserves in the amount of \$79,075 in FY 04-05.

IV. FINANCIAL CONSIDERATIONS

Adoption of the resolution will decrease the total FY 04-05 operating expenses by \$81,500, and increase the capital improvement program by \$223,200.

V. ATTACHMENTS

Attachment A: Resolution Authorizing a Revision to the FY 04-05 Budget, followed by a list of specific changes (Exhibit A).

Attachment B: Revised Staffing Table for Customer Service Department.

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

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

**A RESOLUTION OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AUTHORIZING A REVISION TO THE FY 04-05 BUDGET**

WHEREAS, it is necessary to revise the adopted FY 04-05 budget of the Santa Cruz Metropolitan Transit District to provide for changes in operating revenue, operating expense, and the capital improvement program.

NOW, THEREFORE, BE IT RESOLVED, the budget is hereby amended per the attached Exhibit A.

PASSED AND ADOPTED this 17th day of December, 2004, by the following vote:

AYES: Directors -

NOES: Directors -

ABSENT: Directors -

ABSTAIN: Directors -

Approved _____
Chairperson

Attest _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

Margaret Gallagher
District Counsel

**EXHIBIT A
RECOMMENDED BUDGET REVISIONS
FY 04-05**

	AMOUNT	TOTALS
<u>OPERATING REVENUE</u>		
Adjust Hwy 17 Express revenue:		
- Increase Hwy 17 fares	\$	250,000
- Increase Hwy 17 VTA payment	\$	20,000
- Reduce Hwy 17 AMTRAK payment	\$	(270,000)
 Transfer part of FTA Section 5307 advance to Capital Budget for ParaCruz equipment		 \$ (81,500)
TOTAL	\$	(81,500)

**EXHIBIT A
RECOMMENDED BUDGET REVISIONS
FY 04-05**

	DEPT	ACCOUNT	AMOUNT	TOTALS
<u>OPERATING EXPENSE</u>				
Adjust medical insurance for coverage changes and staff vacancies as of 1/01/05:				
- Admin	1100	502031	\$ (2,338)	
- Finance	1200	502031	\$ 6,114	
- IT	1500	502031	\$ 2,803	
- Operations	3200	502031	\$ (4,621)	
- Fleet Maintenance	4100	502031	<u>\$ (12,815)</u>	
			\$ (10,857)	
Decrease other salaries due to retirements and staff vacancies:				
- Admin	1100	501021	\$ (16,621)	
- Operations	3200	501021	\$ (9,446)	
- Fleet Maintenance	4100	501021	<u>\$ (36,022)</u>	
			\$ (62,089)	
Increase retiree benefits to reflect additional retirees:				
- Medical Insurance	9005	502031	\$ 54,351	
- Dental Insurance	9005	502041	\$ 7,382	
- Vision Insurance	9005	502045	\$ 2,520	
- Life Insurance	9005	502051	<u>\$ 1,393</u>	
			\$ 65,646	
Reduce ParaCruz operating expense to allow transfer to Capital Budget	3100	503406	\$ (81,500)	
Add email filtering service	1500	503352	\$ 3,000	
Increase Headways printing expense				
- Graphics	1300	503225	\$ 1,000	
- Printing	1300	504215	\$ 3,000	
Increase Fleet Maint employee training for CNG cylinder inspection certificate	1400	509121	\$ 300	
TOTAL				\$ (81,500)

**EXHIBIT A
RECOMMENDED BUDGET REVISIONS
FY 04-05**

	DEPT	AMOUNT	TOTALS
<u>CAPITAL FUNDING</u>			
Add FTA Sec 5303 - Planning Funds		\$ 60,000	
Increase STA funding to \$982,569 per new State estimate		\$ 121,575	
Add transfer from operating budget for ParaCruz equipment		\$ 81,500	
Add funding from bus stop improvement reserves		\$ 39,200	
Reduce use of District reserves		<u>\$ (79,075)</u>	
TOTAL			\$ 223,200
<u>CAPITAL PROJECTS</u>			
Add Short Range Transit Plan (SRTP) project		\$ 100,000	
Add Trapeze software and phone system for ParaCruz		\$ 81,500	
Add replacement multiplexor for 920 Pacific		\$ 2,500	
Add bus shelter project		\$ 9,200	
- Soquel/State Park			
- Capitola/Clares			
- Graham Hill/Zayante			
Add bus shelter modification project		<u>\$ 30,000</u>	
TOTAL			\$ 223,200

