



AGENDA

BOARD OF DIRECTORS
REGULAR MEETING OF SEPT. 27, 2013
9:00 AM

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

THE BOARD MEETING AGENDA PACKET CAN BE FOUND ONLINE AT WWW.SCMTD.COM AND IS AVAILABLE FOR INSPECTION AT SANTA CRUZ METRO'S ADMINISTRATIVE OFFICES LOCATED AT 110 VERNON STREET, SANTA CRUZ, CALIFORNIA

- | | | |
|--------------------------|---|--|
| <input type="checkbox"/> | <i>Director Margarita Alejo</i> | <u>City of Watsonville</u> |
| <input type="checkbox"/> | <i>Director Hilary Bryant</i> | <u>City of Santa Cruz</u> |
| <input type="checkbox"/> | <i>Director Dene Bustichi, Vice Chair</i> | <u>City of Scotts Valley</u> |
| <input type="checkbox"/> | <i>Director Daniel Dodge, Chair</i> | <u>City of Watsonville</u> |
| <input type="checkbox"/> | <i>Director Zach Friend</i> | <u>County of Santa Cruz</u> |
| <input type="checkbox"/> | <i>Director Ron Graves</i> | <u>City of Capitola</u> |
| <input type="checkbox"/> | <i>Director Michelle Hinkle</i> | <u>County of Santa Cruz</u> |
| <input type="checkbox"/> | <i>Director Deborah Lane</i> | <u>County of Santa Cruz</u> |
| <input type="checkbox"/> | <i>Director John Leopold</i> | <u>County of Santa Cruz</u> |
| <input type="checkbox"/> | <i>Director Bruce McPherson</i> | <u>County of Santa Cruz</u> |
| <input type="checkbox"/> | <i>Director Lynn Robinson</i> | <u>City of Santa Cruz</u> |
| <input type="checkbox"/> | <i>Ex-Officio Director Donna Blitzer</i> | <u>UC Santa Cruz</u> |

Leslie R. White, General Manager

Leslyn K. Syren, District Counsel

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

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



AMERICANS WITH DISABILITIES ACT

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



MEETING LOCATION:
WATSONVILLE CITY COUNCIL CHAMBERS
275 MAIN STREET, 4TH FLOOR
WATSONVILLE, CA

9:00 A.M.

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

SECTION I: OPEN SESSION

1. CALL TO ORDER

2. ROLL CALL

3. ANNOUNCEMENTS

4. COMMUNICATIONS TO THE BOARD OF DIRECTORS

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

5. LABOR ORGANIZATION COMMUNICATIONS

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS



CONSENT AGENDA

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

- 7-1. SANTA CRUZ METRO SYSTEM RIDERSHIP REPORT FOR JULY 2013**
- 7-2. METRO PARACRUZ OPERATIONS STATUS REPORT FOR JULY 2013**
- 7-3. APPROVE MINUTES OF JUNE 2013 BOARD OF DIRECTORS MEETINGS**
- 7-4. APPROVE MINUTES OF AUGUST 2013 BOARD OF DIRECTORS MEETINGS**
- 7-5. RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY14 WITH ZURICH AMERICAN INSURANCE COMPANY**
- 7-6. STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR SEPTEMBER 2013**
- 7-7. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A THREE-YEAR EXTENSION TO A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF SANTA CRUZ FOR PROJECT MANAGEMENT SERVICES FOR THE PACIFIC STATION REDESIGN**
- 7-8. CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM OF JENNIFER GOUDGE, #13-0014**
- 7-9. ACCESSIBLE SERVICES REPORT FOR JULY 2013**

REGULAR AGENDA

- 8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**
Presented by Daniel Dodge, Chair
- 9. CONSIDERATION OF A RESOLUTION OF APPRECIATION AND REMEMBRANCE FOR THE SERVICES OF DENNIS "POP" PAPADOPULO AS AN ADVOCATE OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND OF ACCESSIBLE PUBLIC TRANSIT**
Presented by Daniel Dodge, Chair
- 10. CONSIDERATION OF AWARD OF CONTRACT WITH B+U, LLP FOR WATSONVILLE TRANSIT CENTER CONCEPTUAL DESIGN SERVICES IN AN AMOUNT NOT TO EXCEED \$160,000, AND AMENDING THE CAPITAL BUDGET TO REFLECT THE ADDITIONAL AMOUNT REQUIRED**
Presented by Liseth Guizar, Security and Risk Administrator
- 11. CONSIDERATION OF METRO SPONSORSHIP OF THE SANTA CRUZ CHAMBER OF COMMERCE COMMUNITY LEADERSHIP VISIT BY PROVIDING TRANSPORTATION OCTOBER 27 AND 28, 2013**
Presented by Leslie R. White, General Manager



12. ORAL REPORT OF THE RECRUITMENT TASK FORCE

Presented by Daniel Dodge, Chair

13. ORAL ANNOUNCEMENT

The next regularly scheduled Board meeting will be held Friday, October 11, 2013 at 8:30 a.m. at the [Santa Cruz METRO Administrative Offices, 110 Vernon Street, Santa Cruz, California.](#)

14. ADJOURNMENT

Adjourn to the next Board of Directors meeting.

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

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 27, 2013

TO: Board of Directors

FROM: April Warnock, Paratransit Superintendent

SUBJECT: METRO PARACRUZ OPERATIONS STATUS REPORT–JULY 2013

I. RECOMMENDED ACTION

This report is for information only - no action requested

II. SUMMARY OF ISSUES

- METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Transit District, providing shared ride, door-to-door demand-response transportation to customers certified as having disabilities that prevent them from independently using the fixed route bus.
- METRO assumed direct operation of paratransit services November 1, 2004. This service had been delivered under contract since 1992.
- Discussion of ParaCruz Operations Status Report.
- Attachment A: On-time Performance Chart displays the percentage of pick-ups within the “ready window” and a breakdown in 5-minute increments for pick-ups beyond the “ready window”. The monthly Customer Service Reports summary is included.
- Attachment B: Report of ParaCruz’ operating statistics. Performance Averages and Performance Goals are reflected in the Comparative Operating Statistics Table in order to establish and compare actual performance measures, as performance is a critical indicator as to ParaCruz’ efficiency.
- Attachments C and D: ParaCruz Performance Charts displaying trends in rider-ship and mileage spanning a period of three years.
- Attachment E: Current calendar year’s statistical information on the number of ParaCruz in-person eligibility assessments, including a comparison to past years, since implementation in August of 2002.

III. DISCUSSION

From July 2012 to July 2013, ParaCruz rides increased by 353 rides. This is a 4.7% increase in number of rides.

From June 2013 to July 2013, ParaCruz rides increased by 132 rides. This is a 1.7% increase in number of rides.

IV. FINANCIAL CONSIDERATIONS

NONE

V. ATTACHMENTS

Attachment A: ParaCruz On-time Performance Chart

Attachment B &B2: Comparative Operating Statistics Table

Attachment C: Number of Rides Comparison Chart and Shared vs. Total Rides Chart

Attachment D: Mileage Comparison Chart and Year to Date Mileage Chart

Attachment E: Eligibility Chart

ATTACHMENT A

Board of Directors
Board Meeting September 27, 2013

ParaCruz On-time Performance Report		
	July 2012	July 2013
Total pick ups	7214	7567
Percent in “ready window”	94.43%	93.95%
1 to 5 minutes late	1.50%	2.04%
6 to 10 minutes late	.84%	1.93%
11 to 15 minutes late	.60%	.87%
16 to 20 minutes late	.34%	.63%
21 to 25 minutes late	.13%	.22%
26 to 30 minutes late	.09%	.19%
31 to 35 minutes late	.06%	.08%
36 to 40 minutes late	.00%	.08%
41 or more minutes late (excessively late/missed trips)	.01%	.01%
Total beyond “ready window”	5.57%	6.05%

During the month of July 2013, ParaCruz received four (4) Customer Service Reports. Three (3) of the reports were not valid. One (1) report was a compliment.

ATTACHMENT B

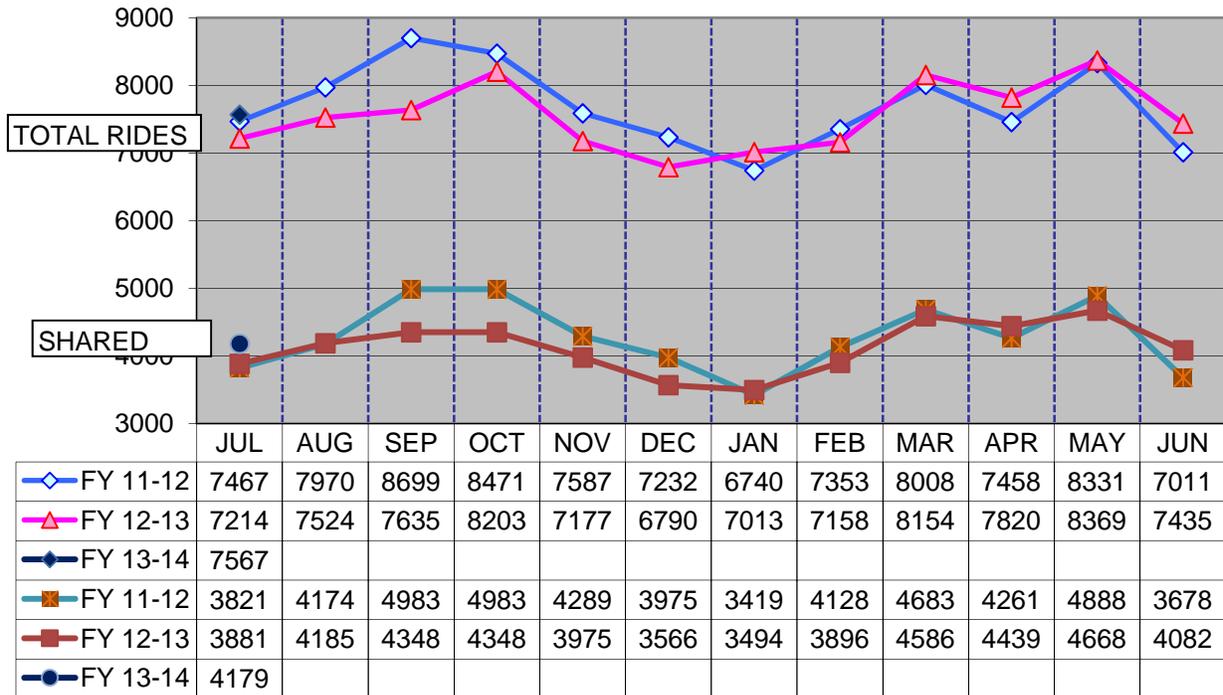
Board of Directors
Board Meeting September 27, 2013

Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through July 2013.

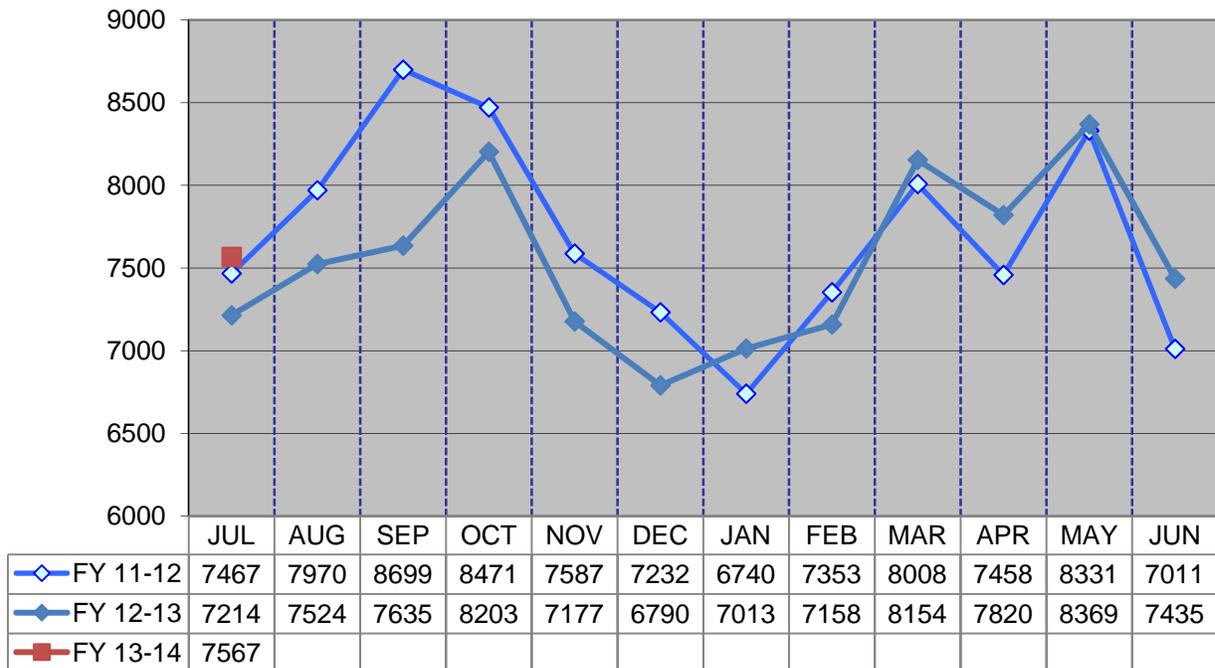
	July 12	July 13	Fiscal 12-13	Fiscal 13-14	Performance Averages	Performance Goals
Requested	7697	8093	7697	8093	8185	
Performed	7214	7567	7214	7567	7570	
Cancels	18.28%	18.41%	18.28%	18.41%	19.12%	
No Shows	3.00%	3.03%	3.00%	3.03%	3.23%	Less than 3%
Total miles	49,795	53,878	49,795	53,878	53,174	
Av trip miles	4.92	4.94	4.92	4.94	4.77	
Within ready window	96.43%	93.95%	96.43%	93.95%	95.68%	92.00% or better
Excessively late/missed trips	1	1	1	1	1.58	Zero (0)
Call center volume	5033	5259	5033	5259	5427	
Hold times less than 2 minutes	96.9%	97.1%	96.9%	97.1%	96.07%	Greater than 90%
Distinct riders	743	792	743	792	785	
Most frequent rider	53 rides	54 rides	53 rides	54 rides	48 rides	
Shared rides	64.0%	65.5%	64.0%	65.5%	65.50%	Greater than 60%
Passengers per rev hour	1.96	1.96	1.96	1.96	1.94	Greater than 1.6 passengers/hour
Rides by supplemental providers	12.91%	12.59%	12.91%	12.59%	8.67%	No more than 25%
Vendor cost per ride	\$22.75	\$23.32	\$22.75	\$23.32	\$21.99	
ParaCruz driver cost per ride (estimated)	\$26.83	\$28.13	\$26.83	\$28.13	\$28.44	
Rides < 10 miles	67.03%	65.43%	67.03%	65.43%	67.16%	
Rides > 10	32.97%	34.57%	32.97%	34.57%	32.84%	

ATTACHMENT C

TOTAL RIDES vs. SHARED RIDES

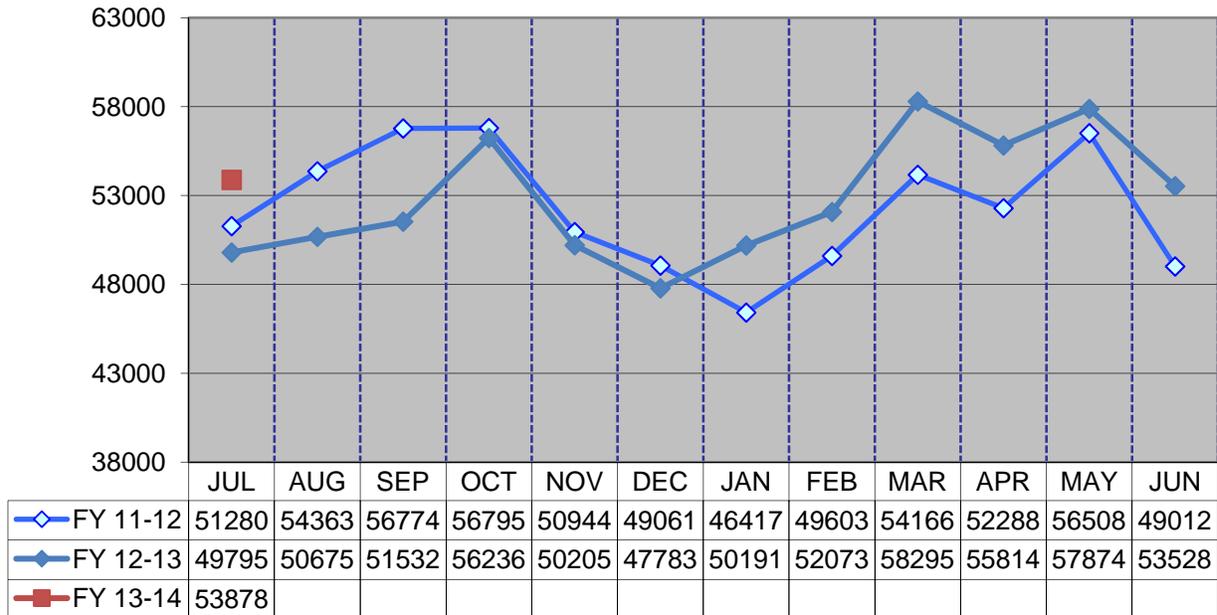


NUMBER OF RIDES COMPARISON CHART

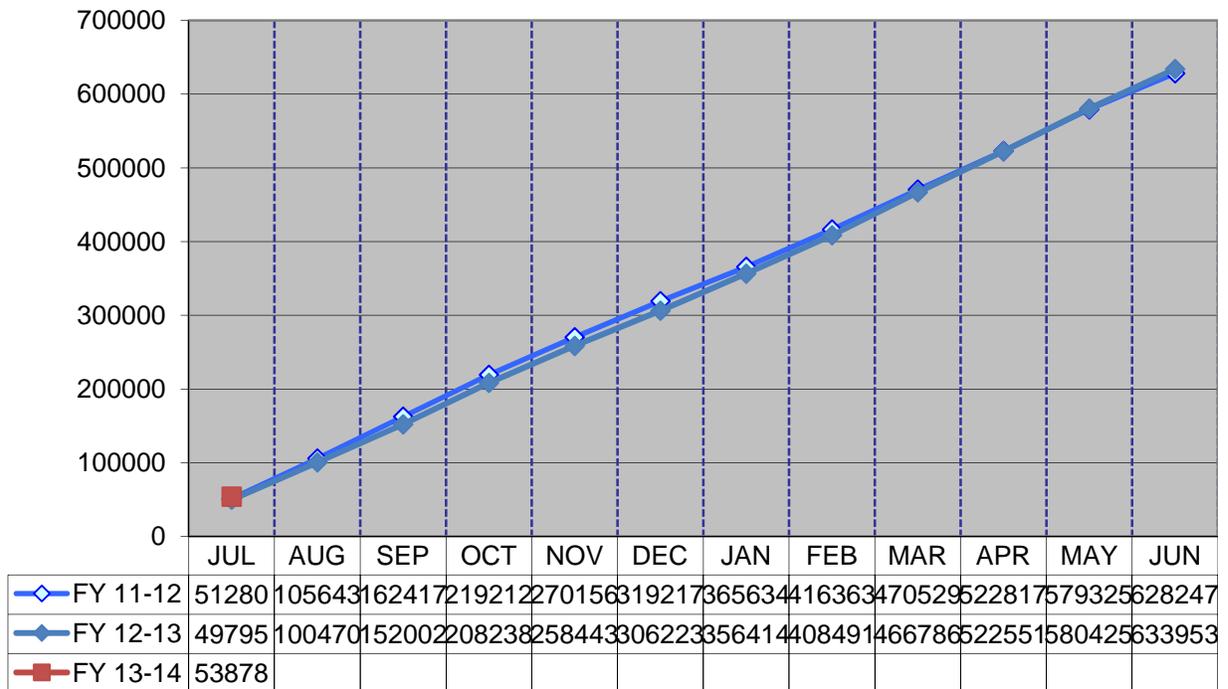


ATTACHMENT D

MILEAGE COMPARISON



YEAR TO DATE MILEAGE COMPARISON CHART



ATTACHMENT E

MONTHLY ASSESSMENTS						
	UNRESTRICTED	RESTRICTED CONDITIONAL	RESTRICTED TRIP BY TRIP	TEMPORARY	DENIED	TOTAL
AUGUST 2012	42	0	4	5	0	51
SEPTEMBER 2012	38	0	3	11	0	52
OCTOBER 2012	57	0	9	2	0	68
NOVEMBER 2012	43	0	2	3	0	48
DECEMBER 2012	42	0	3	2	0	47
JANUARY 2013	58	0	5	3	0	66
FEBRUARY 2013	41	0	4	0	0	45
MARCH 2013	58	0	8	0	0	66
APRIL 2013	42	0	2	3	0	47
MAY 2013	66	0	3	4	1	74
JUNE 2013	58	0	2	1	0	61
JULY 2013	44	0	3	1	0	48

Number of Eligible Riders for the month of July 2013 = 3250

MINUTES

BOARD OF DIRECTORS

REGULAR MEETING OF JUNE 14, 2013



A meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District was convened on June 14, 2013 at the Santa Cruz METRO Administrative Offices, 110 Vernon Street, Santa Cruz, California.

