



AGENDA

BOARD OF DIRECTORS REGULAR MEETING

DECEMBER 12, 2014 – 9:00 AM

SANTA CRUZ CITY COUNCIL CHAMBERS
809 CENTER STREET
SANTA CRUZ, CA 95060

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

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

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

Alex Clifford, CEO

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 the 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 Coordinador de Servicios Administrativos al numero 831-426-6080.



AMERICANS WITH DISABILITIES ACT

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



MEETING LOCATION:
SANTA CRUZ CITY COUNCIL CHAMBERS
809 CENTER STREET, SANTA CRUZ, CA

9:00 AM

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

SECTION I: OPEN SESSION

1. CALL TO ORDER

2. ROLL CALL

3. ANNOUNCEMENTS

3-1. Amy Weiss will be available for Spanish language interpretation during "Oral Communications" and for any other agenda item for which these services are needed.

3-2. Today's meeting will be broadcast by Community Television of Santa Cruz County.

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 Communications to the Board of Directors on a future agenda. In accordance with District Resolution 69-2-1, speakers appearing at a Board meeting shall be limited to three minutes in his or her presentation. Any person addressing the Board may submit written statements, petitions or other documents to complement his or her presentation. When addressing the Board, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.

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.

- 7-01 ACCEPT AND FILE PRELIMINARY APPROVED CHECKS JOURNAL DETAIL FOR THE MONTH OF AUGUST 2014**
Angela Aitken, Finance Manager
- 7-02 ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING OF NOVEMBER 14, 2014**
Alex Clifford, CEO/General Manager
- 7-03 ACCEPT AND FILE MINUTES FOR THE METRO ADVISORY COMMITTEE (MAC) MEETING OF SEPTEMBER 2014**
Alex Clifford, CEO/General Manager
- 7-04 ACCEPT AND FILE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION MEETING MINUTES FROM OCTOBER 2, 2014 AND NOVEMBER 6, 2014 REFLECTING VOTING RESULTS FROM SANTA CRUZ METRO APPOINTEES**
Alex Clifford, CEO/General Manager
- 7-05 ACCEPT AND FILE STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR DECEMBER 2014**
Thomas Hiltner, Grants/Legislative Analyst
- 7-06 CONSIDERATION OF RESOLUTION APPROVING THE FY15 REVISED CAPITAL BUDGET**
Angela Aitken, Finance Manager
- 7-07 CONSIDERATION OF OWNED AND LEASED PROPERTY INVENTORIES TO DETERMINE IF THERE IS ANY PROPERTY IN EXCESS OF SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S FORESEEABLE NEEDS**
Leslyn Syren, District Counsel
- 7-08 CONSIDERATION OF AUTHORIZATION TO USE THE CALACT/MBTA PURCHASING COOPERATIVE CONTRACT FOR THE PURCHASE OF TWO (2) VEHICLES FOR THE PARACRUZ DEPARTMENT IN A TOTAL AMOUNT NOT TO EXCEED \$334,787**
Daniel Zaragoza, Assistant Paratransit Superintendent
- 7-09 CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT AMENDMENT WITH ENVIRONMENTAL LOGISTICS, INC. FOR INDUSTRIAL WASTE REMOVAL AND EMERGENCY RESPONSE SERVICES TO INCORPORATE CONTRACTOR'S REVISED RATE SHEETS**
Ciro Aguirre, Acting COO



REVISED

AGENDA
BOARD OF DIRECTORS MEETING
DECEMBER 12, 2014

- 7-10 CONSIDERATION OF THE REORGANIZATION OF THE LEGAL DEPARTMENT – ADDITION OF ONE ADMINISTRATIVE ASSISTANT TO THE LEGAL DEPARTMENT**
Leslyn Syren, District Counsel
- 7-11 CONSIDER APPROVAL OF A CLASS SPECIFICATION CHANGE OF THE ASSISTANT GENERAL MANAGER TO A NEW CLASSIFICATION TITLED CHIEF OPERATIONS OFFICER USING THE ASSISTANT GENERAL MANAGER WAGE SCALE**
Alex Clifford, CEO/General Manager

REGULAR AGENDA

- 8 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**
Chair Dene Bustichi
- 9 CONSIDERATION OF RESOLUTION OF APPRECIATION FOR MARGARITO P. HERNANDEZ**
Chair Dene Bustichi
- 10 CONSIDERATION OF RESOLUTION OF APPRECIATION FOR MARK MARTINEZ**
Chair Dene Bustichi
- 11 CONSIDERATION OF RESOLUTION OF APPRECIATION FOR JEFFREY A. NORTH**
Chair Dene Bustichi
- 12 CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT AMENDMENT WITH RNL DESIGN, INC. FOR ARCHITECT AND ENGINEERING SERVICES TO INCORPORATE APPROVED ADD SERVICE REQUESTS AND TO INCREASE THE CONTRACT NOT-TO-EXCEED AMOUNT BY \$100,243**
Alex Clifford, CEO/General Manager
- 13 CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT AMENDMENT WITH HILL INTERNATIONAL, INC. TO INCREASE THE CONTRACT NOT-TO-EXCEED AMOUNT BY \$1,092,382 FOR PROJECT MANAGEMENT CONSULTANT SERVICES**
Alex Clifford, CEO/General Manager
- 14 CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A LEASE AMENDMENT WITH ALI GHARAHGOZLOO AND JESSICA HSU, DBA JESSICA'S GROCERY, WHO CURRENTLY LEASE SPACE AT THE WATSONVILLE TRANSIT CENTER**
Leslyn Syren, District Counsel
- 15 CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR A CLASSIFICATION AND COMPENSATION STUDY**
Alex Clifford, CEO/General Manager
- 16 PRESENTATION OF THE YEAR-TO-DATE MONTHLY FINANCIAL REPORT AS OF AUGUST 31, 2014**
Angela Aitken, Finance Manager



- 17 CONSIDERATION OF A RESOLUTION DELEGATING AUTHORITY TO CEO/GENERAL MANAGER TO ACT AS THE DULY AUTHORIZED OFFICER TO CONSENT TO SUBSTITUTIONS PURSUANT TO PUBLIC CONTRACT CODE SECTION 4107**
Leslyn Syren, District Counsel

- 18 QUARTERLY ORAL REPORT OF FEDERAL/STATE LEGISLATIVE PROGRAM**
Alex Clifford, CEO/General Manager

- 19 CEO TO GIVE ORAL REPORT**
Alex Clifford, CEO/General Manager

- 20 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**
Leslyn Syren, District Counsel

- 21 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, JANUARY 9, 2015 AT 8:30 AM, SANTA CRUZ METRO ADMINISTRATIVE OFFICES, 110 VERNON STREET, SANTA CRUZ**
Chair Dene Bustichi

- 22 ADJOURNMENT**

SECTION II: CLOSED SESSION

- 23 CLOSED SESSION ITEMS:
PUBLIC EMPLOYMENT DISCIPLINE/DISMISSAL/RELEASE**
Leslyn Syren, District Counsel

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.scmttd.com subject to staff's ability to post the document before the meeting.

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DATE: December 12, 2014
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
**SUBJECT: ACCEPT AND FILE PRELIMINARY APPROVED CHECKS JOURNAL
DETAIL FOR THE MONTH OF AUGUST 2014**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the preliminary approved checks journal detail for the month of August 2014.

II. SUMMARY OF ISSUES

- This staff report provides the Board with a preliminary approved check journal detail for the month of August 2014.
- Finance is submitting this check journal for Board acceptance and filing.

III. DISCUSSION/BACKGROUND

This preliminary approved check journal gives the Board the ability to see what vendors, and how much we pay out on a monthly cash flow basis (Operating and Capital expenses).

All invoices submitted for the month of August have been processed, checks cut, and signed by the Finance Manager.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None.

The checks journal is a presentation of invoices paid in August 2014 for purposes of Board review, and agency disclosure, accountability and transparency.

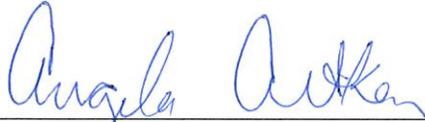
V. ALTERNATIVES CONSIDERED

- N/A

VI. ATTACHMENTS

Attachment A: Check Journal Detail for the Month of August 2014

APPROVED:



Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager

Attachment A

DATE 10/21/14 13:52

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

PAGE 3

DATE: 08/01/14 THRU 08/31/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR NAME	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	TRANSACTION COMMENT
31977	08/01/14		-10.00	CALDERON, FRANCISCO		25568	DMV FEES	-10.00	**VOID
33828	08/01/14		-10.00	GARCIA, JULIO		25234	DMV FEES	-10.00	**VOID
36205	08/01/14		-10.00	GARCIA, JULIO		33979	DMV/VTT FEE	-10.00	**VOID
38816	08/08/14		-100.00	GUTIERREZ, PEDRO		38710	SETTLEMENT COSTS	-100.00	**VOID
43699	08/01/14		-39.00	**SEE E505**NAUKKARINEN, JUKKA		48703	DMV REIMBURSEMENT	-39.00	**VOID
44352	08/04/14		-12.00	CRAMER, BONITA		50050	TRAVEL REIMBURSEMENT	-12.00	**VOID
44555	08/04/14		-39.00	ABREGO, NATHANIEL		50473	DMV RENEWAL	-39.00	**VOID
44771	08/01/14		-10.00	MOLLIS, MICHAEL		50820	DMV REIMBURSEMENT	-10.00	**VOID
45212	08/01/14		-10.00	GARCIA-SUNANO, ELEUTERIC		51641	DMV REIMBURSEMENT	-10.00	**VOID
45304	08/01/14		-10.00	WHITNEY, LUCERE		51666	DMV REIMBURSEMENT	-10.00	**VOID
46692	08/01/14		-10.00	ATWELL, DONALD		54241	DMV REIMBURSEMENT	-10.00	**VOID
47037	08/01/14		-10.00	CUMMINGS, PATRICIA		54763	DMV REIMBURSEMENT	-10.00	**VOID
47419	08/01/14		-10.00	MENDOZA, ORIEL		55366	DMV REIMBURSEMENT	-10.00	**VOID
48071	08/01/14		-50.00	KROVETZ, MARC		56506	DMV REIMBURSEMENT	-50.00	**VOID
48116	08/01/14		-10.00	VIDAL, ROMEO		56505	DMV REIMBURSEMENT	-10.00	**VOID
48426	08/01/14		-10.00	CALDERON, FRANCISCO		57321	DMV REIMBURSEMENT	-10.00	**VOID
48943	08/01/14		-10.00	TOVAR, DOMINGO		58194	DMV REIMBURSEMENT	-10.00	**VOID
49606	08/27/14		-55,974.98	TRC ENGINEERS, INC.		59909	4/26-5/23 MB ENG SVC	-55,974.98	**VOID
49865	08/05/14		-430.51	MONTEREY BAY SECURITY		59957	4/1-6/30 SERVICES	-430.51	**VOID
50011	08/04/14		324.90	ABC BUS INC		60257	INVENTORY ORDER	385.66	
						60352	INVENTORY PARTS	39.24	
50012	08/04/14		525.00	ALWAYS TOWING & RECOVERY, INC		60354	TOW BUS #2801	525.00	
50013	08/04/14		166.12	AMERICAN TRUCK & TRILER BODY CO		60307	RPR VEH #8026	166.12	
50014	08/04/14		441.24	ANDY'S AUTO SUPPLY	0	60311	INVENTORY PARTS	349.67	
						60329	INVENTORY PARTS	91.57	
50015	08/04/14		32.34	B & B SMALL ENGINE CCRP		60336	PARTS STEAM CLEANER	32.34	
50016	08/04/14		7,144.72	BATTERIES USA, INC.		60292	AGM31 BATTERIES	2,094.37	
						60293	8 DST BATTERIES	5,050.35	
50017	08/04/14		7.44	BLUEPRINT EXPRESS	7	60332	BLCEPRINTS	7.44	
50018	08/04/14		709.62	CALTRONICS BUSINESS SYSTEMS		60370	OFFICE SUPPLIES	278.20	
						60371	OFFICE SUPPLIES	431.42	
50019	08/04/14		1,377.88	CDW GOVERNMENT, INC.		60372	OFFICE SUPPLIES	422.04	
						60373	OFFICE SUPPLIES	959.84	
50020	08/04/14		1,820.00	CITY OF SANTA CRUZ-FINANCE		60369	PAC STAT REDEVELOPEM	1,820.00	
50021	08/04/14		46.92	CITY OF WATSONVILLE UTILITIES		60299	6/9-7/14WTC FIRE SVC	46.92	
50022	08/04/14		19,274.80	CLEAN ENERGY		60319	LNG 6/28/14	8,523.42	
						60323	LNG 7/1/14	10,751.38	
50023	08/04/14		977.21	CREATIVE BUS SALES, INC.		60383	INVENTORY ORDER	977.21	
50024	08/04/14		6,634.07	CUMMINS PACIFIC LLP		60320	INVENTORY PARTS	2,868.63	
						60357	INVENTORY PARTS	3,745.44	
50025	08/04/14		3,755.71	DOC AUTO LLC		60355	RPR VEH #1113 PC	869.81	
						60359	RPR VEH #1117 PC	2,885.90	
50026	08/04/14		1,000.00	DRINKER BIDDLE & REATH LLP		60378	2014 LG BUS PRCP FEE	1,000.00	
50027	08/04/14		1,632.00	EXPRESS SERVICES INC.		60326	TEMP W/E 7/13/14	960.00	
						60348	TEMP W/E 7/6/14	672.00	
50028	08/04/14		1,461.09	FERGUSON ENTERPRISES INC. #795		60333	SVT RECLAIM WATER	31.41	

Attachment A

DATE 10/21/14 13:52

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

PAGE 2

DATE: 08/01/14 THRU 08/31/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
50029	08/04/14	002295	22,623.77	FIRST ALARM		60335	RECLAIM WATER SVTC	1,429.68	
50030	08/04/14	002952	2,904.26	FLYERS ENERGY LLC		60376	JUN 14 SECURITY OPS	11,230.21	
50031	08/04/14	002954	4,004.51	GCR TIRES & SERVICE	7	60377	MAY 14 SECURITY OPS	11,403.56	
						60308	7/1-7/15 NONREV FUEL	2,904.26	
						60309	TIRES	259.87	
						60310	TIRES	495.39	
						60330	TIRES	996.88	
50032	08/04/14	282	3,329.08	GRAINGER		60337	INVENTORY PARTS	2,252.37	
50033	08/04/14	001144	3,240.00	HARTFORD FLOOD INSURANCE CO		60351	INVENTORY PARTS	1,344.93	
50034	08/04/14	166	647.74	HOSE SHOP, THE INC		60338	9/14-15 1200B FLOOD	1,984.15	
50035	08/04/14	878	2,012.50	KELLY SERVICES, INC.		60364	RPR PARTS	3,240.00	
50036	08/04/14	036	5,256.57	KELLY-MOORE PAINT CO., INC.		60365	METAL CLAMP	587.81	
						60302	TEMP W/E 7/6/14	59.93	
						60317	PAINT	2,012.50	
						60368	PAINT MC REPAIRS	1,137.83	
50037	08/04/14	511	150.16	LUMINATOR HOLDING LP		60360	RPR CONTROL BOARDS	4,118.74	
50038	08/04/14	003017	25,572.64	MANSFIELD OIL CO OF GAINSVILLE		60356	DIESEL 6/30/14	250.16	
50039	08/04/14	001052	2,986.01	MID VALLEY SUPPLY INC.		60334	CUSTODIAL SUPPLY	25,572.64	
50040	08/04/14	002926	483.00	MIL-RAM TECHNOLOGY, INC.		60374	JANITORIAL SUPPLY	101.79	
50041	08/04/14	041	65.38	MISSION UNIFORM		60367	METHANE GAS	2,884.22	
						60300	UNIFORMS	483.00	
						60301	UNIFORMS	19.18	
						60339	UNIFORMS	19.18	
50042	08/04/14	003113	717.75	NATIONAL CHEMICAL		60346	UNIFORMS	13.51	
50043	08/04/14	001063	5,417.92	NEW FLYER IND. CANADA ULC DBA		60353	CLEANING SUPPLIES	717.75	
						60296	INVENTORY ORDER	477.44	
						60306	INVENTORY PARTS	3,824.29	
						60321	BUSHING TOOL	410.43	
						60322	INVENTORY PARTS	225.78	
50044	08/04/14	004	292.13	NORTH BAY FORD LINC-MERCURY		60358	INVENTORY PARTS	479.98	
50045	08/04/14	043	76.51	PALACE ART & OFFICE SUPPLY		60324	INVENTORY PARTS	292.13	
50046	08/04/14	003086	8,731.01	PAPE MACHINERY INC		60345	OFFICE SUPPLY	76.51	
						60380	INVENTORY ORDER	9,962.91	
						60381	CORE CREDIT	-108.75	
						60385	RPR BUS #2232	18.73	
						60386	CREDIT	-217.50	
50047	08/04/14	882	75.04	PRINT SHOP SANTA CRUZ		60387	CORE CREDIT BUS#2229	-924.38	
50048	08/04/14	019	225.91	RAYNE OF SANTA CRUZ, INC.	7	60347	OFFICE SUPPLIES	75.04	
50049	08/04/14	003154	1,794.38	ROMAINE ELECTRIC CORP		60331	SPARKS BUS WASHER	225.91	
50050	08/04/14	045	8.74	ROYAL WHOLESALE ELECTRIC		60303	SPARK PLCC	1,794.38	
50051	08/04/14	135	255.12	SANTA CRUZ AUTO PARTS, INC.		60318	ELEC SUPPLY VERNON	8.74	
						60312	RPR VEH #1127 PC	110.87	
						60313	CORE CREDIT	-17.40	
						60314	RPR VEH#2403 2603 PC	44.95	
						60315	CREDIT NOTE	-16.76	

Attachment A

DATE 10/21/14 13:52

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

PAGE 3

DATE: 08/01/14 THRU 08/31/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
50052	08/04/14	336.93 079		SANTA CRUZ MUNICIPAL UTILITIES		60316	RPR VEH #2403 PC	82.41	
50053	08/04/14	2,639.62 002812		STRONGHOLD SECURITY INC.		60362	BATTERY FILLER	51.05	
50054	08/04/14	121.10 001040		TERRYBERRY CO., LLC		60375	6/11-7/16 1217 RIVER	128.43	
50055	08/04/14	117.00 003010		TOYOTA MATERIAL HANDLING	7	60382	6/17-7/17 PARACRUZ	208.50	
50056	08/04/14	117.33 007		UNITED PARCEL SERVICE		60388	FORTINET FG-100D	2,520.83	
50057	08/04/14	29.37 946		UNITED SITE SERVICES OF CA INC		60389	FINANCE CHARGES	118.79	
50058	08/04/14	2,000.00 002873		USPS-HASLER		60366	LONGEVITY AWARD	121.10	
50059	08/04/14	2,640.52 221		VEHICLE MAINTENANCE PROG INC		60363	FORKLIFT SERVICE	117.00	
50060	08/04/14	950.25 434		VERIZON WIRELESS	0	60298	FREIGHT	53.40	
50061	08/04/14	750.00 001165		VU, THANH DR. MD	7	60379	FREIGHT	63.93	
50062	08/04/14	350.73 002291		WINCHESTER AUTO		60325	7/16-8/12 FENCE RENT	29.37	
50063	08/04/14	1,021.43 003128		ZEP VEHICLE CARE INC.		60327	POSTAGE	2,000.00	
50064	08/04/14	430.51 001454		MONTREY BAY SYSTEMS		60294	GIL FILTERS	2,640.52	
50065	08/11/14	56.69 003151		ABC BUS INC		60291	DMV EXAM	75.00	
50066	08/11/14	656.25 001138		ALWAYS TOWING & RECOVERY, INC		60295	DMV EXAM	75.00	
50067	08/11/14	32.17 002861		AMERICAN MESSAGING SVCS, LLC		60328	DMV EXAM	75.00	
50068	08/11/14	424.25 294		ANDY'S AUTO SUPPLY		60340	DMV EXAM	75.00	
50069	08/11/14	458.67 001D		AT&T		60341	DMV EXAM	75.00	
50070	08/11/14	956.51 003105		AT&T MOBILITY		60342	DMV EXAM	75.00	
50071	08/11/14	8,750.00 001348		ATHENS INSURANCE SERVICE, INC.		60343	DMV EXAM	75.00	
50072	08/11/14	208.21 002685		B & B SMALL ENGINE CORP		60344	DMV EXAM	75.00	
50073	08/11/14	263.65 002189		BUS & EQUIPMENT		60349	DMV EXAM	75.00	
50074	08/11/14	7,387.18 002627		CDW GOVERNMENT, INC.		60350	DMV EXAM	75.00	
50075	08/11/14	25.00 001911		CITY OF SANTA CRUZ POLICE		60384	DUSTERS	350.73	
50076	08/11/14	983.15 130		CITY OF WATSONVILLE UTILITIES		60305	CLEANING SUPPLIES	1,021.43	
						60455	4/1-6/30 SERVICES	430.51	MANUAL
						60431	INVENTORY ORDER	56.69	
						60447	TOW BUS #2335	656.25	
						60472	JUL 14 PAGER RENTAL	32.17	
						60440	CREDIT NOTE	-44.53	
						60441	INVENTORY PARTS	154.87	
						60442	INVENTORY PARTS	218.66	
						60449	RPR VEH #20C	95.25	
						60415	6/19-7/18 CEMENT PLA	178.97	
						60416	6/19-7/18 SKYLINE	278.70	
						60478	6/24-7/23 WIFI BUSES	956.51	
						60401	AUG 14 TPA FEE	8,750.00	
						60410	RPR 115 DUBGIS	208.21	
						60408	SEATBELT EXTENSION	263.69	
						60483	PROJECTOR PROJECT	7,387.18	
						60466	FY15 ALARM REGISTRAT	25.00	
						60411	7/23/14 WASTE WTC	664.78	
						60412	6/16-7/21 WATER WTC	295.96	
						60413	6/16-7/21 WATER WTC	22.41	

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CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
50077	08/11/14	10,031.48	CLASSIC GRAPHICS		60422	RPR BUS #2601	10,031.48	
50078	08/11/14	338.00	COLUMBIA EQUIPMENT COMPANY INC		60414	PAINT 4 BUS SHELTER	338.00	
50079	08/11/14	3,841.43	CUMMINS PACIFIC LLP		60423	INVENTORY ORDER	1,373.52	
					60428	INVENTORY ORDER	746.98	
					60429	INVENTORY ORDER	1,138.91	
					60450	RPR VEH #1201	615.60	
					60475	CREDIT MEMO	-594.62	
					60477	INVENTORY ITEMS	561.04	
50080	08/11/14	90.78	DARCC PRINTING	7	60456	OFFICE SUPPLY	90.78	
50081	08/11/14	4,065.00	EXPRESS SERVICES INC.		60403	TEMP W/E 7/20/14	960.00	
					60480	TEMP W/E 7/12/14	1,148.75	
					60481	TEMP W/E 7/20/14	1,059.75	
					60482	TEMP W/E 7/27/14	904.50	
					60391	FREIGHT	22.88	
50082	08/11/14	22.88	FEDERAL EXPRESS		60452	RECLAIM WATER HOOKUP	134.13	
50083	08/11/14	134.13	FERGUSON ENTERPRISES INC. #795		60432	7/1-7/15 FUEL PC	11,765.54	
50084	08/11/14	11,788.13	FLIERS ENERGY LLC		60448	PROPANE	22.59	
					60434	TIRES	607.60	
50085	08/11/14	4,382.72	GCR TIRES & SERVICE	7	60435	TIRES	420.65	
					60436	TIRES	956.23	
					60437	TIRES	2,398.23	
50086	08/11/14	382.18	GENFARE A DIV OF SPX CORP		60421	REPAIR TVM	382.18	
50087	08/11/14	686.25	GODWILL INDUSTRIES OF SILICON		60451	JUL/YEAR END SHRED	670.00	
					60453	JUL 14 SHREDDING PC	16.25	
50088	08/11/14	30.07	GRAINGER		60420	STEP LADDER	108.32	
					60467	CREDIT MEMO	-78.25	
50089	08/11/14	10,299.77	HUNT & SCNS, INC.		60476	BULK OIL	10,299.77	
50090	08/11/14	4,902.72	KELLY SERVICES, INC.		60468	TEMP W/E 7/20/14	2,987.40	
					60479	TEMP W/E 7/27/14	1,915.32	
50091	08/11/14	268,891.34	LEWIS C NELSON AND SONS INC		60390	CONSTMB THRU 6/25/14	268,891.34	VOIDED
50091	08/11/14	-268,891.34	LEWIS C NELSON AND SONS INC		60390	CONSTMB THRU 6/25/14	-268,891.34	VOIDED
50092	08/11/14	24,726.06	MANSFIELD OIL CO OF GAINESVILLE		60407	DIESEL 7/16/14	24,726.06	
50093	08/11/14	390.66	MISSION UNIFORM		60438	UNIFORMS	241.37	
					60439	UNIFORMS	130.11	
					60444	UNIFORMS	19.18	
50094	08/11/14	5,371.06	NELSON NYGAARD INC	7	60454	JUN 14 SERVICES	5,371.06	
50095	08/11/14	5,529.75	NEW FLYER, IND. CANADA UIC DBA		60425	INVENTORY ORDER	45.20	
					60426	INVENTORY ORDER	114.41	
					60427	INVENTORY ORDER	3,771.32	
					60473	INVENTORY PARTS	1,568.82	
50096	08/11/14	83.18	NORTH BAY FORD LINC-MERCURY		60433	RPR VEH #118 PC	83.18	
50097	08/11/14	51.27	O'DONNELL, SHAWN		60457	EMPLOYEE LUNCH	51.27	
50098	08/11/14	3,500.00	OFFICESTAR		60394	TRAINING VOUCHERS 20	3,500.00	
50099	08/11/14	17,027.18	PACIFIC GAS & ELECTRIC		60458	6/25-7/24 DUBOIS	2,748.46	
					60459	6/26-7/25 1200 RIVER	33.56	
					60460	6/25-7/25 GOLF CLUB	5,381.40	