FY 04-05 REVISED BUDGET
Funded Personnel
Customer Service - 1300

Position	Authorized FY 02-03	Funded FY 02-03	Authorized FY 03-04	Funded FY 03-04	Authorized FY 04-05	Funded FY 04-05
Planning & Marketing Manager	1	0	1	0	1	0
Service Planning Supervisor	1	1	1	0	1	0
Transit Planner**	1	1	0	0	0	0
Transit Surveyor**	1.25	1.25	0	0	0	0
Customer Service Coordinator	1	1	1	1	1	1
Senior CSR/CSR	5	4	5	4	5	3
Ticket & Pass Program Specialist	1	1	1	1	1	1
Administrative Secretary	1.25	0.75	1.25	0.75	1.25	0.75
Accessible Services Coordinator*	0	0	0	0	0	0
Total Full-Time Equivalents	12.50	10.00	10.25	6.75	10.25	5.75

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

** Positions moved to Dept 1100 effective 7/1/03

**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

**RESOLUTION OF APPRECIATION
FOR THE SERVICES OF SHERYL AINSWORTH AS A MEMBER OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT BOARD OF DIRECTORS**

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

WHEREAS, the City of Scotts Valley, requiring strong representation, appointed Sheryl Ainsworth as a member of the Board of Directors of the Santa Cruz Metropolitan Transit District; and

WHEREAS, Sheryl Ainsworth served as a member of the Board of Directors from April 2000 through November 2004, including serving as the Chair in 2001 and 2002; and

WHEREAS, Sheryl Ainsworth provided the Santa Cruz Metropolitan Transit District with strong leadership and insightful guidance during her terms of the office; and

WHEREAS, Sheryl Ainsworth was a guiding force for the Santa Cruz Metropolitan Transit District during the time that the District was developing the MetroBase and the Santa Cruz Metro Center Projects; and

WHEREAS, during the time that Sheryl Ainsworth served on the Board of Directors, the Transit District replaced the majority of the fixed route fleet, purchased new ParaCruz vans, redesigned and improved the ParaCruz service, including in-house operations, implemented a paratransit client recertification program, implemented bi-directional UCSC service, acquired funding for major capital improvements, and responded to a severe economic downturn; and

WHEREAS, the quality of public transit service in Santa Cruz County was improved dramatically as a result of the dedication, commitment and efforts of Sheryl Ainsworth;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby commend Sheryl Ainsworth for her efforts in the advancement of public transportation service in Santa Cruz County and expresses appreciation on behalf of itself, the staff and all of the citizens of Santa Cruz County.

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to Sheryl Ainsworth and that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 17th day of December, 2004 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED _____
EMILY REILLY
Chair

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

11.2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 17, 2004

TO: Board of Directors

FROM: Mark J. Dorfman, Assistant General Manager

SUBJECT: CONSIDERATION OF NOMINATING DIRECTORS TO SERVE AS BOARD OFFICERS FOR 2005, MAKING AN APPOINTMENT TO THE HIGHWAY 1 CONSTRUCTION AUTHORITY AND REVIEWING THE PROCESS FOR THE SELECTION OF APPOINTMENTS TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR 2005

I. RECOMMENDED ACTION

That the Board of Directors identify nominees from the Board to serve in the positions of Chair and Vice-Chair for 2005, make an appointment to the Highway 1 Construction Authority and review the process for the appointments to the Santa Cruz Regional Transportation Commission 2005.

II. SUMMARY OF ISSUES

- Article 6 of the Santa Cruz METRO Bylaws outlines that the Board of Directors shall, in December, nominate members of the Board of Directors to serve as Chair and Vice-Chair. The final selections are made in January.
- In November 2003, the Board of Directors appointed Director Marcela Tavantzis to the Highway 1 Construction Authority (HCA) for a term of 1/01/04 through 12/31/04. The HCA authorizes Santa Cruz METRO to appoint one representative to the HCA.
- Article 14.02 of the METRO Bylaws sets forth a process for the nomination and appointment of three representatives and three alternates to the Santa Cruz Regional Transportation Commission (SCCRTC).

III. DISCUSSION

The Santa Cruz METRO Board of Directors selects two officers, Chair and Vice Chair, to serve it annually. The current terms for the Chair and Vice Chair are set to expire in January 2004. The Santa Cruz Board Bylaws indicate that the Board of Directors shall nominate candidates for these offices in December and conduct elections in January at its first regular meeting.