1. CALL TO ORDER / ROLL CALL

Vice Chair Bustichi called the meeting to order at 8:30 a.m.

2. ROLL CALL

The following Directors were present:

- Director Margarita Alejo
- Director Hilary Bryant
- Director Dene Bustichi
- Director Daniel Dodge
- Director Zach Friend
- Director Ron Graves
- Director Michelle Hinkle
- Director Deborah Lane
- Director John Leopold
- Director Bruce McPherson
- Director Lynn Robinson
- Ex-Officio Director Donna Blitzer

DRAFT

BOARD STAFF PRESENT

- Anthony Tapiz, Recording Secretary
- Leslie R. White, General Manager/Secretary to the Board
- Leslyn K. Syren, District Counsel

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

- Angela Aitken, *SC METRO Finance Manager*
- Robert Cotter, *SC METRO Maintenance Manager*
- Erron Alvey, *SC METRO Purchasing Manager*
- Becky Taylor, *Santa Cruz County Commission on Disabilities*

- Elizabeth Pope, *Central Coast Center for Independent Living*
- Tom Reeve, *Seniors Council*

3. ANNOUNCEMENTS

Anthony Tapiz announced that a podium and microphone had been set up for addressing the Board, and said that the conference room would soon be equipped with microphones.

Director McPherson announced the success of the ribbon-cutting ceremony at Big Basin State Park to celebrate the resumption of bus service to the park.

4. COMMUNICATIONS TO THE BOARD OF DIRECTORS

4-1. CORRESPONDENCE REGARDING BUS SERVICE IN SANTA CRUZ COUNTY

Tad Jones, Davenport, California

Leslie R. White said the matter of route 40 and 41 departure times would be referred to staff and that the matter of relocating the fareboxes presented problems, but staff would respond to Mr. Jones.

DIRECTOR ROBINSON ARRIVED.

5. LABOR ORGANIZATION COMMUNICATIONS

None.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Leslie R. White announced that there were two letters in support of the restoration of service to La Posada from County Supervisor Coonerty and Sarah Shiffren.

CONSENT AGENDA

- 7-1. STATUS REPORTS OF FEDERAL AND STATE LEGISLATION AND CURRENT LEGISLATIVE ISSUES
- 7-2. NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION
- 7-3. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH GP STRATEGIES CORPORATION TO EXTEND THE TERM OF THE CONTRACT THROUGH DECEMBER 31, 2013
- 7-4. CONSIDERATION OF FUNDING THE CONTRACT WITH ALLIANT INSURANCE SERVICES, INC., FOR INSURANCE BROKER SERVICES AND PAYMENT OF THE PREMIUM FOR EXCESS WORKERS' COMPENSATION INSURANCE THROUGH THE CALIFORNIA STATE ASSOCIATION OF COUNTIES EXCESS INSURANCE AUTHORITY (CSAC EIA)
- 7-5. CONSIDERATION OF AWARD OF CONTRACT WITH GREYHAWK TECHNOLOGIES, INC. FOR PURCHASE AND IMPLEMENTATION OF A MOBILE DATA SYSTEM FOR THE PARACRUZ FLEET IN AN AMOUNT NOT TO EXCEED \$400,000

7-3.2

- 7-6. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH FIRST ALARM SECURITY & PATROL, INC. FOR SECURITY GUARD SERVICES IN AN AMOUNT NOT TO EXCEED \$384,000
- 7-7. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH DAY WIRELESS SYSTEMS FOR THE LAND MOBILE RADIO SYSTEM UPGRADE PROJECT IN AN ADDITIONAL AMOUNT NOT TO EXCEED \$150,000
- 7-8. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH TRAPEZE SOFTWARE GROUP, INC. FOR SUPPORT MAINTENANCE OF TRAPEZE PASS, PASS-CERT, PASS IVR(CALLBACKS), IVR(CANCEL/CONFIRM), AND VOICE GENIE MODULES IN THE AMOUNT OF \$209,674.00 WITH EXPIRATION DATE OF JUNE 30, 2019
- 7-9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH PROOFPOINT, INC. FOR SUPPORT MAINTENANCE OF EMAIL SECURITY THREAT CLASSIFICATION AND EMAIL SECURITY MANAGEMENT SOLUTION IN THE AMOUNT OF \$35,368.00 WITH EXPIRATION DATE OF JUNE 30, 2016
- 7-10. CONSIDERATION OF METROBASE STATUS REPORT
- 7-11. CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM OF SARAH WOOD, #13-0006; REJECT THE CLAIM OF REBECCA BARRAZA, #13-0009

ACTION: MOTION: DIRECTOR GRAVES SECOND: DIRECTOR LEOPOLD

APPROVE CONSENT AGENDA AS PRESENTED.

MOTION PASSED UNANIMOUSLY.

REGULAR AGENDA

8. ORAL REPORT OF THE RECRUITMENT TASK FORCE

Chair Dodge said that the Task Force has met once and communicated a great deal via email, and that the members were meeting after the Board meeting to set additional meeting dates.

NO ACTION TAKEN.

9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A NEW LEASE AGREEMENT WITH MOHAMED ALSAIDI, DBA SANTA CRUZ COFFEE SHOP FOR A NEW BUSINESS AT PACIFIC STATION

Leslyn Syren presented the staff report and recommended action.

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR BRYANT

AUTHORIZE THE GENERAL MANAGER TO EXECUTE A NEW LEASE AGREEMENT WITH MOHAMED ALSAIDI, DBA SANTA CRUZ COFFEE SHOP FOR A NEW BUSINESS AT PACIFIC STATION.

MOTION PASSED UNANIMOUSLY.

10. CONSIDERATION OF AMENDMENTS TO METRO'S CONFLICT OF INTEREST CODE TO ADD NEW POSITIONS AND SPECIFY DEADLINES FOR FILING STATEMENTS OF ECONOMIC INTEREST AND OPEN THE WRITTEN COMMENT PERIOD

Leslyn Syren presented the staff report and recommended action. Carolyn Derwing noted that there were some omissions and Leslyn Syren stated that revisions would be made and Ms. Derwing consulted to include anything omitted in error.

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR DODGE

APPROVE AMENDMENTS TO METRO'S CONFLICT OF INTEREST CODE TO ADD NEW POSITIONS AND SPECIFY DEADLINES FOR FILING STATEMENTS OF ECONOMIC INTEREST AND OPEN THE WRITTEN COMMENT PERIOD.

MOTION PASSED UNANIMOUSLY.

11. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH NEW FLYER FOR THE PURCHASE OF FIVE (5) 35' XCELSIOR BUSES, VIA THE MINNESOTA COOPERATIVE PURCHASING VENTURE, IN AN AMOUNT NOT TO EXCEED \$2,500,000

Ciro Aguirre presented the staff report and recommended action. There was a discussion about State of Good Repair funds, 35 foot-length buses, and alternative fuel. Leslie R. White said that the program was ending and that there was a need to lobby for its re-authorization.

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR DODGE

AUTHORIZE THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH NEW FLYER FOR THE PURCHASE OF FIVE (5) 35' XCELSIOR BUSES, VIA THE MINNESOTA COOPERATIVE PURCHASING VENTURE, IN AN AMOUNT NOT TO EXCEED \$2,500,000.

MOTION PASSED UNANIMOUSLY.

12. MAY 2013 DROPPED SERVICE REPORT

Erich Friedrich presented the staff report. There was a discussion about the high levels of dropped service, using social media for alerting the public of dropped service, and the frustration of ridership.

NO ACTION TAKEN.

13. SERVICE OPTIONS FOR THE LA POSADA RESIDENTS AT FREDERICK/GAULT ST

Erich Friedrich presented the staff report and recommended action. There was a discussion about past bus service to La Posada neighborhood. There was a discussion about operating costs for a restored route #6. There was a discussion about a one-year trial basis.

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR LANE

AUTHORIZE THE RE-INSTALEMENT OF ROUTE #6 ON A ONE-YEAR TRIAL BASIS.

MOTION WITHDRAWN. ACTION DEFERRED TO THE JUNE 28, 2013 BOARD OF DIRECTORS MEETING.

14. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Leslyn Syren said there was one case of anticipated litigation and one case of existing litigation.

15. COMMUNICATIONS REGARDING CLOSED SESSION

None.

16. ORAL ANNOUNCEMENT

The next regularly scheduled Board meeting will be held Friday, June 28, 2013 at 9:00 a.m. at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, California.

17. REPORT OF CLOSED SESSION: District Counsel

Leslyn Syren announced that there was nothing to report.

18. ADJOURNMENT

Adjourn to the next Board of Directors meeting.

Respectfully submitted,



ANTHONY TAPIZ
Recording Secretary

MINUTES

BOARD OF DIRECTORS

REGULAR MEETING OF JUNE 28, 2013



A meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District was convened on June 28, 2013 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, California.

1. CALL TO ORDER

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

2. ROLL CALL AND ATTENDANCE

The following Directors were present:

Director Margarita Alejo	<input checked="" type="checkbox"/>
Director Hilary Bryant	<input checked="" type="checkbox"/>
Director Dene Bustichi	<input checked="" type="checkbox"/>
Director Daniel Dodge	<input checked="" type="checkbox"/>
Director Zach Friend	<input checked="" type="checkbox"/>
Director Ron Graves	<input checked="" type="checkbox"/>
Director Michelle Hinkle	<input checked="" type="checkbox"/>
Director Deborah Lane	<input checked="" type="checkbox"/>
Director John Leopold	<input checked="" type="checkbox"/>
Director Bruce McPherson	<input checked="" type="checkbox"/>
Director Lynn Robinson	<input checked="" type="checkbox"/>
Ex-Officio Director Donna Blitzer	<input type="checkbox"/>

BOARD STAFF PRESENT

Anthony Tapiz, Administrative Services Coordinator/Recording Secretary
Leslie R. White, General Manager/Secretary to the Board
Leslyn K. Syren, District Counsel

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

Becky Taylor, *Santa Cruz County Commission on Disabilities*
Noreen Santaluce, *La Posada*
Sarah Shiffrin, *La Posada*
Angela Aitken, *SC METRO Finance Manager*
Robert Cotter, *SC METRO Maintenance Manager*

Debbie Kinslow, *SC METRO Assistant Finance Mgr*
Robyn Slater, *SC METRO Human Resources Mgr*
Tove Beatty, *SC METRO Grants Analyst*
Ciro Aguirre, *SC METRO Operations Manager*
April Warnock, *ParaCruz Superintendent*
Daniel Zaragoza, *Assistant ParaCruz Superintendent*

3. ANNOUNCEMENTS

- 3-1. Amy Weiss announced that she was available for Spanish language interpretation.
- 3-2. Chair Dodge announced that the Board of Directors meeting was being broadcast by Community Television of Santa Cruz County.

4. COMMUNICATIONS TO THE BOARD OF DIRECTORS

- 4-1. CORRESPONDENCE REGARDING STATUS QUO OF SERVICE OPTIONS FOR THE LA POSADA RESIDENTS AT FREDERICK/GAULT ST
A. Nonny Mouse, Santa Cruz, CA

Leslie R. White announced that Santa Cruz METRO would be participating in both the Aptos and Watsonville Independence Day parades. Niconia Keesaw asked about dropped bus service.

5. LABOR ORGANIZATION COMMUNICATIONS

Carolyn Derwing, SEA, stated that the union was concerned about inadequate staffing levels and asked that the issue be examined and resolved.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None.

DIRECTOR LEOPOLD ARRIVED.

CONSENT AGENDA

- 7-1. STATUS REPORT OF ACTIVE GRANTS & SUBMITTED GRANT PROPOSALS FOR JUNE 2013
- 7-2. ACCEPT & FILE PRELIMINARILY APPROVED CLAIMS FOR APRIL 2013
- 7-3. APPROVE MINUTES OF BOARD OF DIRECTORS MEETING OF MARCH 22, 2013
- 7-4. APPROVE MINUTES OF BOARD OF DIRECTORS MEETINGS OF APRIL 2013
- 7-5. APPROVE MINUTES OF BOARD OF DIRECTORS MEETINGS OF MAY 2013
- 7-6. MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF APRIL 30, 2013

- 7-7. ACCESSIBLE SERVICES REPORT FOR APRIL 2013
- 7-8. METRO PARACRUZ OPERATIONS STATUS REPORT FOR MARCH & APRIL 2013
- 7-9. CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM OF SHARON O’CONNOR, #13-0010

ACTION: MOTION: DIRECTOR BRYANT SECOND: DIRECTOR BUSTICHI

APPROVE CONSENT AGENDA AS PRESENTED.

MOTION PASSED UNANIMOUSLY.

REGULAR AGENDA

PLEASE NOTE: SOME AGENDA ITEMS WERE TAKEN OUT OF ORDER

- 13. AMENDED SERVICE OPTIONS FOR THE LA POSADA RESIDENTS AT FREDERICK/GAULT ST

Erich Friedrich presented the staff report and recommended action. There was a discussion about all the options being considered. Becky Taylor, Santa Cruz County Commission on Disabilities, read a letter in favor of the bus service to La Posada. Several members of the public expressed their support for bus service.

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR GRAVES

REINSTATE ROUTE #6 ON A ONE-YEAR TRIAL BASIS WITH A MINIMUM THRESHOLD OF EIGHT RIDERS PER TRIP; REQUEST FUNDS FROM SCCRTC TO OPERATE ROUTE #6 ON A ONE-YEAR TRIAL BASIS; DIRECT STAFF TO CONTINUE TO PURSUE SHUTTLE SERVICE AND OTHER OPTIONS; DIRECT STAFF TO CONTINUE TO PURSUE CAPITAL IMPROVEMENTS.

MOTION PASSED UNANIMOUSLY.

DIRECTORS FRIEND AND MCPHERSON LEFT.

REGULAR AGENDA - CONTINUED

10. CONSIDERATION OF PROPOSAL FROM MACERICH COMPANY (CAPITOLA MALL) REGARDING THE DEVELOPMENT OF AN ALTERNATE SITE FOR THE TRANSIT CENTER AT THE CAPITOLA MALL

Leslie R. White presented the staff report and said that METRO was not receptive to the proposal. There was a discussion about developing an alternate site. Several members of the public spoke against the additional noise and problems associated with the Mall. There was a discussion about alternative options.

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR LEOPOLD

DIRECT STAFF TO MOVE FORWARD WITH PROPOSAL FROM THE MACERICH COMPANY (CAPITOLA MALL) TO PROVIDE REIMBURSEMENT TO METRO FOR STAFF TIME DEVOTED TO WORKING ON THE RELOCATION OF THE TRANSIT CENTER AT THE CAPITOLA MALL.

MOTION PASSED UNANIMOUSLY WITH DIRECTORS FRIEND AND MCPHERSON BEING ABSENT.

DIRECTOR LEOPOLD LEFT.

8. CONSIDERATION OF PROPOSED FY14 FINAL BUDGET

Angela Aitken presented the staff report. Leslie R. White noted the changes incurred by the creation of the Purchasing Manager position and the transfer of the Parts Department staff.

DIRECTORS FRIEND AND MCPHERSON ARRIVED.

ACTION: MOTION: DIRECTOR GRAVES SECOND: DIRECTOR ROBINSON

APPROVE CREATION OF PURCHASING MANAGER POSITION, IN TIER 2 OF THE SALARY SCALE, STEP 1.

MOTION PASSED UNANIMOUSLY WITH DIRECTOR LEOPOLD BEING ABSENT.

ACTION: MOTION: DIRECTOR GRAVES SECOND: DIRECTOR BRYANT

APPROVE A RESOLUTION APPROVING THE FY14 FINAL BUDGET.

MOTION PASSED UNANIMOUSLY WITH DIRECTOR LEOPOLD BEING ABSENT.

9. PRESENTATION OF EMPLOYEE ANNIVERSARIES

NO ACTION TAKEN.

REGULAR AGENDA - CONTINUED

11. CONSIDERATION OF THE TRANSFER OF THE LEASE AGREEMENT WITH FARINOSH SALILI DBA CAFÉ LENA TO AMIR ETEMADZADEH AND NASRIN HOSAINY FOR LEASED SPACE AT PACIFIC STATION

Leslyn K. Syren presented the staff report and recommended action.

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR ROBINSON

APPROVE THE TRANSFER OF THE LEASE AGREEMENT WITH FARINOSH SALILI DBA CAFÉ LENA TO AMIR ETEMADZADEH AND NASRIN HOSAINY FOR LEASED SPACE AT PACIFIC STATION.

MOTION PASSED UNANIMOUSLY WITH DIRECTOR LEOPOLD BEING ABSENT.

12. CONSIDERATION OF AWARD OF CONTRACT WITH GROUP 4 ARCHITECTURE, RESEARCH + PLANNING, INC. FOR CONCEPTUAL DESIGN WITH ARCHITECTURAL AND ENGINEERING SERVICES FOR THE PACIFIC STATION TRANSIT CENTER IN AN AMOUNT NOT TO EXCEED \$632,508

Tom Hiltner presented the staff report and recommended action.

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR GRAVES

AUTHORIZE THE GENERAL MANAGER TO AWARD A CONTRACT TO GROUP 4 ARCHITECTURE, RESEARCH + PLANNING, INC. FOR CONCEPTUAL DESIGN WITH ARCHITECTURAL AND ENGINEERING SERVICES FOR THE PACIFIC STATION TRANSIT CENTER IN AN AMOUNT NOT TO EXCEED \$632,508.

MOTION PASSED UNANIMOUSLY WITH DIRECTOR LEOPOLD BEING ABSENT.

14. CONSIDERATION OF PROVIDING LIMITED SERVICE TO THE SANTA CRUZ COUNTY FAIRGROUNDS FOR SEPTEMBER 2013 IN EXCHANGE FOR FAIR VENDOR SPACE

Ciro Aguirre presented the staff report and recommended action.

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR HINKLE

APPROVE LIMITED SERVICE TO THE SANTA CRUZ COUNTY FAIRGROUNDS FOR SEPTEMBER 2013 IN EXCHANGE FOR FAIR VENDOR SPACE.

MOTION PASSED UNANIMOUSLY WITH DIRECTOR LEOPOLD BEING ABSENT.

15. ORAL REPORT OF THE RECRUITMENT TASK FORCE

Chair Dodge announced that a Request for Proposals (RFP) has been issued for recruitment firms with hopes of interviews during the second week of August.

REGULAR AGENDA - CONTINUED

16. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Leslyn K. Syren said that both Closed Session items were being deferred to the next meeting.

17. COMMUNICATIONS REGARDING CLOSED SESSION

None.

18. ORAL ANNOUNCEMENT

The next regularly scheduled Board meeting will be held Friday, August 9, 2013 at 8:30 a.m. at the Santa Cruz METRO Administrative Offices, 110 Vernon Street, Santa Cruz, California.

19. REPORT OF CLOSED SESSION

No closed session.

20. ADJOURNMENT

Adjourn to the next Board of Directors meeting.

Respectfully submitted,



ANTHONY TAPIZ
Recording Secretary

MINUTES

BOARD OF DIRECTORS

REGULAR MEETING OF AUGUST 9, 2013



A meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District was convened on August 9, 2013 at the Santa Cruz METRO Administrative Offices, 110 Vernon Street, Santa Cruz, California.

1. CALL TO ORDER

Vice Chair Bustichi called the meeting to order at 8:35 a.m.