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50100	08/11/14	1,178.43	PALACE ART & OFFICE SUPPLY		60461	6/25-7/24 1200 RIVER	2,025.85	
50101	08/11/14	110.00	PHILLIPS-ANDERSON IC		60462	6/26-7/25 VERNON	6,630.10	
50102	08/11/14	574.00	PIED PIPER EXTERMINATORS, INC.		60463	6/26-7/25 1217 RIVER	34.81	
					60464	6/26-7/25 1217 RIVER	173.00	
					60443	OFFICE SUPPLY	32.64	
					60471	OFFICE SUPPLY	1,145.79	
					60402	JOB TESTING	110.00	
					60395	JUL 14 PEST BETTYS	53.00	
					60396	JUL 14 PEST VERNON	183.00	
					60397	JUL 14 PEST METROMKT	48.50	
					60398	JUL 14 PEST CAFELENA	48.50	
					60399	JUL 14 PEST DOBOIS	241.00	
					60465	RPR PLUMB 1200 RIVER	517.50	
					60417	7/18-8/17 RENT OPS	413.25	
					60418	INVENTORY ORDER	3,988.78	
					60430	INVENTORY ORDER	368.00	
					60469	FLEET MGR 7/1-7/31	20,250.00	
					60470	FLEET MGR MILEAGE	1,350.72	
					60409	INVENTORY ITEMS	44.46	
					60419	INVENTORY PAINT	158.33	
					60474	FREIGHT	39.65	
					60445	INVENTORY ITEMS	87.45	
					60446	INVENTORY ITEMS	488.33	
					60400	7/16-8/15 MT BIEWLAS	54.90	
					60392	DMV EXAM	75.00	
					60393	DMV EXAM	75.00	
					60404	DMV EXAM	75.00	
					60424	INVENTORY ORDER	381.24	
					60565	CONST MBTHRU 6/25/14	268,891.34	MANUAL.
					60554	KEYS FOR OPS & SVTC	34.55	
					60576	CERT SAFETY WGRKSHOP	100.00	
					60488	OIL ANALYSIS 10 PK	2,175.82	
					60506	NON INVENTORY ITEM	174.27	
					60532	INVENTORY PARTS	17.53	
					60512	6/19-7/18 CALNET2	4,847.28	
					60584	8/5-9/4 REPEATERS	307.91	
					60513	SPIN FAC DEFLECTOR	223.15	
					60489	CARPET CLEAN VERNON	399.00	
					60535	JUL14 JANITORIAL SVC	774.00	
					60490	JUL1200B SVC	4,119.94	
					60491	JUL1200B SERVICE	2,862.20	
					60492	AUDIT FY15	2,700.00	
					60562	OFFICE SUPPLIES	210.17	
					60569	VIDEO PROJECTOR PRJ	22.20	
					60555	2014 LAW HANDBOOK	364.04	

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50129	08/18/14	001346	22.61	CITY OF SANTA CRUZ-FINANCE		60581	LANDFILL	22.61	
50130	08/18/14	001124	66,180.66	CLEAN ENERGY		60508	LNG 7/12/14	8,886.60	
						60509	LNG 7/10/14	10,684.48	
						60510	LNG 7/08/14	11,421.54	
						60521	LNG 7/19/14	8,800.59	
						60522	LNG 7/15/14	9,669.07	
						60524	LNG 7/17/14	8,548.54	
						60548	LNG 7/3/14	8,169.84	
50131	08/18/14	E957	393.23	CLIFFORD, ALEX		60558	MEETING REIMBURSEMENT	393.23	
50132	08/18/14	003034	2,890.00	COASTAL LANDSCAPING INC. DBA		60498	JUL 14 LANDSCAPING	2,890.00	
50133	08/18/14	379	36.52	COUNTY OF SANTA CRUZ PUB WORKS		60582	LANDFILL	36.52	
50134	08/18/14	003116	273.76	CUMMINS PACIFIC LLP		60546	INVENTORY ORDER	273.76	
50135	08/18/14	002567	32.00	DEPARTMENT OF JUSTICE		60494	MAY14 FINGERPRINTING	32.00	
50136	08/18/14	900	457.23	DEPARTMENT OF TOXIC SUBSTANCE		60583	APR-JUN 425 FRONT ST	457.23	
50137	08/18/14	001222	840.00	DIESEL RADIATOR CO, INC.		60487	AIR COOLER	840.00	
50138	08/18/14	002937	1,480.00	ERGOVERA	7	60572	ERGONOMIC EVAL PC	1,480.00	
50139	08/18/14	432	975.00	EXPRESS SERVICES INC.		60564	TEMP W/E 7/27/14	975.00	
50140	08/18/14	001172	223.43	FERGUSON ENTERPRISES INC. #795		60560	RECLAIM WATER SVTC	223.43	
50141	08/18/14	447	915.00	FERPIS HOIST & REPAIR, INC.		60551	ANNUAL INSPEC LIFTS	915.00	
50142	08/18/14	959	84.74	FIRST ADVANTAGE OCCUPATIONAL		60573	DOT DRUG TESTS	84.74	
50143	08/18/14	001302	233.64	GARDA CL WEST, INC.		60493	AUG 14 SVC	233.64	
50144	08/18/14	002954	3,711.28	GCR TIRES & SERVICE	7	60525	TIRES	1,126.19	
						60526	TIRES	159.37	
						60527	TIRES	2,283.78	
50145	08/18/14	282	717.42	GRAINGER		60528	TIRES	129.94	
						60529	TIRES	12.00	
						60495	PLP PLATE & WHEEL	141.15	
						60496	SIGNS, ROTARY HAMMER	558.16	
						60497	ISOLATOR KIT	10.08	
						60519	TAPE MEASURE	8.03	
50146	08/18/14	001097	247.08	GREENWASTE RECOVERY, INC.		60578	JUL 14 GARBAGE SVTC	247.08	
50147	08/18/14	E604	100.00	GUTIERREZ, PEDRO		38710	SETTLEMENT COSTS	100.00	
50148	08/18/14	T264	24.00	HENRY, AUDRENNE		60484	TICKETS 6 @ \$4/EA	24.00	
50149	08/18/14	166	632.71	HOSE SHOP, THE INC		60534	INVENTORY ITEMS	618.86	
						60550	HOSES NON INVENTORY	13.85	
50150	08/18/14	002979	3,786.63	HUNT & SONS, INC.		60549	BULK OIL	3,786.63	
50151	08/18/14	110	3,018.58	JESSICA GROCERY STORE, INC.		60553	AUG 14 CUSTODIAL SVC	3,018.58	
50152	08/18/14	878	4,132.08	KELLY SERVICES, INC.		60568	TEMP W/E 8/3/14	1,014.30	
						60575	TEMP W/E 7/27/14	1,617.20	
						60587	TEMP W/E 7/13/14	1,500.58	
50153	08/18/14	003159	3,240.00	KEY HOUSING CONNECTIONS INC		60561	AUG14 MAINT MGR RENT	3,240.00	
50154	08/18/14	E635	318.35	KINSLOW, DEBBIE		60588	TRAVEL REIMBURSEMENT	318.35	
50155	08/18/14	880	50.00	LEXISNEXIS INC		60556	JUL 14 SERVICES	50.00	
50156	08/18/14	041	811.37	MISSION UNIFORM		60499	UNIFORMS	68.98	
						60501	UNIFORMS	13.51	
						60505	UNIFORM	241.37	

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50157	08/18/14	NEW FLYER IND. CANADA UJC DBA	13,018.75	001063	60537	UNIFORMS	13.51	
50158	08/18/14	NEXTEL COMMUNICATIONS/SPPINT	109.98	002721	60547	UNIFORMS 1200 RIVER	474.00	
50159	08/18/14	NORTH BAY FORD LINC-MERCURY	2,383.27	004	60543	INVENTORY PARTS	12,772.26	
50160	08/18/14	PACIFIC GAS & ELECTRIC	6,195.48	009	60544	INVENTORY PARTS	246.49	
50161	08/18/14	PALACE ART & OFFICE SUPPLY	1,915.15	043	60563	6/26-7/25 TVM WIRELE	109.98	
50162	08/18/14	PIED PIPER EXTERMINATORS, INC.	70.00	481	60503	RPR VEH #706	130.00	
50163	08/18/14	PREFERRED BENEFIT	41,512.70	002939	60504	RPR VEH#1115 1117 PC	204.85	
50164	08/18/14	QUEST DIAGNOSTIC INC.	275.55	003030	60530	PC PARTS	2,048.42	
50165	08/18/14	RICCO USA, INC. TX	484.97	215	60557	JUL 14 PACIFIC	3,360.06	
50166	08/18/14	ROYAL WHOLESALE ELECTRIC	68.51	045	60579	7/7-8/4 TVM SVTC	64.40	
50167	08/18/14	SALINAS VALLEY FORD SALES INC	1,212.88	018	60580	7/8-8/5 PNR,WTC,SVT	2,771.02	
50168	08/18/14	SAN LORENZO LUMBER & HOME CTR	901.58	107A	60500	OFFICE SUPPLIES	20.34	
50169	08/18/14	SANTA CRUZ AUTO PARTS, INC.	181.62	135	60511	OFFICE SUPPLY	1,216.53	
50170	08/18/14	SCMTD PETTY CASH - OPS	197.47	122	60536	OFFICE SUPPLIES	10.83	
50171	08/18/14	SECURITY SHORING & STEEL PLT	264.00	957	60538	OFFICE SUPPLIES	24.40	
50172	08/18/14	SNAP-ON INDUSTRIAL	37.95	115	60539	OFFICE SUPPLIES	282.86	
50173	08/18/14	THERMO KING OF SALINAS, INC	2,412.40	001800	60540	OFFICE SUPPLIES	360.19	
50174	08/18/14	U.S. BANK	3,691.89	057	60559	JUL 14 PEST WTC	73.00	
50175	08/18/14	UNITED PARCEL SERVICE	33.39	007	60570	AUG 14 DELTA DENTAL	41,512.70	
50176	08/18/14	VERIZON WIRELESS	330.40	434	60574	DOT DRUG TESTS	275.55	
50177	08/18/14	VISION SERVICE PLAN	9,791.56	001043	60577	7/26-8/25 LEASE C/S	484.97	
50178	08/18/14	WESTERN STATES OIL CO.	3,018.86	001506	60533	TIMER FOR FAN @ SRF	68.51	
50179	08/18/14	WINCHESTER AUTO	94.31	002291	60517	INVENTORY ORDER	1,212.88	
50180	08/18/14	ZEE MEDICAL SERVICE CO.	91.83	147	60586	7/31/14 STATEMENT	901.58	
50181	08/18/14	ZEP SALES & SERVICE INC.	105.81	148	60502	RPR VEH #713	116.84	
50182	08/25/14	ADVANCETEC INDUSTRIES INC.	534.50	003078	60507	RED BEARINGS	64.78	
50183	08/25/14	ALMANZA, CANDIS	91.46	E930	60523	PETTY CASH REPLENISH	197.47	
50184	08/25/14	ALWAYS TOWING & RECOVERY, INC	743.75	001128	60542	6/24-7/23 MOD PLATES	264.00	
50185	08/25/14	ANDY'S AUTO SUPPLY	611.15	294	60543	TOOLS	37.95	
					60486	INVENTORY ORDER	2,412.40	
					60566	*****-****-4048	888.08	
					60567	*****-****-5056	2,823.81	
					60485	FREIGHT	33.39	
					60585	7/2-8/1 PTT FACILITI	330.40	
					60571	AUG 14 VISION PLAN	9,791.56	
					60531	BULK ATF & OIL	3,018.86	
					60520	LAMPS	94.31	
					60514	FIRST AID GOLF CLUB	47.25	
					60515	FIRST AID DUBOIS	9.39	
					60516	FIRST AID RIVER ST	35.19	
					60518	INVENTORY ITEMS	105.81	
					60592	CASIC RAVINE COMMUNI	534.50	
					60668	TRAVEL REIMBURSEMENT	91.46	
					60697	TOW BUS #2221	743.75	
					60664	ABSORBANT & FILTER	94.23	
					60665	INVENTORY PARTS	110.94	

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50186	08/25/14	BATTERIES PLUS #314	30.44	002363	60666	PPR VEH #202	96.44	
50187	08/25/14	CAIG LABORATORIES INC.	256.71	542	60667	PPR VEH #1117 PC	309.58	
50188	08/25/14	CALTRONICS BUSINESS SYSTEMS	53.96	914	60681	BATTERY FUELING STAT	30.44	
50189	08/25/14	CAPELLA, KATHLEEN	83.66	M022	60620	INVENTORY ORDER	256.71	
50190	08/25/14	CAPITOL EDGE ADVOCACY, INC.	5,000.00	001324	60712	SEPT 14 RETIREE SUPP	53.96	
50191	08/25/14	CAPITOLA MALL LLC	1,839.41	003081	60701	AUG14 LEGISLATIVE SV	83.66	
50192	08/25/14	CDW GOVERNMENT, INC.	171.77	002627	60676	SEPT 14 RENT	5,000.00	
50193	08/25/14	CITY OF SANTA CRUZ-FINANCE	135.72	001346	60606	PROJECTOR PROJECT	1,839.41	
50194	08/25/14	CLASSIC GRAPHICS	8,905.71	909	60655	FY13 FY14 KITE HILL	171.77	
50195	08/25/14	CLEAN ENERGY	35,549.13	001124	60618	PPR BUS #9801	135.72	
50196	08/25/14	CLEVER DEVICES LTD	425.00	003102	60696	PPR BUS #9813	4,858.03	
50197	08/25/14	COAST PAPER & SUPPLY INC.	287.10	075	60650	LNG 7/22/14	4,047.68	
50198	08/25/14	CREATIVE BUS SALES, INC.	1,456.45	002814	60657	LNG 7/25/14	10,041.77	
50199	08/25/14	CUMMINS PACIFIC LLP	4,520.03	003116	60678	JUL 14 MAINT	10,665.36	
50200	08/25/14	D & G SANITATION	288.19	001501	60622	PPR VEH LOGIC UNIT	425.00	
50201	08/25/14	D&B POWER ASSOCIATES, INC	4,724.00	001219	60690	ALL PURPOSE CLEANER	169.65	
50202	08/25/14	DAVILA, ANA MARIA	41.83	M039	60691	JANITORIAL SUPPLY	117.45	
50203	08/25/14	DEANE INDUSTRIAL MACHINING	290.00	002949	60651	INVENTORY ORDER	1,456.45	
50204	08/25/14	DOWNTOWN FORD SALES	53,632.43	954	60623	INVENTORY ORDER	1,240.20	
50205	08/25/14	EXPRESS SERVICES INC.	3,157.50	432	60624	INVENTORY ORDER	120.73	
50206	08/25/14	FEDERAL EXPRESS	31.48	372	60648	INVENTORY ITEMS	1,986.63	
50207	08/25/14	FERRIS HOIST & REPAIR, INC.	1,951.85	447	60652	TOW BUS #1204	752.88	
50208	08/25/14	FIRST ALARM	120.00	002295	60654	CREDIT NOTE	-175.03	
50209	08/25/14	FLYERS ENERGY LLC	12,706.48	002952	60661	INVENTORY ORDER	594.62	
50210	08/25/14	GCR TIRES & SERVICE	5,681.43	002954	60679	JUL 14 PORTA TOILETS	288.19	
50211	08/25/14	GILLIG LLC	243.21	117	60614	8/20-8/19/15 MAINTEN	4,724.00	
50212	08/25/14	GOUVEIA, ROBERT	83.66	M041	60705	SEPT 14 RETIREE SUPP	41.83	
					60649	MANIFOLD GRINDING	290.00	
					60605	NON REV VEH 1403,4,5	53,632.43	
					60683	TEMP W/E 8/10/14	1,032.00	
					60692	TEMP W/E 8/3/14	1,005.00	
					60702	TEMP W/E 8/3/14	1,120.50	
					60671	FREIGHT	31.48	
					60634	LIFT IN STEAM ROOM	1,951.85	
					60599	JUL 14 SECURITY PC	120.00	
					60700	7/16-7/31 FUEL PC	12,706.48	
					60637	TIRES	1,126.19	
					60638	TIRES	1,126.19	
					60639	TIRES	1,253.49	
					60640	TIRES	478.10	
					60641	TIRES	243.21	
					60642	TIRES	83.66	
					60653	INVENTORY ORDER		
					60525	SEPT 14 RETIREE SUPP		
					60706			

Attachment A

DATE 10/21/14 13:52

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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PAGE 9

DATE: 08/01/14 THRU 08/31/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
50213	08/25/14	8,640.00	001323	GOVDELIVERY, INC.		60613	7/1-6/30/15 SUBSCRIP	8,640.00	
50214	08/25/14	1,154.35	282	GRAINGER		60630	FAN FOR FUELING STAT SWITCH	251.85	
						60631	INVENTORY ITEMS	117.81	
						60632	CONTAINER DOLLY	719.66	
50215	08/25/14	234.68	001097	GREENWASTE RECOVERY, INC.		60598	JUL 14 WATER PARACZ	65.23	
50216	08/25/14	15,664.87	001745	HARTFORD LIFE AND ACCIDENT INS		60658	AUG 14 LTD COSTS	234.68	
						60659	AUG 14 LIFE AD&D	11,194.05	
						60643	HOSES & CLAMPS	4,470.82	
50218	08/25/14	4,000.00	002117	HCSE SHOP, THE INC		60603	SEPT 14 RENT	170.59	
50219	08/25/14	4,398.57	878	IULIANO #2 LLC	7	60670	TEMP W/E 8/10/14	4,000.00	
						60703	TEMP W/E 8/3/14	1,486.91	
						60704	TEMP W/E 8/3/14	1,280.80	
50220	08/25/14	152.77	036	KELLY-MOORE PAINT CO., INC.		60526	PAINT	1,628.86	
						60627	PAINT WTC IMPROVEMEN	78.25	
50221	08/25/14	9,310.00	003066	KIM FAMILY ENTERPRISES LLP		60601	SEP 14 RENT NNN PARK	74.52	
50222	08/25/14	816.00	832	LAW OFFICES OF MARIE F. SANG	7	60687	CL#11000452,11001281	9,310.00	
50223	08/25/14	25,198.90	003017	MANSFIELD OIL CO OF GAINSVILLE		60621	DIESEL 8/4/14	816.00	
50224	08/25/14	1,078.41	001052	MID VALLEY SUPPLY INC.		60682	INVENTORY ORDER	25,198.90	
50225	08/25/14	4,861.34	001063	NEW FLYER IND. CANADA ULC DBA		60636	INVENTORY PARTS	1,078.41	
						60673	INVENTORY ORDER	343.85	
50226	08/25/14	1,490.15	004	NORTH BAY FORD LINC-MERCURY		60604	KEYS VEH 1403,04,05	4,517.49	
						60629	INVENTORY ORDER	706.76	
						60645	INVENTORY PARTS	387.00	
						60646	RPR VEH #1112 PC	65.91	
						60547	RPR VEH #302	100.00	
						60555	RPR VEH #1120 PC	130.48	
50227	08/25/14	87.43	002323	NORTHERN SAFETY CO., INC.		60699	SAFETY GLASSES	100.00	
50228	08/25/14	1,031.05	009	PACIFIC GAS & ELECTRIC		60591	7/10-8/10 PARACRUZ	87.43	
50229	08/25/14	251.40	043	PALACE ART & OFFICE SUPPLY		60607	OFFICE SUPPLIES	1,031.05	
						60608	OFFICE SUPPLIES	86.24	
						60680	OFFICE SUPPLIES	47.36	
						60684	OFFICE SUPPLIES	106.04	
						60693	OFFICE SUPPLIES	163.01	
						60707	CREDIT NOTE	-151.25	
50230	08/25/14	41.83	M109	PEREZ, CHERYL		60707	SEPT 14 RETIPEE SUPP	41.83	
50231	08/25/14	135.20	001240	PHOENIX INDUSTRIES INC		60656	HAND SCRUB	41.83	
50232	08/25/14	413.62	001153	REPUBLIC ELEVATOR COMPANY INC		60677	AUG14 ELEVATOR MAINT	135.20	
50233	08/25/14	388.62	215	RICOH USA, INC. TX		60600	7/18-8/17 RENT PC	413.62	
50234	08/25/14	84,528.11	904	RNL/INTERPLAN, INC. A CA CORP		60595	PROF SVCS THRU 6/30	388.62	
						60596	PROF SVCS THRU 5/31	23,738.11	
						60708	SEPT 14 RETIREE SUPP	60,790.00	
50235	08/25/14	83.66	M085	ROSSI, DENISE	0	60708	SEPT 14 RETIREE SUPP	83.66	
50236	08/25/14	41.83	M030	ROME, RUBY		60709	SEPT 14 RETIREE SUPP	41.83	
50237	08/25/14	8,099.24	018	SALINAS VALLEY FORD SALES INC		60644	INVENTORY ITEMS	3,714.68	
						60674	TURBO CHARGER	4,384.56	
50238	08/25/14	104.40	973	SANTA CRUZ NISSAN DODGE VOLKS		60628	RPR VEH #1125 PC	104.40	
50239	08/25/14	3,000.00	001277	SJB GLOBALNET, INC.		60635	AUG 14 SERVICES	1,500.00	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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PAGE 10

DATE: 08/01/14 THRU 08/31/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
50240	08/25/14		41.83	SLOAN, SUZANNE	0	60694	JUL 14 SERVICES	1,500.00	
50241	08/25/14		13,000.17	SOQUEL III ASSOCIATES	7	60710	SEPT 14 RETIREE SUPP	41.83	
50242	08/25/14		3,787.68	SPECIALIZED AUTO AND		60675	SEPT 14 RENT	13,000.17	
50243	08/25/14		375.00	SPORTWORKS NORTHWEST, INC.		60610	RPR VEH #2401 PC	2,611.13	
50244	08/25/14		13,992.00	STATE BOARD OF EQUALIZATION		60611	RPR VEH #1114 PC	1,176.55	
50245	08/25/14		1,004.26	THOMSON REUTERS BARCLAYS WEST		60698	INVENTORY ORDER	375.00	
50246	08/25/14		14,821.04	TRAPEZE SOFTWARE GROUP, INC.		60612	PERMIT 10/1-9/30/15	13,992.00	
50247	08/25/14		117,323.45	TRC ENGINEERS, INC.		60616	JUL 14 SERVICES	407.63	
50248	08/25/14		299.38	TRITON CONSTRUCTION		60617	JUN 14 SERVICES	596.63	
50249	08/25/14		277.56	UNIFIRST CORPORATION		60589	7/1-6/30/15 PASS MON	13,096.00	
50250	08/25/14		41.93	UNITED PARCEL SERVICE		60590	PROJECT PASS MON	1,725.04	
50251	08/25/14		769.08	VERIZON WIRELESS	0	60597	5/24-6/27 MB ENG SVC	69,463.49	
50252	08/25/14		3,500.00	WAVE CREST DEVELOPMENT INC.	0	60672	6/28-7/25 MB ENG SVC	47,860.00	
50253	08/25/14		41.83	YAGI, RANDY		60633	ALARM BATTERY LNG TK	299.38	
50254	08/25/14		105.80	ZARAGOZA, DANIEL		60660	UNIFORMS	249.25	
50255	08/25/14		190.00	SCMTD PETTY CASH - OPS REPLENISHMENT		60686	UNIFORMS	16.88	
						60689	165 DUBGIS MATS	11.43	
						60619	FREIGHT	41.93	
						60593	7/2-8/1 PARA CRUZ	460.16	
						60594	7/2-8/1 PARACRUZ	308.92	
						60602	SEPT 14 RENT	3,500.00	
						60711	SEPT 14 RETIREE SUPP	41.83	
						60669	TRAVEL REIMBURSEMENT	105.80	
						60713	REPLENISHMENT	190.00	MANUAL

TOTAL 1,212,092.15 ACCOUNTS PAYABLE TOTAL CHECKS 265 1,212,092.15

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 12, 2014

TO: Board of Directors

FROM: Alex Clifford, CEO 

SUBJECT: ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING NOVEMBER 14, 2014

I. RECOMMENDED ACTION

That the Board of Directors accept and file the minutes for the Santa Cruz METRO Board of Directors meetings of November 14, 2014.