Santa Cruz METRO became a member of the Highway 1 Construction Authority (HCA) in 2003. In November 2003, the Board of Directors appointed Director Marcela Tavantzis to the HCA for a term of 1/01/04 through 12/31/04. Director Mike Keogh was appointed as the

alternate. The JPA authorizes Santa Cruz METRO to appoint one representative and one alternate who are not required to be elected officials.

Additionally, it is necessary for the Board of Directors to make appointments (three regular and three alternate members) from the Board to sit as members of the SCCRTC. The Bylaws indicate that the Chair of the Board of Directors shall submit nominations for these six positions for the first meeting in January. Then at the first meeting, the Chair will entertain other nominations for SCCRTC representatives and alternates from the Directors. Thereafter, at the second meeting in January, the Board of Directors shall vote on the nominations via a motion and a second. A Director may move a slate of three representatives or a slate of three alternates for appointment. To be appointed a nomination must receive at least six affirmative votes. If none of the previously nominated directors receive the appointments, then the Chair shall entertain further nominations from the Directors until such time as three representatives and three alternates are approved by the Board of Directors.

IV. FINANCIAL CONSIDERATIONS

Funding support for the positions identified in this memo are contained in the adopted operating budget for 2004/2005.

V. ATTACHMENTS

Attachment A NONE

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 17, 2004
TO: Board of Directors
FROM: Leslie R. White, General Manager
SUBJECT: CONSIDER APPROVAL OF 2005 STATE LEGISLATIVE PROGRAM

I. RECOMMENDED ACTION

That the Board of Directors adopt the proposed METRO 2005 State Legislative Program attached to this Staff Report.

II. SUMMARY OF ISSUES

- Elected officials at the State level continue to actively support the goals established by the METRO Board of Directors when the legislative program is presented to them early in the legislative process.
- The current economic climate will make it difficult to obtain new funds from the California State Legislature as they convene their 2005 session.
- The large projected deficits in the State General Fund will require that transit agencies defend funds previously allocated for capital projects and advocate for full repayment of the loans from the transportation funds.
- In order for METRO to draw down Federal Section 5309 earmarked funds, all Federal Section 5307 formula funds under the Governor's jurisdiction must be programmed. METRO should advocate for agencies to program these funds or transfer them to other transit agencies that are able to program them.
- METRO will continue to incur additional costs to provide the mandated ADA complimentary paratransit service. The state has yet to provide specific funding programs to address this need.
- The activation of the "Yield to Bus" signs will require new "permissive" legislation in order for METRO to use the yield signs on a voluntary basis.
- The reliance of UCSC, Cabrillo College, and some K-12 systems on METRO services makes it important that we advocate for exploration of "cross function" funding opportunities.

III. DISCUSSION

The 2005 California State Legislature will convene in January to consider legislative actions for the coming year. The continuing poor condition of the State General Fund will be the focus of much of the attention of the Legislature. In the last Legislative Session transportation funds were "borrowed" to assist in balancing the General Fund. The financial condition of the State will once again put pressure on members of the legislature to divert funds from other programs, including transportation, to balance the General Fund. Currently, METRO receives capital funding from the State Transit Assistance Program (STAP). The level of STAP Funding received by METRO has decreased from \$1,436,436 in 2001/2002 to approximately \$900,000 in 2004/2005. This loss in capital funding negatively affects our ability to implement critical projects including additional Metrobase funds, Pacific Station funding, and routine capital purchases.

While the actions implemented by METRO in the area of ADA recertification have resulted in complementary paratransit costs stabilizing, it is likely that future years will see cost increases. Currently, the State does not have a funding program to assist transit agencies in addressing this need. Staff recommends that METRO advocate for State consideration of the complementary paratransit funding need.

In 2001 METRO, CalTrans, and other transit agencies in the under 200,000 in population urbanized areas were able to collaborate successfully and remove obstacles which could have prevented draw down of Section 5309 earmarked discretionary funds from the Federal Transit Administration. In 2005, it will be necessary for transit agencies in areas under 200,000 in population to ensure that all Section 5307 formula funds are programmed. This is necessary to achieve the ability to continue to draw down discretionary Section 5309 earmarks. This problem became severe for METRO when FTA held up funds necessary to pay for 17 paratransit vans that had been delivered. With the MetroBase construction beginning next year it will be critical that METRO have the ability to draw down federal discretionary funds. Where transit agencies have allocated funds that they will not be able to program for projects in a timely manner, Staff recommends that METRO advocate that the Governor's Office, through Caltrans, transfer these funds to other transit agencies that are able to program the funds to avoid having these allocations lapse back to the Federal Treasury and to avoid any repetition of FTA funding draw down embargo actions.