2. ROLL CALL AND ATTENDANCE

The following Directors were present:

Director Margarita Alejo	<input checked="" type="checkbox"/>
Director Hilary Bryant	<input checked="" type="checkbox"/>
Director Dene Bustichi	<input checked="" type="checkbox"/>
Director Daniel Dodge	<input checked="" type="checkbox"/>
Director Zach Friend	<input checked="" type="checkbox"/>
Director Ron Graves	<input checked="" type="checkbox"/>
Director Michelle Hinkle	<input checked="" type="checkbox"/>
Director Deborah Lane	<input type="checkbox"/>
Director John Leopold	<input checked="" type="checkbox"/>
Director Bruce McPherson	<input checked="" type="checkbox"/>
Director Lynn Robinson	<input type="checkbox"/>
Ex-Officio Director Donna Blitzer	<input checked="" type="checkbox"/>

BOARD STAFF PRESENT

Anthony Tapiz, Administrative Services Coordinator/Recording Secretary

Leslie R. White, General Manager/Secretary to the Board

Leslyn K. Syren, District Counsel

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

Ciro Aguirre, SC METRO
Daniel Zaragoza, SC METRO
Debbie Kinslow, SC METRO
April Warnock, Paracruz

Angela Aitken, SC METRO
Robert Cotter, SC METRO
Erron Alvey, SC METRO
Joan Jeffries, SC METRO

3. ANNOUNCEMENTS

None.

4. COMMUNICATIONS TO THE BOARD OF DIRECTORS

D. Norman Hagen, Chair-METRO Advisory Committee, requested that MAC be part of the selection panel for the General Manager recruitment. Mr. Hagen also expressed his thanks for bus service to the Santa Cruz County Fair. Mr. Hagen also voiced his appreciation for several METRO staff members. Vice Chair Bustichi said the Recruitment Task Force would consider the MAC request.

5. LABOR ORGANIZATION COMMUNICATIONS

None.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None.

CONSENT AGENDA

- 7-1. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH AIRTEC SERVICE FOR HEATING VENTILATION AND AIR CONDITIONING (HVAC) MAINTENANCE SERVICES IN AN AMOUNT NOT TO EXCEED \$15,000
- 7-2. BUDGET STATUS REPORTS YEAR TO DATE AS OF MAY 31, 2013
- 7-3. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF MAY 2013
- 7-4. CONSIDERATION OF METROBASE STATUS REPORT
- 7-5. CONSIDERATION OF RATIFYING PAYMENT MADE FOR RENEWAL OF LIABILITY AND VEHICLE PHYSICAL DAMAGE INSURANCE PROGRAM COVERAGE WITH CALTIP FOR FY14
- 7-6. CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM OF PHILADELPHIA INSURANCE COMPANIES, #13-0013; REJECT THE CLAIM OF DAVID W. REED, #13-0011
- 7-7. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH CATTO'S GRAPHICS, INC. FOR PRINTING OF BUS STOP STICKERS IN AN AMOUNT NOT TO EXCEED \$10,000
- 7-8. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH FLYERS ENERGY, LLC FOR OFF-SITE FUELING OF NON-REVENUE VEHICLES IN AN AMOUNT NOT TO EXCEED \$40,000

ACTION: MOTION: DIRECTOR LEOPOLD

SECOND: DIRECTOR DODGE

APPROVE CONSENT AGENDA AS PRESENTED.

MOTION PASSED UNANIMOUSLY WITH DIRECTORS LANE AND ROBINSON BEING ABSENT.

7-4.2

REGULAR AGENDA

8. CONSIDERATION OF ADOPTION OF SANTA CRUZ METRO’S AMENDED CONFLICT OF INTEREST CODE AND APPROVAL OF THE RESOLUTION CONFIRMING THIS ACTION

Leslyn K. Syren presented the staff report and recommended action. Director Graves asked that all

DIRECTOR ROBINSON ARRIVED.

ACTION: MOTION: DIRECTOR GRAVES SECOND: DIRECTOR HINKLE

APPROVE ADOPTION OF SANTA CRUZ METRO’S AMENDED CONFLICT OF INTEREST CODE AND APPROVE A RESOLUTION CONFIRMING THIS ACTION.

MOTION PASSED UNANIMOUSLY WITH DIRECTOR LANE BEING ABSENT.

9. ORAL REPORT OF THE RECRUITMENT TASK FORCE

Chair Dodge said that the Task Force would be meeting immediately following the Board of Directors meeting and that there were a variety of experienced firms to review. Vice Chair Bustichi said that the Task Force was going to score the recruiting firms. Director Leopold said that the recruitment was in the right place.

NO ACTION TAKEN.

10. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Leslyn K. Syren said that two potential litigation matter were before the Board.

11. COMMUNICATIONS REGARDING CLOSED SESSION

None.

12. ORAL ANNOUNCEMENT

The next regularly scheduled Board meeting will be held Friday, August 23, 2013 at 9:00 a.m. at the Scotts Valley City Council Chambers, 1 Civic Center Drive, Scotts Valley, California.

13. REPORT OF CLOSED SESSION: District Counsel

None.

14. ADJOURNMENT

Adjourn to the next Board of Directors meeting.

Respectfully submitted,



ANTHONY TAPIZ
Recording Secretary

DRAFT

MINUTES

BOARD OF DIRECTORS

REGULAR MEETING OF AUGUST 23, 2013



A meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District was convened on August 23, 2013 at the Scotts Valley City Council Chambers, 1 Civic Center Drive, Scotts Valley, California.

1. CALL TO ORDER

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

2. ROLL CALL AND ATTENDANCE

The following Directors were present:

Director Margarita Alejo	<input checked="" type="checkbox"/>
Director Hilary Bryant	<input checked="" type="checkbox"/>
Director Dene Bustichi	<input checked="" type="checkbox"/>
Director Daniel Dodge	<input checked="" type="checkbox"/>
Director Zach Friend	<input checked="" type="checkbox"/>
Director Ron Graves	<input checked="" type="checkbox"/>
Director Michelle Hinkle	<input checked="" type="checkbox"/>
Director Deborah Lane	<input checked="" type="checkbox"/>
Director John Leopold	<input checked="" type="checkbox"/>
Director Bruce McPherson	<input checked="" type="checkbox"/>
Director Lynn Robinson	<input checked="" type="checkbox"/>
Ex-Officio Director Donna Blitzer	<input type="checkbox"/>

BOARD STAFF PRESENT

Anthony Tapiz, Administrative Services Coordinator/Recording Secretary
Leslie R. White, General Manager/Secretary to the Board
Leslyn K. Syren, District Counsel

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

Becky Taylor, *Santa Cruz County Commission on Disabilities*
Noreen Santaluce, *La Posada*
Sarah Shiffrin, *La Posada*
Angela Aitken, *SC METRO Finance Manager*
Robert Cotter, *SC METRO Maintenance Manager*

Debbie Kinslow, *SC METRO Assistant Finance Mgr*
Robyn Slater, *SC METRO Human Resources Mgr*
Tove Beatty, *SC METRO Grants Analyst*
Ciro Aguirre, *SC METRO Operations Manager*
April Warnock, *ParaCruz Superintendent*
Daniel Zaragoza, *Assistant ParaCruz Superintendent*

3. ANNOUNCEMENTS

3-1. Amy Weiss announced that she was available for Spanish language interpretation.

4. COMMUNICATIONS TO THE BOARD OF DIRECTORS

Ciro Aguirre introduced Anna Gouveia, Transit Supervisor and the newest Bus Operators. Ms. Gouveia thanked Transit Supervisor Frank Bauer. Vice Chair Bustichi welcomed everyone to the Scotts Valley. Chair Dodge congratulated the new Bus Operators and reminded them that they provide access to the public.

DIRECTOR ROBINSON ARRIVED.

5. LABOR ORGANIZATION COMMUNICATIONS

None.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None.

CONSENT AGENDA

7-1. SANTA CRUZ METRO SYSTEM RIDERSHIP REPORT FOR JUNE 2013

7-2. METRO PARACRUZ OPERATIONS STATUS REPORT FOR MAY & JUNE 2013

7-3. ACCESSIBLE SERVICES REPORTS FOR MAY AND JUNE 2013

7-4. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH RAYMUNDO ENGINEERING CO. FOR ARCHITECT AND ENGINEERING SERVICES FOR THE SECOND LNG TANK AND EQUIPMENT INSTALLATION AT 1200B RIVER STREET IN AN AMOUNT NOT TO EXCEED \$10,000

7-5. CONSIDERATION OF AWARD OF CONTRACT WITH BOWMAN & WILLIAMS, INC. FOR GENERAL ON-CALL ENGINEERING SERVICES IN AN AMOUNT NOT TO EXCEED \$100,000

7-6. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH NEW FLYER OF AMERICA INC. FOR PURCHASE AND DELIVERY OF A SIXTH BUS

ACTION: MOTION: DIRECTOR GRAVES SECOND: DIRECTOR MCPHERSON

APPROVE CONSENT AGENDA AS PRESENTED.

MOTION PASSED UNANIMOUSLY.

REGULAR AGENDA

NOTE: SOME ITEMS WERE TAKEN OUT OF ORDER

8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

Chair Dodge presented a Certificate of Appreciation to Dan Stevenson, Bus Operator.

9. CONSIDERATION OF A RESOLUTION OF APPRECIATION FOR THE SERVICES OF PATRICIA M. AVILES AS ASSISTANT HUMAN RESOURCES MANAGER FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Chair Dodge read a Resolution of Appreciation for Patricia M. Aviles, Assistant Finance Manager, on her retirement from Santa Cruz METRO.

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR ROBINSON

APPROVE A RESOLUTION OF APPRECIATION FOR THE SERVICES OF PATRICIA M. AVILES AS ASSISTANT HUMAN RESOURCES MANAGER FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT.

MOTION PASSED UNANIMOUSLY.

10. CONSIDERATION OF A RESOLUTION OF APPRECIATION FOR THE SERVICES OF DANNY DELGADILLO, SECURITY SERGEANT, ASSIGNED TO THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Chair Dodge read a Resolution of Appreciation for Danny Delgadillo on his resignation from METRO security.

ACTION: MOTION: DIRECTOR GRAVES SECOND: DIRECTOR ALEJO

APPROVE A RESOLUTION OF APPRECIATION FOR THE SERVICES OF DANNY DELGADILLO, SECURITY SERGEANT, ASSIGNED TO THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT.

MOTION PASSED UNANIMOUSLY.

12. PRESENTATION FROM GROUP 4 ARCHITECTURE RESEARCH + PLANNING, INC. ON THE REDEVELOPMENT OF PACIFIC STATION

Tom Hiltner introduced Group 4. Group 4 made their presentation on the Redevelopment of Pacific Station.

NO ACTION TAKEN.

11. CONSIDERATION OF PROVIDING COMMENTS TO THE ASSOCIATION OF MONTEREY BAY AREA GOVERNMENTS AND THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION REGARDING THE METROPOLITAN TRANSPORTATION PLAN/SUSTAINABLE COMMUNITIES STRATEGY SCENARIOS AND PROJECT LIST

Les White presented the staff report. There was a discussion regarding the Metropolitan Transportation Plan and the Sustainable Communities Strategies Scenarios and Project List.

DIRECTOR BRYANT LEFT.

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR DODGE

APPROVE A STATEMENT OPPOSED TO THE ELIMINATION OF THE HOV LANES FROM THE CONTRAINED LIST.

MOTION FAILED.

13. ORAL REPORT OF THE RECRUITMENT TASK FORCE

Chair Dodge said that three firms had been selected for review. Mr. Dodge said interviews would be conducted September 9th at the METRO Admin Offices.

NO ACTION TAKEN.

14. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Leslyn Syren said that there was one case of existing litigation.

15. COMMUNICATIONS REGARDING CLOSED SESSION

None.

16. ORAL ANNOUNCEMENT

Chair Dodge announced that the next regularly scheduled Board meeting will be held Friday, September 13, 2013 at 8:30 a.m. at the Santa Cruz METRO Administrative Offices, 110 Vernon Street, Santa Cruz, California.

17. REPORT OF CLOSED SESSION: District Counsel

None.

18. ADJOURNMENT

Adjourn to the next Board of Directors meeting.

Respectfully submitted,



ANTHONY TAPIZ
Recording Secretary

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 27, 2013
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
**SUBJECT: RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY14
WITH ZURICH AMERICAN INSURANCE COMPANY**

I. RECOMMENDED ACTION

That the Board of Directors authorizes renewal of property insurance coverage with Zurich American Insurance Company.

II. SUMMARY OF ISSUES

- Santa Cruz METRO carries property insurance on all its owned facilities and on leased facilities in accordance with lease agreements, as well as on building contents.
- Staff recommends that the Board of Directors authorize the renewal of property insurance coverage with Zurich American Insurance Company in the amount of \$48,587.

III. DISCUSSION

Barney & Barney, Santa Cruz METRO's property insurance broker, has arranged for renewal of property insurance coverage with Zurich American Insurance Company. This is all risk coverage, excluding earthquake and flood, and includes buildings and contents, computer and telephone systems, employee tools, and other equipment, with a \$5,000 deductible.

The Zurich American Insurance Company is rated A+ XV by A. M. Best.

Santa Cruz METRO carries flood insurance on two locations, 1200 River Street, and 1200 B River Street under two separate policies.

Staff recommends that the Board of Directors authorize the renewal of property insurance coverage with Zurich American Insurance Company in the amount of \$48,587. The year over year decrease is \$38,391, and is attributable in part to all property coverage being provided by a single insurer and the removal of the (old) Operations Building property at 1200 River Street (Building A) that is scheduled to be demolished later this year, or early next year. The premium also includes \$2,076 to increase business interruption from \$147,000 to \$1,147,000 and \$817 to add crime coverage up to \$50,000.

IV. FINANCIAL CONSIDERATIONS

The annual insurance cost of \$48,587 is included in the FY14 final budget.

V. ATTACHMENTS

None.

Prepared by: Debbie Kinslow, Assistant Finance Manager
Date Prepared: September 5, 2013

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 27, 2013
TO: Board of Directors
FROM: Thomas Hiltner, Grants/Legislative Analyst
SUBJECT: STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR SEPTEMBER 2013

I. RECOMMENDED ACTION

This report is for informational purposes only. Active grants and grant proposals are current as of September 20, 2013. No action is required.

II. SUMMARY OF ISSUES

- Santa Cruz METRO relies upon grant funding from other agencies for more than 33% of its FY14 operating revenue and 96% of its FY14 capital budget.
- A list of Santa Cruz METRO's active grants (Attachment A) and a list of grant proposals for new funds (Attachment B) are provided monthly in order to apprise the Board of the status of grants funding.
- Santa Cruz METRO has active grant awards totaling \$45,920,368.
- Santa Cruz METRO staff is developing new applications totaling \$5,729,483 for new projects.

III. DISCUSSION

Santa Cruz METRO relies upon grants from a number of other entities throughout the year for more than 33% of its FY14 operating revenue and 96% of its FY14 capital funding. Transportation Development Act (TDA), State Transit Assistance (STA) and the Federal Transit Administration (FTA) annually allocate funds by formula while others such as the Monterey Bay Unified Air Pollution Control District's AB2766 Motor Vehicle Emissions Reduction Program and the California Department of Transportation (Caltrans) discretionary planning grants are competitively awarded based on merit. Santa Cruz METRO relies on both formula and discretionary grant revenue to support its operating and capital budgets.

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

IV. FINANCIAL CONSIDERATIONS

Active grant awards for operating and capital projects total \$45,920,368, an increase of \$470,786 from June due to the award of a Proposition 1B Transit Security Grant and a Caltrans Transit Planning grant. The unspent balance of active grants is \$34,183,869, an increase of \$203,753 resulting from the addition of new grants, reduced by the amount of spending on active projects.

Current grant applications request \$5,729,483 in new funds, a decrease of \$670,613 from June due to successful applications now reported on the active grants page and due to the removal of a \$200,000 Air District AB 2766 application which was not awarded.

Staff is developing new capital projects to submit for funding from the Santa Cruz County Regional Transportation Commission's (SCCRTC) 2014 Regional Surface Transportation Program. Applications are due to the SCCRTC on 10/29/13.

V. ATTACHMENTS

Attachment A: Santa Cruz METRO Active Grants Status Report as of September 20, 2013

Attachment B: Santa Cruz METRO Grant Applications as of September 20, 2013

ATTACHMENT A

Santa Cruz METRO
Active Grants as of September 20, 2013

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
1	FY13 Transit Security Projects	Video Surveillance and Lighting at remaining METRO Facilities	\$ 440,505	\$ 440,505	FY13 CTSGP funds from Cal EMA	Received FY13 Grant Award Notice 9/13/13. Expires 3/31/16. Advance payment anticipated by 10/31/13.
2	FY12 Transit Security Projects	Land Mobile Radio system	\$ 440,505	\$ 440,505	FY12 CTSGP funds from Cal EMA	Day Wireless contract amended on 6/14/13 to add \$150,000 for repeater sites and contingency. Total contract value now \$820,000. Expires 3/31/15. \$ Grant Balance as of 9/18/13.
3	FY11 Transit Security Project	Santa Cruz METRO video surveillance projects	\$ 440,505	\$ 225,336	FY11 CTSGP funds from Cal EMA	Ojo contract amended on 12/7/12 to add \$810,198 for more video storage and cameras. Expires 3/31/14. \$ Grant Balance as of 9/18/13.
4	Bus Stop Improvements	Improve bus stops in Santa Cruz METRO service area	\$ 500,000	\$ 128,099	Caltrans State Transportation Improvement Program (STIP)	American Asphalt installing shelters. Final invoice expected by 9/30/13.
5	FFY11 5309 Bus/Facilities SGR Program	CNG Replacement buses and ParaCruz mobile data terminals.	\$ 2,814,538	\$ 2,814,538	FTA 5309 SGR	BOD approved \$400,000 contract with GrayHawk for 42 MDTs; New Flyer Contract amended to \$3,091,010 for a sixth bus.
6	FY09 Operating & MetroBase	Urban operating assistance and MetroBase construction	\$ 4,753,504	\$ 997,773	FY09 FTA 5307 STIC	Pile driving finished in July. Foundation work in progress. Drawdown STIC
7	FY12 MBUAPCD AB2766Grant	Discretionary Grant	\$ 160,000	\$ 110,473	MBUAPCD (Air District)	4/8/13: CNG truck at Downtown Ford in Sacramento.
8	FY11 MBUAPCD AB2766	MetroBase construction of second L/CNG storage tank.	\$ 200,000	\$ -	Air District AB 2766 Grant	Grant expended. Final report due by 2/11/16. Remaining 29 diesel buses must be replaced by 2/11/16. \$ Grant Balance as of 9/18/13.

ATTACHMENT A

Santa Cruz METRO

Active Grants as of September 20, 2013

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
9	FY 11/12 Proposition 1B - State and Local Partnership Program	CTC	\$ 5,812,000	\$ 5,812,000	CTC - SLPP	\$5,812,000 allocation approved at 8/22/12. First Request for Reimbursement submitted to Caltrans 9/18/13.
10	FY08,09,10,11 PTMISEA funds	MetroBase development.	\$ 20,558,730	\$ 13,463,505	FY08, FY09, FY10, FY11 Prop. 1B Public Transportation Modernization and Service Enhancement Account (PTMISEA) through Caltrans	Lewis C. Nelson & Sons construction contractor; TRC Solutions construction manager. #2 LNG Tank installed in April. Pile driving completed. \$ Grant Balance as of 9/18/13.
11	Pacific Station Design Engineering	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 396,000	\$ 347,053	CA-03-0730-03 FY06 FTA 5309 Bus and Bus Facilities program - legislative earmark.	BOD awarded \$632,508 contract to Group 4 + on 6/28/13. Project Management, Technical Meetings and public focus groups underway with first open public meeting on 10/9/13. \$ Grant Balance as of 9/18/13. No expiration.
12	Pacific Station Design Engineering	Contract architectural and engineering services for Pacific Station expansion and	\$ 490,000	\$ 490,000	FY08 FTA 5309 Bus and Bus Facilities program - legislative earmark.	BOD awarded \$632,508 contract to Group 4 + on 6/28/13. Project Management, Technical Meetings and
13	FY14 TDA/STA Operating Assistance	LTF Operating assistance from 1/4c sales tax.	\$ 8,863,800	\$ 8,863,800	TDA	SCRTC paid 1st Quarter TDA on 9/15/13.
14	FY14Caltrans Planning Grants	Caltrans	\$ 40,281	\$ 40,281	FTA 5304/Caltrans	Caltrans awarded Internship grant 8/13/13 for \$40,281. Internship recruitment in process. OWP amendment requested.