II. SUMMARY OF ISSUES

- Staff is providing minutes from the Santa Cruz METRO Board of Directors meeting of November 14, 2014
- Each meeting, staff will provide minutes from previous Santa Cruz METRO Board of Directors meetings.

III. DISCUSSION

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

IV. ATTACHMENTS

Attachment A: Draft Minutes for the Board of Directors Meeting of November 14, 2014

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Attachment A



MINUTES

November 14, 2014

A regular meeting of the Board of Directors of the Santa Cruz METROpolitan Transit District was convened on Friday, November 14, 2014 at the Watsonville City Council Chambers, located at 275 Main Street, in Watsonville, California.

SECTION I: OPEN SESSION

1. CALL TO ORDER

Chair Bustichi called the meeting to order at 9:08am. Quorum was present.

2. ROLL CALL

The following Directors were present:

Director Hilary Bryant	<input checked="" type="checkbox"/>	
Director Dene Bustichi (Chair)	<input checked="" type="checkbox"/>	
Director Karina Cervantez	<input checked="" type="checkbox"/>	
Director Daniel Dodge	<input checked="" type="checkbox"/>	Arrived at 9:10A
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 type="checkbox"/>	
Director Bruce McPherson	<input checked="" type="checkbox"/>	
Director Lynn Robinson (Vice-Chair)	<input checked="" type="checkbox"/>	
Ex-Officio Director Donna Blitzer	<input checked="" type="checkbox"/>	

STAFF PRESENT

Alex Clifford, CEO

Leslyn K. Syren, District Counsel

SANTA CRUZ METRO EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT (in alphabetical order)

Angela Aitken, Santa Cruz METRO
Ciro Aguirre, Santa Cruz METRO
Ed Bottorff, Capitola City Council
Felipa de Leon, Self
Claire Fliesler, Santa Cruz METRO

Liseth Guizar, Santa Cruz METRO
Tom Hiltner, Santa Cruz METRO
Debbie Kinslow, Santa Cruz METRO
Uriel Mendoza, Santa Cruz METRO
Daniel Zaragoza, ParaCruz

3. ANNOUNCEMENTS

Chair Bustichi announced that the meeting would be broadcast by Community Television of Santa Cruz County whose technicians were Renee and Hannah. Ms. Amy Weiss was not available for Spanish language interpretation today. In her absence Liseth Guizar, Security and Risk Administrator, came to the podium, introduced herself and offered her translation services to the assembly.

Director Lane announced that the Watsonville Community Council of Disabilities would be presenting the "kudos" awards today at 4:00 in the Community Rooms to those who have been of great service to the disabilities community. Director Daniel Dodge is among the recipients. Director Dodge thanked Director Lane

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for her introduction and congratulations. He applauded the ADA community, their local efforts and accomplishments. He looks forward to continuing to work as a community advocate.

Director Robinson announced that her term is ending; as a result, this will be her last METRO meeting. She had filled Emily Riley's position. She said that serving on the METRO Board has been one of her greatest honors and she thanked her colleagues, staff and employees.

Director Bryant added that her term is also ending. She thanked the other Board members, staff and employees.

Director Dodge arrived at 9:10A.

4. COMMUNICATIONS TO THE BOARD OF DIRECTORS

Chair Bustichi opened the microphone to attendees for announcements.

District Counsel Syren informed the Board of Claire Fliesler's recent completion of the Urban Planning Masters' Program. Board and staff congratulated Claire on her achievement.

CEO Clifford introduced Gina Pye, Executive Assistant, to the Board and provided a brief professional history.

5. LABOR ORGANIZATION COMMUNICATIONS

Chair Bustichi opened the microphone to labor organization attendees for announcements.

Mr. Eduardo Montecino came to the podium and introduced himself as UTU Bus Operators and Staff Representative. He thanked the resigning Board members for their services and advocating for METRO at the local and federal levels.

Mr. Manny Martinez, SEIU-PSA Representative, came to the podium and thanked the Board members for their services.

Ms. Carolyn Derwing, SEIU-SEA President, came to the podium and introduced herself. She noted it is sad to see familiar Board members leave as she will miss their energy and knowledge. She extended her best wishes to them in their future endeavors.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Last minute additions/revisions distributed at the meeting included:

- Chair Bustichi announced a revision to Item #13, Consideration of Adoption of the First Amendment to the Employment Agreement with District Counsel, had been distributed and placed at each Board position.

Agenda Modifications:

- Director Dodge requested time to comment on Item 7.10, Consideration of Issuing a Formal Invitation for Bids for Construction to Complete Bus Stop Improvements at Green Valley Road and Airport Boulevard in Watsonville.
 - Director Dodge was pleased to see this as an agenda item and thanked staff for their efforts. Green Valley is a high travel region, serving many, and he feels this improvement will assist the ADA community as well as the general public.
- Director Lane requested moving Item 7.15, Consider Approval of Human Resources Generalist Class Specification and Wage Scale, to Item 9A on the Regular Agenda.

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CONSENT AGENDA

- 7-1. RECOMMENDED ACTION ON TORT CLAIMS
- 7-2. CONSIDERATION OF DENIAL OF LEAVE TO PRESENT A LATE CLAIM FOR THE CLAIM OF FARMERS INSURANCE SUBROGATING FOR HOWARD LOGAN
- 7-3. ACCEPT AND FILE PRELIMINARY APPROVED CHECKS JOURNAL DETAIL FOR THE MONTH OF JUNE 2014
- 7-4. ACCEPT AND FILE PRELIMINARY APPROVED CHECKS JOURNAL DETAIL FOR THE MONTH OF JULY 2014
- 7-5. ACCEPT AND FILE MINUTES OF BOARD OF DIRECTORS MEETING OF OCTOBER 24, 2014
- 7-6. ACCEPT AND FILE METRO PARACRUZ OPERATIONS STATUS REPORT FOR SEPTEMBER 2014
- 7-7. ACCEPT AND FILE SANTA CRUZ METRO SYSTEM RIDERSHIP REPORT FOR SEPTEMBER 2014
- 7-8. STATUS REPORT FOR ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR NOVEMBER 2014
- 7-9. ACCEPT AND FILE QUARTERLY ACCESSIBLE SERVICES REPORT FOR JULY, AUGUST AND SEPTEMBER 2014
- 7-10. CONSIDERATION OF ISSUING A FORMAL INVITATION FOR BIDS FOR CONSTRUCTION TO COMPLETE BUS STOP IMPROVEMENTS AT GREEN VALLEY ROAD AND AIRPORT BOULEVARD IN WATSONVILLE
- 7-11. CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR RADIO SYSTEM MAINTENANCE AND REPAIR SERVICES
- 7-12. CONSIDERATION OF REJECTION OF BID RECEIVED FROM WAREHOUSE DIRECT INTERIORS, INC. AND AWARD OF CONTRACT WITH CINDERELLA CARPET ONE FOR CARPET REPLACEMENT AT PACIFIC STATION IN AN AMOUNT NOT TO EXCEED \$14,534
- 7-13. CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT AMENDMENT WITH GIRO, INC. FOR HASTUS SOFTWARE
- 7-14. CONSIDERATION OF A RESOLUTION TO SET A PUBLIC HEARING TO DISCUSS POSSIBLE REROUTE OF THE ROUTE 68

ACTION: MOTION TO APPROVE THE CONSENT AGENDA.

MOTION: DIRECTOR GRAVES SECONDED: DIRECTOR DODGE

MOTION PASSED UNANIMOUSLY WITH DIRECTOR LEOPOLD ABSENT.

REGULAR AGENDA

- 8. **PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**
Chair Bustichi presented Certificates of Appreciation to the below METRO employees for their respective years of service. He thanked them for their individual and collective contributions and years of service. CEO Clifford noted that Mr. Scargill's efforts in the Parts Department have resulted in one of the most organized and clean Parts Rooms he has seen in his professional experience. Director Dodge thanked the recipients for proving that

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METRO is a place for employees to remain in the community and provide a good life for themselves and their families.

10 Years - October 24th Employee Longevity Recipients – Recognized at November Board of Directors Meeting

- Louise Keller, Dispatcher/Scheduler

15 Years - November Employee Longevity Recipients

- Martin Gilbert, Bus Operator
- Marc Krovetz, Bus Operator
- Steven Marcus, Bus Operator
- Uriel Mendoza, Bus Operator

30 Years - November Employee Longevity Recipients

- Gilberto Limas, Bus Operator
- Raymond F. Scargill, Supervisor of Parts & Materials - Fleet Maintenance

The recipients, in turn, spoke to the assembly and thanked the Board. A few of their comments are below: Ms. Keller said she has enjoyed her years and has been happy to provide the service and independence to the community she serves. Mr. Gilbert and Mr. Krovetz thanked the METRO for the opportunities over the years and their fellow participants. Mr. Marcus thanked those who came before him: drivers, Union reps, etc. Mr. Mendoza thanked everyone and said it was through patience and tolerance that he has persevered; he hopes to return in 30 years! Mr. Scargill thanked the management team and noted that November 12th marks 32 years of service.

Israel Zaragoza, Van Operator, was not present.

9A. CONSIDER APPROVAL OF HUMAN RESOURCES GENERALIST CLASS SPECIFICATION AND WAGE SCALE – Former Item 7-15. As referenced above, this item has been renumbered to 9A in the Regular Agenda at the request of Director Lane.

Chair Bustichi asked CEO Clifford to speak on this item. CEO Clifford noted that the resignation of Shirley Cruser provided METRO with the opportunity to create an HR Generalist position with a broader ability to work across multiple disciplines. This type of position is common across the industry. The Leadership team and Union have jointly developed a job description and pay grade. Director Lane thanked CEO Clifford for his explanation.

Chair Bustichi opened this item for Public Comment.

Public Comment:

Eduardo Montecino asked why the salary scales for the former Personnel Technician and the new HR Generalist positions are different. CEO Clifford did not have this information available. However, Robyn Slater, HR Manager, said the differences have been reviewed by Finance Manager, Angela Aitken, and will be absorbed without increase into the budget under the favorable variance category this fiscal year.

ACTION: MOTION TO APPROVE THE HUMAN RESOURCES GENERALIST CLASS SPECIFICATION AND WAGE SCALE

MOTION: DIRECTOR GRAVES

SECONDED: DIRECTOR McPHERSON

MOTION PASSED UNANIMOUSLY WITH DIRECTOR LEOPOLD ABSENT.

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9. **CONSIDERATION OF A RESOLUTION OF APPRECIATION FOR SHIRLEY CRUSER**

Vice Chair Robinson read the proposed Resolution aloud to the assembly. Chair Bustichi expressed his appreciation for Shirley's contributions and service. At the podium Robyn Slater provided brief background regarding Shirley's tenure and dedication; she was an exemplary employee. Due to Shirley's absence, Robyn will present the plaque to her in a separate presentation.

ACTION: MOTION TO APPROVE THE RESOLUTION OF APPRECIATION FOR SHIRLEY CRUSER

MOTION: DIRECTOR GRAVES

SECONDED: DIRECTORS BRYANT & HINKLE

MOTION PASSED UNANIMOUSLY WITH DIRECTOR LEOPOLD ABSENT.

10. **DISCUSS EVENING BOARD OF DIRECTOR MEETINGS**

Chair Bustichi had requested this item be added to the agenda as he is aware of a few public officials who may be interested in serving but whose current full time jobs/schedules do not allow them to do so. Others had expressed their concern that our customers may be unable to attend due to their work/school schedules.

Chair Bustichi opened this agenda item for discussion. Is there a consensus to change to evening meetings or leave as is? Which meetings would this affect; e.g., only the televised meetings or all? Director Graves noted that it may be more beneficial to wait until the new Board members are seated. Directors Dodge and Robinson concurred with this suggestion but noted that all options should be carefully considered.

Director Robinson added that staff opinions need to be considered. Chair Bustichi added that staff schedules may need to be adjusted to accommodate evening meetings. Director McPherson would like to see a report on staff impact as well as how many potential Board members have expressed an interest but are not available due to job constraints. Chair Bustichi clarified that he is aware of two candidates who have mentioned their interest and this restriction.

Chair Bustichi opened this item for Public Comment:

None

Hearing no public comment, Chair Bustichi recommended this item be shelved until the new Board members are seated at which time this item can be brought back noting the: Cost, Logistics, Issues and Needs.

11. **CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT AMENDMENT WITH FIRST ALARM SECURITY & PATROL, INC.**

Liseth Guizar provided background and explanation for the \$300,000 requested increase of the above referenced contract. She noted that it had proven difficult to attract and retain trained security personnel at the original contract wages and that the higher wages were not factored into the contract terms when originally negotiated. The FY15 and FY16 operating budget has appropriated the required funds.

Chair Bustichi opened this item for Public Comment.

Public Comment:

Eduardo Montecino spoke from the podium and applauded the current security staff. He supports paying them a living wage as their presence has resulted in a safer environment for all. He cautioned the Board to consider the future safety of our customers and provided several historic scenarios supporting the positive impact of more experienced security staff.

Director Dodge said he had worked with Senator Monning to pass SB1236 to make transit centers safer and more pleasant for customers. He supports a living wage and recommends approval.

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Director Lane added that she agrees with Director Dodge and Mr. Montecino; however, she is concerned that we are running out of funds seven months earlier than anticipated and that the District is teetering on the verge of insolvency. She asked which, if any, funds are being pulled from future budget years to meet this expense. She expressed her belief that Mr. Ciro Aguirre had overstepped his authority in approving increased wages rather than requesting an emergency Board meeting to address. Mr. Aguirre answered that security staff pay scales had been adjusted to provide a more stable environment. CEO Clifford informed Director Lane that he had carefully reviewed the strategy to ensure the safety of our customers and staff while reducing attrition and retaining employees. Further, Mr. Aguirre had acted as directed by management at the time.

Director Lane responded that she cannot support this request.

Chair Bustichi reminded members that the Board's purpose today was to examine the request, not to dwell on past actions. Director Lane stated that, given the current leadership, she was comfortable with their assurance(s) that any repeated actions such as this would be avoided. Director Graves noted there are not a lot of security agencies in Santa Cruz County from which to select.

Angela Aitken, Finance Manager, assured the Board that the requested \$300,000 is in the FY15 and FY16 budgets which were approved in June. In response to Director Dodge's question, she referred him and the other Directors to the Professional Services item within the Security Risk Department. General Counsel verified that grant funds are specifically allocated to security. Chair Bustichi noted that security contract wage increases had been discussed at the Board level earlier this year.

ACTION: MOTION TO APPROVE AUTHORIZING THE CEO TO EXECUTE A CONTRACT AMENDMENT WITH FIRST ALARM SECURITY & PATROL, INC.

MOTION: DIRECTOR ROBINSON

SECONDED: DIRECTOR GRAVES

MOTION PASSED UNANIMOUSLY WITH DIRECTOR LEOPOLD ABSENT AND DIRECTOR LANE OPPOSED.

Chair Bustichi addressed Director Lane's comment that the District is "teetering on the verge of insolvency" above and noted that METRO, like many other transit districts, is experiencing funding challenges but is not on the edge of insolvency.

12. PRESENTATION ON THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF JULY 31, 2014

Prior to Ms. Aitken's presentation, CEO Clifford reminded the Board that the recurring monthly financial agenda item had been moved from the Consent Agenda and placed in the Regular Agenda. He welcomes any suggestions or further agenda adjustments.

Angela Aitken, Finance Manager, presented her staff report and welcomed feedback to the new format.

Director McPherson commended staff for their efforts to operate within the budget and appreciates the condensed format. He would like to see revenue make up the sales tax shortfall. In response to his question regarding the 15 open positions, Ms. Aitken will include more detail in August. Ms. Slater noted that 50% of the open positions are bus operators who will be hired in January.

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13. CONSIDERATION OF ADOPTION OF THE FIRST AMENDMENT TO THE EMPLOYMENT AGREEMENT WITH DISTRICT COUNSEL

Chair Bustichi noted that the Board held a closed session to discuss the above referenced employment contract wherein they examined wage scales, etc. Chair Bustichi and the Board recognized the efforts and contributions during the management transition period and apologized on the Board's behalf for overlooking this review during General Counsel's first year. The Board feels Ms. Syren is doing a good job and recommends an increase commiserate to the wage scale and her abilities.

ACTION: MOTION TO ACCEPT AND APPROVE THE FIRST AMENDMENT TO THE EMPLOYMENT AGREEMENT WITH DISTRICT COUNSEL.

MOTION: DIRECTOR DODGE

SECONDED: DIRECTOR MCPHERSON

MOTION PASSED UNANIMOUSLY WITH DIRECTOR LEOPOLD ABSENT AND DIRECTOR LANE OPPOSED.

Chair Bustichi opened this item for Public Comment.

Public Comment:

Bonnie Moore, SEIU-UTU, thanked the METRO for their services and asked that District Counsel not take any of her comments personally; she recognizes Ms. Syren's efforts during the transition. However, she expressed concerns regarding the wage increase from Step 3 to Step 6 in a short period of time.

Carolyn Derwing, as an SEIU Union Rep, spoke favorably of District Counsel's efforts and requests that the Board keep an open mind in the future.

14. APPROVE SEVERAL MINOR ORGANIZATIONAL CHANGES

CEO Clifford expressed his appreciation to the Board for the time he's been extended to review the organization and its positions. He continues to build a matrixed organization to operate more efficiently, meet State and Federal guidelines and pass audits. Working with the other members of the leadership team, their priorities are:

- a. Safety: Steps must be taken to ensure METRO continues in this direction.
- b. Succession Planning
- c. Increasing Revenue: Can be achieved by bringing on a Marketing Manager
- d. Fleet Dependability: METRO is working with Cummins and John Deere corporations to address continued problems with CNG technology. Research has revealed that one FTE Electronic Technician would be more beneficial than another Mechanic. One example of updated job responsibilities would be fare box maintenance on a recurring basis.

To meet the priorities outlined above, METRO is proposing the conversion of the AGM position to a COO position. This new position will allow the CEO to focus on the Administration and the (new) COO to focus on the Operations aspects of the organization. To this end, and if this conversion is approved, Mr. Ciro Aguirre will be appointed as Acting COO.

Addressing the requested position, Director McPherson agreed with the proposed update and conversion of the AGM to a COO position. He also agrees that Mr. Aguirre is a good candidate, given his experience as outlined by CEO Clifford. The fact is METRO has no marketing currently and a Marketing and Communications position could have some impact. The Electronic Technician is a good idea in the 21st century. He recommends approval of these positions.

Director Lane requested that METRO hold off on these positions until the finances have stabilized.

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CEO Clifford will do what the Board wishes; however, he does believe that these positions need to be added and added soon. These represent conversions of current positions.

Director Friend noted that these may seem counter-intuitive, but the Board did request CEO Clifford to examine the organization holistically. Therefore, he recommends support of these requests.

Director Robinson understands and appreciates the financial questions. She believes CEO Clifford has examined all aspects and reiterated the Board request to CEO Clifford to examine the organization. She recommends approval.

Director Dodge questioned the inclusion of the DataBase Administrator (DBA) position under Management. CEO Clifford noted that IT security is an area of extreme vulnerability and it is difficult for public agencies to attract and retain DBAs. Referring to page 14.9, table 2, he noted that he is proposing two management positions and three Union positions.

Director Cervantez questioned the "out of class" comment and the budget impact of converting the AGM to a COO position. CEO Clifford responded that it means we will follow existing procedures to move personnel from one position to another. The pay grade will remain the same as the AGM. If the Board recommends, recruitment will not begin until a job description and pay grade are in place.

Director Cervantez commented that METRO should recruit and nurture our internal talent. CEO Clifford agreed; all positions have the option to recruit internally. The challenge is with succession planning. How do we prepare our employees? We need to value a training budget.

Director Cervantez wanted to know how many Bus Operators METRO plans to hire in the coming year. Robyn Slater answered that 5-7 are planned to come on Board in January. Mr. Aguirre and Ms. Slater review the headcount requirement quarterly.

Director Lane would like to see this decision delayed until the new Board is seated. She recommends moving forward with the Electronic Technician only at the current time. Additionally, she would prefer that outside recruitment be undertaken for the COO/AGM position to affect change in the METRO environment.

CEO Clifford and Chair Bustichi clarified that the hiring decision rests with the CEO.

CEO Clifford believes that it would be financially prudent, saving funds and time, to put Mr. Aguirre into the COO position.

Director Dodge asked what occurs with Mr. Aguirre's former position upon his advancement to COO. CEO Clifford noted that he is proposing the former position be converted to Assistant Superintendent. This change would result in cost savings, strengthen the fixed route aspect and matches the current ParaCruz structure.

Chair Bustichi opened this item for Public Comment.

Public Comment:

Donald Hagen, speaking from the podium, said he believes the position is needed. He requests that the Board act on the advice of the CEO. He also thanked Alex and supports his recommendations and changes.

Eduardo Montecino believes these are not minor changes; they are big changes. He noted that ParaCruz needs a Dispatcher. He expressed concerns regarding reclassifications. Employees, except Bus Operators, are

7-02A.8

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receiving pay increases through reclassifications. The bus operators only receive increases through contract negotiations. He asked that the Board remember these actions when contract negotiations occur.

Bonnie Moore, SEIU-UTU, appreciated the clarification provided by the Board. She is happy to see an internal career ladder. SCMTD needs a song and/or marketing efforts. She also asked that the Board remember these actions going forward and recommended serious consideration be provided to internal candidates.

Manny Martinez, representing the supervisors at METRO, recommends the changes. He has worked with 7 Operations Managers through his tenure and agrees with Mr. Aguirre's evaluation and promotion to COO.

Carolyn Derwing, SEIU-SEA, supported the recommended changes and added that the Marketing position has been needed for some time. She looks forward to future changes.

Liseth Guizar supports the changes; specifically the Marketing Manager. She agreed that Mr. Aguirre is a good candidate for COO.

Ray Scargill spoke of his 32 years with METRO and stated he feels it is imperative to move forward today on these position changes. In his experience, maintenance management has been difficult to deal with historically. Mr. Aguirre has been most helpful in the supply aspect; he understands procurement and has been a great mentor.

Chair Bustichi added a historical perspective and reminded the attendees that the loss of an AGM has created deficiencies. A decision on this position had been postponed to allow CEO Clifford an opportunity to review and make appropriate recommendations. Chair Bustichi recommends moving forward.

Director Robinson recognized that an internal recruitment would save money over external recruiting expenses.

ACTION: MOTION TO APPROVE SEVERAL MINOR ORGANIZATIONAL CHANGES

MOTION: DIRECTOR FRIEND SECONDED: DIRECTOR GRAVES

MOTION PASSED UNANIMOUSLY WITH THE ABSENCE OF DIRECTOR LEOPOLD AND THE OPPOSITION OF DIRECTOR LANE.

CEO Clifford thanked the Board for their support.

CEO Clifford asked Maria Grandados-Boyce to stand up so she and her team can be recognized for their marketing efforts and contributions.

Chair Bustichi requested a five minute break.

Directors Friend, McPherson and Dodge left at 11:25A

15. BUDGET WORKSHOP IV OF VIII

CEO Clifford, Finance Manager, Angela Aitken, Assistant Finance Manager, Debbie Kinslow, and Grants/Legislative Analyst, Tom Hiltner, presented and provided commentary to the Budget Workshop presentation.

Various questions were asked and answered regarding GASB #10. CEO Clifford noted that this has the potential to become an audit red flag if errors are made or data mis-represented. Director Bryant requested the pension

7-02A.9

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target be reflected for Board clarification. Debbie Kinslow will include this information when available from CalPERS.

Director Robinson noted that Workers' Compensation suggested guidelines are 63% currently and asked about SCMTD's goal? Ms. Kinslow answered that staff recommends funding at target levels.

Director Graves asked how SCMTD determines targets. Ms. Kinslow answered that Santa Cruz METRO uses an actuarial to analyze all Workers' Compensation claims who then provides a estimate for the next year. The liabilities are analyzed internally.

Ops Reserves

CEO Clifford requested Board input regarding the Ops Reserve ("rainy day fund"); i.e., do they believe that a two month reserve is adequate? CEO Clifford offered to present additional ideas at next month's meeting; perhaps crafting various projects to address varying situations.

Director Graves would like information related to what other agencies did in 2008. Ms. Kinslow will survey other agencies and provide that information at the next Structural Deficit Workshop.

Chair Bustichi agrees with the two month reserve.

Director Bryant recommends the Board address these provisions.

Average Cash Flow Reserves

Chair Bustichi noted that capital needs fluctuate from year to year and asked staff if this "bucket" could then fluctuate as well. Ms. Kinslow answered yes, definitely, and added that this could also be affected by grant cycles which need to be reevaluated as we receive new capital grants.

CEO Clifford noted this would happen on an annual basis and be brought to the Board at midyear as grant funding programs change.

Director Lane supports the concept. She agreed to hold her question regarding a change in balance when advised it would be answered later in the presentation.

Capital Reserves

Director Lane requested that staff continue to address this issue.