In prior years, METRO has explored the possibility of acquiring subpoena authority so that the Office of District Counsel can ensure witness participation. Staff recommends that the 2005 Legislative Program once again address this issue and explore the possibility of initiating legislation which would grant the subpoena authority to METRO.

The implementation of the Urban Bus Rule issued by the California Air Resources Board will require that METRO invest substantial funds in diesel bus conversion to CNG as well as the installation of a high capacity fueling station. Currently, the State does not have any funding programs address this level of need. Staff recommends that METRO advocate for the establishment of programs which would assist in the implementation of the Urban Bus Rule.

Service provided by METRO is relied upon by UCSC, Cabrillo College, and some of the K-12 school districts in Santa Cruz County. Currently, there is no mechanism or incentive at the State level for coordination of funding for transportation between the education functions and the transportation functions. Staff recommends that METRO advocate for the exploration of "cross function" funding opportunities.

In 1999 the California State Legislature passed AB1812 (Keeley) which established a demonstration program whereby buses re-entering traffic from bus stops were given the "right of way" and motorists were required to yield. The demonstration program was scheduled to expire on December 31, 2002. However, in 2002, the Legislature passed AB 629 (Oropeza) that extended the program for an additional year. In 2003 AB557 (Lowenthal) would have made the yield law permanent and extended the local option authority to all the transit systems in the state. While AB 557 passed the Assembly with some amendments it encountered the fierce opposition of the Chair of the Transportation Committee (Senator Kevin Murray D-Culver City) in the Senate. Senator Murray successfully convinced the Senate Transportation Committee to defeat AB557. As a result of Senator Murray's actions the authority for the use of the yield signs on buses expired on midnight December 31, 2003. Assembly Member John Laird requested an opinion from the Legislative Counsel as to whether current state statutes require that the yield sign be either removed or obscured. The Legislative Counsel has indicated that the yield signs must be either removed from the buses or obscured from view effective January 01, 2004, which they were. In order to reactivate the Yield to Bus signs, staff recommends that METRO join with the Santa Clara Valley Transportation Authority (VTA) and request that legislation be introduced in 2005 that would permit the use of the current yield signs as advisory signs.

The specific legislative goals recommended by Staff are attached to this staff report. Joshua Shaw also serves as a Legislative Advocate for METRO under a separate contract.

IV. FINANCIAL CONSIDERATIONS

Funds for the State Legislative Advocacy activities, including travel to Sacramento and the contract with Joshua W. Shaw, are included in the adopted 2004/2005 METRO Operating Budget.

V. ATTACHMENTS

Attachment A: Proposed 2005 Santa Cruz Metropolitan Transit District Legislative Program.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
2005 STATE LEGISLATIVE PROGRAM

State Goals:

1. Support legislation and actions necessary to protect existing funding sources and funding levels for transit operating assistance and capital assistance.
2. Support the introduction and passage of legislation designed to enact additional sources of transit operating and capital assistance.
3. Support efforts to insure that Federal Section 5307 formula funds in the Governor's apportionment are programmed statewide to the maximum extent possible to insure that SCMTD can access Section 5309 Federal discretionary earmarks and to insure that no funds lapse at the end of the TEA-21 authorization.
4. Support efforts to obtain operating and capital funds to meet the increasing service requirements of ADA Para transit.
5. Explore the possibility of using state education funds for the development, construction, and operation of off-campus park and ride facilities as well as public transit services at campuses in the University of California system.
6. Explore the possibility of requesting legislation to grant the SCMTD the authority to issue subpoenas.
7. Support efforts to obtain operating and capital funds to implement the CARB Urban Bus Rule requiring the use of alternate fuels.
8. Support efforts to improve communication and funding for public schools (K-12) and community college/university transportation needs.
9. Prepare and implement a county-wide public awareness program to inform the public of the impacts of lowered or cancelled state funding on METRO service and projects. Involve all stakeholders in the design and implementation of the program. Encourage communication of concerns to members of the State Legislature with emphasis on those individuals representing Santa Cruz County.
10. Request permissive legislation that would allow the reactivation of the yield signs, currently affixed to METRO buses, as advisory signs.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 17, 2004

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDER APPROVAL OF 2005 FEDERAL LEGISLATIVE PROGRAM

I. RECOMMENDED ACTION

That the Board of Directors adopt the proposed METRO 2005 Federal Legislative Program attached to this staff report.