ATTACHMENT A

Santa Cruz METRO Active Grants as of September 20, 2013

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
15	County of Santa Cruz Prop 84 Challenge Grant	Planning/zoning in unincorporated areas to achieve sustainable growth. METRO partners as transit provider.	\$ 10,000	\$ 10,000	California Proposition 84 Planning Grant	Santa Cruz METRO awarded \$10,000 on 6/3/11 as partner. No progress.
16	AMBAG Sustainable Communities Planning Grant	Discretionary grant sub-award.	\$ 10,000	\$ 10,000	AMBAG sub-award.	4/8/13: Planning has been participating in development of Sustainable Communities Strategies.
		Total	\$ 45,920,368	\$ 34,183,869		

Santa Cruz METRO
Grant Applications as of September 20, 2013

#	Application Date	Grant	Description	\$ Grant	Funding Source	Status of Award
1	1/0/1900	AMBAG Sustainable Communities Planning Grant	Discretionary grant sub-award.	\$10,000	AMBAG sub-award.	4/8/13: Planning has been participating in development of Sustainable Communities Strategies.
2	3/21/2012	FY13 Urban Operating Assistance	Formula based operating assistance for public transit service in Santa Cruz	\$5,511,909	FTA Section 5307	Application complete and waiting for FTA approval to submit.
3	4/15/2013	FY13 Rural Operating Assistance	Operating assistance for public transit service in rural areas of Santa Cruz	\$207,574	Caltrans (FTA 5311)	Submitted application to Caltrans, but not yet awarded. FY13 rural operations complete
			Total	\$5,729,483		

ATTACHMENT B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: September 27, 2013

TO: Board of Directors

FROM: Thomas Hiltner, Grants/Legislative Analyst

SUBJECT: CONSIDER AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING (MOU) WITH THE CITY OF SANTA CRUZ FOR PROJECT MANAGEMENT SERVICES AT PACIFIC STATION.

I. RECOMMENDED ACTION

Authorize the General Manager to execute an amendment to the Memorandum of Understanding with the City of Santa Cruz to extend its project management services at Pacific Station for three years.

II. SUMMARY OF ISSUES

- The Santa Cruz Metropolitan Transit District (METRO) and the City of Santa Cruz (the City) entered into a Memorandum of Understanding (MOU) in 2007 for project management services to redevelop the Pacific Station transit center in downtown Santa Cruz as a mixed-use, transit-oriented development on Pacific Avenue.
- METRO secured sufficient federal, state and local funding to acquire property, design and engineer a new facility. Group 4 Architecture, Research + Planning is currently developing alternative designs.
- The MOU with the City expired on October 31, 2010 and was extended through October 31, 2013 by a first amendment to the MOU.
- Due to unavoidable delay in the acquisition of the Greyhound expansion parcel for Pacific Station, the extension added by the first amendment will expire on 10/31/13 even though significant design work remains.
- Santa Cruz METRO and the City desire to execute a second amendment to the MOU for project management services to extend the agreement through 10/31/16.
- Federal Transit Administration grant funds pay 80% of the project management services performed by the City.
- Staff recommends that the Board authorize the General Manager to execute a second amendment to the MOU between Santa Cruz METRO and the City of Santa Cruz for project management services at Pacific Station.

III. DISCUSSION

Santa Cruz METRO entered into a Memorandum of Understanding (MOU) with the City of Santa Cruz (City) in 2007 (Attachment C) to provide project management services for the redevelopment of the Pacific Station transit center center in downtown Santa Cruz. In addition to creating an appropriate transit center for Santa Cruz METRO, the City has a strong interest in revitalizing Pacific Avenue south of Cathcart Street and views Pacific Station as a catalyst to spur further redevelopment on this end of Pacific Avenue. Combined with their expertise in real estate development, finance and project management, the City is an effective partner to manage the design of a multi-modal, mixed-use transit-oriented development which meets the needs of both Santa Cruz METRO and the City.

The term of the original MOU (Attachment C) expired on 10/31/10 before Santa Cruz METRO completed the acquisition of the Greyhound parcel, and a first amendment to the MOU extended the term for project management services until 10/31/13 (Attachment B). Due to the unavoidable delay in acquiring the expansion parcel, the first extension to the MOU will expire on 10/31/13; yet, significant design work has just begun under the contract with Group 4 Architecture, Research + Planning. The City and Santa Cruz METRO desire to continue the MOU for project management services with a second amendment (Attachment A) to extend the period of the MOU until 10/31/16.

With the second amendment, the City will continue its role as the project manager for the redevelopment of Pacific Station to complete the following scope of services in the MOU:

- a. Update the Project budget and timeline;
- b. Completion of the property acquisition as needed for the Project;
- c. Project oversight and management of the necessary environmental work;
- d. Retention of consultants through the METRO procurement process as needed to complete the scope of work;
- e. Management of the preparation of the conceptual architectural design plans and estimated costs for the Project;
- f. Conduct public outreach, as necessary, to achieve community consensus and support for the Project;
- g. Determine both the final Project components and the development partners involved in the Project;
- h. Prepare and review documents as necessary for the entitlement process.

Depending upon the outcome of the final project components as determined through the design process currently under contract to Group 4 Architecture, Research + Planning, the City may take an active role in the subsequent construction phase, and the City of Santa Cruz and Santa Cruz METRO may want to consider a different MOU at that time.

Staff recommends that the Board of Directors authorize the General Manager to execute a second amendment to the MOU with the City in order to extend the performance period for project management services at Pacific Station until 10/31/16.

IV. FINANCIAL CONSIDERATIONS

Santa Cruz METRO will reimburse all costs incurred by the City, including staff time for project management, consultants, outside legal counsel and administration up to \$232,500.00 annually. Federal Transit Administration grants will pay 80% of Santa Cruz METRO's project management expenses incurred under the terms of the MOU with the City.

V. ATTACHMENTS

- Attachment A:** Second Amendment to the MOU
- Attachment B:** First Amendment to the MOU dated 11/1/10
- Attachment C:** MOU dated 10/26/07

Attachment A
SECOND AMENDMENT TO
MEMORANDUM OF UNDERSTANDING BETWEEN
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AND THE CITY OF SANTA CRUZ REGARDING
THE PACIFIC STATION PROJECT

THIS SECOND AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING (hereinafter "MOU") established November 1, 2007 is entered into on this 1st day of November, 2013 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, (hereinafter "Santa Cruz METRO"), a political subdivision of the State of California, and THE CITY OF SANTA CRUZ (hereinafter "City").

I. RECITALS

- 1.1 Santa Cruz METRO and City entered into an MOU on November 1, 2007 to facilitate the acquisition, rehabilitation, redesign, expansion and construction of Pacific Station. That MOU expired on October 31, 2010.
- 1.2 Santa Cruz METRO and City executed a FIRST AMENDMENT to the MOU on November 1, 2010 in order to continue the necessary tasks for the Project based on the same terms and conditions of the MOU with adjustments to the wage scale and the maximum cost. That MOU will expire on October 31, 2013.
- 1.3 At this time, it is appropriate to extend the MOU with a SECOND AMENDMENT in order to continue the necessary tasks for the Project based on the same terms and conditions of the FIRST AMENDMENT to the MOU effected November 1, 2010.
- 1.4 At the time of the MOU, a Schedule of Rates and Reimbursements (Schedule) was included in the MOU as Exhibit D. That Schedule was adjusted in the First Amendment and remains in effect for the SECOND AMENDMENT. The Schedule of Rates and Reimbursements is attached hereto and made a part of this Amendment.
- 1.5 At this time, Santa Cruz METRO and City agree to extend the MOU for a three (3) year term, on the same terms and conditions.

II. AMENDMENT

- 2.1 THEREFORE, Santa Cruz METRO and City agree to amend Paragraph 2.01 of the MOU as follows:

This MOU shall commence on November 1, 2013 and shall continue for three (3) years through October 31, 2016. The MOU shall expire on October 31, 2016 unless sooner terminated by either party in accordance with the provisions herein.

Attachment A
SECOND AMENDMENT TO
MEMORANDUM OF UNDERSTANDING BETWEEN
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AND THE CITY OF SANTA CRUZ REGARDING
THE PACIFIC STATION PROJECT

III. REMAINING TERMS AND CONDITIONS.

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

IV. AUTHORITY

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

V. NOTICES

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

Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060
Attention: Leslie White, General Manager

City of Santa Cruz
337 Locust Street
Santa Cruz, CA 95060
Attention: Martin Bernal, City Manager

Attachment A
SECOND AMENDMENT TO
MEMORANDUM OF UNDERSTANDING BETWEEN
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AND THE CITY OF SANTA CRUZ REGARDING
THE PACIFIC STATION PROJECT

IN WITNESS THEREOF, this SECOND AMENDMENT to the MOU is executed by the Santa Cruz METRO General Manager and the City of Santa Cruz City Manager with the signatures written below and is effective on November 1, 2013.

SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT

CITY OF SANTA CRUZ

By: _____
LESLIE R. WHITE
General Manager

By: _____
MARTIN BERNAL
City Manager

Date: _____

Date: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

LESLYN SYREN
District Counsel

JOHN BARISONE
City Attorney

Attachment A

SCHEDULE OF RATES AND REIMBURSEMENTS

Redevelopment Manager/Director/Project Coordinator

1. Rate shall be as follows:

Redevelopment Director	\$110/hr
Assistant Director	\$90/hr
Redevelopment Manager	\$80/hr
Project Coordinator	\$60/hr

2. Hours spent not to exceed 2,000 per contract year.

3. Total Fees not to exceed \$200,000.00 per contract year. \$200,000.00

Administrative Overhead Costs

15% - Not to exceed \$30,000 per contract year. \$30,000.00

Miscellaneous Costs

Postage, mailings, public meetings;
Costs not to exceed \$2,500.00 per contract year. 2,500.00

TOTAL FEES AND COSTS -\$232,500.00 .00 \$232,500.00*
(Per Contract Year)

* City costs and expenses related to the housing component of the Project shall be deducted from Grant Funding related to mixed-use, housing or other similar types of grant funding if such funds are available.

Attachment B
FIRST AMENDMENT TO
MEMORANDUM OF UNDERSTANDING BETWEEN
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AND THE CITY OF SANTA CRUZ REGARDING
THE PACIFIC STATION PROJECT

THIS FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING is entered into on this 1st day of November, 2010 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, (hereinafter "METRO"), a political subdivision of the State of California, and THE CITY OF SANTA CRUZ (hereinafter "City").

I. RECITALS

- 1.1 METRO and City entered into an MOU on November 1, 2007 to facilitate the acquisition, rehabilitation, redesign, expansion and construction of Pacific Station. That MOU will expire on October 31, 2010.
- 1.2 At this time it is appropriate to extend the MOU in order to complete the necessary tasks for the Project based on the same terms and conditions of the MOU.
- 1.3 At the time of the MOU, a Schedule of Rates and Reimbursements (Schedule) was included in the Agreement as Exhibit D. Since the MOU, no changes have been made to the Schedule, which is attached hereto and made a part of this Amendment.
- 1.4 At this time, METRO and City agree to extend the MOU for a three (3) year term, on the same terms and conditions.

II. AMENDMENT

- 2.1 THEREFORE, METRO and City agree that Paragraph 2.01 of the MOU is amended as follows:

This MOU shall commence on November 1, 2007 and shall continue for six (6) years through October 31, 2013. This Agreement shall expire on October 31, 2013 unless sooner terminated by either party in accordance with the provisions herein

III. REMAINING TERMS AND CONDITIONS.

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

IV. AUTHORITY

- 4.1 Each party has full power and authority to enter into and perform this First Amendment to the Agreement and the person signing this Amendment on behalf of each has been properly authorized and empowered to enter into

Attachment B
FIRST AMENDMENT TO
MEMORANDUM OF UNDERSTANDING BETWEEN
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AND THE CITY OF SANTA CRUZ REGARDING
THE PACIFIC STATION PROJECT

it. Each party further acknowledges that it has read this Amendment understands it, and agrees to be bound by it.

V. NOTICES

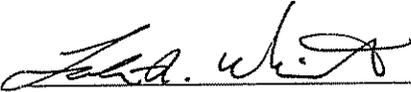
5.01 All notices under this MOU shall be deemed duly given upon delivery, if delivered by hand; or three (3) days after posting, if sent by registered mail, receipt requested; to a party hereto at the address hereunder set forth or to such other address as a party may designate by notice pursuant hereto.

METRO
Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060
Attention: Leslie White, General Manager

CITY
City of Santa Cruz
337 Locust Street
Santa Cruz, CA 95060
Attention: Bonnie Lipscomb, Executive Director

IN WITNESS THEREOF, this First Amendment to the MOU is executed by METRO's General Manager and the City of Santa Cruz has affixed its representative's signature the day and year first hereinabove written.

SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT

By: 
LESLIE R. WHITE
General Manager

Date: 11-19-10

APPROVED AS TO FORM:


MARGARET GALLAGHER
District Counsel

CITY OF SANTA CRUZ

By: 
~~RICHARD WILSON~~ MARTIN BERNAL
City Manager

Date: _____

APPROVED AS TO FORM:

 11-10-10
JOHN BARISONE
CITY ATTORNEY

Attachment C
MEMORANDUM OF UNDERSTANDING BETWEEN
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AND THE CITY OF SANTA CRUZ REGARDING
THE PACIFIC STATION PROJECT

This Memorandum Of Understanding, hereinafter referred to as MOU, is entered into on this 1st day of November, 2007, by the Santa Cruz Metropolitan Transit District, hereinafter referred to as “METRO,” and the City of Santa Cruz, hereinafter referred to as “City,” who agree as follows:

I. RECITALS

- 1.01 METRO is a political subdivision of the State of California, whose administrative offices are located at 370 Encinal Street, Suite 100, Santa Cruz, California 95060. METRO’s primary function is to provide local, regional and rapid public transportation services.
- 1.02 City is a public entity whose administrative offices are located at 809 Center St., Santa Cruz, CA 95060.
- 1.03 METRO, in an effort to maintain and upgrade the METRO’s local, regional and rapid public transportation service, has a need to acquire property, rehabilitate, redesign, expand, and construct the Pacific Station, which will hereinafter be referred to as the “Project”.
- 1.04 METRO has received funds from the U.S. Department of Transportation and the State of California for preliminary design, right of way acquisition, and project budget development for the Project.
- 1.05 METRO and City entered into an MOU to facilitate the acquisition, rehabilitation, redesign, expansion and construction of Pacific Station from December 1, 2001 to November 30, 2003. That MOU expired by its terms even though the Project was not completed. At this time it is appropriate to enter into a new MOU in order to complete the necessary tasks for the Project.
- 1.06 The Project scope is as follows:
 - a. Update the Project budget and timeline. Preparation of the preliminary and final designs of the Project and completion of the necessary environmental work. Retain consultants as necessary;
 - b. Preparation of project plans, specifications, and estimates. Retain consultants as necessary. Review and preparation of documents as necessary for the entitlement process if required by METRO;
 - c. Property Acquisition as needed for the Project;
 - d. Construction and Interior Refurbishing;
 - e. Conduct public outreach, as necessary, to achieve community consensus and support of the project.

Attachment C

- 1.07 METRO and City shall work together to complete the scope of work. In the attached Exhibit D, the total amount of monies City is to receive to complete each activity in the scope of work of the Project is set forth.
- 1.08 METRO and City desire to work together in a cooperative manner during the Project to ensure that the METRO's local, regional and rapid public transportation services are maintained and expanded and to ensure that the City's interests in a cohesive and revitalized downtown area are met.
- 1.08 Any expenditure of funds pursuant to this MOU can only be made after notification by METRO that funds are available. City shall wait to perform any work under this MOU until receipt of a notice of funding for the specific activity is received from METRO.
- 1.09 City will make good faith efforts to ensure that during the term of the MOU that it completes all the tasks of the Project including construction of the Pacific Station facility.

II. TERM

- 2.01 This MOU shall commence on November 1, 2007 and shall continue for three (3) years through October 31, 2010. This Agreement shall expire on October 31, 2010 unless sooner terminated by either party in accordance with the provisions herein.
- 2.02 This MOU may be extended by mutual written agreement of the parties should the date for completion of the Project extend beyond the term of this MOU.
- 2.03 This MOU may be terminated upon a 120-day written notice by either party to the other for any reason. If adequate grant funding cannot be procured for the Project, METRO may terminate this MOU by giving City a 10-day written notice.

III. PROJECT MANAGER

- 3.01 City will act in the capacity of Project Manager for the Project. City has designated Ceil Cirillo, Executive Director, Redevelopment Department, City of Santa Cruz, as the City employee who has project management responsibilities for the Project. Cirillo is designated as the contact person with the METRO regarding the Project. Any change to the City employee designated with project management responsibilities and sole and prime contact with the METRO regarding the Project is subject to METRO prior approval. In determining whether approval should be granted, METRO can receive from the City any information it deems relevant to such approval.

Attachment C

- 3.02 City shall ensure throughout the Project that all federal, state and local laws and requirements are met including any requirements METRO is obligated to perform because of receipt of grant funding and applicable California Transportation Commission Guidelines and the U.S. Department of Transportation, Federal Transit Administration. City shall also be required to fulfill its obligations as a federal and/or state and/or local recipient and/or sub-recipient of grant funding.
- 3.03 As the Project Manager, City shall perform the following tasks under the direction of the METRO:
- a. City will meet with the METRO's Board of Directors and staff to present various development alternatives for the Project and will review the needs and desires of the METRO to rehabilitate, expand, acquire property for, redesign and reconstruct the Pacific Station located at 920 Pacific Avenue, Santa Cruz, California, as an intermodal facility in keeping with the METRO's business plan for its Metro Centers and to enhance and expand the METRO's local, regional and rapid public transportation services.
 - b. Depending on the outcome of the meeting with the METRO's Board of Directors and staff, City will prepare a feasibility analysis of alternatives for the redesign and rehabilitation project for Pacific Station. This analysis may include a reconstruction housing/commercial office component and will identify various potential partners who would be interested in working with the METRO to complete the Project and will identify various funding sources for the Project. METRO in consultation with City shall determine whether the selected development alternatives will result in a Design/Build or Design/Bid/Build Project, which may then require a modification of Section 3.03 (g), (m) & (n) in this MOU.
 - c. City will prepare a Project budget, Project scope, Project timeline and acquisition appraisals for review and approval by the METRO's Board of Directors that meet the requirements of the METRO and comply with federal, state and local laws.
 - d. City shall provide all tasks necessary to assist the METRO in the planning, design, and environmental phases of the project to assure a completed project that meets the requirements of the METRO, federal and state law and all necessary funding sources.
 - e. City shall assist the METRO with and shall coordinate all approvals necessary for the Project including any from local, regional, state and federal agencies.

Attachment C

- f. City will assist METRO in the completion of any and all application forms related to grant funding or other forms for funding assistance for the Project. City will also consider applying for grant funding that can be used for the Project when it becomes aware of such funding opportunities.
- g. At the direction of the METRO, in compliance with METRO's DBE goals and in compliance with Federal and State law, City will select and retain an architect or Architect and Engineering Firm to prepare Preliminary/Final Engineering drawings for the Project to include the additional property identified as the Greyhound site and environmental consultants to prepare the environmental work for the project and other consultants that the METRO deems necessary. City shall coordinate the work of the consultants and review their work to insure that they meet or exceed their contract requirements with METRO. City shall review invoices and billings from the consultants and shall notify METRO regarding whether the billed work has been performed in a competent manner, whether all required timelines are being met and whether the bills should be paid.
- h. City shall prepare monthly reports regarding the status of the Project setting forth all tasks, which City has worked on and identifying what has been accomplished including an analysis of the grants that have been procured for the Project, the amount of money that has been expended on the Project, and a list of the grant funding that remains available for the Project.
- i. City will facilitate the environmental review required by federal and state law for the Project. City will assist METRO staff and its environmental consultants in preparing any necessary environmental documents.
- j. City will utilize a public input process to involve the surrounding businesses, including those located at the Pacific Station, as well as the transit ridership and public in general in the design and environmental process including review of the feasibility analysis of alternatives and the conceptual site plans. City will facilitate public review in all phases of the Project including the feasibility analysis and alternatives study.
- k. City will assist METRO staff in making presentations and recommendations to METRO's Board of Directors, the City of Santa Cruz Council and its staff and other organizations and public agencies as necessary, regarding each phase of the Project including the feasibility analysis of alternatives study and the conceptual site plans.