Recurring Capital Eligible Funds – STA

Chair Bustichi noted that this waiver was done as an emergency measure and anticipates that it can potentially expire. What is METRO's plan? CEO Clifford responded that METRO is lobbying with other agencies to continue the waiver. Tom Hiltner noted that he is working with the CTA subcommittee on this waiver. The current plan is to ask for a one-year continuation then revamp and make the waiver permanent. CEO Clifford added that if we go beyond an isolated waiver, there could be unintended changes in legislature.

Chair Bustichi recommends METRO look at a five year plan to wean SCMTD from this waiver.

Director Graves departed at 12:02P.

Capital Projects

Tom Hiltner presented and provided commentary.

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CEO Clifford will prioritize the list but noted that State and Federal funds are required to fund. He would like to allocate the STA State STIC monies in and for the Capital Program. He will work on developing a five year plan to be ready for any new programs and/or grants to address expenses.

Tom Hiltner defined Director Cervantez' question regarding STA and STIC funds:

- STA funds are capital and in the capital budget
- STIC funds in the operating budget

Carryover

Chair Bustichi asked why this exists and why in significant amounts? What created this fund? CEO Clifford suggested that the team be held accountable for large funds carried over, justify and demonstrate savings. The bottom line is good analysis and zero based budgeting concepts can result in a close bottom line at the end of the year.

Director Bustichi noted that labor organizations ask questions when money is leftover. Perhaps it should be pushed back into Operations? CEO Clifford noted that the general rule is one time dollars for one time expenses.

Director Bryant noted METRO should try to meet the reserve targets.

Director Robinson added that the Board should examine annually and continue to be flexible.

Director Bryant thanked everyone for their contributions and recommends providing this information to the new Board members to bring them up to speed.

16. CEO TO GIVE ORAL REPORT

In the consideration of time, this item was bypassed.

17. ANNOUNCEMENT OF NEXT MEETING: FRIDAY, DECEMBER 12, 2014 AT 9:00 AM AT THE SANTA CRUZ CITY COUNCIL CHAMBERS, 809 CENTER ST, SANTA CRUZA, CA

Chair Dene Bustichi announced the next Board of Directors meeting.

18. ADJOURNMENT

Meeting adjourned at 12:15pm.

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 26, 2014

TO: Board of Directors

FROM: Alex Clifford, CEO 

SUBJECT: ACCEPT AND FILE MINUTES FOR THE METRO ADVISORY COMMITTEE (MAC) MEETINGS OF SEPTEMBER 17, 2014

I. RECOMMENDED ACTION

That the Board of Directors accept and file the minutes for the METRO Advisory Committee (MAC) meeting of September 17, 2014.

II. SUMMARY OF ISSUES

- Staff is providing minutes from the MAC meeting on September 17, 2014.
- Each month staff will provide the minutes from the previous MAC meeting.

III. DISCUSSION

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

IV. ATTACHMENTS

Attachment A: Draft Minutes for the MAC meeting of September 17, 2014

Prepared By: Eriko K. Dreyer, Temporary Administrative Assistant

Date Prepared: September 17, 2014

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MINUTES

Attachment A

MAC MEETING OF SEPTEMBER 17, 2014



The METRO Advisory Committee (MAC) met on Wednesday, September 17, 2014 in the Pacific Station Conference Room located at 920 Pacific Avenue in Santa Cruz, California.

1. CALL TO ORDER

Chair, Veronica Elsea, called the meeting to order at 6:00 p.m.

ROLL CALL

MEMBERS PRESENT

Len Burns
Veronica Elsea, Chair
Naomi Gunther
Donald "Norm" Hagen
Nicona Keesaw
Joseph Martinez
Ernestina Saldana
Charlotte Walker

MEMBERS ABSENT

Donald Peattie
Ernestina Saldana

STAFF PRESENT

Alex Clifford, CEO, Santa Cruz METRO
Leslyn K. Syren, District Counsel, Santa Cruz METRO

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

Ciro Aguirre, Santa Cruz METRO
Claire Fliesler, Santa Cruz METRO
Anna Marie Gouveia, Santa Cruz METRO

Maria Granados-Boyce, Santa Cruz METRO
Thomas Hiltner, Santa Cruz METRO
April Warnock, Santa Cruz METRO

2. AGENDA ADDITIONS/DELETION

None.

3. ORAL/WRITTEN COMMUNICATION

Chair Elsea brought to the attention of the Committee a letter she had composed on MAC's behalf in regards to the Santa Cruz County Fair. Mr. Burns, Mr. Hagen and Ms. Walker expressed their thanks for the letter.

REGULAR AGENDA

4. ORAL REPORT

Mr. Clifford gave an oral report highlighting current goals and projects of Santa Cruz METRO including updates on a new e-alert system and updates on the budget workshops. Questions raised were:

Ms. Gunther asked if the e-alerts would include detour information. Ms. Gouveia stated if a detour is temporary they often do not get information in advance but their goal was to do their best to keep people informed.

Mr. Burns stated that section on the website where one can enroll for e-alerts is hard to find. Ms. Keesaw agreed and suggested placing a link to new information on the homepage. She also suggested that information material could be made to pass out to passengers who may not read the Headways publication.

Mr. Hagen asked if the meetings with the budget workshops were open. Mr. Clifford said yes.

7-03A.1

Attachment A

5. REVIEW PROPOSED REVISIONS TO THE DISCOUNT FARE PROGRAM (AR-1028)

Ms. Syren reviewed the changes to the Fare Program emphasizing the goal was to have a discount fare application that was easier while still remaining legally compliant.

Ms. Elsea expressed concern on a term “mental retardation” which was found in §4.04, item 13. She felt the term was no longer used. Ms. Syren acknowledged Ms. Elsea’s concern and said she would look into alternate and more current terminology.

Ms. Elsea asked if the anticipated changes were made to the Watsonville Station if the policy would change. Ms. Syren confirmed that as changes happen, adjustments to the policy would be made.

6. ACCEPT & FILE PARACRUZ OPERATIONS STATUS REPORTS FOR DECEMBER 2013 AND JANUARY 2014

Ms. Warnock reviewed the ParaCruz report stating there has been growth in service.

7. ACCEPT & FILE SYSTEM RIDERSHIP REPORT FOR JANUARY 2014 AND FEBRUARY 2014

Mr. Hagen expressed concern with the data in the report found on 7c1.1. After a quick discussion, it was decided to add Mr. Hagen’s concerns about routes 72 and 77 to the following MAC agenda.

8. ACCEPT & FILE STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR FEBRUARY 2014 AND MARCH 2014

Mr. Hiltner reviewed the report reviewing active and recently awarded grants.

9. ACCEPT & FILE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETINGS

- i. June 18, 2014
- ii. August 20, 2014

Ms. Elsea requested a change in the last paragraph in 9i, Item 8 be changed to Pedestrian Hazard Report.

ACTION: MOTION: MR. BURNS SECOND: MS. GUNTHER

MINUTES FOR METRO ADVISORY COMMITTEE MEETINGS OF JUNE 18 AND AUGUST 20, 2014 APPROVED WITH THE CAVEAT THAT THE PHRASE BE ALTERED.

MOTION PASSED UNANIMOUSLY WITH MR. PEATTIE AND MS. SALDANA ABSENT.

10. APPROVAL TO DRAFT A LETTER FROM MAC TO BE FORWARDED TO THE BOARD OF DIRECTORS SUPPORTING THE PURCHASE OF VEHICLES REVIEWED ON AUGUST 20, 2014

After a quick discussion, it was agreed that Chair Elsea would draft a letter and send to the Temporary Administrative Assistant for distribution.

ACTION: MOTION: MR. HAGEN SECOND: MS. KEESAW

APPROVAL FOR CHAIR ELSEA TO DRAFT A LETTER FROM MAC TO THE BOARD OF DIRECTORS SUPPORTING THE PURCHASE OF VEHICLES REVIEWED ON AUGUST 20, 2014

MOTION PASSED UNANIMOUSLY WITH MR. PEATTIE AND MS. SALDANA ABSENT.

11. BUS STOP ADVISORY COMMITTEE REPORT OUT

Mr. Burns reviewed the discussions during the Bus Stop Advisory Committee (BSAC) meeting. He stated the Bus Stop Plan was still being drafted and said that he would bring it to MAC when it becomes available. He

Attachment A

also talked about the topic of the light switches at the new bus stops could be confused with crosswalk buttons. He asked MAC for suggestions on possible workarounds regarding this issue. Ms. Walker suggested having a light switch with a different shape for example a light bulb.

Mr. Burns stated BSAC also discussed numbering bus stops and looked for ideas from MAC as how to make the process work with as many people as possible. Ms. Gunther said this was incredibly important, particularly when reporting issues, detours, etc. She said they the numbering should be standardized so the stop identification would consistently be in the same place. Ms. Keesaw suggested there be brail overlay with the stop number as well as information on the website that instructed the public the changes being made.

12. UPDATE ON PACIFIC STATION REDESIGN PROJECT

Mr. Hiltner reviewed the current project with the Committee. Ms. Fliesler talked about Round 3 of public outreach in which she asked for MAC two to three participants/volunteers from MAC. The scheduled rounds were as follows:

October 1st:

1:30-3:30 PM - Kiosk at Farmers Market - at the intersection of Cedar & Lincoln Street
4:00-6:00 PM - Kiosk at Pacific Station

October 2nd:

5:30-7:00 PM - Open House
7:00-9:00 PM - Formal Meeting at the Santa Cruz Police Community Room

October 3rd:

4:00-6:00 PM - Kiosk at Pacific Station
6:00-8:00PM – First Friday Kiosk at the intersection of Pacific and Soquel (in front of Forever 21)

Mr. Burns, Mr. Hagen and Ms. Keesaw volunteered and agreed to work with Ms. Fliesler on scheduling their involvement.

13. HEIGHT RESTRICTIONS ON ITEMS ALLOWED ON BUSES

Ms. Walker shared a story of a passenger who was not allowed onto the bus due to his 6' surf board. She stated the Bus Operator said it was policy. She expressed her concern over the policy discouraging new passengers, particularly with tourists.

14. DISCUSSION OF TICKET VENDING MACHINE (TVM) STATUS

Ms. Granados-Boyce highlighted key features they were focusing on to improve TVM functionality. Her report included the following information:

In communication with a Genfare representative for an exact quote on the cost of having new placards made for the TVM machines that will address these issues. Latest communication was on 9/12/14.

1. **CREDIT CARD Panel** – Only visual display. There is NO BRAILLE to let visually impaired customers know the four (4) types of credit cards accepted.
2. **TAP CARD HERE Panel** – The Braille is above the corresponding text. According to *Section 703.3.2 of the ADA Standards for Transportation Facilities*, BRAILLE shall be positioned below the corresponding text. If text is multi-lined, Braille shall be placed below the entire text.
*Does this item need to be corrected by Genfare?
3. **HELP Function Key** – The function keys meet the requirements listed in Section 707.6.3.2 of *the ADA Standards for Transportation Facilities*, for tactile symbols. However, I do not see any requirement that the “HELP” key have a tactile symbol? Is this key to remain without any

Attachment A

tactile symbol? (If so, how are visually impaired individuals able to know WHAT Function this key performs?) *Section 707.6.3.2* specifically addresses the ENTER key, CLEAR key, CANCEL key, ADD Value key and DECREASE Value key.

4. **COINS ACCEPTED/BILLS ACCEPTED** – Both the Coins and Bills slots have the required BRAILLE. The Bills slot has raised numbers to assist visually impaired customers who wish to use cash. However, we noticed that the COINS slot does not have any raised numbers to indicate what type of coins are accepted. The pictures to the right of the COIN slot show a dime, nickel, quarter, fifty-cent piece and dollar. It looks like pennies are not accepted. Should there be a tactile symbols (i.e., \$0.25, etc.) added to the COIN slot to inform visually impaired customers what coins are accepted?

Consideration of simple instructions for the TVM in Braille on a placard to be placed on the side of the TVM in addition to large font written instructions.

Ms. Elsea stated at the previous meeting, Ms. Granados-Boyce challenged the team to find the head-phone jack but she was unable to find it. Ms. Granados-Boyce stated she would show Ms. Elsea after the meeting.

15. DISCUSSION OF CALL STOP ANNOUNCEMENTS

Chair Elsea requested a title change to “Discussion of Bus Stop Identification.”

Mr. Aguirre questioned if there were still issues with the announcements. Mr. Burns stated the problem was intermittent but that he was still finding silent buses in the station and there is sometimes a very short time between when the bus starts, the announcement is made and when it departs. Ms. Elsea said that this was especially true with lane 4 where there was also confusion when multiple buses start at the same time.

Ms. Gunther agreed that this happens particularly in lane 4. She also expressed concern with buses not pulling all the way up the lane when they enter and has seen instances where buses block the walkway. Ms. Gouveia stated that there was communication to drivers and supervisors about buses pulling all the way forward and she would look into that report. Ms. Gouveia asked if there seemed to be a pattern to the silent buses. Mr. Burns and Ms. Elsea agreed that it seemed to be during the week days.

16. COMMUNICATIONS TO THE SANTA CRUZ METRO CEO

Mr. Hagen suggested writing a letter of thanks to the CEO for participating in MAC. After a short discussion, it was decided that Chair Elsea would compose a letter to the CEO.

17. COMMUNICATIONS TO THE SANTA CRUZ METRO BOARD OF DIRECTORS

Letter composed from request in Item 10.

18. DISTRIBUTION OF VOUCHERS

Mr. Aguirre distributed the vouchers.

19. ITEMS FOR NEXT MEETING AGENDA

Discussion on changes to Routes 72 and 77

20. ADJOURNMENT

Meeting adjourned at 7:40pm.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 12, 2014

TO: Board of Directors

FROM: Alex Clifford, CEO 

**SUBJECT: ACCEPT AND FILE SANTA CRUZ COUNTY REGIONAL
TRANSPORTATION COMMISSION MEETING MINUTES FROM
OCTOBER 2, 2014 AND NOVEMBER 6, 2014 REFLECTING VOTING
RESULTS FROM SANTA CRUZ METRO APPOINTEES**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the minutes the Santa Cruz County Regional Transportation Commission (SCCRTC).

II. SUMMARY OF ISSUES

- Per the action taken by the Board of Directors, staff is providing the minutes from the most recent meetings of the SCCRTC.
- Each month staff will provide the minutes from the previous SCCRTC meetings.

III. DISCUSSION

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

IV. FINANCIAL CONSIDERATIONS

N/A

V. ATTACHMENTS

Attachment A: Minutes of the October 2, 2014 Regular SCCRTC Meeting

Attachment B: Minutes of the November 6, 2014 Regular SCCRTC Meeting

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Attachment A



Santa Cruz County Regional Transportation Commission

Minutes

**Thursday, October 2, 2014
9:00 a.m.**

**County Board of Supervisors Chambers
701 Ocean Street, 5th Floor
Santa Cruz, CA**

1. Roll call

The meeting was called to order at 9:04 a.m.

Members present:

Brandy Rider (ex-officio)	Dennis Norton
Don Lane	Randy Johnson
Eduardo Montesino	Greg Caput
Neal Coonerty	Zach Friend
John Leopold	Virginia Johnson (alt.)
Dene Bustichi	Daniel Dodge
Lynn Robinson	

Staff present:

George Dondero	Luis Mendez
Jason Laning	Yesenia Parra
Karena Pushnik	Grace Blakeslee
Daniel Nikuna	Tegan Speiser
Ginger Dykaar	Rachel Moriconi

2. Oral communications - none

3. Additions or deletions to consent and regular agendas

Replacement pages for Items 10 and 24 were distributed. Item 9 was pulled from the Consent Agenda and moved to the end of the Regular Agenda.

CONSENT AGENDA

Commissioner Leopold moved and Commissioner Lane seconded the consent agenda as amended. The motion passed unanimously, with Commissioners Norton, Lane, R. Johnson, Montesino, Caput, Coonerty, Leopold, V. Johnson, Bustichi, and Robinson voting "aye."

MINUTES

4. Approved draft minutes of the September 4, 2014 Regional Transportation Commission meeting
5. Accepted draft minutes of the September 11, 2014 Budget and Administration/ Personnel Committee meeting
6. Accepted draft minutes of the September 10, 2014 Safe on 17/Traffic Operations System meeting

POLICY ITEMS

No consent items

PROJECTS and PLANNING ITEMS

7. Approved appointments and reappointments of members to the Elderly and Disabled Transportation Advisory Committee
8. Approved 2014 Caltrans Planning Grant Applications (**Resolution 02-15**)

BUDGET AND EXPENDITURES ITEMS

9. Accept status report on Transportation Development Act (TDA) revenues – *moved to end of Regular Agenda*
10. Accepted FY13-14 SCCRTC Annual Internal Financial Statements

ADMINISTRATION ITEMS

11. Approved the Regional Transportation Commission meeting schedule for 2015
12. Approved CalPERS health benefit contribution rates for plan year 2015 (**Resolution 03-15**)
13. Accepted Application for Leave to Present Late Claim from Lisa Wheeler

INFORMATION/OTHER ITEMS

14. Accepted monthly meeting schedule
15. Accepted correspondence log
16. Accepted letters from RTC committees and staff to other agencies
 - a. Letter to CalEPA and ARB regarding "Disadvantaged Communities" and Cap-and-Trade programs
17. Accepted miscellaneous written comments from the public on RTC projects and transportation issues
18. Accepted information items
 - a. President's Special Acknowledgement Award – Property/Liability Program
 - b. President's Special Acknowledgement Award – Workers' Compensation Program

REGULAR AGENDA

19. Commissioner reports – oral reports

Commissioners discussed participation on Bike-to-Work day.
20. Director's report – oral report

Director George Dondero presented his report. He discussed the posting of the revised RTC Rules and Regulations, and his attendance at a recent CalCOG meeting in Sacramento and the Rail-Volution conference in Minneapolis.

Commissioners discussed topics from the CalCOG meeting and the details of Sandy Lydon's history walks along the rail line.
21. Caltrans report and consider action items

Brandy Rider, Caltrans, presented her report.

Commissioner Dodge arrived to the meeting.
22. Recognition of Senior Transportation Planner Karena Pushnik for service to the Elderly and Disabled Transportation Advisory Committee

Transportation Planner Grace Blakeslee and Veronica Elsea from the Elderly and Disabled Transportation Advisory Committee recognized Senior Transportation Planner Karena Pushnik for her service to the Elderly and Disabled Transportation Advisory Committee.

23. Pedestrian Safety Work Group's Pedestrian/Motorist Brochure

Senior Transportation Planner Karena Pushnik presented her report.

Veronica Elsea from the Pedestrian Safety Work Group presented the brochure, "What Pedestrians and Motorists Want Each other to Know."

Commissioners discussed: whether the guidelines are consistent with state law; placing copies in libraries and on METRO buses; the possibility of creating a video with the same subject matter; that the brochure should be printed in Spanish; and how the brochure will serve the visually impaired community.

Commission Alternate V. Johnson moved and Commissioner Leopold seconded to approve printing and release of the brochure developed by the Pedestrian Safety Work Group titled "What Pedestrians and Motorists Want Each Other to Know." The motion passed unanimously, with Commissioners Norton, Lane, R. Johnson, Montesino, Caput, Coonerty, Leopold, V. Johnson, Bustichi, Dodge, and Robinson voting "aye."

24. Amendments to the Fiscal Year (FY) 2014-15 Budget and Work Program and 2014 Regional Transportation Improvement Program (RTIP)

Deputy Director Luis Pavel Mendez presented his report.

Commissioner Friend arrived to the meeting and Commissioner Coonerty left the meeting.

Commissioners discussed: clarification of STA funds and what they can be used for; concerns regarding using TDA funds for the RTC's reserve fund, and the process by which the establishment of a reserve fund was approved; the possibility of using other funds for the RTC's reserve fund; how revenues from rail property leases are used; clarification about carryovers for the rail line bridge work; and whether funding has changed for auxiliary lane projects.

Commissioner Leopold moved and Commissioner Norton seconded, as amended by the replacement pages distributed at the meeting, to:

1. Approve the proposed amended fiscal year (FY) 2014-15 Budget and Work Program;
2. authorize the Executive Director to adjust Transportation Development Act (TDA) and State Transit Assistance (STA) revenue payments to recipients consistent with the amended FY 2014-15 RTC budget;
3. exchange federal Regional Surface Transportation Program (RSTP) funds for state RSTP Exchange as shown on budget page 14; and
4. amend the 2014 Regional Transportation Improvement Program (RTIP) to reflect the exchange of funds and other project updates as requested by project sponsors and shown in Exhibit B of Attachment 1.

Commissioner Robinson proposed an amendment to the motion to direct the Budget and Administration/Personnel Committee to review the sources used for establishing the RTC's reserve fund and return to the Commission with any recommended changes.

Commissioners Leopold and Norton accepted the amendment to the motion. The motion passed (**Resolution 04-15**), with Commissioners Norton, Lane, Montesino, Caput, Friend, Leopold, V. Johnson, Bustichi, Dodge, and Robinson voting "aye," and Commissioner R. Johnson voting "no."

- 24.1 Accept status report on Transportation Development Act (TDA) revenues –
moved from consent agenda

Commissioner Bustichi moved and Commissioner Lane seconded to accept the status report on Transportation Development Act (TDA) revenues. The motion passed unanimously, with Commissioners Norton, Lane, R. Johnson, Montesino, Caput, Friend, Leopold, V. Johnson, Bustichi, Dodge, and Robinson voting "aye."

25. Adjourn to special meeting of the Service Authority for Freeway Emergencies

No agenda items this month

26. The meeting adjourned at 10:21 a.m. Next meetings

The next RTC meeting is scheduled for Thursday, November 6, 2014 at 9:00 a.m. at the Watsonville City Council Chambers, 275 Main Street, Suite 400, Watsonville, CA.

The next meeting of the Transportation Policy Workshop is scheduled for Thursday, October 16, 2014 at 9:00 a.m. at the RTC Offices, 1523 Pacific Avenue, Santa Cruz, CA.

Respectfully submitted,

Jason Laning, Staff

Attendees

Alex Clifford
Guy Preston
Mark Dettle
Veronica Elsea

Santa Cruz METRO
GCD
City of Santa Cruz
E&D TAC

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Attachment B



Santa Cruz County Regional Transportation Commission

Minutes

**Thursday, November 6, 2014
9:00 a.m.**

**Watsonville City Council Chambers
275 Main St, 4th Floor
Watsonville, CA**

1. Roll call

The meeting was called to order at 9:03 a.m.

Members present:

Brandy Rider (ex-officio)	Don Lane
Dennis Norton	Eduardo Montesino
Greg Caput	Neal Coonerty
Zach Friend	Bruce McPherson
Daniel Dodge	Lynn Robinson
Dave Reid (Alt.)	Randy Johnson
Dene Bustichi	

Staff present:

George Dondero	Luis Mendez
Tegan Speiser	Yesenia Parra
Cory Caletti	

2. Oral communications –

Commissioner Caput asked about the status of the railroad crossing between Hwy 129/Riverside road and Walker Street in Watsonville and the timing of getting the pavement fixed. Staff noted that the rail road operator is currently working with the Caltrans for the traffic management permit.

3. Additions or deletions to consent and regular agendas

A handout for Item 19 and replacement page for Item 21 were distributed.

CONSENT AGENDA

Commissioner Robinson moved and Commissioner McPherson seconded the consent agenda. The motion passed unanimously, with Commissioners Lane, Robinson, McPherson, Montesino, Caput, Coonerty, Friend, Dodge, Bustichi, Norton, Johnson, Reid (Alt.) voting "aye."

MINUTES

4. Approved draft minutes of the October 2, 2014 Regional Transportation Commission meeting
5. Accepted draft minutes of the October 14, 2014 Elderly and Disabled Transportation Advisory (E&DTAC) Committee meeting
6. Accepted draft minutes of the October 16, 2014 Interagency Technical Advisory Committee (ITAC) meeting
7. Accepted draft minutes of the October 20, 2014 Bicycle Advisory Committee meeting

POLICY ITEMS

No consent items

PROJECTS and PLANNING ITEMS

8. Approved appointment of member to the Elderly and Disabled Transportation Advisory Committee

BUDGET AND EXPENDITURES ITEMS

9. Accepted status report on Transportation Development Act (TDA) revenues
10. Approved FY14-15 Transportation Development Act (TDA) Claim for the RTC Administration, Planning and Operations (**Resolution 06-15**)
11. Approved Transportation Development Act (TDA) Article 8 Allocation Requests from the County of Santa Cruz (**Resolution 05-15**)

ADMINISTRATION ITEMS

12. Approved rejection of claim from Lisa Wheeler

INFORMATION/OTHER ITEMS

13. Accepted monthly meeting schedule
14. Accepted correspondence log
15. Accepted letters from RTC committees and staff to other agencies - *none*
16. Accepted miscellaneous written comments from the public on RTC projects and transportation issues
17. Accepted information items
 - a. Joint letter from national organizations calling for federal transportation funding to meet local needs

REGULAR AGENDA

18. Commissioner reports– oral reports- none
19. Director's report – oral report

Director George Dondero presented his report. He discussed the adoption of the Monterey Bay Sanctuary Scenic Trail Network Master Plan (MBSSTN) by the City of Watsonville on October 14th. He noted that the RTC contributed \$1,040,000 and the Land Trust contributed \$260,000 to the City of Watsonville to construct a 4,000 foot segment of the MBSSTN trail from Lee road to their slough trail. He also noted that at the 2015 Transportation Research Board (TRB) Conference in Washington DC the Sustainable Transportation Analysis and Rating System (STARS) will be discussed, RTC Transportation Planner Ginger Dykaar will be presenting a white paper on performance measures and he will be part of a panel, he gave a status update on the La Selva Beach rail line bridge construction and noted a completion date of mid to late January 2015. Work also began on 2 other bridges, the timber trestle next to Sumner Avenue, and the burned out short bridge in Wilder Ranch.