II. SUMMARY OF ISSUES

- Elected officials at the federal level support the goals established by the METRO Board of Directors when the Legislative Program is presented to them early in the legislative process.
- In 2005, the first session of the 109th Congress will appropriate transit funds for federal FY 2006.
- In order to maximize formula funds received by METRO, staff recommends that we advocate for funding of the federal FY 2006 Transportation Appropriations Bill at the 2005 appropriated level plus 4%.
- In prior years, there have been numerous efforts to limit funding for public transit service in California. Staff recommends that METRO representatives again oppose any action that singles out specific states for lower transit funding levels or places a minimum allocation level to all states which would redirect federal funds away from populous states like California.
- As costs related to federally-mandated complimentary Paratransit continue to rise, staff recommends that METRO advocate for funding at the federal level to assist in offsetting these expenses.
- Proposals for the reauthorization of TEA-21 were finalized in 2003. Major advocacy groups (including APTA) included the High Intensity Tier Proposal developed by METRO and others in their adopted positions. Representatives of the Federal Transit Administration (FTA) have unofficially indicated their support of the concept of a High Intensity Tier component. The FTA reauthorization proposal was sent to Congress as the Security and Financial Equity Act for the 21st Century (SAFETEA). The reauthorization proposal for transit funding from the House Transportation and Infrastructure Committee, and the Senate Committee on Banking, Housing, and Urban Affairs contained the language that METRO and APTA submitted for the High Intensity Transit Tier. The reauthorization bills passed by both houses of Congress contained the High Intensity Transit Tier language and funding levels recommended by APTA and METRO. As a Final Conference Report could not be agreed upon and

14.1

passed in the current Congress the issue of transit reauthorization will have to be addressed by the 109th Congress. Staff recommends that METRO continue to advocate for the inclusion of a \$35 million High Intensity Transit Tier Program in the under 200,000 population Urbanized Area Formula Program.

- Many of the transit-intensive systems in the under 200,000 population Urbanized Areas have aging fleets, which need replacing. Additionally, there are some small systems in the Urbanized Areas with populations between 200,000 – 1 million that also have bus replacement needs which exceed the ability of the Formula Program to address. Major advocacy groups (including APTA) have recognized this need and have included a \$100 million supplemental Bus Replacement Program in their Legislative Proposals. This funding would be directed to Urbanized Areas under 1 million in population. The Bills passed by the House and Senate did not include the draft language for supplemental bus funding. Staff recommends that METRO advocate for the inclusion of a \$100 million per year Bus Fleet Modernization Program directed at areas below 1 million in population in the next authorization bill.
- Transit financing needs will continue to increase in future years. Staff recommends that METRO advocate for the transit program funding levels to increase from the projected \$7.5 billion appropriated level in 2005 to \$14.2 billion in 2009.
- It is anticipated that earmarked Discretionary Capital funding will be needed to construct the transit facility portion of the SC Metro Center (Pacific Station) Redevelopment Project. The FY 2005 Transportation Appropriations Bill contains \$1.5 million in earmarked funds for this project. Staff recommends that METRO advocate for the inclusion of a multi-year earmark totaling \$8.66 million in the new TEA-21 reauthorization bill or through the appropriations process.
- Construction of Phase I of the MetroBase Project will begin in 2005. In order to ensure adequate funding for the completion of Phase I in a timely manner, and to begin planning for Phase II, staff recommends that METRO seek an earmark of \$1.5 million for the MetroBase Project in the FY 2006 Federal Transportation Appropriations Bill.

III. DISCUSSION

In 2005, Congress will appropriate funds for federal FY 2006. The federal formula funds that METRO receives to offset operating and capital expenses are derived from the annual appropriations bill. Therefore, it is important that Congress appropriate at the highest possible levels.

In prior years, under Republican leadership, the transportation appropriations process has resulted in proposals being developed which would limit funding for California transit systems. Staff recommends that the 2005 Legislative Program include a provision that METRO continue

14.2

to vigorously resist efforts to single out specific states for lower transit funding or places a minimum allocation level to all states which would redirect funds away from more populous states like California.

While the implementation of the recertification has slowed the growth in ADA Paratransit costs, it is likely that these costs will increase in future years. Staff recommends that METRO advocate for supplemental federal capital and operating funds to assist in supporting future costs of the ADA-mandated complimentary Paratransit.