Attachment C

- l. Jointly, METRO and City will carry out activities necessary for the acquisition of the Greyhound Property located at 425 Front Street, Santa Cruz, California, for integration into the Project subject to all applicable local, state and federal laws, including all environmental and acquisition requirements.
 - m. At the specific direction of METRO, City shall facilitate the preparation of conceptual architectural design plans and specifications for the construction of the Project, which shall be in accordance with federal and state laws and regulations.
 - n. City shall have the authority, subject to METRO approval, to make change orders in the architect/engineering contract in an aggregate amount not to exceed 10% of the total contract amount. Any change orders approved must be identified in the monthly status report. The Board of Directors must approve change orders that exceed 10% of the total contract amount prior to their approval.
 - o. City will work with METRO to develop an operating plan to ensure that all transit services currently operating from the Pacific Station shall remain operational and accessible from the Pacific Station throughout the Project. City shall endeavor to ensure that the tenants at the Pacific Station are not disturbed to the greatest degree possible, during the various phases of the Project. Should it be determined that despite its best efforts, City cannot maintain the operations of the Center at their currently location, City will develop a construction transition plan which will set forth the relocation of the METRO's fixed route system and its tenant operations. This plan will be developed in consultation with METRO, United Transportation Union, (UTU) Local 23, Service Employees International Union (SEIU), local 521 and the tenants.
- 3.04 METRO shall be responsible for the contracting with necessary consultants in order to facilitate the Project through each of the phases. City will make recommendations regarding what consultants are required and why and will assist METRO through the procurement process in order to contract with the consultants in accordance with federal, state and local law. City will work with the METRO's consultants to facilitate the Project.
- 3.05 Attached to this Agreement as Exhibits A, B and C, respectively, are the Federal Transit Administration Requirements for Non-Construction Contracts, Part IV-General Conditions to the Contract and Part V-Special Conditions of the Contract, which are incorporated herein by reference. METRO and City are required to and shall adhere to the provisions of these federal requirements and the general and special conditions of the

Attachment C

contract. For purposes of these exhibits, City shall be referred to as “contractor”.

IV. COMPENSATION

- 4.01 City shall be compensated by METRO for such project manager services in accordance with the attached schedule of rates and reimbursements set forth in Exhibit D. The attached rates shall include the services of any agents, clerical support, administration and supervision of said agents, and all costs and expenses incurred by such personnel working directly on the Project. The City will be reimbursed for out-of-city travel, when authorized by METRO, at current City expense account rates and limits. City shall provide METRO with monthly billing reports showing the actual time worked on the Project, the specific tasks performed on the Project and identifying the individual who performed the work.
- 4.02 All payments due for land, improvements, damages and relocation obligations incurred as a result of property acquired under this agreement shall be solely the responsibility of METRO.
- 4.03 METRO shall be responsible for all title and escrow costs for properties acquired, or otherwise relating to work performed by City under this MOU.
- 4.04 METRO shall be responsible for all construction costs related to the Project.
- 4.05 All persons employed or contracted with by City to furnish the services required hereunder shall not be considered employees of the METRO.

V. NOTICES

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

METRO
Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz, CA 95060
Attention: General Manager

Attachment C

further acknowledges that it has read this MOU, understands it, and agrees to be bound by it.

VIII. INDEMNITY

- 8.01 METRO agrees to protect and does hereby agree to indemnify, defend and hold CITY harmless from all demands, liability, claims, actions and damages to any person or property, costs and expenses (including, but not limited to, reasonable attorneys' fees) arising out of or connected with: (i) a default by METRO of its obligations under this Agreement, or (ii) the use or occupancy of the Property by METRO, its agents, employees, invitees or contractors, other than those attributable to the negligence or willful misconduct of City, its agents, employees, invitees or contractors.
- 8.02 CITY agrees to protect and does hereby agree to indemnify, defend and hold METRO harmless from all demands, liability, claims, actions and damages to any person or property, costs and expenses (including, but not limited to, reasonable attorneys' fees) arising out of or connected with the performance by CITY of its obligations under this Agreement involving any default by CITY.

Signed on NOVEMBER 19, 2007

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Approved as to Form:

By Leslie R. White
Leslie R. White
General Manager

Margaret Gallagher
Margaret Gallagher
District Counsel

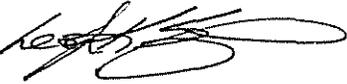
CITY OF SANTA CRUZ

Approved as to Form:

By Richard Wilson
Richard Wilson
City Manager

John Barisone 11-15-07
John Barisone
City Attorney

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
OFFICE OF THE DISTRICT COUNSEL**

DATE: September 20, 2013
TO: Anthony Tapiz, Administrative Services Coordinator
FROM: Leslyn Syren, District Counsel 
SUBJECT: Item for the September 27, 2013 Board of Directors Meeting

Enclosed you will find the following unstapled attachments:

1. Recommended action to the Board of Directors regarding the Claim of Goudge, Jennifer, # 13-0014; and
2. A copy of the claim submitted to the Santa Cruz Metropolitan Transit District.

Please put the attached item on the Board's agenda for September 27, 2013

Thank you for your attention to this matter.

LS/lg
Attachments

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Goudge, Jennifer
Date of Incident: 4/10/2013

Received: 9/4/2013 Claim #: 13-0014
Occurrence Report No.: MISC 13-07

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

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

By _____
Leslyn Syren
DISTRICT COUNSEL

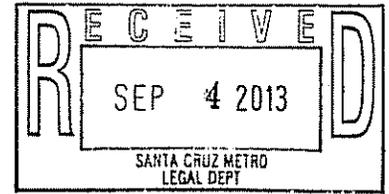
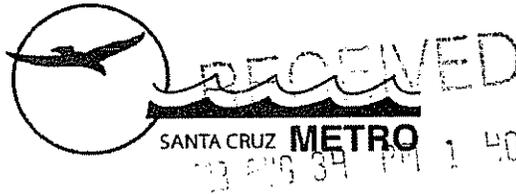
Date: 9/20/13

I, Anthony Tapiz, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of September 27, 2013.

By _____
Anthony Tapiz
RECORDING SECRETARY

Date: _____

LS/lg
Attachment(s)



SANTA CRUZ METRO
ADMIN DEPARTMENT

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

CLAIM FOR DAMAGES

(Pursuant to Section 910 et Seq., Government Code)

Claim # 13-0014
(To be completed by METRO staff)

Please Print or Type:

The name and post office address of the claimant:

Claimant's Legal First Name: JENNIFER

Claimant's Legal Last Name: GOUDGE

Address to which notices are to be sent: _____

Telephone (Home): _____

Telephone (Business/Cell): _____

Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007 (MMSEA), a new federal law that became effective January 1, 2009, requires that the Santa Cruz Metropolitan Transit District report specific information about Medicare beneficiaries who have other insurance coverage. This reporting is to assist Centers for Medicare and Medicaid Services and other insurance plans to properly coordinate payment of benefits among plans so that (your) claims are paid promptly and correctly. We are asking you to answer the following questions so that we may comply with this law.

Are you presently, or have you ever been, enrolled in Medicare Part A or B? Yes or No

IF YES, please provide the following information:

Medicare Claim Number: _____

Date of Birth: _____

Social Security Number: _____



Gender: M or F

Claimant Name: Goudge

CLAIM FOR DAMAGES

The date, place and other circumstances of the occurrence or transaction that gave rise to the claim asserted.

Date of Incident/Accident: on or around April 10, 2013

Time of Incident/Accident: approx. 1-4 AM PM

Location of Incident/Accident

Street/City: Bay & Nobel, Santa Cruz

A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the at the time of presentation of the claim. Please state the known facts surrounding the loss and use additional paper if needed.

I went to just load my bike on the racks before boarding the bus. The bus was facing downhill on Bay, and as I stepped off the curb towards the rack, my ankle twisted and I fell hard out on the street, in front of the bus. I couldn't get up because my foot was now broken. The bus driver got out, helped me back to the bus bench, got first aid supplies out (my foot was also bleeding), then called her supervisor and another bus to come get the passengers while she was helping me. She was very kind, considerate, & professional. I had no way to get home & couldn't walk, so a supervisor came - said "it didn't look so bad" and drove me home & helped me to my front gate. I had to crawl the rest of the way into my home.



Claimant Name: Goudge

CLAIM FOR DAMAGES

The name or names of the METRO employee or employees causing the injury, damage, or loss, if known:

If the claim totals less than \$10,000, the amount claimed as of the date of the presentation of the claim: not sure

If the amount exceeds \$10,000, this claim would be: Less than \$25,000 (Limited Civil Case) More than \$25,000

Claimant: Jenni Goudge / JENNI GOUDGE Date: 8.31.13
Signature/Print Name

Attorney or Representative: _____ Date: _____
Signature/Print Name

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 27, 2013
TO: Board of Directors
FROM: John Daugherty, METRO Accessible Services Coordinator
SUBJECT: ACCESSIBLE SERVICES REPORT FOR JULY 2013

I. RECOMMENDED ACTION

This report is informational only. No action required.

II. SUMMARY OF ISSUES

- After a demonstration project, the Accessible Services Coordinator (ASC) position became a full time position to organize and provide METRO services to the senior/older adult and disability communities.
- Services include the METRO Mobility Training program and ongoing public outreach promoting METRO's accessibility. The ASC also participates in METRO's staff training and policy review regarding accessibility.
- Two persons have served in the ASC position from 1988 to today. In 2002 the ASC position was moved into the newly created Paratransit Department. On May 27, 2011 the Board approved the staff recommendation to receive monthly reports on the activity of the ASC.

III. DISCUSSION

The creation of the Accessible Services Coordinator (ASC) position was the result of a successful demonstration project funded through the Santa Cruz County Regional Transportation Commission. Two persons have served in the ASC position from 1988 to today. Both hiring panels for the ASC included public agency representatives serving older adults and persons with disabilities.

The first ASC, Dr. Pat Cavataio, served from April 1988 through December 1998. The second ASC, John Daugherty, began serving in December 1998.

Under direction, the Accessible Services Coordinator: 1) Organizes, supervises, coordinates and provides METRO services to the older adult and disability communities; 2) Organizes, directs and coordinates the activities and operation of METRO's Mobility Training function; 3) Promotes and provides Mobility Training and outreach services; 4) Acts as information source to staff, Management, funding sources, clients, community agencies and organizations, and the general public regarding Mobility Training and accessibility; 5) Works with Department Managers to ensure compliance with METRO's accessibility program and policies.

During 2002 the ASC position was moved from Customer Service to the newly created Paratransit Department. Mr. Daugherty was the first employee. His placement was followed by hiring of the first Paratransit Superintendent, Steve Paulson and the current Eligibility Coordinator, Eileen Wagley.

On May 27, 2011 the Board approved the following recommendation: “Staff recommends that this position be reinstated in FY 12 budget with the requirement that this position be evaluated during FY12 to make sure the service items that are being requested by the Community are being carried out by this position. Additionally, staff recommends that this position be required to provide a monthly activity report to the Board of Directors during FY12.”

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A: Accessible Services Coordinator (ASC) Activity Tracking Report for July 2013

Prepared by: John Daugherty, METRO Accessible Services Coordinator
Date Prepared: September 19, 2013

Attachment A

Accessible Services Coordinator (ASC) Activity Tracking Report for July 2013

What is Mobility Training?

Mobility Training is customized support to allow access to METRO services. It can include:

- **An Assessment:** The ASC meets the trainee to assess the trainee's capabilities to use METRO services. They discuss the trainee's experience using public transit and set goals for training sessions.
- **Trip Planning:** Practice to use bus route schedules, maps, online resources and other tools to plan ahead for trips on METRO fixed route and METRO ParaCruz services. All Mobility Training includes some trip planning.
- **Boarding/Disembarking Training:** Practice to board, be secured, and then disembark (get off) METRO buses. This training has been requested by persons using walkers, wheelchairs, scooters and service animals. The training session includes work with an operator and out of service bus and lasts three to five hours.
- **Route Training:** Practice using METRO buses to travel to destinations chosen by trainees. The training session includes practice on handling fares, bus riding rules and emergency situations. One training session can take two to eight hours. One or two sessions to learn one destination is typical. The number of training sessions varies with each trainee.

During July 2013 there was progress with 21 trainees:

- Two persons were new referrals: A husband and wife were referred by their neighbor. The lady has a new wheelchair and the gentleman lives with visual impairment. They were assessed, and their Boarding /Disembarking Training were set up for August.
- Ongoing training for six persons progressed: One person was assessed and completed two Route Training sessions. Another trainee completed his latest Route Training session. The ASC discussed Trip Planning with another trainee. The ASC also checked on the progress of three trainees.
- Training with 13 persons is almost complete: July activity included checking on whether further training is needed and preparation to close their files or complete their referral sheets.

Attachment A

Training Overview for July 2013:

- Amount of time dedicated to training sessions and follow up activity: At least 76 hours
- Tracking of scheduled appointments vs. cancelled:
Five appointments scheduled, no appointments cancelled

Highlights of Other Activity – Outreach/orientation performed in the community:

- July 31 Pedestrian Safety Work Group meeting

Meetings are usually scheduled for two hours. Total ASC time spent includes preparation for the meeting, the meeting itself and follow up activity. ASC activity for each meeting can take four to nine hours.

The total audience for July outreach/orientation was at least four persons. Information was provided during meeting and follow up phone calls and emails.

Requests from the community and METRO staff:

- There were at least 18 individual contacts in person and/or over the phone. Most contacts regarded training, referrals, trip planning and outreach.
- After speaking to staff from Community Life Services and the Coryell Autism Center, the ASC sent emails and placed phone messages with them and other contacts to set up presentations on Metro services.
- On July 8 the ASC received the July 2 letter from George Dondero and Karena Pushnik thanking him for seven years (2006-2013) service as E&D TAC Chair:

Attachment A

“...During your tenure, your commitment to fairness, full participation, and improvement of specialized transportation for seniors, people with disabilities and low income individuals was evident. Especially appreciated was your encouragement to participate and connection with each committee member, appreciation expressed to guests and other enriching partners, comprehension of Roberts Rules of Order, comprehensive understanding of transportation issues, and resolve for equitable involvement.

Thank you on behalf of the Regional Transportation Commission and its Elderly & Disabled Transportation Advisory Committee...”

- During July Dennis “Pop” Papadopulo passed away. Mr. Papadopulo and the ASC attended the 1989 first meeting of the group that became the Metro Accessible Services Transit Forum (MASTF). The ASC last worked with him at the Americans with Disabilities Act (ADA) Introduction Training with New Bus Operators on June 4. During July the ASC retrieved information to help Metro’s acknowledgement.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 27, 2013
TO: Board of Directors
FROM: Robyn Slater, Human Resources Manager
SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- None.

III. DISCUSSION

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

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Employee Recognition List

Prepared by: Sherri Escobedo, Administrative Assistant
Date Prepared: September 27, 2013

ATTACHMENT A



EMPLOYEE LONGEVITY AWARDS

CERTIFICATE OF APPRECIATION – 25 YEARS

The Board of Directors proudly presents this Certificate of Appreciation for the completion of **25** years of service between 1988 and 2013 to:

Angel Valdez Jr. Bus Operator

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

Resolution No. 13-08-02

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

**A RESOLUTION OF APPRECIATION AND REMEMBRANCE FOR THE SERVICES
OF DENNIS “POP” PAPADOPULO AS AN ADVOCATE OF THE SANTA CRUZ
METROPOLITAN TRANSIT DISTRICT AND ACCESSIBLE PUBLIC TRANSIT**

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

WHEREAS, various advisory groups have been created to advise Santa Cruz METRO’s Board of Directors on matters of policy, operations, and issues regarding the quality and quantity of transportation services; and

WHEREAS, Pop Papadopulo served as a member of two of these advisory groups from 1989 through 2013; and

WHEREAS, the Santa Cruz Metropolitan Transit District, requiring strong public input, received advice from Pop Papadopulo as a member of the METRO Accessible Services and Transit Forum (MASTF), solicited his expertise to augment and improve bus operator training, and appointed him to the METRO Advisory Committee (MAC); and

WHEREAS, Pop Papadopulo provided the Santa Cruz Metropolitan Transit District with strong leadership and insightful guidance during his service on MASTF and MAC, as an Advisor for Riders with Disabilities and volunteer Trainer in the Fixed Operator Training Program; and

WHEREAS, during the time that Pop Papadopulo served the METRO community, METRO expanded service, graduated scores of well-trained Bus Operators, developed new operating facilities, purchased new equipment, developed accessible bus stops, opened new transit centers, improved ridership, responded to the challenges of the Loma Prieta Earthquake, responded to adverse economic conditions, assumed direct operational responsibility for the Highway 17 Express service and the Amtrak Connector service, and assumed direct operational responsibility for the ParaCruz service, and, and broke ground for the Judy K. Souza Operations Facility; 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 Pop Papadopulo; and

WHEREAS, Pop Papadopulo passed away on July 14, 2013; and

WHEREAS, the family members and friends of Pop Papadopulo bear the most immediate and profound burden of the absence of their loved one; and

WHEREAS, the Santa Cruz Metropolitan Transit District, on behalf of its employees, expresses profound sympathy to the family, friends and loved ones of Pop Papadopulo;

NOW, THEREFORE, BE IT RESOLVED, that on behalf of district ridership and staff, the Board of Directors of the Santa Cruz Metropolitan Transit District pays their highest tribute to Pop Papadopulo for his efforts in the advancement of accessible public transportation in Santa Cruz County, and mourns the loss of this remarkable man whose memory will serve as an inspiration for future generations; and

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to the family of Dennis “Pop” Papadopulo and that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 27th day of September 2013 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

DRAFT

APPROVED

DANIEL DODGE
Board Chair

ATTEST

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

LESLYN SYREN
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 27, 2013

TO: Board of Directors

FROM: Liseth Guizar, Security and Risk Administrator

SUBJECT: CONSIDERATION OF AWARD OF CONTRACT WITH B+U, LLP FOR WATSONVILLE TRANSIT CENTER CONCEPTUAL DESIGN SERVICES IN AN AMOUNT NOT TO EXCEED \$160,000, AND AMENDING THE CAPITAL BUDGET TO REFLECT THE ADDITIONAL AMOUNT REQUIRED

I. RECOMMENDED ACTION

Authorize the General Manager to execute a contract with B+U, LLP for Watsonville Transit Center Conceptual Design Services in an amount not to exceed \$160,000, designate Liseth Guizar, Tom Hiltner and a City of Watsonville designee as Contract Co-administrators, and amend the Capital Budget to reflect the difference between the total contract amount and what is currently allocated for this project.

II. SUMMARY OF ISSUES

- Santa Cruz METRO's Watsonville Transit Center is deteriorating, has vacant concessions, and detracts from the appearance and experience of downtown Watsonville.
- On March 9, 2012, Santa Cruz METRO's Board of Directors approved the issuance of a Request for Proposals (RFP) to hire an architecture/engineering firm to create a re-design concept for the renovation of the Watsonville Transit Center.
- On April 9, 2013, Santa Cruz METRO issued a formal Request for Proposals to solicit proposals from qualified firms, and on May 10, 2013, three proposals were received.
- A five-member evaluation committee comprised of Santa Cruz METRO and City of Watsonville staff evaluated the proposals and negotiated a fee with the top-ranked proposer.
- Staff recommends that the Board award a contract to B+U, LLP in an amount not to exceed \$160,000.

III. DISCUSSION

The Watsonville Transit Center (“WTC”) has deteriorated since opening in 1995, and requires renovation. WTC serves intermodal passenger connections among Santa Cruz METRO, Monterey Salinas Transit, and Greyhound buses, as well as ParaCruz vehicles, taxis and bicycles. Amenities at the WTC include restrooms, ticket sales and schedules, a restaurant, a mini-market, and four kiosks in the outdoor plaza. Two of the kiosks are vacant, and one is utilized as a storage shed, leaving only one business in what was designed to be an active mercado with small businesses serving locals and transit passengers. Deferred maintenance of this heavily trafficked facility detracts from the quality transit service provided in Watsonville. The terminal building itself presents an imposing, stark façade lacking color or appeal, and detracts from the typical architectural styles and color of downtown Watsonville.