Commissioner McPherson thanked the City of Watsonville for adopting the MBSSTN Master Plan he said that this was a great example of cooperative efforts between private entities and government agencies. Commissioners also discussed cost damages to the bridge construction consultants due to a later completion date. Staff noted that the RTC agreed to an extension without damages.

20. Appoint nominating committee for 2015 RTC Chair and Vice Chair

The Chair appointed Commissioners Friend, Coonerty and Montesino.

21. Caltrans report and consider action items

Brandy Rider noted that Caltrans will be hosting a workshop on November 18th from 3:30-5:30 in Salinas at the Cesar Chavez Library. The focus is the 2015 update to the Interregional Transportation Strategic Plan. Caltrans encourages cities and counties with interregional projects to come and be part of the discussion. A webinar is also scheduled for Wednesday, November 12th from 1:30-2:30. Brandy will send webinar information to the RTC for distribution.

Commissioner Caput asked Caltrans to consider waiving the fee of \$500 for the Veterans Day parade that goes through Main Street in Watsonville for future years. He thanked Caltrans for waving this year's fee. He also asked for a fee waiver for the Lady of Fatima parade. Brandy will do research and contact Commissioner Caput directly.

22. Project Updates from City of Watsonville Public Works – oral presentation

Murray Fontes, City of Watsonville Principle Engineer discussed several completed and planned projects in Watsonville including: reconstruction of roadway, increased safety for pedestrians and bicycle riders, roadway preservation, pedestrian improvements, traffic control, congestion relief and a rail trail.

23. Mural for railroad bridge abutment in Aptos

Deputy Director Luis Mendez presented the staff report.

Commissioners discussed the challenges that came with the rail line ownership related to maintenance and graffiti abatement and concerns with road diversion on this busy intersection during the mural painting. Commissioners shared their excitement about having the community involvement with the rail line and the use of local artists. They also discussed the process for mural requests and agreed that all request should come before the Commission.

Brian Peoples, Aptos resident, fully supports this mural because this location is a center piece of Aptos. Thanked Steve Allen for his contribution and work for the community and that the rail line is a valuable piece of property and has potential for revenues.

Commissioner Friend moved and Commissioner Robinson seconded the staff recommendation to approve the request to paint a mural on the western abutment wall of the railroad bridge over Soquel Drive at Spreckles Drive in Aptos depicting apple crates with labels used for apples that were grown in Aptos over a background of apple orchards and packing houses. The motion passed unanimously, with Commissioners Norton, Lane, Robinson, Montesino, Caput, Coonerty, Bustichi, Dodge, Johnson, McPherson, Friend and Reid (Alt.) voting "aye."

24. Monterey Bay Sanctuary Scenic Trail Network (MBSST) - Private funding and volunteer labor

Senior Transportation Planner Cory Caletti presented the staff report.

Commissioners discussed the need for uniformity, design standards, private funding for this type of project that could significantly reduce the amount of time to build certain segments or pieces of segments, the importance of access and liability agreements, guidelines for special events, handling of volunteer work, who will own the funds held at the Community Foundation if the full campaign is not successful, and concerns with the Land Trust's ability to follow through on this fundraising campaign.

Commissioner Bustichi moved and Commissioner Lane second to:

1. Approve a policy for receiving private funds for the Monterey Bay Sanctuary Scenic Trail Network (MBSSTN);
2. Authorize the Executive Director to enter into a memorandum of understanding with the Land Trust of Santa Cruz County;

Motion passed unanimously, with Commissioner Lane, Bustichi, McPherson, Friend, Coonerty, Caput, Montesino, Dodge, Robinson, Johnson, Norton and Reid (Alt.) voting "aye."

25. Update on Commute Solutions and Cruz511

Senior Transportation Planner Tegan Speiser presented the staff report.

Commissioners discussed the opportunity to work with big technology companies over the hill that would be interested in park and ride lots, the need to continue to work with local schools to reduce congestion, using changeable signs to promote Cruz511 and the process for submitted hazard reports.

Commissioner Robinson moved and Commissioner Lane seconded the staff recommendation to accept the report on the Commute Solutions and the Cruz511 project. The motion passed unanimously, with Commissioners Norton, Lane, Robinson, Montesino, Caput, Coonerty, Bustichi, Dodge, Johnson, McPherson, Friend and Reid (Alt.) voting "aye."

26. Adjourned to special meeting of the Service Authority for Freeway Emergencies at 10:53 am.
27. Adjourned SAFE meeting at 10:56 am
28. Reconvene to RTC meeting at 10:56 am
29. Review of items to be discussed in closed session

Commissioners adjourned to closed session at 10:57 am

CLOSED SESSION

30. Conference with legal counsel—anticipated litigation. Significant Exposure to Litigation to be considered for one case pursuant to Government Code Section 54956.9 (d)(2).
31. Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8. Property: 1523 Pacific Ave. and 1101 Pacific Ave. Suite 320, Santa Cruz, CA.

Agency Negotiator:	George Dondero, Luis Mendez, Yesenia Parra
Negotiation Parties:	Louis Rittenhouse
Under Negotiation:	Lease Price and Terms

OPEN SESSION

32. Report on closed session

Commissioners reconvened to open session at 11:35 and there was no closed session report.

33. The meeting adjourned at 11:36 am. Next meetings

The next RTC meeting is scheduled for Thursday, December 4, 2014 at 9:00 a.m. at the County Board of Supervisors 701 Ocean St., 5th floor Santa Cruz CA

The next meeting of the Transportation Policy Workshop is scheduled for Thursday, November 20, 2014 at 9:00 a.m. at the RTC Offices, 1523 Pacific Avenue, Santa Cruz, CA.

Respectfully submitted,

Yesenia Parra, Administrative Services Officer

Attendees

Alex Clifford	Santa Cruz METRO
Brian People	
Kelly McClendon	Caltrans
Brook Miller	County Counsel
Murray Fontes	City of Watsonville
Maria Esther Rodriguez	City of Watsonville



DATE: December 12, 2014
TO: Board of Directors
FROM: Thomas Hiltner, Grants/Legislative Analyst
SUBJECT: **ACCEPT AND FILE STATUS REPORT OF ACTIVE GRANTS AND
SUBMITTED GRANT PROPOSALS FOR DECEMBER 2014**

I. RECOMMENDED ACTION

This report is for informational purposes only. Active grants and grant proposals are current as of December 2014. No action is required.

II. SUMMARY OF ISSUES

- Santa Cruz METRO relies upon grant funding for more than 30% of its FY15 operating revenue and 96% of its FY15 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 \$38,363,002.
- Santa Cruz METRO staff is developing new applications totaling \$7,170,144 for new projects.

III. DISCUSSION/BACKGROUND

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



Active grant awards for operating and capital projects total \$38,095,002, a decrease of approximately \$20,000 from November due to closeout of the \$200,000 Air District grant for the second LCNG tank and the addition of a supplemental payment of \$179,378 in FY14 TDA funds from the Santa Cruz County Regional Transportation Commission.

The unspent balance of active grants is \$25,566,321, a decrease of approximately \$622,171 due to project progress payments. Please see Attachment A.

Current grant applications request \$7,140,144 an increase of approximately \$270,000 due to the addition of the new grant application to Caltrans for ParaCruz vans. Please see Attachment B.

V. ALTERNATIVES CONSIDERED

There are no alternatives to consider.

VI. ATTACHMENTS

Attachment A:

Santa Cruz METRO Active Grants Status Report as of December 3, 2014

Attachment B:

Santa Cruz METRO Grant Applications as of December 3, 2014

APPROVED:



Alex Clifford, CEO/General Manager

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Attachment A

Santa Cruz METRO
Active Grants as of December 3, 2014

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Local Share	Grant Status
1	FY13 Transit Security Projects Expiration: 3/31/16	Video Surveillance and Lighting at remaining METRO Facilities	\$ 440,505	\$ 279,521	-	Fiber optic cable installed from Watsonville Transit Center to Watsonville trunk line junction at the City Hall parking deck. \$ Grant Balance as of 12/3/14.
2	FY12 Transit Security Projects Expiration: 3/31/15	Land Mobile Radio system	\$ 440,505	\$ 333,439	-	Day Wireless is under contract to install land-mobile radio system by 2/4/15. Anticipated delay in obtaining lease agreement from CDF/COF will require a contract extension. Grant Expires 3/31/15. \$ Grant Balance as of 12/3/14.
3	FTA 5309 State Good Repair grant for Buses and Mobile Data Computers Expiration: None	Purchase 6 new CNG replacement buses; purchase 42 Mobile Data Computers for ParaCruz	\$ 2,814,538	\$ 2,477	61,484	Buses and MDCs Delivered and Paid. Remaining tasks include GPS completion, outstanding Trapeze invoice for PaaraCruz. 6 NewFlyer Buses are in service. Unobligated balance of approximately \$27,000 will be used for spare parts. The Project will be completed no later than 12/31/14. \$ Grant Balance as of 12/3/14
4	FY 11/12 Proposition 1B - State and Local Partnership Program (SLPP)	CTC	\$ 5,812,000	\$ 3,171,876	\$ 3,171,876	CTC approved \$5.812 M allocation 8/22/12 for construction of Judy K. Souza Operations Building. Lewis C. Nelson is installing retaining walls and preparing to
5	FY10 - 13 PTMISEA funds (Public Transportation Modernization, Infrastructure and Service Enhancement Act) Expiration: 6/30/17	MetroBase development, Judy K. Souza Operations Facility	\$ 12,010,147	\$ 8,112,051	-	PTMISEA funds through FY13 are for the MetroBase phase II project, JKS Operations Facility including the temporary operating facility. \$ Grant Balance as of 12/3/14.

Attachment A

Santa Cruz METRO
Active Grants as of December 3, 2014

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Local Share	Grant Status
6	Pacific Station Design Engineering FTA 5309 Expiration: None	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 396,000	\$ 114,909	\$ 28,727	Group 4 and METRO presented design alternatives at 60% completion. Consideration of adjacent Devcon project design and schedule will postpone the final presentation for BOD selection of a preferred alternative until 3/14. Grant Balance as of 12/3/14.
7	Pacific Station Design Engineering FTA 5309 Expiration: 9/30/15	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 490,000	\$ 279,448	\$ 69,862	Group 4 and METRO presented design alternatives at 60% completion. Consideration of adjacent Devcon project design and schedule will postpone the final presentation for BOD selection of a preferred alternative until 3/14. Grant Balance as of 12/3/14.
8	FY14 FTA 5304 Planning Internship Expiration: 8/31/16	Hire a student intern to gain experience in public transit planning.	\$ 40,281	\$ 33,692	\$ 4,365	Caltrans awarded Internship grant 8/13/13 for \$40,281. METRO is recruiting 2 more interns to complete the project. \$ Grant Balance as of 12/3/14.
9	FY14 Caltrans FTA 5304 Planning Grant Expiration: unknown	METRO assistance to RTC Passenger Rail Study .	\$ 18,000	\$ 16,270	\$ -	RTC pass-through from Caltrans \$250,000 feasibility study. At the 9/4/14 RTC meeting, Fehr & Peers presented scenarios and metrics for evaluation. RTC staff completed initial public outreach. Final report by 6/15/15. \$ Grant Balance as of 12/3/14.

Attachment A

Santa Cruz METRO
Active Grants as of December 3, 2014

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Local Share	Grant Status
10	2014 Regional Surface Transportation Program (RSTP) Expiration: 6/30/15	Mainline Routes Run-Time Recalibration	\$ 30,000	\$ 15,385	\$ -	Project began on 3/17/14. Planning will conduct 2nd round of time check surveys and recommend changes to the board in January. \$ Grant Balance as of 12/3/14.
11	2014 Surface Transportation Improvement Program (STIP) Expiration: 2/20/15	ParaCruz Van Replacements	\$ 345,000	\$ 345,000	\$ 86,000	Caltrans executed a Program Supplement with METRO for \$345,000 on 9/25/14 for ParaCruz van Replacements. METRO must obligate funds with a purchase contract by 2/20/15. Procurement is initiating a buy from the State contract. \$ Balance as of 12/3/14.
12	FY15 TDA/STA Operating Assistance Expiration: None	FY15 TDA/STA Operating Assistance.	\$ 9,246,726	\$ 6,850,954	\$ 6,850,954	RTC Resolution approved TDA/STA claim on 5/1/14 for operating revenue. RTC paid the FY15 TDA & STA first quarter revenue and a \$179,199 supplemental carryover from FY14. \$ Grant Balance as of 12/3/14.
13	Feasibility Study of Downtown Circulator (Santa Cruz) Expiration: 6/30/17	Grant for a consultant feasibility study of downtown circulator with consideration of electric buses in Santa Cruz.	\$ 74,749	\$ 74,749	\$ 9,684	Grant was awarded 5/28/14. Project will kick-off January 2015. \$ Grant Balance as of 12/3/14.

Attachment A

Santa Cruz METRO
Active Grants as of December 3, 2014

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Local Share	Grant Status
14	FY15 Caltrans FTA 5304 Planning Grant pass-through to METRO. Expiration: 3/3/17	METRO assistance to RTC User-Oriented Transit Travel Planning Project.	\$ 4,338	\$ 4,338	\$ -	RTC Project Manager has not initiated the project. METRO to be reimbursed \$4,338 for up to 100 staff hours. \$ Grant Balance as of 12/3/14.
15	FY14 FTA 5307 Urbanized Area Formula Funds Grant Executed 9/26/14	FY14 Urban Operating Assistance	\$ 5,478,097	\$ 5,478,097	\$ -	Grant executed 9/26/14 and drawdown. This project is complete with the grant to close in January.
16	2013 FTA 5339 Formula Funds Expires: 9/30/16	Rolling Stock	\$ 454,116	\$ 454,116	\$ 112,981	Caltrans executed the Supplemental Agreement with METRO on 10/22/14.
		Total	\$ 38,095,002	\$ 25,566,321	\$ 10,395,933	

Attachment B

Santa Cruz METRO
Applications as of December 3, 2014

#	Application Date	Grant	Description	\$ Grant	Local Share	Funding Source	Status of Award
1	12/1/2014	FY15/16 Caltrans 5310 cycle	Four ParaCruz Expansion Vans for Elderly/Disabled program beyond ADA requirements. \$13M statewide	\$ 268,000	\$ -	FY15 FTA 5310	Application submitted 12/1.
2	10/31/2014	FY15/16 Caltrans Sustainable Transportation Planning	Joint project w/Monterey Salinas Transit to study feasibility of operating Buses on Highway 1 road shoulder, subject to Board approval. \$8.3M statewide	\$ 209,473	\$ 27,140	FY15 FTA 5304	Caltrans, CHP, METRO, AMBA G,MST partnership submitted the application 10/31/14. Grant Awards notice expected in February.
3	10/31/2014	FY15/16 Caltrans Sustainable Transportation Planning	Study feasibility of operating Bus Rapid Transit (BRT) on the RTC Rail right-of-way. \$8.3M statewide	\$ 218,520	\$ 28,635	FY15 FTA 5304	METROsubmitted the application 10/31/14. Grant awards notice expected in February.
4	7/14/2014	FY15 PTMISEA Award/Payment Anticipated: December 2014 Anticipated Expiration: 6/30/17	Funds allocated to Pacific Station subject to Board approval.	\$ 5,821,379	\$ -	Proposition 1B	Caltrans announced award of \$5,821,379 on 11/18/14 with ~\$55,000 to be added later from Caltrans unspent overhead.
5	5/12/2014	FY14 FTA 5311 Rural Area formula Operating Assistance Award Anticipated: September 2014	Operate Rural Service in Santa Cruz County	\$ 212,267	\$ 275,112	FTA 5311	Application submitted to Caltrans 5/12/14. No contract agreement as of 12/3/14.
6	1/15/2014	FY14 Transit Security Projects Award Anticipated: October 2014	Comprehensive Security and Surveillance	\$ 440,505	\$ -	FY14 Prop 1B CTSGP funds from Cal-OES	Received Notice of Project Eligibility on 1/27/14. Financial Management Forms Workbook to be submitted. This is an advance payment grants.
			Total	\$ 7,170,144	\$ 330,887		

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DATE: December 12, 2014
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
**SUBJECT: CONSIDERATION OF RESOLUTION APPROVING THE FY15
REVISED CAPITAL BUDGET**

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- The Board of Directors adopted the FY15 Capital Budget on June 27, 2014
- Since adopting the FY15 Capital Budget, there have been new grant awards and changes to current projects that require a revised budget

III. DISCUSSION/BACKGROUND

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

Since the FY15 Capital Budget was adopted, there have been grants awarded resulting in new capital projects, changes to existing projects, and some of the projects have been eliminated.

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

IV. FINANCIAL CONSIDERATIONS/IMPACT

The current adopted FY15 Capital Budget totals \$20,861,899. The FY15 Revised Capital Budget – Reconciliation by Project as of December 12, 2014 (**Attachment C**) lists the detail of changes by project since adoption on June 27, 2014. The revised budget totals \$21,769,822; a net increase of \$907,923.

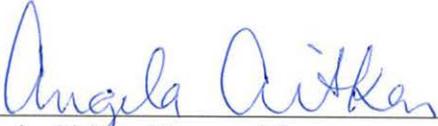
V. ALTERNATIVES CONSIDERED

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

VI. ATTACHMENTS

- Attachment A:** FY15 Revised Capital Budget Resolution
- Attachment B:** FY15 Revised Capital Budget
- Attachment C:** FY15 Revised Capital Budget – Reconciliation by Project as of December 12, 2014

APPROVED:



Angela Aitken, Finance Manager



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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Attachment A

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

Resolution No. _____

On the Motion of Director _____

Duly Seconded by Director _____

The following Resolution is adopted:

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

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

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

PASSED AND ADOPTED this 12th day of December 2014, by the following vote:

AYES: Directors -

NOES: Directors -

ABSENT: Directors -

ABSTAIN: Directors -

Approved _____

DENE BUSTICHI

Board Chair

ATTEST _____

ALEX CLIFFORD,
CEO, General Manager

APPROVED AS TO FORM:

LESLYN SYREN
District Counsel

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
REVISED FY15 CAPITAL BUDGET
AS OF DECEMBER 12, 2014

PROJECT/ACTIVITY	OPERATING / CAPITAL RESERVES	PLEDGED - STA - SLPP BACKFILL (1)	RESTRICTED - SAKATA/LAW SUIT PROCEEDS	RESTRICTED - STA	RESTRICTED - STATE BOND FUNDS (1B) (2)	RESTRICTED - FY11 PTMISEA (1B)	TOTAL
Estimated Balance @ December 31, 2013:	\$ 11,000,000	\$ 3,012,000	\$ 1,335,000	\$ 575,000	\$ 930,000	\$ 10,400,000	\$ 27,252,000
Grant-Funded Projects							
MetroBase Project - Operations Bldg. (STA, SLPP, SAKATA, PTMISEA)	\$ 3,012,000	\$ 3,012,000	\$ 1,335,000	\$ -	\$ -	\$ 8,400,000	\$ 15,759,000
MetroBase Project - Phase II - Real Estate Acquisition (SAKATA, PTMISEA)					\$ 489,495	\$ 2,000,000	\$ 2,000,000
Video Surveillance Project - CCTV (STATE-1B BOND)					\$ 440,505		\$ 489,495
Land Mobile Radio Project - LMR (STATE-1B BOND)							\$ 440,505
Pacific Station/Metro Center - Conceptual Design (RESERVES, STA)	\$ 462,649						\$ 462,649
Pacific Station/Metro Center - Conceptual Design / MOU w/ City of SC (RESERVES, FTA)	\$ 220,500						\$ 220,500
State of Good Repair #2 - 6 Buses, 42 MDC's (RESERVES, FTA)	\$ 231,790						\$ 231,790
Watsonville Transit Center - Conceptual Design (RESERVES, STA)	\$ 160,000			\$ 30,000			\$ 190,000
Subtotal	\$ 4,086,939	\$ 3,012,000	\$ 1,335,000	\$ 30,000	\$ 930,000	\$ 10,400,000	\$ 19,793,939
IT Projects							
Replacement IT Equipment (Computers, Laptops, Printers, etc.) (STA)				\$ 10,000			\$ 10,000
HR Software Upgrade (STA) (Partial Funding)				\$ 40,000			\$ 40,000
Subtotal	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000
Facilities Repair & Improvements							
Metro Center Repairs (RESERVES, STA)	\$ 260,000			\$ 26,000			\$ 286,000
Fire Egress at 138 Golf Club (STA)				\$ 50,000			\$ 50,000
Repair SVT (STA)				\$ 44,300			\$ 44,300
Xfr. \$ Bus Stop Repairs / Improvements (RESERVES)	\$ 43,436			\$ 84,065			\$ 127,501
WTC Renovations & Repairs (STA)				\$ 39,000			\$ 39,000
Interactive White Board - ParaCruz (STA)				\$ 3,500			\$ 3,500
Subtotal	\$ 303,436	\$ -	\$ -	\$ 246,865	\$ -	\$ -	\$ 550,301

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
REVISED FY15 CAPITAL BUDGET
AS OF DECEMBER 12, 2014

PROJECT/ACTIVITY	OPERATING / CAPITAL RESERVES	PLEDGED - STA - SLPP BACKFILL (1)	RESTRICTED - SAKATA/LAW SUIT PROCEEDS	RESTRICTED - STA	RESTRICTED - STATE BOND FUNDS (1B) (2)	RESTRICTED - FY11 PTMISEA (1B)	TOTAL
Revenue Vehicle Replacement							
N Paracruz Van (1) & Support Vehicles (12) - (RESERVES, FTA)	\$ 567,097						\$ 567,097
Paracruz Van Replacements (4) (RESERVES, STIP)	\$ 431,250						\$ 431,250
Subtotal	\$ 998,347	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 998,347
Non-Revenue Vehicle Replacement							
D Replace 2 Custodial Vans (STA)				\$ -			\$ -
Replace 3 Relief Vehicles (STA)				\$ 66,000			\$ 66,000
Replace Supervisor Vehicles-2 SUV's (STA)				\$ 21,000			\$ 21,000
Subtotal	\$ -	\$ -	\$ -	\$ 87,000	\$ -	\$ -	\$ 87,000
Fleet & Maint Equipment							
D Small Vehicle Lift - Fleet (STA) per Mike's email 9/9				\$ -			\$ -
N Facility Tooling (STA)				\$ 12,000			\$ 12,000
N Capital Eligible Tool Replacements (STA)				\$ 10,000			\$ 10,000
Refrigerant Recovery Recycle Recharge Machine (STA)				\$ 6,800			\$ 6,800
D Torque-Wrench-Calibration-Tool (STA) per Mike's email 9/9				\$ -			\$ -
Subtotal	\$ -	\$ -	\$ -	\$ 28,800	\$ -	\$ -	\$ 28,800
Office Equipment							
Replace two (2) Photocopier / Scanners (STA)				\$ 52,000			\$ 52,000
T Office Furniture Ergonomic & Distressed Furniture (STA)				\$ 40,000			\$ 40,000
Furniture Suites for new GM & AGM (STA)				\$ 10,000			\$ 10,000
Modular Drawer Cabinets (4) for Facilities Maint Parts (STA)				\$ 8,500			\$ 8,500
Subtotal	\$ -	\$ -	\$ -	\$ 110,500	\$ -	\$ -	\$ 110,500
Misc.							
\$, Xfr Ticket Vending Machine-SLV (1) (RESERVES, STA)	\$ 105,000			\$ 20,935			\$ 125,935
TVM Audible Improvements - Firmware, Braille Placards, and Key Pads (RESERVES)	\$ 25,000						\$ 25,000
Subtotal	\$ 130,000	\$ -	\$ -	\$ 20,935	\$ -	\$ -	\$ 150,935
TOTAL CAPITAL PROJECTS	\$ 5,518,722	\$ 3,012,000	\$ 1,335,000	\$ 574,100	\$ 930,000	\$ 10,400,000	\$ 21,769,822
Estimated Ending Balance @ June 30, 2015:	\$ 5,481,278	\$ -	\$ -	\$ 900	\$ -	\$ -	\$ 5,482,178
* = Add money to existing project							
D = Project Deleted							
N = New to the document							
T = Title Change							
Xfr = Transfer funds							

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 REVISED FY15 CAPITAL BUDGET
 AS OF DECEMBER 12, 2014

PROJECT/ACTIVITY	OPERATING / CAPITAL RESERVES	PLEDGED - STA - SLPP BACKFILL (1)	RESTRICTED - SAKATA/LAW SUIT PROCEEDS	RESTRICTED - STA	RESTRICTED - STATE BOND FUNDS (1B) (2)	RESTRICTED - FY11 PTMISEA (1B)	TOTAL
CAPITAL PROGRAM FUNDING							
PTMISEA (1B)						\$ 10,400,000	\$ 10,400,000
State Transit Assistance (STA)		\$ 3,012,000		\$ 574,100			\$ 3,586,100
Sakata / Lawsuit Proceeds			\$ 1,335,000				\$ 1,335,000
State Security Bond Funds (1B)					\$ 930,000		\$ 930,000
State-Local Partnership program (SLPP)	\$ 3,012,000 (6)						\$ 3,012,000
Federal Grants (FTA)	\$ 1,127,402 (6)						\$ 1,127,402
Statewide Transportation Improvement Program (STIP)	\$ 345,000 (6)						\$ 345,000
Reserved Retained Earnings	\$ 1,034,320						\$ 1,034,320
TOTAL CAPITAL FUNDING BY FUNDING SOURCE	\$ 5,518,722	\$ 3,012,000	\$ 1,335,000	\$ 574,100	\$ 930,000	\$ 10,400,000	\$ 21,769,822
Non-Restricted Funds	\$ 1,034,320						\$ 1,034,320
Restricted Funds	\$ 4,484,402 (6)	\$ 3,012,000	\$ 1,335,000	\$ 574,100	\$ 930,000	\$ 10,400,000	\$ 20,735,502
TOTAL CAPITAL FUNDING	\$ 5,518,722	\$ 3,012,000	\$ 1,335,000	\$ 574,100	\$ 930,000	\$ 10,400,000	\$ 21,769,822

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Attachment C

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

CAPITAL PROJECT	SOURCE	AMOUNT	TOTAL
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Add: Increase funding to Pacific Station Conceptual Design Project	FTA	\$	105,372
	RESERVES	\$	26,343

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

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

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

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

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

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

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

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

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

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

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

Attachment C

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

Attachment C

CAPITAL PROJECT	SOURCE	AMOUNT	TOTAL
Add: Add remaining balance of STA Carryover funds to Bus Stop Repairs / Improvements Project. STA Carryover funds depleted at this time.	STA	\$ 83,000	
Reason: Per discussion at October 30, 2014 Part III Unfunded Capital Budget Meeting - transfer the remaining STA Carryover funds to the Bus Stop Repair / Improvements project			
	FTA	\$ 589,177	
	STA	\$ 117,000	
	RESERVES	\$ 201,746	
TOTAL CAPITAL BUDGET REVISIONS YTD:			\$ 907,923
FY15 REVISED CAPITAL BUDGET AS OF DECEMBER 12, 2014:			\$ 21,769,822

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DATE: December 12, 2014
TO: Board of Directors
FROM: Leslyn K. Syren, District Counsel

SUBJECT: CONSIDERATION OF OWNED AND LEASED PROPERTY INVENTORIES TO DETERMINE IF THERE IS ANY PROPERTY IN EXCESS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S FORESEEABLE NEEDS

I. RECOMMENDED ACTION

That the Board of Directors accept and file Santa Cruz METRO's Property Inventories of Leased and Owned Property for 2014, which includes a determination that Santa Cruz METRO does not own, lease or control any property which is in excess of its foreseeable needs.