TEA-21 required (Section 3033) the completion of a study for smaller transit-intensive communities to determine if the current Formula Program was adequate to meet the needs of these communities. The report issued, pursuant to Section 3033, identified the need to include a service factor in the formula for these communities. The report found that systems, like Santa Cruz, performed at levels higher than systems in communities of 200,000 – 1 million in population. A new High Intensity Transit Tier Program was developed to respond to the needs of systems like METRO. This new program was included in the adopted legislative programs of the major transportation advocacy groups including the American Public Transportation Association (APTA). The Reauthorization bills that were passed by both the U.S. House and Senate contained the provision for the High Intensity Transit Tier using the language submitted by both METRO and APTA. However the Conference Committee that was appointed to resolve certain differences in the two reauthorization bills could not reach agreement and failed to issue a Conference Report that would allow a new authorization bill to be enacted and sent to the President. Therefore the 109th Congress will have to address transportation authorization after it convenes in January 2005. Staff recommends active advocacy for the inclusion of the High Intensity Transit Tier in the next authorization bill. Staff further recommends that METRO representatives work collaboratively with the American Public Transportation Association and the other transit-intensive communities to advocate for this new program. The proposed High Intensity Transit Tier Program is recommended to be funded initially at \$35 million and grow to \$54 million over the life of the authorization bill.

In small and medium sized communities, the formula capital program does not provide sufficient funding to keep pace with bus replacement needs. This has resulted in many small and medium sized communities having fleets whose age far exceeds the identified Federal Transit Administration criteria. Even with the recent fleet modernization program that METRO has implemented this program would benefit Santa Cruz through providing funding (\$8.8 million) for the replacement of fifteen (15) 1988 New Flyer local routed buses and seven (7) 1989 New Flyer Highway 17 Express buses. There are many medium and small sized systems like METRO that desperately need a supplemental bus funding program and therefore staff recommends that METRO continue to advocate for the inclusion of a \$100 million annual Bus Fleet Modernization Program in the new authorization bill while recognizing that this program has not generated the same level of support that the High Intensity Transit Tier program has. This program has been included in the adopted legislative program of APTA.

In order to accommodate the inclusion of new funding initiatives in the Federal Transit Program, it will be necessary for authorized levels to rise in the new bill. Therefore, staff recommends that METRO advocate for an increase in funding levels to achieve a level of \$14.2 billion in 2009.

The first phase of the Santa Cruz Metro Center (Pacific Station) Redevelopment Project was funded by the State of California through the Traffic Congestion Reduction Program (TCRP) enacted by the Legislature in 2001. The initial phase included the conceptual design activities, budget development, environmental review, and property acquisition. METRO contracted with the City of Santa Cruz Redevelopment Agency to manage this phase of the project. Currently a conceptual design has been developed. The proposed design requires the demolition and reconstruction of the current SC Metro Center facilities as well as the Greyhound facilities. Unfortunately the negative financial situation at the state level resulted in the final \$800,000 of funding for the first phase of the project being withdrawn. Therefore the Pacific Station Redevelopment Plan will require a substantial amount of federal funding for implementation. This funding will have to come in the form of federal discretionary earmarks. In 2004 METRO requested that Congress Member Sam Farr and Congress Member Anna Eshoo submit requests for an earmark in the 2005 Appropriations Bill for \$1,500,000 to finance the property acquisition portion of the Pacific Station Project. Congress Members Farr and Eshoo submitted earmark requests for the project. The recently passed FY 2005 Omnibus Appropriation Bill included a Transportation Section and that section included a \$1.5 million earmark for property acquisition for the Pacific Station Redevelopment Project. In order to maintain progress on the Pacific Station Project staff recommends that METRO actively advocate for the inclusion of a multi-year earmark for this project in the next authorization bill totaling \$8.66 million. Staff also recommends that METRO request that Representatives Farr and Eshoo, as well as Senators Feinstein and Boxer, request annual appropriation earmarks of \$1.5 million for the Pacific Station Redevelopment Project until the total funding of \$8.66 has been achieved.

The MetroBase Project continues to be the number one priority project for METRO. With construction beginning on the MetroBase Project it will be necessary to begin requesting federal earmarking to ensure the timely completion of Phase I and that planning begins for Phase II. Staff recommends that METRO advocate for earmarks of \$1.5 million for the MetroBase Project be included in each annual federal transportation appropriations bill until the project is completed in all phases.

In order to effectively advocate for the goal contained in the proposed 2005 Federal Legislative Program, it will take the concerted efforts of members of the Board of Directors, staff, other community leaders and citizens to communicate our needs to our members of Congress. METRO will continue to use the services of Chaney & Associates in Washington, DC as our legislative advocates.