On March 9, 2012, Santa Cruz METRO’s Board of Directors approved the issuance of a Request for Proposals (“RFP”) to hire an architecture/engineering firm to create a re-design concept for the renovation of the Watsonville Transit Center. Prior to issuance of the RFP, public outreach efforts were conducted to obtain input from the community regarding the types of changes they wanted to see at WTC.

On April 9, 2013, Santa Cruz METRO legally advertised and distributed a Request for Proposals (RFP No. 13-24) to 109 firms and eight builders’ exchanges, posted notice on its website, and sent email notice to all GovDelivery subscribers. On May 10, 2013, proposals were received and opened from three firms. A list of these firms is provided in Attachment A.

A five-member evaluation committee comprised of Santa Cruz METRO and City of Watsonville staff evaluated the proposals according to the criteria in the RFP, and invited all three firms to present Oral Presentations. Following the Oral Presentations, the evaluation committee invited the top-ranked firm, B+U, LLP, to submit a cost proposal. Santa Cruz METRO staff negotiated fees and the scope of work to arrive at the contract presented for consideration today (Attachment B).

Staff recommends that a one-year contract, with an open-ended option to extend, be established with B+U, LLP for Watsonville Transit Center Conceptual Design Services in an amount not to exceed \$160,000, with Liseth Guizar, Security and Risk Administrator, Tom Hiltner, Grants/Legislative Analyst, and a City of Watsonville designee to serve as Contract Co-administrators. Contractor will provide all services meeting all Santa Cruz METRO specifications and requirements of the contract, and the Contract Co-administrators will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS

The current amount allocated in the capital budget for this project is \$30,000. An additional amount of \$130,000 would be required from the capital budget.

V. ATTACHMENTS

Attachment A: List of Responding Firms

Attachment B: Contract with B+U, LLP

Note: The RFP along with its Exhibits and any Addendum(s) are available for review at the Administration Office of Santa Cruz METRO.

Attachment A



Responding Firms for RFP No. 13-24

Watsonville Transit Center Conceptual Design Services

Received May 10, 2013 by 5:00 PM

B+U, LLP	834 S. Broadway, Suite 502	Los Angeles	CA	90014
RNL Interplan, Inc.	333 S. Grand Avenue, Suite 1480	Los Angeles	CA	90071
WRNS Studio	501 Second Street, Suite 402	San Francisco	CA	94107

Attachment B

PROFESSIONAL SERVICES CONTRACT FOR WATSONVILLE TRANSIT CENTER CONCEPTUAL DESIGN SERVICES (13-24)

THIS CONTRACT is made effective on September 30, 2013 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California (“Santa Cruz METRO”), and B+U, LLP (“Consultant”).

1. RECITALS

1.01 Santa Cruz METRO’s Primary Objective

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

1.02 Santa Cruz METRO’s Need for Watsonville Transit Center Conceptual Design Services

Santa Cruz METRO has the need for Watsonville Transit Center Conceptual Design Services. In order to obtain these services, Santa Cruz METRO issued a Request for Proposals, dated April 9, 2013, setting forth specifications for such services. The Request for Proposals is attached hereto and incorporated herein by reference as Exhibit A.

1.03 Consultant’s Proposal

Consultant is a firm/individual qualified to provide Watsonville Transit Center Conceptual Design Services and whose principal place of business is 834 S. Broadway, Suite 502, Los Angeles, California 90014. Pursuant to the Request for Proposals issued by Santa Cruz METRO, Consultant submitted a proposal for Watsonville Transit Center Conceptual Design Services, which is attached hereto and incorporated herein by reference as Exhibit B.

1.04 Selection of Consultant and Intent of Contract

On July 19, 2013, Santa Cruz METRO selected Consultant as the offeror whose proposal was most advantageous to Santa Cruz METRO to provide the Watsonville Transit Center Conceptual Design Services described herein. This Contract is intended to fix the provisions of these services.

1.05 On September 20, 2013, Santa Cruz METRO and Consultant completed negotiations on the fee schedule, which is attached hereto as Exhibit C.

Santa Cruz METRO and Consultant agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.01 Documents Incorporated in this Contract

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

A. Exhibit A

Santa Cruz METRO's "Request for Proposals" dated April 9, 2013.

B. Exhibit B (Consultant's Proposal)

Consultant's Proposal to Santa Cruz METRO for Watsonville Transit Center Conceptual Design Services, signed by Consultant and dated May 10, 2013.

C. Exhibit C (Consultant's Fee Proposal)

Consultant's final negotiated and agreed upon fee schedule dated September 20, 2013.

2.02 Conflicts

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

2.03 Recitals

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

3. DEFINITIONS

3.01 General

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

3.01.01 CONTRACT - The Contract consists of this document, the attachments incorporated herein in accordance with Article 2, and any written amendments made in accordance with Section 13.14 of the General Conditions to the Contract.

3.01.02 CONSULTANT - The Consultant selected by Santa Cruz METRO for this project in accordance with the Request for Proposals issued April 9, 2013.

3.01.03 CONSULTANT'S STAFF - Employees of Consultant.

3.01.04 DAYS - Calendar days.

3.01.05 OFFEROR - Consultant whose proposal was accepted under the terms and conditions of the Request for Proposals issued April 9, 2013.

3.01.06 PROVISION - Any term, agreement, covenant, condition, clause, qualification, restriction, reservation, or other stipulation in the contract that defines or otherwise controls, establishes, or limits the performance required or permitted by either party.

3.01.07 SCOPE OF WORK (OR "WORK") - The entire obligation under the Contract, including, without limitation, all labor, equipment, materials, supplies, transportation, services, and other work products and expenses, express or implied, in the Contract.

4. TIME OF PERFORMANCE

4.01 Term

The term of this Contract will be for a period not to exceed **one (1)** year and shall commence upon the execution of the contract by Santa Cruz METRO.

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

5. COMPENSATION

5.01 Terms of Payment

Santa Cruz METRO shall compensate Consultant in an amount not to exceed the amounts/rates agreed upon by Santa Cruz METRO. Santa Cruz METRO shall reasonably determine whether work has been successfully performed for purposes of payment. Compensation shall be made within thirty (30) days of Santa Cruz METRO's written approval of Consultant's written invoice for said work. Consultant understands and agrees that if he/she exceeds the \$160,000 maximum amount payable under this Contract, that it does so at its own risk.

5.02 Invoices

Consultant shall submit invoices with a purchase order number provided by Santa Cruz METRO on a monthly basis. Consultant's invoices shall include detailed records showing actual time devoted, work accomplished, date work accomplished, personnel used, and amount billed per hour. Expenses shall only be billed if allowed under the Contract.

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

6. NOTICES

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

Santa Cruz METRO

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

Attention: General Manager

CONSULTANT

B+U, LLP
834 S. Broadway, Suite 502
Los Angeles, CA 90014

Attention: Scott Uriu
scottu@bplusu.com
Telephone: 213-623-2347, x:2

7. **AUTHORITY**

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

Signed on _____

Santa Cruz METRO – SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

Consultant – B+U, LLP

By _____
Scott Uriu, AIA
Principal & Partner

Approved as to Form:

Leslyn Syren
Santa Cruz METRO Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 13, 2013

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF AUTHORIZING METRO TO BECOME A SPONSOR OF THE SANTA CRUZ CHAMBER OF COMMERCE COMMUNITY LEADERSHIP VISIT BY PROVIDING TRANSPORTATION SERVICE ON OCTOBER 27 AND 28, 2013.

I. RECOMMENDED ACTION

That the Board of Directors consider METRO becoming a sponsor of the Santa Cruz Chamber of Commerce Community Leadership visit by providing transportation services to the participants on October 27 and 28 2013.

II. SUMMARY OF ISSUES

- In May 2013 The Santa Cruz Chamber of Commerce, in conjunction with Dominican Hospital, sponsored a Community Leadership Visit to the cities of Boulder and Fort Collins, Colorado.
- The Chamber of Commerce is planning to sponsor a Community Leadership Visit focused on Santa Cruz in October 2013.
- It is anticipated that approximately 75 local leaders will participate in this event.
- The program will include various sessions and travel to locations around the area.
- On August 30, 2013 I received a request from the Chamber Executive Director Bill Tysseling for approximately 2-3 buses to provided transportation for the event on October 27 and 28, 2013. The buses would be needed from approximately 8:20 AM to 10:00 PM.
- Should the Board of Directors be desirous of providing this service it would be necessary for METRO to become a formal sponsor in order to be compliant with Federal Charter Bus Service guidelines.
- The cost to provide the requested service would be approximately \$2,200.00 depending on the number of buses actually used. Funds for providing this service are available in the FY 2014 METRO Operating Budget.

III. DISCUSSION

The Santa Cruz Chamber of Commerce facilitated a visit to the cities of Boulder and Fort Collins Colorado earlier this year. Many community leaders from Santa Cruz attended including some

individuals who serve on the METRO Board of Directors. The trip was considered to be very successful. The Chamber of Commerce is now planning a Community Leadership Visit focusing on Santa Cruz for October 27 and 28; 2013. In order to assist in the Community Leadership Visit Chamber Executive Director Bill Tysseling contacted me regarding the possibility of obtaining bus service for the two days. It is anticipated that there will be approximately 75 participants which would require the use of 3 buses. The Charter Regulations issued by the Federal Transit Administration restrict the flexibility that METRO has regarding providing special bus services. However, the regulations allow transit agencies to provide bus service to events that they are sponsoring. Therefore, if the Board of Directors would like to become a sponsor of the Community Leadership Visitation Program bus service to this activity could be provided. If there buses are used for two days the cost to provide the service would be approximately \$2,200.00. There are funds available in the FY 2014 Operating Budget to support the cost of the Community Leadership Visit should the Board desire to do so.

IV. FINANCIAL CONSIDERATIONS

The cost of providing the service requested by the Santa Cruz Chamber of Commerce would be approximately \$2,200.00. Funds to provide this service are available in the FY 2014 Operating Budget.

V. ATTACHMENTS

Attachment A: August 30, 2013 Email and Flyer from Bill Tysseling

Les White

From: Bill Tysseling [bill tysseling@santacruzchamber.org]
Sent: Friday, August 30, 2013 1:30 PM
To: Les White
Subject: Community Leadership Visit Santa Cruz
Attachments: Santa-Cruz-Chamber-CLV-2013-Report.pdf

Les... as we discussed on the phone, I would appreciate Metro considering sponsoring the Community Leadership Visit October 27 and 28, 2013. This event will attract 50-75 local leaders for two days of visits and presentations on Santa Cruz County as an innovative economic community. We will gather at a central location on Sunday morning and travel at various times over the two days to locations throughout the County. We will gather participants at 8:30 a.m. on Sunday – probably at Cabrillo – and travel in the northern portion of the County, expecting to return them to the Dream Inn Sunday evening not later than 10 p.m. We will begin travel at 8:30 on Monday morning from the Dream Inn, spend most of the day in the southern portion of the County, expecting to return them Monday to the original central location not later than 9 p.m.

Please let me know if there is other information you would like concerning this program or if you need this content submitted in a different form.

Much appreciate your support in this effort. I've attached the summary of our leadership visit to Boulder and Fort Collins, Colorado which was the catalyst for this program.

Bill Tysseling
Executive Director
Santa Cruz Area Chamber of Commerce
725 Front Street, Suite 108
Santa Cruz, CA 95060
(831) 457-3713 ext108
Bill.Tysseling@SantaCruzChamber.org

COMMUNITY LEADERSHIP VISIT

BOULDER & FORT COLLINS, CO

MAY 14TH - 16TH 2013

Report of Findings, Observations, and Conclusions

Vision & Purpose

Innovation is the nexus between great ideas and their implementation. Most frequently this is the process of converting research into commercial products and services, but it also includes the implementation of advances in less-tangible things such as social policy, aesthetics, and management. It is characterized by creativity, problem solving, investment, project management, and high-risk high-reward endeavors.

Innovation is a "sweet spot" for jobs, capital investment, and prosperity in Santa Cruz County and has been since missionaries established an outpost here on a plateau above the San Lorenzo River. From Martinelli's Apple Juice, first marketed more than a century ago, to the rapid genome mapping processes launched by Five3 Genomics last year, the County's enterprise systems have been blessed with innovators.

The 2013 Community Leadership Visit (CLV) asked the question, "How could we enhance our already successful innovation economy?" The 53 CLV participants visited Boulder and Fort Collins, Colorado, April 14-16 to immerse themselves in those communities' successes and failures in developing their own extremely-successful innovation environments.

Boulder has thrived as both a progressive community and a center of successful innovation with high concentrations of IT, aerospace, and weather. Fort Collins has diversified a predominantly agricultural economic base into a center of research in biotechnology and communicable diseases, energy, and water. Both communities are among the highest-ranked in the nation as places to live, work, and start a business.

Former Chamber CEO Susan Graf's said Boulder was "one big entrepreneurial petri dish." Darin Atteberry, Fort Collins City Manager, said that collaboration – on finance, environment, and social structures – had led to the innovation "complex" that sustained their top-ranked quality of life and economic vitality. Much of what the CLV saw in those communities found their pride well-justified.

But the make-up of each community's environment is a unique amalgamation of resources, cultures, opportunities, and constantly-evolving social and economic forces. Some of the notions and operations seen in Boulder and Fort Collins may be meaningfully transferred to Santa Cruz, others not. Each participant has their own notions about local opportunities. We all recognize the importance of working in our own "innovative petri-dish" and the importance of collaboration in creating our environment.

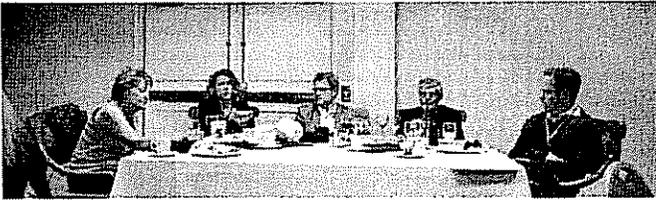
Certainly the greatest benefits of the trip will be the benchmarks of shared experiences and context, the relationships of the participants from which ideas and outcomes will be developed, and a common motivation to make something great of them.

The following describes highlights of the CLV experience. Links to CLV preparatory data, its annotated agenda, trip videos, the slideshows of many of the presenters, and other links and materials regarding the visit can be found at <http://bit.ly/clv2013>.

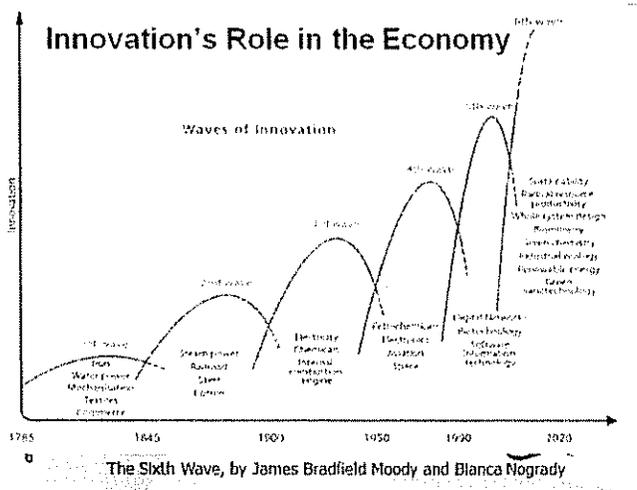


Pre-Conditions of Innovation

At first blush the only preconditions of innovation are a problem and a capable problem solver. But the history of Fort Collins and Boulder suggest some factors that influenced their evolution as a center of innovation. Many of these already weigh in Santa Cruz's favor, others are opportunities for the County to improve its effectiveness as a place for innovation.



Research University. The presence of a research university was at the core of the evolution of both Colorado cities. Their ability to provide initiating research and researchers, consulting scholars and technicians, laboratory and library resources, a stream of visionary young graduates, national and international connections to other research institutions, and a social and intellectual environment that attracted and retained the talent vital to an innovative environment were all fundamental parts of the success of Fort Collins and Boulder.

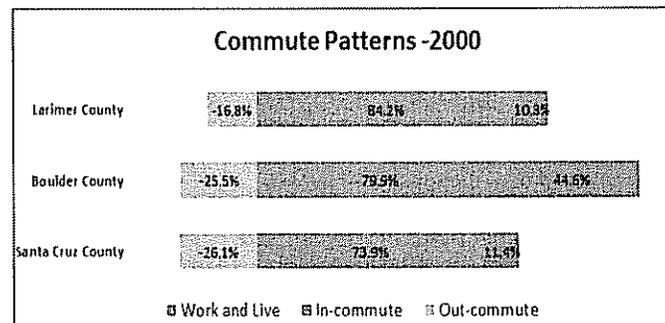


Indigenous Business Talent. Critical to innovation is access to experienced and sophisticated business talent. For Boulder much of this has come from the collapse of existing industry clusters and periods of economic stress. In the 1980s oil shale promised to be an economic boom in Colorado but the industry crashed about 1983. Several thousand experienced managers and executives in a range of disciplines were displaced, many of whom were unwilling to move back to a less-desirable area. Similar talent bonanzas occurred with the dotcom crash in 2001 and the "great recession" beginning in 2008. Fort Collins also profited from the shale oil collapse, but also utilized the corporate evolution of agriculture and the growth of the clean energy and water conservation industries to attract business principals who feed the innovation economy.

Attraction of Research Centers. A key source of the ideas and invention that underlie innovation has been the research centers that have grown up around the universities in Boulder and Fort Collins. Boulder has sixteen Federal labs and several private corporation research facilities.¹ Fort Collins has seven federal installations and a key aerospace R&D corporation.² Coupled with university-initiated centers and institutes on the respective campuses, these facilities generate both primary and applied research that often leads to innovation, new products, and new companies.

Living Environment. The quality of life elements of the community have been important to attracting the talent necessary to sustain an innovative environment. Boulder has intentionally limited its development through the acquisition of surrounding green belts and clear definition of its built environment. The electorate has been willing to tax itself for public improvements and the city has invested generously in intra-urban walkways, trails, bike routes, parks and other public features. Fort Collins has emphasized the development of a family-friendly environment that caters to children's activities, education, and recreation. Both communities have strong creative arts institutions and promote easy access to the Rocky Mountains, hiking and skiing.

Business Associations. Both Boulder and Laramie Counties have had strong business leadership through business associations with active collaborators within the university and local governments. In Boulder the Chamber includes a county-wide economic development group. It was an initial investor in the creation of both the Boulder business incubator and the Innovation Center of the Rockies. The Ft. Collins Chamber was a collaborator in the creation of the Innosphere and continues to partner with the City and CSU in economic development and innovation efforts.



¹**Boulder Federal Laboratories:** Cooperative Institute for Research in Environmental Sciences (CIRES); Earth System Research Laboratory (ESRL); Institute for Telecommunications Sciences (ITS) of the National Telecommunications and Information Administration (NTIA); Institute of Arctic and Alpine Research (INSTAAR); JILA Laboratory for Atmospheric and Space Physics (LASP); National Center for Atmospheric Research (NCAR); National Climatic Data Center (NCDC); National Environmental Satellite, Data and Information Service (NESDIS); National Geophysical Data Center (DGDC); National Institute of Standards and Technology (NIST); National Oceanic and Atmospheric Administration (NOAA); National Snow and Ice Data Center (NSIDC); National Weather Service (NWS); Space Weather Prediction Center (SWPC); University Corporation for Atmospheric Research (UCAR)

²**Fort Collins Federal Laboratories:** Agricultural Research Service, US Department of Agriculture including: Crops Research Laboratory, National Center for Genetic Resources Preservation (NCGRP), Natural Resources Research Center (NRRC); CDC, Division of Vector Borne Infectious Diseases (DVBID); Cooperative Institute for Research in the Atmosphere (CIRA); Rocky Mountain Research Station, US Forest Service (RMRS); National Wildlife Research Center (NWRC)

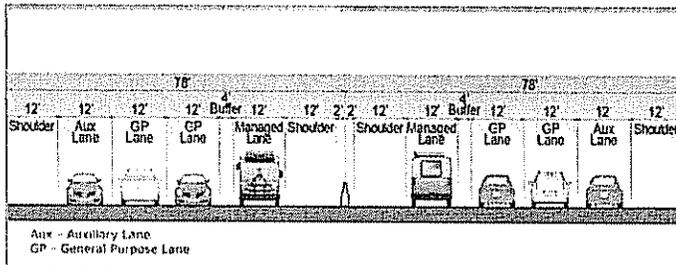
Innovation Mentality. The largest private sector employer in Boulder has about 350 workers and none of the largest employers are corporate headquarters. But Boulder has three times more in-commuters than out-commuters and as many jobs as residents. Boulder has succeeded in creating a "Creative Class Economy" in which top talent and, especially, young talent, migrate to the city where they create their own jobs and businesses. Much of their innovation economies are "primary" businesses who sell most of their products and services outside of the community, bringing cash for wages and other inputs into Boulder and Fort Collins.