II. SUMMARY OF ISSUES

- Santa Cruz Metropolitan Transit District (Santa Cruz METRO) is required on an annual basis to prepare an inventory of properties it holds, owns and controls to determine if any properties are in excess of its foreseeable needs.
- All properties currently leased by Santa Cruz METRO are being used in transit operation for bus maintenance, bus parking, administration and/or facilities maintenance activities.
- All properties currently leased, owned or controlled by Santa Cruz METRO are in transit uses and none of these properties are in excess of Santa Cruz METRO's foreseeable needs

III. DISCUSSION/BACKGROUND

Government Code Section 50569 requires that on or before December 31st of each year, Santa Cruz METRO, a local public agency, make an inventory of all lands held, owned or controlled by it or any of its departments, agencies or authorities to determine what land, including air rights, if any, are in excess of its foreseeable needs. According to the statute, a description of each parcel found to be in excess of its needs should be made a matter of public record.

An inventory of all the properties owned by Santa Cruz METRO, prepared by the Legal Department and reviewed by the Finance Department is set forth in Attachment A. There have been no changes to this list during the calendar year of 2014.

An inventory of properties that Santa Cruz METRO leases from others is set forth in Attachment B. All of the leased property is currently being used for transit operation and related support functions. The properties located at 135 Dubois and 165 Dubois are being

leased by Santa Cruz METRO while the Operations Building is being constructed. Both leases are for 3-year terms and are listed on Attachment B with the lease details including current rent amounts and METRO's current needs for these properties.

According to the applicable statute, any citizen, limited dividend corporation, housing corporation or nonprofit corporation, shall upon request, be provided with a list of the parcels found to be in excess without charge. Because Santa Cruz METRO uses all of its leased and owned property in transit or transit related purposes, no list of excess properties was prepared for adoption.

The Federal Transit Administration Circular 5010.1C requires Santa Cruz METRO to prepare and keep up to date an excess property utilization plan for all property that is no longer needed to carry out the original intended purpose including an explanation for the excess property. Santa Cruz METRO is also required to notify FTA when property is removed from the service originally intended at grant approval and put to additional or substitute uses. At this time, Santa Cruz METRO has no excess property and, therefore, will not be preparing an excess property utilization plan

IV. FINANCIAL CONSIDERATIONS/IMPACT 

The required funding for the properties leased on Attachment B is included in the FY15 current fiscal year's Budget.

V. ALTERNATIVES CONSIDERED

- No action is required; this matter is for reporting only.

VI. ATTACHMENTS

Attachment A: Santa Cruz METRO Deeds

Attachment B: Properties Leased by Santa Cruz METRO

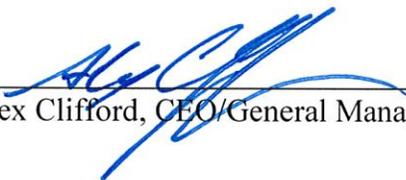
Board of Directors
Board Meeting of December 12, 2014

Prepared By: Leslyn Syren, District Counsel
Date Prepared: December 2, 2014

APPROVED:



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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Attachment A

SANTA CRUZ METRO DEEDS

APN NO.	PARCEL LOCATION	DATE OF ACQUISITION BY SCMTD	ACQUIRED FROM	DESCRIPTION	STATUS OF USE
005-152-05	Santa Cruz, CA 912 Pacific Ave. Santa Cruz	07/16/80	Peerless Stages, Inc.	Pacific Station Multi-Modal Facility	Active transit center
005-152-31	Santa Cruz, CA 920 Pacific Avenue Santa Cruz	09/22/80	Reward Enterprises	Pacific Station Multi-Modal Facility	Active transit center
005-152-30	Santa Cruz, CA 425 Front Street Santa Cruz	12/29/10	Transportation Realty Income Partners, L.P., a Delaware Limited Partnership and Greyhound Lines, Inc., a Delaware Corporation	Paved Parking lot adjacent to Pacific Station	Recent Greyhound Bus Depot; Currently being used for overflow parking of METRO's buses and vehicles; Possible Future Site of renovated and enlarged Pacific Station
008-011-14	Santa Cruz, CA 110 Vernon Street Santa Cruz	08/01/07	Mindi Broughton and Paul Broughton, Broughton Land LLC, A California Limited Liability company	MetroBase Project	Current General Administration offices, IT servers and Facilities Maintenance shop and storage
008-013-07	Santa Cruz, CA 1217 River Street, Santa Cruz	2/29/08	R. Dennis Stewart and Martha A. Stewart, Trustees of the R. Dennis Stewart and Martha A. Stewart Family Trust	MetroBase Project	Previously four empty residential units purchased for the MetroBase project; Currently two remaining houses that will be used for outside contractors' offices during the building phase of the new Operations Building; Site of a METRO Maintenance Facility that adjoins to the current

Attachment A

SANTA CRUZ METRO DEEDS

APN NO.	PARCEL LOCATION	DATE OF ACQUISITION BY SCMTD	ACQUIRED FROM	DESCRIPTION	STATUS OF USE
008-013-08	Santa Cruz, CA 1211 River Street, Santa Cruz	1/31/08	Jan Van Boeschoten, as Trustee of the Jan Van Boeschoten Trust dated October 23, 2006	MetroBase Project	Previously an empty residential unit purchased for the MetroBase project; Currently a paved parking lot being utilized for METRO owned vehicles.
008-013-09 previously 008-013-04 008-013-05 008-013-06	Santa Cruz, CA 120 Golf Club Dr. 138 Golf Club Dr. Santa Cruz	1. 6/24/05 2. 05/19/71 3. 07/7/71	1. The Estate of Yvonne A. Humphrey; Brent J. Bouchard, executor 2. Cecil E. and Minnie M. Woolsey 3. Sally Anne Smith	MetroBase Project Minor Maintenance Shop Location	Active Maintenance Shop; Active Maintenance Facility for CNG repairs; Current Fleet Maintenance, Facilities Maintenance and Purchasing Administration offices
008-032-05 A- formerly 008-032-06	Santa Cruz, CA 1200-A River St. 1200-B River St.	06/15/77 - A 06/25/05 - B	Warren R. French (A) Mabel L. French (A) The 2004 Jeannine M. Gibson, Family Trust, Jeannine Marie Gibson, Trustee (B)	Operations Dept. Location MetroBase Project (A) MetroBase Project (B)	(A) Building site for future Operations Building. and offices; Bus Parking when vehicles are not being used. (B) Current site of MetroBase Fueling Facility and Bus Wash Facility
Bus Stop #2551. No APN listed	Santa Cruz, CA 17 th Ave./Tremont	09/5/89	No. Calif. VOE Elderly Housing, Inc.	17 th & Tremont Bus Stop Donation Live Oak Location	Active bus stop with shelter

Attachment A

SANTA CRUZ METRO DEEDS

022-211-91	Scotts Valley, CA 246 King's Village Road; Bart Cavallaro Transit Center	011/15/96	Church of Latter-Day Saints 13.87% ownership by Scotts Valley Redevelop. Agency	Bart Cavallaro Transit Center Park and Ride Lot Multi-Modal Facility	Active Transit Center
017-011-54	Borders West Lake Ave. & Rodriguez St., Watsonville, CA - Watsonville Transit Center	05/9/86	Crocker National Bank	Watsonville Transit Center Multi-Modal Facility	Active transit center
017-011-57 and 017-011-58 (formerly 51 & 52)	Watsonville, CA Watsonville Transit Center	10/06/88	Allan Louis Alexander Ann Alexander Rando John M. Batisich Joan M. Batisich Janet F. Ryan	Transit-Oriented Mixed Use Facility which includes a Child Care Center	99-year lease with City of Watsonville for \$1.00 per year.
086-102-14	Boulder Creek, CA 17835 China Grade Boulder Creek	04/7/05	Santa Cruz County/The Henry F. Plummer Trust, Henry F. Plummer, Trustee	Easement at China Grade & Hwy 236	Bus Turnaround
No APN # listed	Intersection of Soquel Ave., Soquel Dr. and Highway 1 Santa Cruz County	3/29/88	State of California, Dept. of Transportation	Director's Deed #DD- 47160-1 for 1.312 acres and .037 of an acre for Soquel Park & Ride Lot	Active Park and Ride Lot

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Attachment B

PROPERTIES LEASED BY SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PROPERTY ADDRESS/ LESSOR	TERM	CURRENT MONTHLY RENT	USE OF PROPERTY
115 Dubois Street Santa Cruz, CA IULIANO LLC #2	02/01/05-Beginning 12/31/13 – Ending 01/01/14 – Ext begins 12/31/15- Ext. ends	\$4,000.00/mo \$48,000.00/yr	Bus and vehicle parking
135 Dubois Street Santa Cruz, CA Wave Crest Development Inc., J3D Family Limited Partnership and the Lawrence Michels Family Limited Partnership	02/15/13 – Beginning 02/14/16 – Ending	\$3,500.00/mo \$42,000.00/yr	Bus and vehicle parking
165 Dubois Street Santa Cruz, CA Kim Family Enterprises, LLC	02/15/13 – Beginning 02/14/16 – Ending	\$9,310.00/mo Including NNN and Parking \$111,720.00/yr	Operations Building for dispatch and related administrative uses
2880 Research Park Dr. Soquel, CA Soquel III Associates	09/01/04-Beginning 08/31/09-Ending 09/01/09- Ext. begins 08/31/14- Ext. ends 09/01/14-Ext. begins 08/31/16-Ext. ends	\$13,322.53/mo \$159,870.36/yr	ParaCruz Operations Facility
1200 River Street (small portion) City of Santa Cruz	10/18/04- Beginning 10/17/44- Ending	\$1.00/yr. or \$40.00 due at end of term *100% of taxes and assessments	Future MetroBase facility

Grant of Easement and/or License Agreement

Capitola Mall 1855 41 st Avenue Capitola, CA Macerich Partnership, LP	Perpetual	\$1,839.41/mo \$22,072.92/yr.	Active Transit Center
Felton Faire 6267 Mt. Hermon Rd. Felton, CA Robert Marin and Celeste De Schulthess Marin, Trustees	01/09/13-Beginning 01/08/15-Ending	\$5,000.00/yr.	Operation and maintenance of a bus stop and bus shelter in shopping center

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DATE: December 12, 2014
TO: Board of Directors
FROM: Daniel Zaragoza, Assistant Paratransit Superintendent
SUBJECT: **CONSIDERATION OF AUTHORIZATION TO USE THE CALACT/
MBTA PURCHASING COOPERATIVE CONTRACT FOR THE
PURCHASE OF TWO (2) VEHICLES FOR THE PARACRUZ
DEPARTMENT IN A TOTAL AMOUNT NOT TO EXCEED \$334,787**

I. RECOMMENDED ACTION

Authorize the CEO to use the California CalACT/MBTA Purchasing Cooperative Contract for the Purchase of two (2) Vehicles for the ParaCruz Department in a total amount not to exceed \$334,787.

II. SUMMARY

- Santa Cruz METRO has a need to purchase two Champion 28' Low Floor Buses to replace aging ParaCruz vehicles.
- Staff requests the use of the California Association for Coordinated Transportation/ Morongo Basin Transit Authority (CalACT/MBTA) contract for this procurement as a means of saving money and streamlining the procurement process.
- Staff recommends that the Board of Directors authorize the CEO to use the CalACT/MBTA Purchasing Cooperative contract for the purchase of two vehicles from Creative Bus Sales for an amount not to exceed \$334,787.

III. DISCUSSION/BACKGROUND

Santa Cruz METRO needs to purchase two Champion 28' Low Floor Buses to replace aging vehicles in its ParaCruz fleet. The California Association for Coordinated Transportation (CalACT), together with the Morongo Basin Transit Authority (MBTA), has issued a Purchasing Cooperative contract for vehicle procurement that includes the required vehicles.

Utilizing cooperative purchasing agreements streamlines the procurement process and allows for better pricing than Santa Cruz METRO would normally obtain due to the greater quantities requested in the state bids. The State of California charges a contract usage fee of 1.5% based on the purchase order total before tax or any offered cash discounts.

Staff recommends that the Board authorize the CEO to use the CalACT/MBTA Purchasing Cooperative contract for the purchase of two Champion 28' Low Floor Buses from Creative Bus Sales for a total amount not to exceed \$334,787.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Funds to support this procurement are available under the line item, Paracruz Van Replacements, within the FY15 Capital Budget. Funding for this portion of the project is provided by the 2014 State Transportation Improvement Program (STIP) Grant (\$267,830) and a local match (\$66,957) of Operating/Capital Reserve funds. The remaining \$96,463 will be expensed on Paracruz van replacements at a later date.

V. ALTERNATIVES CONSIDERED

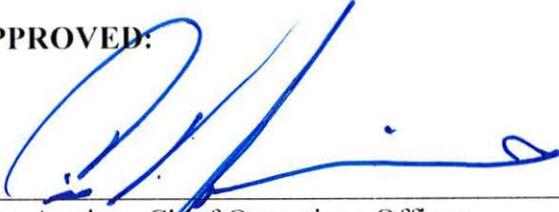
- None. The procurement process would be untimely if staff was to be responsible for defining specifications for the paratransit vehicles, as the STIP Grant requires Santa Cruz METRO to be in contract by February of 2015. Additionally, staff does not have the personnel resources needed to completely describe vehicle specifications in great detail.

VI. ATTACHMENTS

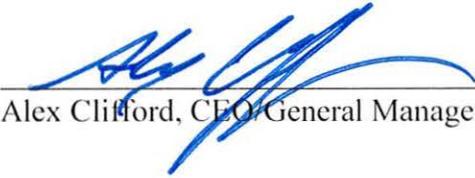
Attachment A: Letter from MBTA on Federal Transit Administration review of CalACT-MBTA Cooperative

Attachment B: Cost summary for the purchase of Champion 28' Low Floor Buses with required options

APPROVED:



Ciro Aguirre, Chief Operations Officer



Alex Clifford, CEO/General Manager

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Attachment A



Morongo Basin Transit Authority (MBTA)
62405 Verbena Road
Joshua Tree, California, 92252
760.366.2986, 760.366.2445 (f)

Re- Federal Transit Administration (FTA) Decision on CalACT-MBTA Cooperative

January 15, 2014

Dear Friends and Colleagues:

We are pleased to announce that the FTA's Office of Chief Counsel has concluded its review of the CalACT-MBTA procurement efforts with a determination that FTA grantees in the State of California may continue to use contracts issued by the Purchasing Cooperative.

The Cooperative recognizes that the partnership between the Association, Caltrans DMT and the State Department of General Services was a key factor in the positive decision made by FTA in this matter.

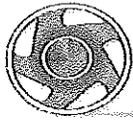
Please contact Jacklyn Montgomery or Dan Mundy at CalACT for additional details at 916.920.8018.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joe Meer', is positioned below the word 'Sincerely,'.

Joe Meer
General Manager, MBTA

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Creative Bus Sales

13501 Benson Avenue · Chino, CA 91710 800.326.2877

Attachment B



El Dorado Bus Sales

29220 Pacific Street · Hayward, CA 94544 888.353.6287

CalACT / MBTA Cooperative Bid

Vehicle Type:	Class F - Champion 28' Low Floor Bus	Commodity #:	
Contact:	Ciro Aguirre	Type of Lift:	<input checked="" type="checkbox"/> Braun <input type="checkbox"/> Ricon
Agency:	Metro Paracruz	Lift Location:	<input checked="" type="checkbox"/> Front <input type="checkbox"/> Rear
Address:	2880 Research Park Drive, Suite 180	Seat Material D-90:	<input type="checkbox"/> Vinyl <input checked="" type="checkbox"/> Cloth <input type="checkbox"/> Repel
City, State, Zip:	Soquel, CA 95073	Seat Color:	Synergy (Cust to pick color)
Phone:		Reflective Stripes:	<input type="checkbox"/> Yes (2" 5" <input type="checkbox"/> No <input type="checkbox"/> Paint
Fax:		Stripe Color:	CUSTOM STRIPES
E-Mail:		Contract Equipment:	

Quantity:	Description	Price	Ext. Price	ADA
1	Class F - Champion 26' Low Floor Bus	\$100,913.00	\$100,913.00	\$26,500.00
1	Telma Brake Retarder	\$8,616.00	\$8,616.00	
1	Ramp - Rear Passenger Area Auto Ramp	\$1,525.00	\$1,525.00	\$0.00
9	Freedman Folding Seat	\$1,071.00	\$9,639.00	\$9,450.00
14	Credits - Seat Delete Per Seat	-\$87.00	-\$1,218.00	\$0.00
1	Dialite Exterior Lights	\$1,122.00	\$1,122.00	
1	Dialite Interior Lights	\$663.00	\$663.00	
4	Additional Mobility Aid Position (w/Tiedowns)	\$811.00	\$3,244.00	\$3,000.00
16	Credit - Standard W/C Track	-\$10.00	-\$160.00	
18	DOC 90 Synergy Cloth Seats	\$31.00	\$558.00	
1	Fare Box Power Pre-Wire	\$178.00	\$178.00	
120	W/C Track Full Length Per Position	\$18.35	\$2,202.00	
1	Removable Diamond Floor Access Plate	\$102.00	\$102.00	
1	Sportwork Bike Rack Stainless Steel	\$2,498.00	\$2,498.00	
1	Ricaro SHS Driver's Seat	\$1,213.00	\$1,213.00	
1	Custom Stripes Per Customer Supplied Pictures	\$3,212.00	\$3,212.00	
2	Wheel Chrome Inserts	\$459.00	\$918.00	
2	Extra Spare Tire and Rim	\$585.00	\$1,170.00	
2	Velvac Mirrors with Rear View Camera RT Side	\$488.00	\$976.00	
1	Backup Camera System W/ Monitor (2 Velvac cameras)	\$1,475.00	\$1,475.00	
2	Lights 7" Amber LED	\$326.00	\$652.00	
2	Lights 7" Red LED	\$326.00	\$652.00	
1	Spare Set of Velvac Mirrors	\$980.00	\$980.00	\$1,250.00
1	Thermo King SLR Roof Mount A/C	\$969.00	\$969.00	
1	Two Way Radio Power wires	\$0.00	\$0.00	
1	Power and Ground for MBTS Unit	\$225.00	\$225.00	
1	Ford Ext Warranty 5yr 100,000 mile \$100.00 Deductable	\$5,195.00	\$5,195.00	
1	Champion Ext Body Warranty 3 yr 50,000 Mile	\$675.00	\$675.00	\$675.00
1	Heater - Add A/C Heat Strip	\$460.00	\$460.00	
1	Credit - Standard Heater 65,000 BTU	\$250.00	\$250.00	
1	Alarm - Ramp When in Use	\$330.00	\$330.00	
1	Kidde Suppression/Detection System	\$5,500.00	\$5,500.00	

	Total		ADA
	Base Price	\$100,913.00	\$40,875.00
	Option Total	\$53,821.00	
	Document Prep Fee	\$80.00	
	Total	\$154,814.00	
	Non-Taxable	\$40,875.00	
	Taxable Amount	\$113,939.00	
Santa Cruz	Tax Total	\$9,969.66	8.750%
	Sub-Total	\$164,783.66	
	Procurement Fee 1.5%	\$2,322.21	
	DMV Estimated Fee	\$0.00	
	Tire Fee	\$12.25	
	Delivery	\$275.00	
	Total	\$167,393.12	
	Number of Units	2	
	Final Total	\$334,786.25	

Metro Paracruz Revision 4



DATE: December 12, 2014
TO: Board of Directors
FROM: Ciro Aguirre, Chief Operations Officer

SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT AMENDMENT WITH ENVIRONMENTAL LOGISTICS INC. FOR INDUSTRIAL WASTE REMOVAL AND EMERGENCY RESPONSE SERVICES TO INCORPORATE CONTRACTOR'S REVISED RATE SHEETS

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO to execute a contract amendment with Environmental Logistics Inc. for Industrial Waste Removal and Emergency Response Services in order to incorporate Contractor's Revised Rate Sheets.

II. SUMMARY

- Santa Cruz METRO has a contract with Environmental Logistics Inc. for Industrial Waste Removal and Emergency Response Services.
- Santa Cruz METRO requested a revised Standard Rate Sheet from Environmental Logistics, Inc. in order to fix rates for additional required services.

III. DISCUSSION/BACKGROUND

Santa Cruz METRO has a contract with Environmental Logistics Inc. for Industrial Waste Removal Services and Industrial Waste Emergency Response Services that was established on May 1, 2014. After services began, it was determined that Environmental Logistics Inc.'s standard rate sheet was not all inclusive of the services required by Santa Cruz METRO due to the wide range of possible needs that occur either only at start up or infrequently thereafter. Santa Cruz METRO requested that Environmental Logistics Inc. revise and expand their Standard Rate Sheet to accommodate such needs.

Staff recommends that the Board of Directors authorize the CEO to execute a contract amendment on behalf of Santa Cruz METRO to incorporate Environmental Logistics Inc.'s rate sheets. Ciro Aguirre, Chief Operations Officer, will serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

This action does not increase the contract authority. Incorporating these rates into the contract will ensure pricing stability of additional services for the initial term of the contract.

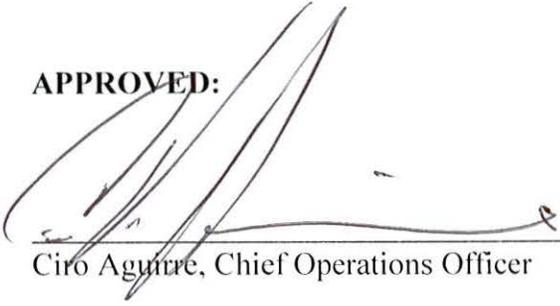
V. ALTERNATIVES CONSIDERED

- Do not incorporate the revised Standard Rate Sheet. Santa Cruz METRO would then be subject to market prices each time the need arises for such services. This is not recommended as costs would likely be higher.