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IV. FINANCIAL CONSIDERATIONS

Funding necessary for travel to Washington, DC and other APTA Legislative Committee meetings is included in the 2004/2005 METRO operating budget. Additionally, funds necessary to support the services of Chaney & Associates are included in the METRO budget.

V. ATTACHMENTS

Attachment A: Proposed Santa Cruz Metropolitan Transit District 2005 Federal Legislative Program

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
2005 FEDERAL LEGISLATIVE PROGRAM**

Federal Goals:

1. Support the appropriation of federal transit funds at the maximum amount provided in the extension of the Transportation Equity Act of the 21st Century (TEA-21) and support the continuation of the guarantee and firewall provisions contained in the Act. Resist efforts to single out specific states for lower transit funding levels.
2. Support efforts to obtain funding for operating and capital costs to meet the increasing service requirements of ADA Paratransit (ParaCruz).
3. Advocate for the inclusion of service and equity factors in the Federal Transit Formula Program in the Reauthorization of TEA-21. Request that an Incentive Tier be added to the Formula Program for urbanized areas under 200,000 in population. Advocate for the Incentive Tier to be funded at \$35 million in FY2005 and increased each year of the Authorization Bill to reach a level of \$54 million in 2009.
4. Advocate for the inclusion of a Bus Fleet Modernization Program in the Reauthorization of TEA-21. Support the funding of the Fleet Modernization Program at \$100 million annually.
5. Advocate for increasing the funding levels of the Federal Transit Program from \$7.5 billion in 2005 to \$14.2 billion in 2009.
6. Advocate for and achieve TEA-21 Reauthorization Earmark of \$8.66 million for the construction of the transit facility portion of the Santa Cruz Metro Center (Pacific Station) Redevelopment Project.
7. Advocate for and achieve an Earmark in the 2006 Transportation Appropriations Bill of \$1.5 million for the Santa Cruz Metro Center (Pacific Station) Redevelopment Project.
8. Advocate for and achieve an Earmark in the 2006 Transportation Appropriations Bill of \$1.5 million for the MetroBase Project.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: December 17, 2004

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF RESOLUTION AMENDING METRO'S BYLAWS RELATING TO THE NOMINATIONS AND ELECTIONS OF BOARD OFFICERS AND METRO REPRESENTATIVES TO THE SANTA CRUZ REGIONAL TRANSPORTATION COMMISSION

I. RECOMMENDED ACTION

Approve the Resolution amending METRO's Bylaws as specified in the attachment relating to nominations and elections of Board Officers and Metro Representatives to the Santa Cruz Regional Transportation Commission.

II. SUMMARY OF ISSUES

- Santa Cruz METRO's enabling statute provides that the Board of Directors shall make its own rules of procedure and determine the place and time of its meetings (Public Utilities Code Section 98105).
- At the first regular meeting in December 2004, the Board of Directors reviewed its processes for the selection of Board Officers and representatives to the Santa Cruz Regional Transportation Commission (SCCRTC).
- The Board of Directors determined that it wished to consider amending its Bylaws to facilitate the selection of its officers and its representatives to the SCCRTC.
- Attached to this Board Report is a chart showing the language that the Board is considering changing and recommended amendments.

III. DISCUSSION

Santa Cruz METRO's enabling statute provides that the Board of Directors shall make its own rules of procedure and determine the place and time of its meetings (Public Utilities Code Section 98105). Additionally, Public Utilities Code Section 98132 provides that the Board shall establish rules for its proceedings.

During the December 10, 2004, Board of Directors' regular meeting, the Board of Directors reviewed the process set forth in its Bylaws for the selection of Board Officers and the selection of its representatives to the SCCRTC. At that time, some Directors expressed concern that the actual selection of Board officers did not take place at the

second regularly scheduled meeting which is generally televised. Additionally, some Directors indicated that nominations for Board Officers and SCCRTC appointments should remain open until the actual selections are made. Another issue arose pertaining to the order of the selections, that is, should the selection of Board officers precede the Chair's nominations of the SCCRTC representatives.

In reviewing this matter in preparation of this report, it appears that the January selections of officers (first meeting) and representatives to the SCCRTC (second meeting) was done in order that the newly appointed Directors would be able to participate in these selections. Therefore, by including both of these matters at the second January meeting, the newly appointed Directors will still be able to fully participate. Additionally, by separating the matters at the second meeting and having the officer selection occur immediately after the roll call, the new Chair can immediately assume the office and direct the remaining matters listed on the agenda. Nominations for both selections would remain open until final selections are made.