Innovations Infrastructure

The public infrastructure providing efficient, reliable access to competitive-quality utilities, transportation, and other public services are core requirements for an innovative economy. As has been apparent from the work of economic development groups in Silicon Valley and the Monterey Bay, not only solutions but even the problem definitions on these issues are difficult topics upon which to achieve consensus. The CLV asked Boulder, a community that has been particularly attentive to addressing its infrastructure needs, to describe its planning and current systems.

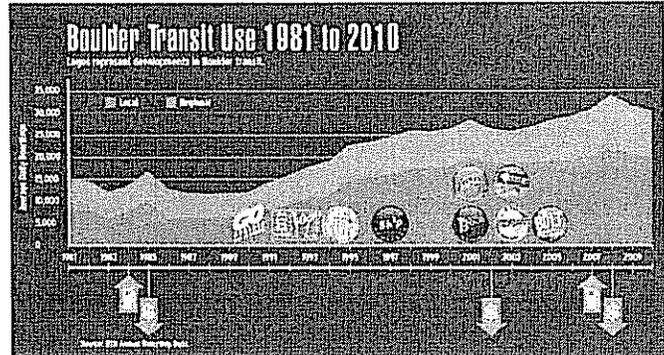
Electric Power. In a recent voter initiative the City approved initial steps towards the acquisition of its electric power sources and transmission. This will guaranty both assured access and low-carbon-impact generation. (Unlike California, Colorado does not allow for the independent acquisition of electric power transmitted to a PUC-regulated utility, reflected in the current CSA initiative for Santa Cruz County and the Monterey Bay region.) While this continues to be contentious, the groundwork has determined that this can be done economically, with some improvement of services, and with a substantial reduction in climate impacts.

Transportation. Innovation depends upon a workforce which changes employers frequently. Workers tend to be highly specialize, in high demand, and engaged in projects with a finite term. In Silicon Valley the average period of employment has hovered around 18 months. Workers residence tends to be more stable than their job location. This makes efficient transportation a core element of the innovation infrastructure.



Boulder has created a diversified system of walking and bicycle trails, public transportation, and efficient highway transportation corridors between the City and key sources of workforce. The key route extending southeast to northwest from Denver through Boulder to the Rocky Mountains is in the midst of a rebuild to eight lanes (per the above) that also includes a bicycle path and sidewalk. Much of their transportation planning has been integrated with the larger area and in collaboration with the transit, planning, and regional governments.

Using a "complete streets" model that assumes integration of urban design, multi-modality transit, and a commitment meeting the full spectrum of transportation requirements. One particularly successful experiment, initially funded by the City,



put three short-route, unscheduled buses in high-traffic areas, promoted them, and branded the three routes "Hop", "Skip", and "Jump." These were so successful that their transportation agency picked up these routes.

Parking. Sufficient cost-effective parking is also a necessary element of this economic model. While large employers and new commercial projects generally provide their own parking, existing commercial sites and, especially, long-developed area such as downtowns are more dependent upon the community to create and maintain parking. Boulder has taken a particularly diversified approach in addressing parking requirements, integrating city planning, public transit, and transportation management with its parking concepts.

Boulder's downtown parking is financed through a parking district that draws from property taxes allocated to a parking fund to service the bonds which paid for the parking structures. While Boulder has sought to limit the growth of traffic, it has developed models that insure that parking is not a constraint on its business capacity.

Broadband. The CLV also discussed broadband internet capacity in both Boulder and Fort Collins. While both acknowledging the growing importance of these resources neither had specific programs to extend commercial broadband to commercial areas

Necessary Collaborations

If there was a single theme in the two-plus days of CLV visits in Boulder and Fort Collins it was “collaboration.” From the opening evening’s discussion of the history of innovation in Boulder, speaker after speaker talked about the importance of shared visions and shared efforts and their dedication to collaboration as a model for getting things done.

The collective work of the tripartite of local government, local business, and the local university was the key working structure by which the achievements of which they were most proud had been accomplished. Many of the specific collaborative projects are described in greater detail elsewhere in this report including mentoring programs (Innovation Center of the Rockies), incubation programs (Innosphere and the Research Innovation Center), and transportation planning (especially the two-decade-long Highway 36 project) among others.

Shared Goals. In key areas – dedication to a great living environment, commitment to a broad and integrated transportation system, innovation and entrepreneurship as a core economic strategy – there was a consensus among institutional leaders and other community “champions” not only to overarching principles but also to a more complex set of underlying goals and balances. The sophistication of these visions were significant elements, for instance, in Boulder’s success in both limiting total local vehicle miles traveled to mid-1990 levels and to the widening of Route 36 to facilitate workforce and tourism transportation.

Cooperative Decision Making. The development of more detailed implementation plans required both experimentation and compromise. The predecessor of the Innovation Center of the Rockies was initially much more focused on developing only a few companies including capitalization and business support services. Although always a public-private-university partnership, the model evolved into its current reliance on

“volunteer” mentoring relationships and elimination of its capitalization function. The concept and investment necessary to create Innosphere in Fort Collins and the design of Route 36 through Boulder also evolved without losing the commitment of a broad range of collaborators.

Shared Advocacy. Once a decision has been made among the leaders of a collaboration, the consortia have generally been able to advocate successfully against opposition within the community. Recent examples are the continu-

ation of Innosphere funding through local tax financing over local opposition and Boulder’s continuing exploration of the acquisition of its electrical system by the City. The collaborating parties have stuck together in supporting these actions.

Shared Responsibility. The collaborators have also been reliable partners in carrying forward with commitments. This has led to higher levels of trust and mutual reliance. For instance, a relatively unique element of the collaboration working on business acceleration has been the allocation of some of the traditional university technology transfer functions at both the University of Colorado and Colorado State University to the collaborative nonprofit corporation, Innovation Center of the Rockies.

While these collaborations are no doubt “messier” than they

appear from the outside, the frequency with which presenters referred to the importance of these relationships is a persuasive measure of their value to the collaborators and the community.

Evaluation of the market potential of a concept or invention, the qualification of a business development plan, and provision of mentoring and support for startup companies commercializing such new products or services has been outsourced to the ICR. This collaboratively funded organization (university, local government, and private sector sponsors) has been uncommonly successful in achieving results.

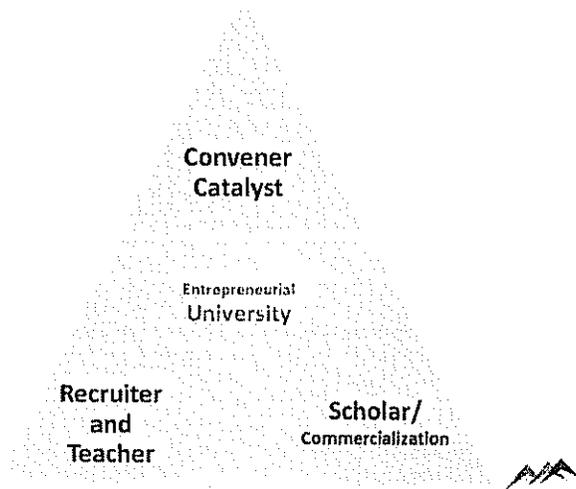
Culture of Collaboration & Partnerships

- City Organizational Value
- Community Engagement
- Agency Partners
- Public & Private Partners



Entrepreneurial Ecosystem

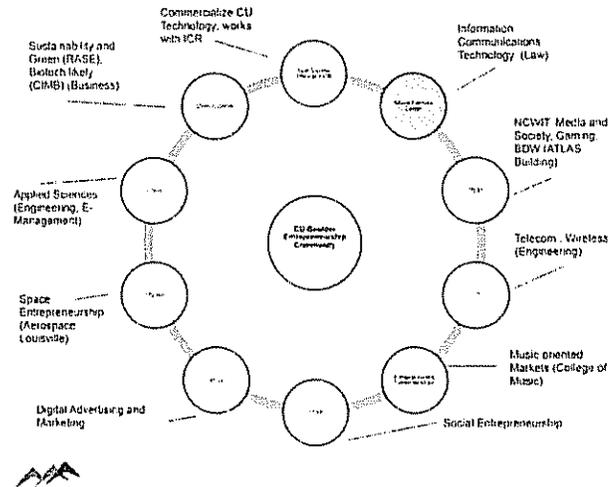
The focus of an entrepreneurial Ecosystem is on creating and facilitating an accessible environment where start up entrepreneurs can come to exchange ideas, to form teams, and to pursue innovation. This ecosystem is made up of and revolves around the university, city, local & private sectors, and their entrepreneurs.



Brad Bernthal, Associate Clinical Professor of Law at Colorado University, described three roles a university plays in facilitating entrepreneurship: 1) convener catalyst, 2) recruiter and teacher, 3) scholar of commercialization. As recruiter and teacher the university encourages researchers to see the innovative potential in the ideas and findings. As convener and catalyst the university supports students and faculty in taking social and technical innovation to the next step: commercialization. As a scholar of commercialization the university protects the intellectual product of the institution and its researchers and connects those innovators with the people and resources necessary bring innovation to the marketplace.

Instead of trying to control the entrepreneurship in a top down way, we simply turn things inside out” – Brad Bernthal

In Bernthal’s model the University becomes a platform for people in the startup community to participate and leverage their creativity with the skills and resources of the university. Colorado University (CU) has begun to restructure to become an entrepreneurial breeding ground. These and other elements of the community come together to create a CU-Boulder Entrepreneurship Community, described in the following graphic.



The Decentralized Confederate Approach: CU has an entrepreneurial presence across campus, with classes offered to the entire student body, and innovation happening in many different departments. There is no central hub of entrepreneurship at CU; this decentralized model provides the Boulder community with multiple points of contact.

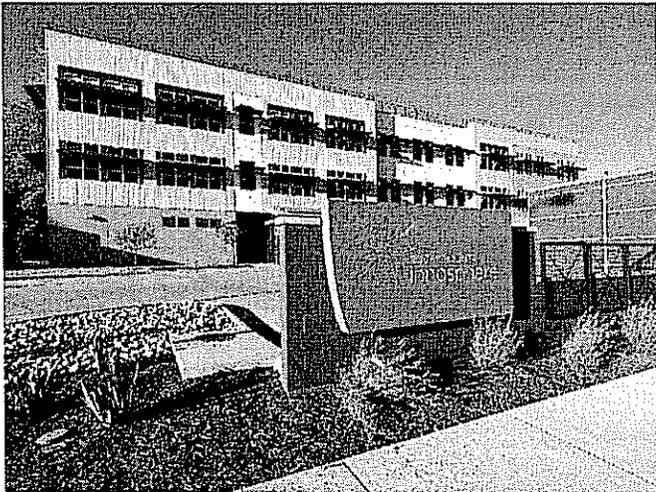
CU has also fostered a strong relationship with local business people and successful entrepreneurs in the area. Entrepreneurs serve as mentors to students and even collaborate with faculty, co-teaching classes related to innovation and entrepreneurship.

The university stimulated student entrepreneurship through on-campus competitions and meetups. Many CU faculty have undertaken the charge of exposing their students to entrepreneurship and creating a positive entrepreneurial atmosphere on campus. Every year the university host about fifty events specific to entrepreneurship with more than 6000 attendees. One such event, the “New Tech Meetup” (held at the law school and attended by more than 250 people each month) has become the heartbeat of the Boulder tech community.

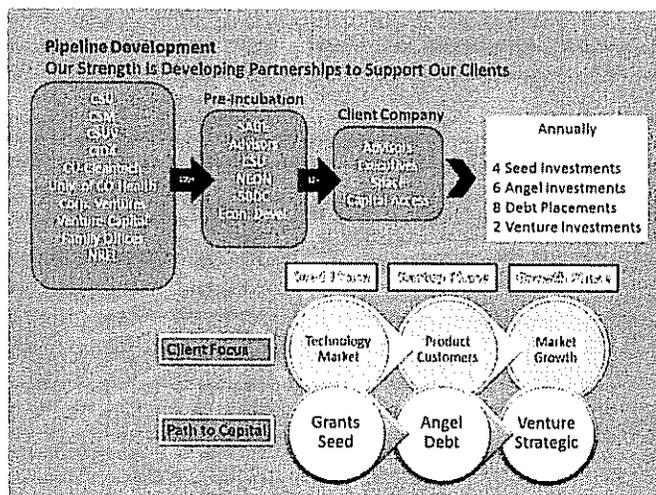
“When it comes to innovation and new ideas, no one goes it alone” – Brad Bernthal

While there is a large role for the university to play in creating and sustaining an entrepreneurial ecosystem, the city, private, and other public sector participants need to be on board. Their efforts also depend upon the community’s support and ownership of the identity as the home of an innovative enterprise system.

Innovation Incubation



The Rocky Mountain Innosphere is a 30,000+ square foot building located in the heart of Fort Collins, CO. Their mission is to accelerate the success of high-impact scientific and technology startup companies and to promote entrepreneurship, especially in the areas of clean energy, water, and bio sciences. The Innosphere ties together innovation assets, such as physical structures, labs, and rentable space; research and innovation in target industries; and programs and services. Their work fundamentally revolves around the ability to bring together innovative people and organizations and to capture that “brain power” to create wealth and prosperity.



“Collaboration” was an often-repeated theme. Mike Freeman, the CEO of the Innosphere, stressed the importance of the collaborative leadership and financial support of the city, the university, and the private sector. He says that these partnerships continue to be the “secret sauce” of the Innosphere and innovation in Fort Collins. As shown in the following image, there are a number of players in the innovation process; the Innosphere’s ability to develop and maintain partnerships that

support their clients is vital to the continuing growth and success of Innovation in Fort Collins.

Innosphere recruits and screens innovative startups, helps to assist them in finding physical facilities – sometimes within the Innosphere, and provides assistance with raising capital, researching their target markets, and building and maintaining supportive academic and governmental networks.

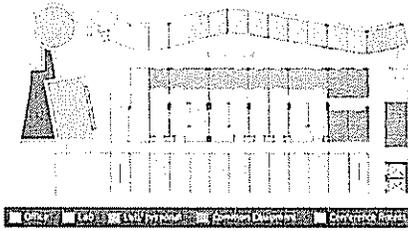


Innosphere and its collaborators have identified key industries in Fort Collins that have significant potential for local innovation. They monitor developments in those areas and support those segments through its services. Colorado State University (CSU), Innosphere, and City of Fort Collins work together on compiling and regularly updating a detailed analysis of these industries and areas of focus.

Having the secure facilities and equipment to carry out research can be an expensive and challenging obstacle to innovation, especially in the areas of biotechnology and communicable disease. The **Research Innovation Center (RIC)** run by Rick Lyons, Director of CSU’s Infectious Disease Research, has been able to successfully address this challenge and provide researchers and innovators with the space necessary to further their research. The physical facilities, the “bricks and mortar” of the RIC, are comprised of high-level biocontainment facilities contained in 150,000+ square feet of occupiable research space, bio-safe labs for communicable diseases, wet labs for biotech, and modular biology and chemistry labs.

RIC has “turnkey incubators” which allow researchers to walk into fully-equipped laboratories and begin research in them immediately. Other laboratories are associated with longer-term university and federal lab research.



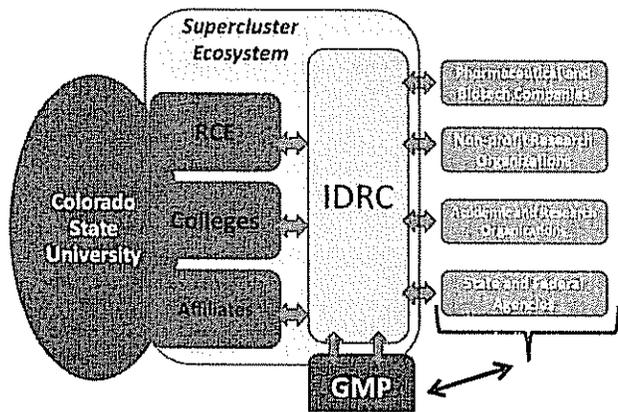


50,000 Square Feet (whole building)
 Modular Biology & Chemistry Labs
 Fully-Finished Shared Common Equipment

The RIC also houses, what Lyons calls, the “supercluster ecosystem”, which applies research expertise, business acumen, and infrastructure to specified research areas. In Fort Collins, “superclusters are specially sanctioned interdisciplinary alliances that [allow for a focus on key] research initiatives in topical area where Colorado State has demonstrated globally competitive expertise and potential for growth and can be especially competitive in seeking external funding” (Rick Lyons).

There are three essential components to a supercluster: the academic piece, the translational research piece, and the enterprise piece. The supercluster model is made up of

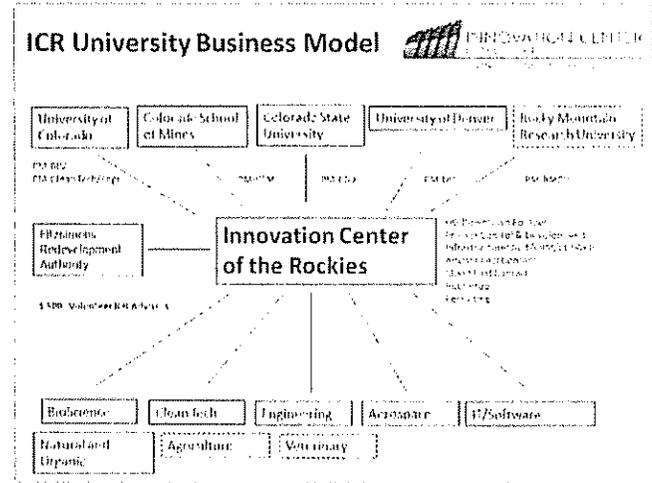
Working Relationships



working relationships between multiple colleges, programs (like CSU’s Infectious Disease Research Center (IDRC)), and various affiliates (like the CDC). This ecosystem also facilitates key relationships and interactions. The RIC provides a place where all the moving parts of this ecosystem can reside virtually and geographically. Lyon’s key role is to convince faculty to do research within this structure, and he works hard to mitigate faculty reservations and to create an environment where they are comfortable. He faces the common challenge of enticing faculty to pursue commercialization rather than, or in addition to, publication of their research.

Innovation Facilitation: Accelerators

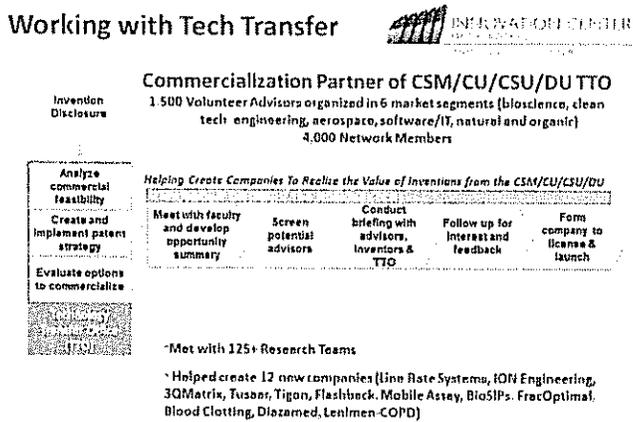
The Innovation Center of the Rockies (ICR) is a “business accelerator” that supports established early stage businesses and facilitates the formation of new startups in the industries of BioScience, Clean Tech, Engineering, Aerospace, IT/Software, Natural and Organic foods, Agriculture, and Veterinary Medicine. The ICR currently works with five universities: the University of Colorado’s, Colorado School of Mines, Colorado State University, the University of Denver, and the Rocky Mountain Research University. The ICR also deals with other select early staged companies and independent inventors.



The ICR’s services provide critical analysis of business opportunities and risks, and essential information, counsel, and personnel during the commercialization process and early business operations. It matches startups with advisors, facilitates key relationships between academic and professional players, counsels clients regarding protection of their intellectual property, and links startups to other business resources. Funding of the ICR comes from a four sources: sponsorships, the city of Boulder, the tech transfer offices of participating universities, and fees paid by participating businesses. Law and accounting firms, banks, and other local businesses sponsor the ICR with a \$5,000/year subscription. The main source of funding, however, comes from university tech transfer offices. Tech transfer offices utilize ICR to research commercial feasibility, support the implementation of patent strategy, evaluate options to commercialize, and, in select cases, contract out with ICR and its advisor for specific services.