VI. ATTACHMENTS

Attachment A: Contract Amendment with Environmental Logistics Inc.

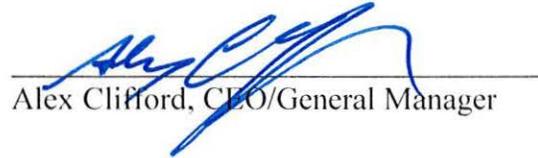
APPROVED:



Ciro Aguirre, Chief Operations Officer



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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Attachment A

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FIRST AMENDMENT TO CONTRACT NO. 14-06
FOR INDUSTRIAL WASTE REMOVAL SERVICES AND INDUSTRIAL WASTE
EMERGENCY RESPONSE SERVICES**

This First Amendment to Contract No. 14-06 for Industrial Waste Removal Services and Industrial Waste Emergency Response Services is made effective December 15, 2014 between the Santa Cruz Metropolitan Transit District (“Santa Cruz METRO”), a political subdivision of the State of California, and Environmental Logistics Inc. (“Contractor”).

I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for Industrial Waste Removal Services and Industrial Waste Emergency Response Services (“Contract”) on May 1, 2014.
- 1.2 The Contract allows for amendment upon mutual written consent.
- 1.3 Santa Cruz METRO and Contractor desire to amend the Contract to incorporate Contractor’s 2014 Rate Sheets.

Therefore, Santa Cruz METRO and Contractor amend the Contract as follows:

II. COMPENSATION

- 2.1 Article 5.01 is amended as follows:

Santa Cruz METRO shall compensate Contractor in an amount not to exceed the amounts/rates agreed upon by Santa Cruz METRO **and set forth in Contractor’s proposal for 2014 Rate Sheets dated 9/15/2014, Attachment A to the First Amendment.** Santa Cruz METRO shall reasonably determine whether work has been successfully performed for purposed of payment. Compensation shall be made within thirty (30) days of Santa Cruz METRO’s written approval of Contractor’s written invoice for said work. Contractor understands and agrees that if he/she exceeds the \$64,000 maximum amount payable under this Contract, that it does so at its own risk.

III. REMAINING TERMS AND CONDITIONS

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

Attachment A

IV. AUTHORITY

4.1 Article 7 is amended to include the following language:

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

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Alex Clifford
CEO/General Manager

Contractor –
ENVIRONMENTAL LOGISTICS INC.

By  _____
Marcial Barragan
General Manager

Approved as to Form:

 _____
Leslyn Syren
District Counsel

Rates 2014

<i>Description of Service</i>	<i>Minimum Charge</i>	<i>Container Size</i>	<i>Std. Price per Unit</i>	<i>SCM</i>
Disposal				
RCRA Flammable Liquid		55 gal. >12k btu <1% H2O <100 ppm Cl	\$150	
		55 gal. <12k btu >10% H2O <1000 ppm Cl	\$195	
		55 gal. <8k btu >10% H2O >1000 ppm Cl	\$300	
		30 Gal. High BTU	\$110	
		30 Gal. Low BTU	\$135	
		5 Gal. Lab Pack	\$195	
		15 Gal Lab Pack	\$225	
		30 Gal. Lab Pack	\$350	
RCRA Flammable Solid		55 Gal. Lab Pack	\$450	
		Cubic Yard Box	\$1,250	
		5 Gal. Lab Pack	\$225	
		15 Gal Lab Pack	\$275	
		30 Gal. Lab Pack	\$325	
Toxic Liquid/Solid		55 Gal. Lab Pack	\$400	
		5 Gal. Lab Pack	\$220	
		15 Gal Lab Pack	\$300	
		30 Gal. Lab Pack	\$400	
Corrosive Liquid/Solid, Acid/Base		55 Gal. Lab Pack	\$450	
		5 Gal. Lab Pack	\$225	
		15 Gal Lab Pack	\$250	
		30 Gal. Lab Pack	\$295	
Oxidizer Liquid/Solid		55 Gal. Lab Pack	\$375	
		5 Gal. Lab Pack	\$195	
		15 Gal Lab Pack	\$250	
		30 Gal. Lab Pack	\$375	
Oil Based Paint <3" sludge		55 Gallon Drum	\$250	
		30 Gallon Drum	\$225	
		5 Gal. Lab Pack	\$175	
		15 Gal. Lab Pack	\$195	
		30 Gal. Lab Pack	\$325	
		55 Gal. Lab Pack	\$375	
Reactive Liquids/Basics for Incineration		CY Box	\$850	
		5 Gal. Lab Pack	\$225	
		15 Gal. Lab Pack	\$275	
		30 Gal. Lab Pack	\$350	
Mercury elemental/compounds/debris		50 Gal. Lab Pack	\$425	
		5 Gallon	\$415	
		15 Gallon	\$550	
		55 Gal. <i>Debris</i>	\$1,100	
Class 9 Liquid/Solid		55 Gal. <i>Elemental</i>	\$2,750	
		5 Gal. Lab Pack	\$195	
		15 Gal. Lab Pack	\$225	
		30 Gal. Lab Pack	\$275	
Pesticides		55 Gal. Lab Pack	\$325	
		5 Gallon	\$225	
Dental Amalgam	\$100	Pound	\$15	

Attachment A

Rates 2014

<i>Description of Service</i>	<i>Minimum Charge</i>	<i>Container Size</i>	<i>Std. Price per Unit</i>	<i>SCM</i>
Latex Based Paint		Pallet	\$450	
		12 yd Bin	\$1,500	
Aerosols		5 Gallon	\$95	
		15 Gallon	\$140	
		30 Gallon	\$195	
		55 Gallon	\$250	\$195
		CY Box	\$995	
Ni-Cad Batteries	\$100/5 gal \$200/15 gal	Pound	\$6.50	
Lithium Batteries	\$100/5 gal.	Pound	\$6.50	
Lead Acid Batteries		5 Gallon	\$50	
		15 Gallon	\$75	
		30 Gallon	\$100	
		55 Gallon	\$150	
Alkaline Batteries		5 Gallon	\$80	
		15 Gallon	\$140	
		30 Gallon	\$240	
		55 Gallon	\$310	
Fluorescent Tubes		Foot	\$0.25	\$0.15
Mercury Light Bulbs		Each	\$4.50	
HID Bulbs		Each	\$4.50	
Propane Cylinders		Each	\$35	
Gasoline-Water Mix		55 Gallon	\$195	
Shavings/Metal Dust (Non-RCRA)		55 Gallon	\$150	
Empty Containers (Disposal)		5 Gallon	\$10	
		15 Gallon	\$10	
		30 Gallon	\$25	
		55 Gallon	\$30	
		85 Gallon	\$50	
Non RCRA and Non Haz Commodity Packs/Lab Pack (lab debris, vials, formalin, animals in formalin 5% or 8%), Latex Paint		5 Gallon	\$50	
		55 Gallon	\$150	
		85 Gallon	\$195	
		1 cubic yard	\$450	
		3 cubic yard	\$850	
Non RCRA Waste Solid/Liquid		5 Gallon	\$50	
		15 Gallon	\$60	
		30 Gallon	\$100	
		55 Gallon	\$175	\$175
		85 gallon	\$150	
		Tote	\$450	
		Triwall box	\$450	
Non RCRA Bulk Liquid		Gallon	\$0.95	
	\$300	>5%-Solid Surcharge-Gal.	\$2.50	
Non RCRA Bulk Solid	\$500	Yard/Ton (greater)	\$95	
Asbestos - Friable	\$500	Yard/Ton (greater)	\$200	
Asbestos - Non-Friable	\$500	Yard/Ton (greater)	\$125	
Railroad Ties	\$500	Yard/Ton (greater)	\$145	

Attachment A

Rates 2014

Description of Service	Minimum Charge	Container Size	Std. Price per Unit	SCM	
Non Hazardous Waste Solid or Liquid		5 Gallon	\$35		
		15 Gallon	\$45		
		30 Gallon	\$50		
		55 Gallon	\$100		
		85 gallon	\$90		
			Tote	\$300	
			Triwall box	\$300	
Non Hazardous Bulk Liquid	\$300	Gallon	\$0.55	\$0.50	
		>5%-Solid Surcharge-Gal.	\$1.50		
Non Hazardous Bulk Solid	\$500	Yard/Ton (greater)	\$60		
Non Hazardous Bulk Solid Debris	\$500	Yard/Ton (greater)	\$75		
Supplies					
Cubic Yard Box Liners		each	\$12.50		
Drum Liners		each	\$10		
Drum Lids		each	\$5		
DOT Reconditioned Drums		each	\$55.00		
55-Gallon Steel (non-DOT)		each	\$25		
30-Gallon Steel (non-DOT)		each	\$65		
15-Gallon Steel (non-DOT)		each	\$45		
5-Gallon Steel (non-DOT)		each	\$20		
Triwall Box		each	\$85		
Totes		each	\$175		
Small Bin Rental (per month)		3-1/2 CY	\$50		
Large Bin Rental (per day)		10/20/30/40 CY	\$15		
Large Bin Rental (per Month)		10/20/30/40 CY	\$400		
PPE (Level D)		Per Day Per Man	\$25		
Labor					
Project Manager	4 Hr.	Hour	\$72		
Lead Technician	4 Hr.	Hour	\$49		
Technician	4 Hr.	Hour	\$42		
Geologist/Chemist	4 Hr.	Hour	\$90		
Transportation					
Vacuum Tanker/Driver or Box Van / Tech	4 Hr.	per hour	\$95		
Roll-Off / Tractor/Driver	4 Hr.	per hour	\$95		
Service Truck / Driver	4 Hr.	per hour	\$ 50		

Tanker Washouts		\$350
Bio-Medical Waste - (Inc. Replacement Tub)	48 G Tub <50 lb.lb.	\$125
	48G Tub >50lb. \$2.00/lb. over 50 lbs	
Technician/Truck/Pressure Washer to clean sides of sumps		\$149 \$125



Customer Information

NAME		ELI 2014 ER RATE SHEET	EMERGENCY RESPONSE SERVICES	
ADDRESS			CALIFORNIA	
CITY				
STATE				
ZIP CODE				
PHONE			Date:	
FAX			Job Date:	
CONTACT			Site:	
P.O #			Total Fees	\$0.00
INVOICE #			Terms :	

Labor

Qty.	Hours	Type of Labor	Hourly Rate	Cost
		EMERGENCY RESPONSE COORDINATOR	\$110.00	\$0.00
		PROJECT MANAGER	\$90.00	\$0.00
		EQUIPMENT OPERATOR/DRIVER	\$60.00	\$0.00
		LEAD TECHNICIAN	\$75.00	\$0.00
		FIELD TECHNICIAN	\$60.00	\$0.00
		FIELD ADMINISTRATION CLERK	\$35.00	\$0.00
		HEALTH & SAFETY OFFICER	\$95.00	\$0.00
		CERTIFIED INDUSTRIAL HYGIENIST	\$190.00	\$0.00
		CHEMIST	\$90.00	\$0.00
		GEOLOGIST	\$90.00	\$0.00
		LODGING PER PERSON	\$85.00	\$0.00
		PER DIEM PER PERSON	\$40.00	\$0.00
		TECHNICAL SUPPORT	\$55.00	\$0.00
		LABORER	\$50.00	\$0.00

FOUR HOUR MINIMUM ON PERSONNEL & VEHICLES

MONDAY THRU FRIDAY (4:30PM - 8:00AM).....TIME AND 1/2 *

SATURDAY.....TIME AND 1/2*

SUNDAY AND HOLIDAYS.....DOUBLE TIME

***Double time applies after 4 hours of overtime**

PER DIEM: Food and lodging.

Based on receipts provided

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Equipment

All Equipment Subject to Delivery Fees

Qty.	Hours	Item	Hourly Rate	Cost
		40-FOOT TRACTOR AND TRAILER	\$105.00	\$0.00
		40-FOOT FLATBED TRAILER AND TRACTOR	\$105.00	\$0.00
		24-FOOT BOBTAIL W/LIFT GATE	\$105.00	\$0.00
		50-BBL VACUUM TRUCK	\$105.00	\$0.00
		70-BBL VACUUM TRUCK (STAINLESS)	\$105.00	\$0.00
		120-130 BBL VACUUM TRUCK (BLACKIRON)	\$150.00	\$0.00
		120-130 BBL VACUUM TRUCK (STAINLESS)	\$150.00	\$0.00
		STEAM CLEANER	\$60.00	\$0.00
		PRESSURE WASHER	\$56.00	\$0.00
		PICK-UP TRUCK	\$60.00	\$0.00
		EMERGENCY RESPONSE UNIT	\$250.00	\$0.00
		ER PROJECT MANAGER UNIT	\$85.00	\$0.00
		FRONT LOADER / BACKHOE	\$185.00	\$0.00
		FORKLIFT (4000LBS)	\$55.00	\$0.00
		VACTOR SUPPORT VEHICLE	\$60.00	\$0.00
		VACTOR/GUZZLER 18 CUBIC YARD(PER HR)	\$250.00	\$0.00
		JETTER / AIR SHOVEL	\$150.00	\$0.00
		BLOCKING & BRACING SUPPORT TRLR (Day)	\$750.00	\$0.00
		END DUMP 8000 LBS GVW (PER HR)	\$85.00	\$0.00
		16FT TOW TRAILER	\$25.00	\$0.00

EQUIPMENT (DAILY)

Qty				
		COMPRESSOR	\$250.00	\$0.00
		5K WATT GENERATOR	\$175.00	\$0.00
		PORTABLE LIGHT STANDARDS	\$175.00	\$0.00
		DIAPHRAM PUMP	\$175.00	\$0.00
		RIVET BUSTER	\$135.00	\$0.00
		FLOOD LIGHT	\$45.00	\$0.00
		GAS POWERED CUTOFF SAW	\$35.00	\$0.00
		SAWZALL (DAY)	\$35.00	\$0.00
		DRUM ROTATOR / GRABBER	\$205.00	\$0.00
		TRIPOD EXTRACTION DEVICE	\$250.00	\$0.00
		AIR INJECTION UNIT W/ HOSES	\$150.00	\$0.00
		DRUM SLING	\$15.00	\$0.00
		PALLET JACK	\$25.00	\$0.00
		CONFINED SPACE RESCUE EQUIPMENT	\$200.00	\$0.00
		MERCURY HEPA VACUUM	\$450.00	\$0.00
		NAIL GUN	\$25.00	\$0.00
		SKILL SAW	\$25.00	\$0.00
		LOCK OUT TAG OUT	\$50.00	\$0.00
		30" FLAT SURFACE CONCRETE CLEANER	\$250.00	\$0.00
		PORTABLE SPILL CONTAINMENT**	\$1,200.00	\$0.00
		ROLL OFF BOX	\$30.00	\$0.00
		BANDING MACHINE	\$45.00	\$0.00
		CHEMICAL TRANSFER TRAILER (DAY)	\$1,500.00	\$0.00
		BREATHING AIR TRAILER (DAY)	\$5,000.00	\$0.00
		Sub Total Equipment		\$0.00

****Equipment/Materials unable to be decontaminated, broken, or otherwise damaged or unsafe will be billed at full replacement cost plus 20%.**

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Safety Equipment (Daily/Each)

Qty	Item	Rate	Cost
	LEVEL {A} PERSONAL PROTECTIVE**	\$1,500.00	\$0.00
	LEVEL {B} PERSONAL PROTECTIVE	\$200.00	\$0.00
	LEVEL {C} PERSONAL PROTECTIVE	\$50.00	\$0.00
	LEVEL {D} PERSONAL PROTECTIVE	\$35.00	\$0.00
	BREATHING AIR (224 CUBIC FT CYLINDER)	\$75.00	\$0.00
	SCBA/STANDBY	\$45.00	\$0.00
	TYVEK	\$25.00	\$0.00
	POLY COATED TYVEK (YLW)	\$35.00	\$0.00
	SARANEX	\$45.00	\$0.00
	DISPOSABLE DUST MASK	\$5.50	\$0.00
	EAR PLUGS	\$4.00	\$0.00
	SAFETY GLASSES	\$10.00	\$0.00
	LATEX GLOVES PER PACK	\$35.00	\$0.00
	OVAG RESP. CARTIDGES	\$20.00	\$0.00
	BLK PVC GLOVES (EACH)	\$4.50	\$0.00
	LEATHER GLOVES (EACH)	\$4.50	\$0.00
	PORTABLE EYEWASH STATION	\$105.00	\$0.00
	DRINKING WATER (5 GALLON)	\$10.50	\$0.00
	DRINKING WATER (16 oz)	\$2.50	\$0.00
	LIFE LINE (100')	\$25.00	\$0.00
	SAFETY HARNESS	\$45.00	\$0.00
	DECON POOL	\$45.00	\$0.00
	MERCURY	\$500.00	\$0.00
	CONFINED SPACE ENTRY PERMIT	\$250.00	\$0.00
	Sub Total Safety Equipment		\$0.00

****THIS PRICE IS FOR THE DAILY USAGE OF EACH LEVEL A SUIT, HOWEVER ANY DAMAGE TO LEVEL A SUIT WILL BE BILLED AT FULL REPLACEMENT COST.**

Instrument List (Daily/Each)

Qty	Item	Rate	Cost
	COMBUSTIBLE GAS INDICATOR – LEL	\$175.00	\$0.00
	ORGANIC VAPOR ANALYZER,PID,HNU.	\$275.00	\$0.00
	MERCURY VAPOR ANALYZER PER DAY	\$500.00	\$0.00
	DRAGER PUMP	\$65.00	\$0.00
	DRAGER TUBES	\$10.00	\$0.00
	RADIATION DETECTOR	\$45.00	\$0.00
	HAZ CAT KIT (PER DAY)	\$450.00	\$0.00
	Sub Total Instrument List		\$0.00

Materials (Each)

Qty	Item	Rate	Cost
	VERMICULITE (4-CUBIC FOOT BAGS)	\$18.00	\$0.00
	CLAY ABSORBENT (33-LBS BAGS)	\$15.00	\$0.00
	CAUSTIC SODA (50-LBS BAGS)	\$50.00	\$0.00
	BORIC ACID (50-LBS BAGS)	\$75.00	\$0.00
	SUCK IT UP ABSORBENT (3 CUBIC FOOT)	\$23.00	\$0.00
	ABSORBENT PADS (PER BUNDLE)	\$150.00	\$0.00

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	ABSORBENT BOOMS (8 INCH X 10 FT)	\$150.00	\$0.00
	55-GALLON D.O.T. STEEL DRUMS (OPEN	\$85.00	\$0.00
	55-GALLON D.O.T. STEEL DRUMS (CLOSED	\$85.00	\$0.00
	55-GALLON D.O.T. POLY DRUMS (OPEN TOP)	\$80.00	\$0.00
	55-GALLON D.O.T. POLY DRUMS (CLOSED	\$80.00	\$0.00
	55-GALLON PCB DRUM, 17-C	\$175.00	\$0.00
	30-GALLON D.O.T. METAL DRUM	\$65.00	\$0.00
	30-GALLON D.O.T. POLY DRUM	\$65.00	\$0.00
	14-GALLON D.O.T. METAL DRUM	\$45.00	\$0.00
	14-GALLON D.O.T. POLY DRUM	\$45.00	\$0.00
	5-GALLON D.O.T. METAL PAIL	\$23.50	\$0.00
	5-GALLON D.O.T. POLY PAIL	\$23.50	\$0.00
	CARDBOARD DRUM (LIGHT TUBE) 4' OR 8'	\$45.00	\$0.00
	RECOVERY DRUM, 85-GALLON STEEL	\$225.00	\$0.00
	RECOVERY DRUM, 85-GALLON POLY SCREW	\$225.00	\$0.00
	TRI-WALL HAZARDOUS WASTE CONTAINERS	\$150.00	\$0.00
	PALLETS (WOOD)	\$35.00	\$0.00
	BIOHAZARD CONTAINER, (1QT)	\$52.00	\$0.00
	DRUM LINERS (55-GALLON)	\$6.50	\$0.00
	DRUM LINERS (35-GALLON)	\$6.50	\$0.00
	DRUM RING AND BOLT, FOR 55-GALLON	\$25.00	\$0.00
	DRUM LID 55-GALLON STEEL	\$13.00	\$0.00
	BAGS, 6-MIL ASBESTOS	\$5.50	\$0.00
	HAZARDOUS WASTE LABELS/MARKINGS	\$3.00	\$0.00
	HAZARDOUS \ CAUTION TAPE	\$47.00	\$0.00
	SHRINK WRAP (ROLL)	\$45.00	\$0.00
	PLASTIC SHEET (VISQUEEN) 100FT ROLL	\$100.00	\$0.00
	HAZARDOUS & NON-HAZARDOUS MANIFEST	\$4.00	\$0.00
	DRUM FUNNEL	\$78.00	\$0.00
	DRUM SIPHON PUMP (DISPOSABLE)	\$20.00	\$0.00
	HAND TRANSFER PUMP T-HANDLE	\$80.00	\$0.00
	BARRICADES / TRAFFIC CONES (EACH/DAY)	\$12.00	\$0.00
	TEMPORARY FENCE (COST PLUS 20%)		\$0.00
	DISPOSABLE COLIWASA	\$22.50	\$0.00
	BILL OF LADING	\$4.00	\$0.00
	INDUSTRIAL DEGREASER 1GAL BOL SG	\$45.00	\$0.00
	INDUSTRIAL DEGREASER 1 GAL - GC	\$125.00	\$0.00
	DIGITAL CAMERA	\$35.00	\$0.00
	CELL PHONE	\$50.00	\$0.00
	END DUMP LINER	\$60.00	\$0.00
	DIGITAL REPORT	\$250.00	\$0.00
	ROLL OFF BOX LINER	\$60.00	\$0.00
	INDUSTRIAL VACUUM WET/DRY FOR 55 G	\$150.00	\$0.00
	AIR INJECTION UNIT W/HOSES (DAY)	\$150.00	\$0.00
	HUDSON SPRAYER	\$35.00	\$0.00
	20' EXTENSION LADDER (DAY)	\$35.00	\$0.00
	SQUEEGEE 24"	\$38.00	\$0.00
	STEEL SHOVEL	\$38.00	\$0.00
	PICK	\$38.00	\$0.00
	PUSH BROOM 24"	\$38.00	\$0.00
	PLASTIC 6" VACTOR HOSE (PER FOOT)	\$3.50	\$0.00
	ALUMINUM 6" X 10' VACTOR PIPE	\$25.00	\$0.00
	ALUMINUM 6" X 90% OR 45% VACTOR FITTING	\$25.00	\$0.00
	PLYWOOD (4X8) HEAT TREATED	\$30.00	\$0.00
	DUNNAGE WOOD (2X6X8) ISPM 15	\$12.00	\$0.00
	TRAILER DOOR SEAL	\$2.00	\$0.00
	DUNNAGE AIR BAGS	COST + 20%	\$0.00
	RAGS (BUNDLE)	\$70.00	\$0.00
	Sub Total Materials		\$0.00

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Sampling

Qty	Item	Rate	Cost
	PROCESSING, PACKAGING, SHIPPING	\$140.00	\$0.00
	PROFILE FEES	\$85.00	\$0.00
	EMERGENCY PROFILE FEES	\$185.00	\$0.00
	INITIAL WASTE STREAMS	\$85.00	\$0.00
	PH TEST STRIPS, pH 0-14 (box)	\$23.50	\$0.00
	CHAIN OF CUSTODY	\$4.00	\$0.00
	SPEED WRENCH	\$20.00	\$0.00
	BUNG WRENCH	\$20.00	\$0.00
	DRUM DOLLY	\$25.00	\$0.00
	SAMPLE JARS	\$8.50	\$0.00
	Sub Total Sampling		\$0.00

Disposal

Qty	Item	Rate	Cost
	NON-HAZ SOLID (BULK) PER YARD*	\$65.00	\$0.00
	NON-HAZ SOLID (55 GALLON DRUM)	\$145.00	\$0.00
	NON-HAZ LIQUID (55 GALLON DRUM)	\$145.00	\$0.00
	NON-RCRA LIQUID (BULK)**	\$0.95	\$0.00
	NON-HAZ LIQUID (BULK)**	\$0.65	\$0.00
	NON-RCRA SOLID (BULK) PER YARD*	\$95.00	\$0.00
	NON-RCRA SOLID (55 GALLON DRUM)	\$195.00	\$0.00
	NON-RCRA LIQUID (55 GALLON DRUM)	\$195.00	\$0.00
	TANKER WASHOUT	\$400.00	\$0.00
	Sub Total Disposal		\$0.00

**Per Yard or Ton Whichever is Greater 10Yard Min*

***Min 300 Gallons*

SUB TOTAL COST

	Sub Total Labor		\$0.00
	Sub Total Equipment		\$0.00
	Sub Total Safety Equipment		\$0.00
	Sub Total Instrument List		\$0.00
	Sub Total Materials		\$0.00
	Sub Total Sampling		\$0.00
	Sub Total Disposal		\$0.00
	See Below for Disposal Cost/Other		
	OTHER COST/ SAVINGS		
	ALL THIRD PARTY ITEMS WILL BE BILLED	COST + 20%	
			\$0.00
	Grand Total		\$0.00

Equipment/Materials unable to decontaminate, broken, unsafe, or damaged will be billed at cost or per contract rate, which ever is greater.