Attached to this report in Attachment A are recommendations regarding amending the Bylaws in order to facilitate the selections of Board officers and representatives to the SCCRTC. A complete copy of the Bylaws is included within each Directors' Agenda Binder and is also available for review on Santa Cruz METRO's website at www.scmtd.com/board/bylaws.pdf.

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A: Proposed Amendments to Sections 6.01 and 14.02 of Santa Cruz METRO'S Bylaws

ATTACHMENT A

CURRENT LANGUAGE

PROPOSED LANGUAGE

VI. PRESIDING OFFICERS	VI. PRESIDING OFFICERS
<p>6.01 <u>Election</u></p> <p>(a) The Directors shall in December nominate members of the Board of Directors to serve as Chair and as Vice-Chair of the Board of Directors. The Board of Directors shall, at their first regular meeting in January of each year, choose one of its members to serve as Chair and one of its members to serve as Vice-Chair to serve for the balance of the calendar year or until the selection of their successors.</p> <p>(b) Should the office of Chair or Vice-Chair become vacant during the calendar year, the Board of Directors shall choose a successor to fill the vacancy for the balance of that calendar year, or until the selection of a successor.</p> <p>(c) In the event of a vacancy of both the Chair and Vice-Chair positions, the Directors shall meet in order to nominate members of the Board of Directors for the vacant positions</p>	<p>6.01 <u>Election</u></p> <p>(a) The Directors shall in December nominate members of the Board of Directors to serve as <u>its</u> Chair and as Vice-Chair of the Board of Directors. <u>Nominations may be received until final selections occur.</u> The Board of Directors shall, at their <u>its first-second</u> regular meeting in January <u>(generally televised)</u> of each year, choose one of its members to serve as Chair and one of its members to serve as Vice-Chair to serve for the balance of the calendar year or until the selection of their successors. <u>The officer election shall be agendized at the second meeting immediately following the roll call and shall not be pared with any other item.</u></p> <p>(b) Should the office of Chair or Vice-Chair become vacant during the calendar year, the Board of Directors shall choose a successor to fill the vacancy for the balance of that calendar year, or until the section of a successor</p> <p>(c) In the event of a vacancy of both the Chair and Vice-Chair positions, the Directors shall meet in order to nominate members of the Board of Directors for the vacant positions <u>and make final selections.</u></p>

14.02 Appointment to Santa Cruz County Regional Transportation Commission

- (a) The Board of Directors shall each year in January appoint three representatives and three alternates (in order of priority) to the Santa Cruz County Regional Transportation Commission (SCCRTC) who must be members of the Board of Directors. The Board Chair shall submit nominations of three representatives and three alternates for the first Board meeting in January. At that first meeting in January, the Chair shall entertain other nominations for SCCRTC representatives and alternates from the Directors. Thereafter at the second meeting in January, the Board of Directors shall vote on the nominations via a motion and a second. To be appointed a nomination shall receive at least six affirmative votes. A Director may move a slate of three representatives or a slate of three alternates for appointment. If none of the previously nominated directors receive the appointments, then the Chair shall entertain further nominations from the Directors until such time as three representatives and three alternates are approved by the Board of Directors.
- (b) The Board of Directors may provide its SCCRTC representatives with guidance on issues coming before the Commission to assist the director/commissioner in serving the best interests of the Transit District.

14.02 Appointment to Santa Cruz County Regional Transportation Commission

- (a) The Board of Directors shall each year in January appoint three representatives and three alternates (in order of priority) to the Santa Cruz County Regional Transportation Commission (SCCRTC) who must be members of the Board of Directors. The Board Chair shall submit nominations of three representatives and three alternates for the first Board meeting in January. At that first meeting in January, the Chair shall entertain other nominations for SCCRTC representatives and alternates from the Directors. ~~Thereafter,~~ at the second meeting in January, the Board of Directors shall vote on the nominations via a motion and a second. To be appointed a nomination shall receive at least six affirmative votes. A Director may move a slate of three representatives or a slate of three alternates for appointment. If none of the previously nominated directors receive the appointments, then the Chair shall entertain further nominations from the Directors until such time as three representatives and three alternates are approved by the Board of Directors.
- (b) The Board of Directors may provide its SCCRTC representatives with guidance on issues coming before the Commission to assist the director/commissioner in serving the best interests of the Transit District.