A core of the ICR is their mentor program. New research, with commercial potential, comes to the ICR in need of advisors with business knowhow. The ICR draws from a pool of over 1500 advisors, selecting candidates for each project based on expertise and experience. The selected group of advisors, initially consisting of about 20 people, is narrowed down over a series of meetings and follow-ups with ICR staff, the principal researchers, and university tech transfer office staff. Initially advisors donate their service but may subsequently be hired as consultants or become employees or board members of the start-up companies. The ICR facilitates the development of these professional relationships, and provides guidance and mediation on issues such as division of business equity, the licensing of intellectual property, and the continuing engagement of the university faculty and resources.

The Tech Transfer and ICR processes are displayed in the following image.

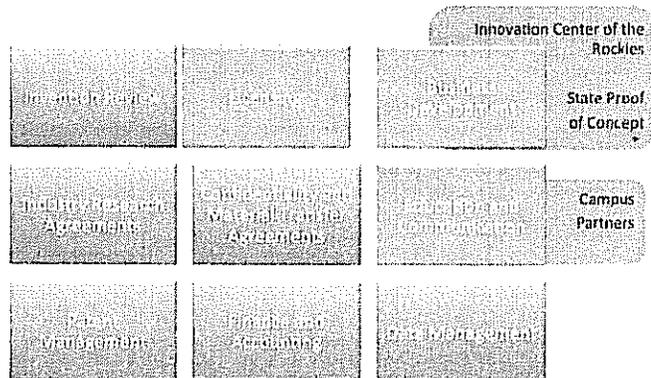


- protection of the intellectual property rights (IP) resulting from the research while they are being developed
- supporting the initiation of spinoff start-up companies to commercialize resulting products and services, or
- marketing the IP to existing companies and negotiation licensing agreements with them
- administering those licenses and insuring that they achieve their full value.

At the University of Colorado Boulder (CU), the Technology Transfer Office (TTO) is responsible for these functions. They oversee the IP generated from research that has averaged about \$375 million per year over the past three years. Each \$10 million of research average about 3 patent applications and 1 license agreement annually.

The TTO assists faculty with the IP process during the research and guides them through the stages of commercialization. The TTO partners with the Innovation Center of the Rockies (ICR) and, together with four other universities, contracts with them to provide business development and related services for some inventions and projects.

The diagram below shows the functions of the CU Technology Transfer Office. The squares in orange are identified as the aspects that the TTO shares with or contracts out to others



Tech Transfer: Converting Research & Invention to Product and Service

Technology transfer is the processes of moving the findings and inventions that result from public-sector research into public and private application and use. The two parallel goals of technology transfer programs are to insure that the public value of grant-funded research is realized through its application and use and that the researchers and their institutions receive a fair share of the profits from any resulting commercialization. The research institutions generally retain an interest in resulting products and, at least as to university research, are required to share a portion of the resulting licensing revenues with the faculty and research principals.

Key elements of strong technology transfer programs include:

- the development and maintenance of a research culture that is attuned to the commercial implications of research finding

Since 1994, Boulder Tech Transfer has resulted in the formation of seventy-one companies that have collectively raised over one billion dollars in follow-on funding. Additionally, in the past five years along, CU Boulder researchers have submitted a total of 549 inventions to the Tech Transfer Office, and from which there have been 146 license and option agreements.

At Colorado State University these technology transfer functions are administered by CSU Ventures, a nonprofit subsidiary corporation of the Colorado State University Research Foundation. Annual licensing revenue over the past five years has averaged about \$1.6 million. They also partner with the innovation Center of the Rockies to provide opportunity analysis and business development services.

The Innovative Community Brand

Identifying their communities as focal points of innovation was part of the economic development strategies of both Fort Collins and Boulder. Many of the presenters not only described their communities, workforce, university, infrastructure, economic strategies, and collective expectations as focused upon innovation but freely quoted others' descriptions of their cities as "creative class communities," "among the best places to start a business", and a center of innovation in . . . water quality, clean energy, biotechnology, communicable disease, and/or organic foods to name but a few.

Promote Local Innovation

Broadcast local innovation leadership to national and global markets . . . and ourselves



The benefits of this brand, as demonstrated by both Boulder and Fort Collins include:

Employment of Existing Workforce. Both cities have had relatively low unemployment rates over the last five years, demonstrating the remarkable resiliency of "innovative jobs." And, the vibrancy of the diversified "small company" economy has meant that local residents – and their children – are able to find local jobs.

Workforce Attraction. Boulder has 100,000 residents and 100,000 jobs. This is, frankly, difficult to fathom until one takes into account the 50,000 in-commuters who work in the City. This has created a very desirable economic condition of relatively high local-government revenues per capita without significantly higher local tax rates, demonstrating the rule of thumb that residents have a net-cash-out effect on local revenues, and businesses have a net-cash-in effect.

Investment Attraction. A reputation for innovation draws desirable businesses to a community and makes it possible for local governments to be more restrictive in establishing conditions affecting the quality of life of residents.

Attraction of Research and Grants. Being known as a quality research institution (together with faculty known for their research excellence) draws both public and private

research grants and contracts. The hundreds of millions of dollars that come into universities such as CU and CSU (and UCSC) for research each year are predominantly used to pay wages and for local goods and services. These represent an economic boon not only to the academic institutions and their employees but the surrounding communities.

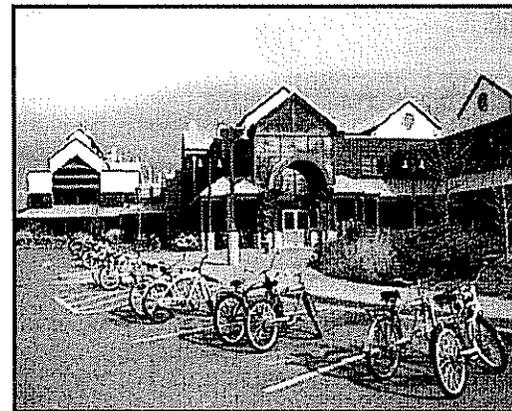
Attraction of Researchers and Graduate Students. A predictable effect of research success is even greater success. Researchers and excellent graduate students follow both institutional and regional reputations in selecting a job and a residence.

Attraction of Capital. Following the simplest laws of economics, successful innovation attracts investors. In the first instance this is investment in the innovative companies, but it also includes investment and reinvestment in real estate and in the businesses that provide the services and products to innovative companies and their employees.

Quality of Life Impacts. It is not only the financial success of innovative communities that generates a high quality of life. There are many more wealthy communities than the innovation-centric communities one might name. It is the diverse interests and general commitment of innovators to quality of life that support the arts, recreation, natural environment, excellent schools, and community vision of innovative communities.

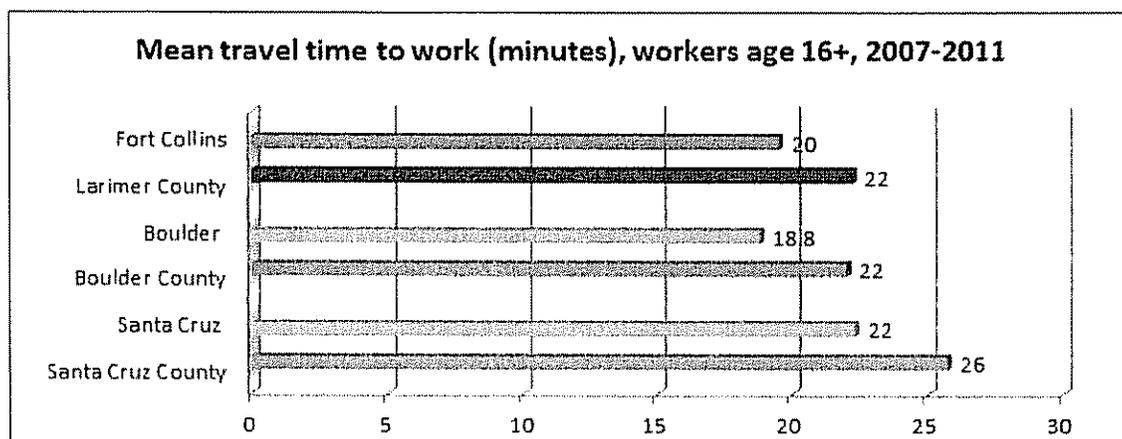
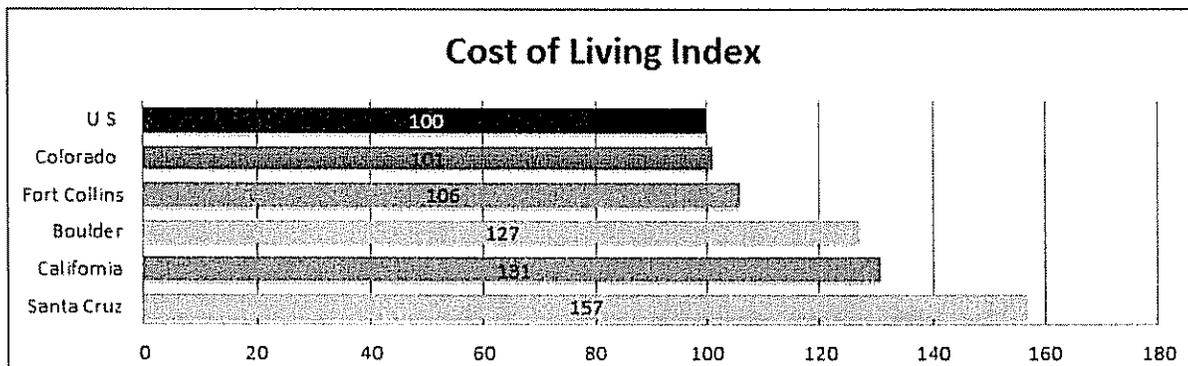
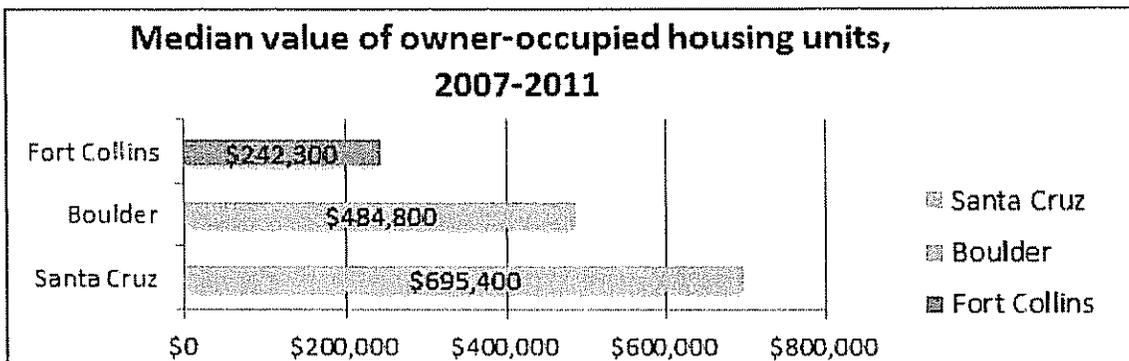
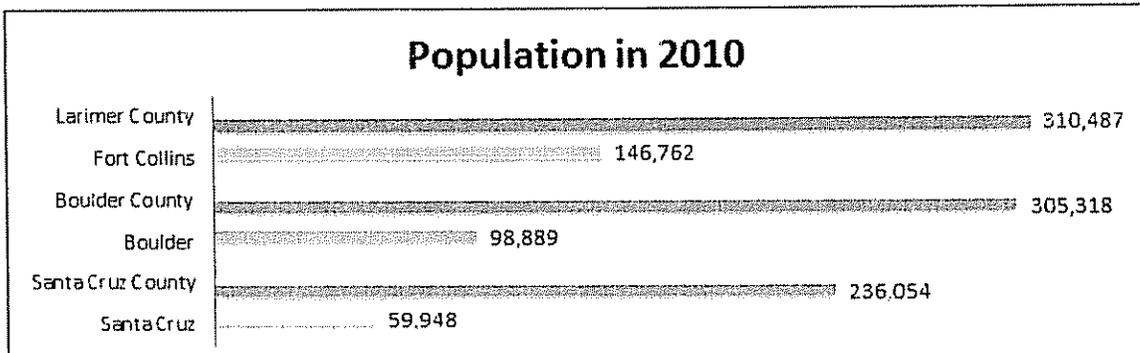
Of course one must "be it" to "brand it." But it also requires a community – in Boulder and Fort Collins cases, the collaboration of diverse elements of the community – to create this core element of its identity. This is the self-fulfilling promise of imagining and being innovative.

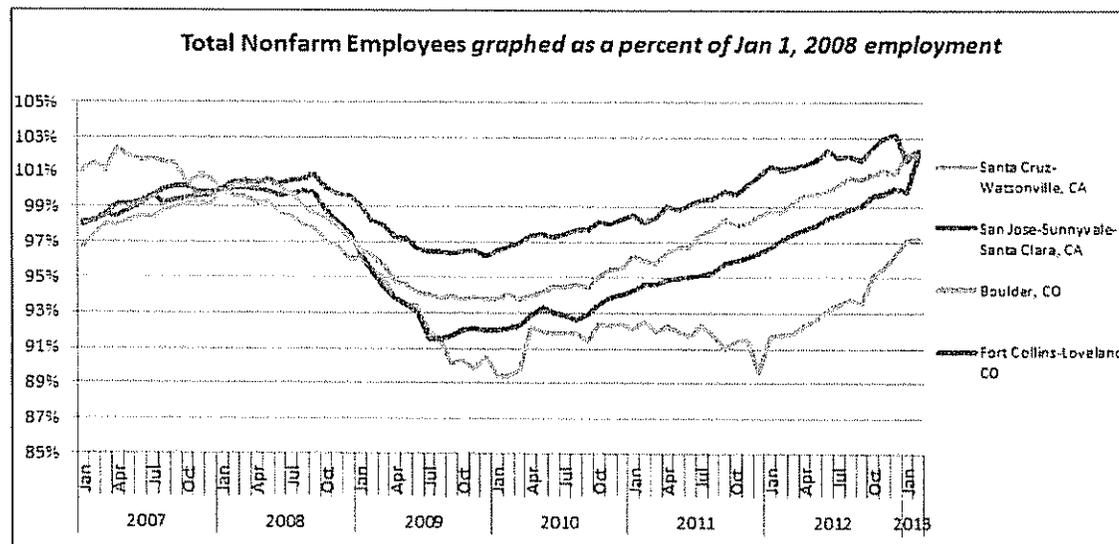
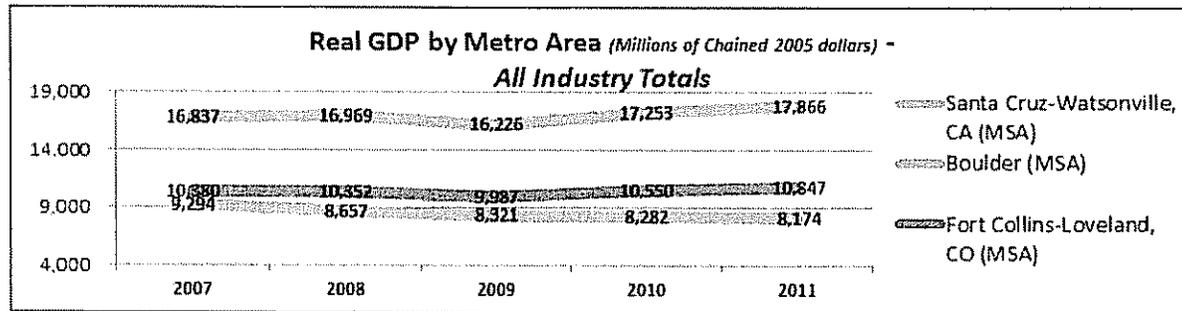
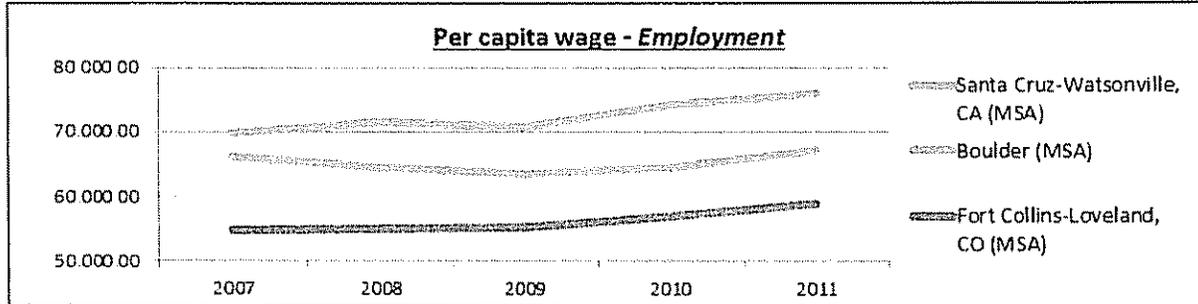
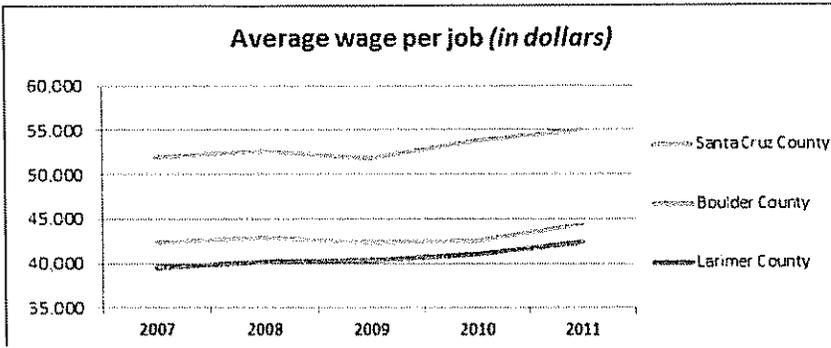
Live, Work and Play Here



City of
Fort Collins

How Our Communities Compare





2013 Community Leadership Visit Participants

Marc Adato-Griffin Consulting
Sam Badawi-Perceptia Devices
Martin Bernal-City of Santa Cruz
Donna Blitzer-UCSC
George Blumenthal-UCSC
David Britton-MackerFactory LLC
Jess Brown-Farm Bureau
Darrin Caddes-Plantronics
Marilyn Calciano-Community Foundation SC
Mary Anne Carson-Santa Cruz Community Bank
Scott Collins-City of Santa Cruz
Ryan Coonerty-NextSpace
Zach Davis-The Glass Jar
Angelo DeBernardo, Jr.-Santa Cruz County Bank
Mark Dettle-City of Santa Cruz
Peggy Dolgenos-Cruzio
George Dondero-SCCRTC
Charlie Eadie-Hamilton Swift
Kristin Fabos-Cabrillo
Duf Fischer-SC Chamber of Commerce
Joe Foster-Business Council
Linda Gold-M3iworks
John Gaulty-Cabrillo
Thomas Honig-Free-lance Journalist
Gine Johnson-Bruce McPherson's Office
Manu Koenig-Civinomics
Donald Lane-City of Santa Cruz

Bonnie Lipscomb-City of Santa Cruz
Barbara Mason-County of Santa Cruz
Cynthia Mathews-City of Santa Cruz
Susan MacMillan-Dominican Hospital
Mark Mesiti-Miller-MM Engineering
Donna Murphy-UCSC
Maura Noel-SC County Cycling Club
Martina O'Sullivan-Dominican Hospital
Giulia Principe-SC Chamber of Commerce
Art Ramirez-UCSC
Jullana Rebagliati-City of Santa Cruz
Bill Richter-Richter Law Office
Lynn Robinson-City of Santa Cruz
Amanda Rotella-SC Chamber of Commerce
Hilary Bryant-City of Santa Cruz
Melinda Silverstein-Cabrillo
Alan Smith-Grunsky Law
Eric Summers-Comerica Bank
David Terrazas-City of Santa Cruz
Teresa Thoma-Central Coast SBDC
Matt Thompson-Thacher and Thompson
Michael Turpin-Santa Cruz Sentinel
Bill Tysseling-SC Chamber of Commerce
Christina Valentino-UCSC
Jim Weisenstein-Graystone Consulting
Thomas Wynn-Wynn Capital Management



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