Other Disposal Methods
 Incineration is Cost + 20%
 Micro Incapsulation is Cost + 20%
 Deepwell Injection is Cost + 20%

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DATE: December 12, 2014

TO: Board of Directors

FROM: Leslyn K. Syren, District Counsel

SUBJECT: CONSIDERATION OF THE REORGANIZATION OF THE LEGAL DEPARTMENT – ADDITION OF ONE ADMINISTRATIVE ASSISTANT POSITION TO THE LEGAL DEPARTMENT

I. RECOMMENDED ACTION

That the Board of Directors Approve the Addition of One Administrative Assistant Position in the Legal Department

II. SUMMARY OF ISSUES

- Santa Cruz Metro is establishing a list of eligible candidates for the Administrative Assistant position
- In an attempt to plan for the upcoming retirement of a long-term employee in the Legal Department, we seek to add an employee to train with the retiring Paralegal
- We are requesting the addition of one (1) Administrative Assistant to Legal Department, and request that the position be funded beginning January 1, 2015.

III. DISCUSSION/BACKGROUND

The Legal Department has been fortunate to have several long-term employees who have contributed significantly to the ability of the department to function with only one attorney. Rebecca Daniel has been with the department since 2000 and has recently announced her decision to retire in the early spring of 2015. Ms. Daniel has served as a confidential employee assisting with the most sensitive matters in the Legal Department. She also maintains and assists with the drafting and preparation of contracts, leases, license agreements, as well as, providing budgetary and accounting services for the Legal and Risk Department accounts.

In order to create further efficiencies, Legal staff members have been providing support services to the Security and Risk Administrator. We anticipate that we will continue to operate in this fashion for the foreseeable future. Given the vast and critical nature of these duties, it is important to plan for the departure by bring in an employee to do training with Ms. Daniel before she retires. At this time, the department has determined that by under filling the position as an Administrative Assistant, we will be able to fill this position now and still maintain a savings in our labor budget during the FY15-16 budget years. It will also give this new employee an opportunity to begin the process of learning advanced skills as a Legal Assistant/Paralegal for future career growth.

The Human Resources department is currently recruiting for the position of Administrative Assistant, as such; this would appear to be an optimal time to create the additional position within the Legal Department using this recruitment.

After Ms. Daniel retires, we will eliminate the additional Paralegal position within the department and continue operating with only three (3) employees within the Legal Department: District Counsel, (1) Paralegal and (1) Administrative Assistant.

IV. FINANCIAL CONSIDERATIONS/IMPACT



The current salary ranges for these positions are:

Paralegal -	\$26.38 (first step) to \$33.73(top step)
Administrative Assistant -	\$22.58 (first step) to \$28.84 (top step)

Given the difference in the hourly rate of these positions, we believe the additional position will not result in an increase to the overall labor costs of the agency when viewed over the FY15 and FY16 budget.

V. ALTERNATIVES CONSIDERED

- Do nothing at this time and wait to fill the position after the current employee retires. Staff does not recommend this option because it will interfere with our ability to adequately train a new employee.

VI. ATTACHMENTS

None.

Board of Directors
Board Meeting of December 12, 2014

Prepared By: Leslyn Syren, District Counsel
Date Prepared: December 2, 2014

APPROVED:



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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DATE: December 12, 2014

TO: Board of Directors

FROM: Alex Clifford, CEO

SUBJECT: CONSIDER APPROVAL OF A CLASS SPECIFICATION CHANGE OF THE ASSISTANT GENERAL MANAGER TO A NEW CLASSIFICATION TITLED CHIEF OPERATIONS OFFICER USING THE ASSISTANT GENERAL MANAGER WAGE SCALE

I. RECOMMENDED ACTION

That the Board of Directors approves the new class specification for the position of Chief Operations Officer and adopt the existing wage scale for the Assistant General Manager position.

II. SUMMARY OF ISSUES

- On November 14, 2014, the CEO brought to the Board a restructuring proposal which recommended the creation of several new positions at Santa Cruz METRO.
- One of the new positions approved by the Board was the Chief Operations Officer (COO) focusing on the Operations and Maintenance functions.
- The funds allocated to the AGM position will be used to fund the COO position.
- The Human Resources Manager developed the class specification with input from the CEO and Acting COO.
- Staff is asking that the Board approve the attached class specification and wage scale for use with this new position.

III. DISCUSSION/BACKGROUND

The comprehensive report regarding the restructuring proposal was presented to the Board at the November 14, 2014 Board meeting. This presentation identified key positions that the CEO determined would be necessary for the optimum functioning of the agency. One of the suggested new positions, a Chief Operations Officer, would be created utilizing the existing funding for the Assistant General Manager position. Ciro Aguirre, the current Manager of Operations, was identified as the ideal candidate for that position, having extensive experience in both Maintenance and Operations. The salary range established for this position mirrors that established for the now unfunded Assistant General Manager position.

Additional salary savings will be experienced since the vacant Manager of Operations position would be unfunded. It is anticipated that those salary savings will be used to fund other positions within the organization as suggested by my previous report.

Once the Board approved the suggestions made in the November 14th Board meeting, the Human Resources Manager reviewed other agencies' class specifications, received input from the CEO and Mr. Aguirre, and created the class specification for the COO. Staff is asking the Board to approve the class specification and the use of the wage scale for the AGM for this position.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The Assistant General Manager position was fully budgeted in the FY15 & FY16 Administrative Department budgets at \$217K and \$228K, respectively. Filling the Chief Operations Officer position will expense approximately \$136K in FY15. The remaining \$81K in FY15 will be used to fund other positions within the agency which will be brought forward as staff progresses on the approved reorganization. Fifty nine thousand dollars (\$59,000) has been allocated for the Purchasing Department Admin Clerk I for FY15.

V. ALTERNATIVES CONSIDERED

- Do nothing. Staff does not recommend this action since the class specification language was developed based upon the assessed needs of Santa Cruz METRO.

VI. ATTACHMENTS

Attachment A: Chief Operations Officer Class Specification

Attachment B: Revised Wage Scale from the Current Management Compensation Plan

APPROVED:



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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Attachment A



CHIEF OPERATIONS OFFICER (COO)

DEFINITION

Under the direction of the Chief Executive Officer (CEO) plans, organizes and directs the operation of Santa Cruz METRO's fixed route and paratransit bus system, the maintenance of both revenue and non-revenue fleet and the maintenance of all Santa Cruz METRO facilities. Oversees the administration of the departments listed above, including labor relations, risk management, contract administration, safety and training, and budget oversight. Performs other related duties as assigned.

EXAMPLES OF DUTIES

Plans, develops, organizes, and directs the activities of multiple operations departments, including Fixed Route, ParaCruz, Fleet and Facilities Maintenance and/or others assigned by the Chief Executive Officer/General Manager.

Develops standards for periodic inspections of operations and maintenance to ensure adherence to schedules and regulations; reviews overall performance of the department and recommends long-term improvements. Oversees a state of good repair for all of Santa Cruz METRO's rolling stock and facilities.

Provides executive level oversight of the activities within the Operations Department, including dispatch, field operations, planning, security, safety and training, risk management.

Participates in the preparation and administration of the operating and capitol budgets for Operations and Maintenance. Assists in developing specifications for the purchase of new equipment.

Participates in disaster preparedness program planning and implementation.

Establishes co-operative relationship with the unions by participating in Labor/Management committees, problem solving, and the resolution of grievances. Conducts grievance hearings and appeal hearings for disciplinary actions. Assists in negotiating labor contracts and interprets the provisions of labor contracts.

Participates in the selection, training, supervision and evaluations of personnel. Establishes professional standards for work quality, quantity, performance and accountability.

Insures training courses and safety programs are provided as required by Santa Cruz METRO policy, state and federal legislation.

Prepares written reports and presentations for staff and Board of Directors. Represents the District at various meetings. Communicates with government officials and personnel from other transit agencies.

Attachment A

EMPLOYMENT STANDARDS

Knowledge of

- Principles, policies, practices, and methods of transit system operations including the establishment of routes and schedules.
- Regulations and guidelines governing public agency procurement.
- Federal, state and local regulations related to the functions of public transportation and accessible paratransit service.
- Current transportation technology and specialized computer software systems.
- Requirements of occupational safety and health standards.
- Budget management methods.
- Supervision principles and labor relations.

Ability to

- Direct the planning and execution of operations and maintenance programs and activities.
- Evaluate the performance of the transit system in terms of operating costs, allocation and utilization of personnel and equipment.
- Effectively motivate, train and evaluate the performance of staff.
- Work as part of a team to develop consensus and problem solve.
- Develop conclusions and implement policy to further the agencies mission statement by evaluating data and interacting with staff.
- Communicate effectively in oral and written form.
- Establish and maintain effective working relationships with employees, union representatives, Board members, and members of the public.

Training and Experience

Bachelor's degree from an accredited college in business, public administration, transportation planning, engineering or a related field. Experience which demonstrates substantial knowledge and abilities pertinent to specific job functions may be substituted for the education requirement.

AND

Seven (7) years of recent and increasingly responsible management experience, with at least five (5) years experience with a public transit organization working within the operations and/or maintenance division.

Special Requirements

Must be able to work extended hours as needed, often outside regular business hours as required by the Board and the demands of the job. Possession of, or the ability to obtain and maintain a California Class C drivers license.

Physical Requirements

While performing the duties of this job, the employee is frequently required to sit, talk or hear, both in person and by telephone, use hands to finger, handle or feel objects or controls, reach with hands and arms. The employee is regularly required to stand, walk, bend and twist at the neck.

Attachment A

Occasional lifting of up to 20 pounds and overhead reaching is required. Visual abilities required include close vision, distance vision, and the ability to adjust focus.

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Exhibit A
Attachment B
 MANAGEMENT
 HOURLY RATES SCHEDULE

REVISED

Effective 06/19/2014
 Corrected - 06/17/13
 Updated - 03/28/14
 Updated - 08/22/14
 Updated - 12/12/14

<u>Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
CEO/General Manager****	84.54	88.76	93.20	97.86	102.75	107.90
District Counsel	65.08	68.33	71.75	75.34	79.10	83.07
Chief Operations Officer *****	56.33	59.15	62.11	65.22	68.48	71.91
Operations Manager	51.21	53.77	56.47	59.29	62.26	65.37
Maintenance Manager	51.21	53.77	56.47	59.29	62.26	65.37
Finance Manager	51.21	53.77	56.47	59.29	62.26	65.37
Human Resources Manager	46.13	48.43	50.86	53.41	56.07	58.87
Information Technology Manager	46.13	48.43	50.86	53.41	56.07	58.87
Planning & Marketing Manager	46.13	48.43	50.86	53.41	56.07	58.87
Purchasing Manager**	46.13	48.43	50.86	53.41	56.07	58.87
Senior Database Administrator	41.24	43.31	45.47	47.75	50.12	52.63
Asst. Manager of Information Technology *	41.24	43.31	45.47	47.75	50.12	52.63
Assistant Finance Manager	38.54	40.46	42.48	44.60	46.84	49.18
Assistant HR Manager	38.54	40.46	42.48	44.60	46.84	49.18
Fixed Route Superintendent	38.54	40.46	42.48	44.60	46.84	49.18
Paratransit Superintendent	38.54	40.46	42.48	44.60	46.84	49.18
Project Manager	38.54	40.46	42.48	44.60	46.84	49.18
Facilities Maintenance Manager	37.45	39.33	41.29	43.35	45.53	47.80
Database Administrator (alternately staffed/Sr. Db Admin)	35.62	37.41	39.28	41.24	43.31	45.47
Security and Risk Administrator ***	35.62	37.41	39.28	41.24	43.31	45.47
Asst. Paratransit Superintendent	32.20	33.81	35.50	37.28	39.14	41.10
Executive Assistant *****	30.17	31.68	33.26	34.92	36.68	38.52

 * Asst Manager of Information Technology position added as per Board Action March 11, 2011

** Purchasing Manager position added as per Board Action June 28, 2013

*** Security and Risk Administrator position added per Board Action September 13, 2013

**** CEO/General Manager title / salary change per Board Action March 28, 2014

***** Added Executive Assistant per BOD Action Aug 22, 2014

***** Changed Assistant General Manager to Chief Operations Officer per BOD action Dec 12, 2014

Attachment B

Exhibit A

MANAGEMENT

HOURLY RATES SCHEDULE

REVISED

Effective 06/19/2014
 Corrected - 06/17/13
 Updated - 03/28/14
 Updated - 08/22/14
 Updated - 12/12/14

<u>Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
CEO/General Manager****	14,654	15,385	16,155	16,962	17,810	18,703
District Counsel	11,281	11,844	12,437	13,059	13,711	14,399
Chief Operations Officer *****	9,764	10,253	10,766	11,305	11,870	12,464
Operations Manager	8,876	9,320	9,788	10,277	10,792	11,331
Maintenance Manager	8,876	9,320	9,788	10,277	10,792	11,331
Finance Manager	8,876	9,320	9,788	10,277	10,792	11,331
Human Resources Manager	7,996	8,395	8,816	9,258	9,719	10,204
Information Technology Manager	7,996	8,395	8,816	9,258	9,719	10,204
Planning & Marketing Manager	7,996	8,395	8,816	9,258	9,719	10,204
Purchasing Manager**	7,996	8,395	8,816	9,258	9,719	10,204
Senior Database Administrator	7,148	7,507	7,881	8,277	8,687	9,123
Asst. Manager of Information Technology *	7,148	7,507	7,881	8,277	8,687	9,123
Assistant Finance Manager	6,680	7,013	7,363	7,731	8,119	8,525
Assistant HR Manager	6,680	7,013	7,363	7,731	8,119	8,525
Fixed Route Superintendent	6,680	7,013	7,363	7,731	8,119	8,525
Paratransit Superintendent	6,680	7,013	7,363	7,731	8,119	8,525
Project Manager	6,680	7,013	7,363	7,731	8,119	8,525
Facilities Maintenance Manager	6,491	6,817	7,157	7,514	7,892	8,285
Database Administrator (alternately staffed/Sr. Db Admin)	6,174	6,484	6,809	7,148	7,507	7,881
Security and Risk Administrator ***	6,174	6,484	6,809	7,148	7,507	7,881
Asst. Paratransit Superintendent	5,581	5,860	6,153	6,462	6,784	7,124
Executive Assistant *****	5,229	5,491	5,765	6,053	6,358	6,677

* Asst Manager of Information Technology position added as per Board Action March 11, 2011

** Purchasing Manager position added as per Board Action June 28, 2013

*** Security and Risk Administrator position added per Board Action September 13, 2013

**** CEO/General Manager title / salary change per Board Action March 28, 2014

***** Added Executive Assistant per BOD Action Aug 22, 2014

***** Changed Assistant General Manager to Chief Operations Officer per BOD action Dec 12, 2014

Attachment B

Exhibit A

MANAGEMENT HOURLY RATES SCHEDULE

REVISED

Effective 06/18/15
 Updated - 06/17/14
 Updated - 08/22/14
 Updated - 12/12/14

<u>Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
CEO/General Manager****	86.23	90.54	95.06	99.82	104.81	110.06
District Counsel	66.38	69.70	73.19	76.85	80.68	84.73
Chief Operations Officer *****	57.46	60.33	63.35	66.52	69.85	73.35
Operations Manager	52.23	54.85	57.60	60.48	63.51	66.68
Maintenance Manager	52.23	54.85	57.60	60.48	63.51	66.68
Finance Manager	52.23	54.85	57.60	60.48	63.51	66.68
Human Resources Manager	47.05	49.40	51.88	54.48	57.19	60.05
Information Technology Manager	47.05	49.40	51.88	54.48	57.19	60.05
Planning & Marketing Manager	47.05	49.40	51.88	54.48	57.19	60.05
Purchasing Manager**	47.05	49.40	51.88	54.48	57.19	60.05
Senior Database Administrator	42.06	44.18	46.38	48.71	51.12	53.68
Asst. Manager of Information Technology *	42.06	44.18	46.38	48.71	51.12	53.68
Assistant Finance Manager	39.31	41.27	43.33	45.49	47.78	50.16
Assistant HR Manager	39.31	41.27	43.33	45.49	47.78	50.16
Fixed Route Superintendent	39.31	41.27	43.33	45.49	47.78	50.16
Paratransit Superintendent	39.31	41.27	43.33	45.49	47.78	50.16
Project Manager	39.31	41.27	43.33	45.49	47.78	50.16
Facilities Maintenance Manager	38.20	40.12	42.12	44.22	46.44	48.76
Database Administrator (alternately staffed/Sr. Db Admin)	36.33	38.16	40.07	42.06	44.18	46.38
Security and Risk Administrator ***	36.33	38.16	40.07	42.06	44.18	46.38
Asst. Paratransit Superintendent	32.84	34.49	36.21	38.03	39.92	41.92
Executive Assistant *****	30.77	32.31	33.93	35.62	37.41	39.29

* Asst Manager of Information Technology position added as per Board Action March 11, 2011

** Purchasing Manager position added as per Board Action June 28, 2013

*** Security and Risk Administrator position added per Board Action September 13, 2013

**** CEO/General Manager title / salary change per Board Action March 28, 2014

***** Added Executive Assistant per BOD Action Aug 22, 2014

***** Changed Assistant General Manager to Chief Operations Officer per BOD action Dec 12, 2014

Attachment B

MANAGEMENT MONTHLY SALARY SCHEDULE

REVISED

Effective 06/18/15
 Updated - 06/17/14
 Updated - 08/22/14
 Updated - 12/12/14

<u>Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
CEO/General Manager****	14,947	15,694	16,477	17,302	18,167	19,077
District Counsel	11,506	12,081	12,686	13,321	13,985	14,687
Chief Operations Officer *****	9,960	10,457	10,981	11,530	12,107	12,714
Operations Manager	9,053	9,507	9,984	10,483	11,008	11,558
Maintenance Manager	9,053	9,507	9,984	10,483	11,008	11,558
Finance Manager	9,053	9,507	9,984	10,483	11,008	11,558
Human Resources Manager	8,155	8,563	8,993	9,443	9,913	10,409
Information Technology Manager	8,155	8,563	8,993	9,443	9,913	10,409
Planning & Marketing Manager	8,155	8,563	8,993	9,443	9,913	10,409
Purchasing Manager**	8,155	8,563	8,993	9,443	9,913	10,409
Senior Database Administrator	7,290	7,658	8,039	8,443	8,861	9,305
Asst. Manager of Information Technology *	7,290	7,658	8,039	8,443	8,861	9,305
Assistant Finance Manager	6,814	7,153	7,511	7,885	8,282	8,694
Assistant HR Manager	6,814	7,153	7,511	7,885	8,282	8,694
Fixed Route Superintendent	6,814	7,153	7,511	7,885	8,282	8,694
Paratransit Superintendent	6,814	7,153	7,511	7,885	8,282	8,694
Project Manager	6,814	7,153	7,511	7,885	8,282	8,694
Facilities Maintenance Manager	6,621	6,954	7,301	7,665	8,050	8,452
Database Administrator (alternately staffed/Sr. Db Admin)	6,297	6,614	6,945	7,290	7,658	8,039
Security and Risk Administrator ***	6,297	6,614	6,945	7,290	7,658	8,039
Asst. Paratransit Superintendent	5,692	5,978	6,276	6,592	6,919	7,266
Executive Assistant *****	5,333	5,600	5,881	6,174	6,484	6,810

* Asst Manager of Information Technology position added as per Board Action March 11, 2011

** Purchasing Manager position added as per Board Action June 28, 2013

*** Security and Risk Administrator position added per Board Action September 13, 2013

**** CEO/General Manager title / salary change per Board Action March 28, 2014

***** Added Executive Assistant per BOD Action Aug 22, 2014

***** Changed Assistant General Manager to Chief Operations Officer per BOD action Dec 12, 2014

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 12, 2014

TO: Board of Directors

FROM: Chair Dene Bustichi

SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors recognize the anniversaries of those Santa Cruz METRO 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

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Attachment A



EMPLOYEE LONGEVITY AWARDS TO BE PRESENTED AT THE BOARD MEETING ON DECEMBER 12, 2014

For December 2014

CERTIFICATE OF APPRECIATION FOR 15 YEARS

Jaime Hernandez

Fleet Maintenance Mechanic III

CERTIFICATE OF APPRECIATION FOR 30 YEARS

Jeffrey A. North

Transit Supervisor

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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

**A RESOLUTION OF APPRECIATION FOR THE SERVICES OF
MARGARITO P. HERNANDEZ AS VEHICLE SERVICE WORKER II
FOR THE SANTACRUZ METROPOLITAN TRANSIT DISTRICT**

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

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

WHEREAS, the Santa Cruz Metropolitan Transit District, requiring an employee with expertise and dedication appointed Margarito P. Hernandez to serve in the position of Vehicle Service Worker II, and

WHEREAS, Margarito P. Hernandez served as a member of the Fleet Maintenance Department of the Santa Cruz Metropolitan Transit District for the time period of August 23, 2001 to November 26, 2014, and

WHEREAS, Margarito P. Hernandez provided the Santa Cruz Metropolitan Transit District with dedicated service and commitment during the time of employment, and

WHEREAS, Margarito P. Hernandez served the Santa Cruz Metropolitan Transit District with distinction, and

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that upon his retirement as Vehicle Service Worker II, the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby commend Margarito P. Hernandez for efforts in advancing public transit service in Santa Cruz County and expresses sincere appreciation on behalf of itself, Santa Cruz Metropolitan Transit District staff and all of the residents of Santa Cruz County.

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

PASSED AND ADOPTED this twelfth day of December, 2014 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____

Dene Bustichi
Board Chair

ATTEST _____

Alex Clifford
CEO/General Manager

APPROVED AS TO FORM:

Leslyn Syren
District Counsel

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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

**A RESOLUTION OF APPRECIATION FOR THE SERVICES OF
MARK MARTINEZ AS BUS OPERATOR
FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

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

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

WHEREAS, the Santa Cruz Metropolitan Transit District, requiring an employee with expertise and dedication appointed Mark Martinez to serve in the position of Bus Operator, and

WHEREAS, Mark Martinez served as a member of the Operations Department of the Santa Cruz Metropolitan Transit District for the time period of August 10, 1999 to November 28, 2014, and

WHEREAS, Mark Martinez provided the Santa Cruz Metropolitan Transit District with dedicated service and commitment during the time of employment, and

WHEREAS, Mark Martinez served the Santa Cruz Metropolitan Transit District with distinction, and

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that upon his retirement as Bus Operator, the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby commend Mark Martinez for efforts in advancing public transit service in Santa Cruz County and expresses sincere appreciation on behalf of itself, Santa Cruz Metropolitan Transit District staff and all of the residents of Santa Cruz County.

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

PASSED AND ADOPTED this twelfth day of December, 2014 by the following vote:

10.1

Resolution No. _____

Page 2

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____

Dene Bustichi
Board Chair

ATTEST _____

Alex Clifford
CEO/General Manager

APPROVED AS TO FORM:

Leslyn Syren
District Counsel

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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

**A RESOLUTION OF APPRECIATION FOR THE SERVICES OF
JEFFREY A. NORTH AS TRANSIT SUPERVISOR
FOR THE SANTACRUZ METROPOLITAN TRANSIT DISTRICT**

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

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

WHEREAS, the Santa Cruz Metropolitan Transit District, requiring an employee with expertise and dedication appointed Jeffrey A. North to serve in the position of Transit Supervisor, and

WHEREAS, Jeffrey A. North served as a member of the Operations Department of the Santa Cruz Metropolitan Transit District for the time period of December 10, 1984 to November 19, 2014, and

WHEREAS, Jeffrey A. North provided the Santa Cruz Metropolitan Transit District with dedicated service and commitment during the time of employment, and

WHEREAS, Jeffrey A. North served the Santa Cruz Metropolitan Transit District with distinction, and

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that upon his retirement as Transit Supervisor, the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby commend Jeffrey A. North for efforts in advancing public transit service in Santa Cruz County and expresses sincere appreciation on behalf of itself, Santa Cruz Metropolitan Transit District staff and all of the residents of Santa Cruz County.

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

PASSED AND ADOPTED this twelfth day of December, 2014 by the following vote:

11.1

Resolution No. _____

Page 2

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____

Dene Bustichi
Board Chair

ATTEST _____

Alex Clifford
CEO/General Manager

APPROVED AS TO FORM:

Leslyn Syren
District Counsel



DATE: December 12, 2014

TO: Board of Directors

FROM: Alex Clifford, CEO

SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT AMENDMENT WITH RNL DESIGN, INC. FOR ARCHITECT AND ENGINEERING SERVICES TO INCORPORATE APPROVED ADD SERVICE REQUESTS AND TO INCREASE THE CONTRACT NOT-TO-EXCEED AMOUNT BY \$100,243

I. RECOMMENDED ACTION

Authorize the CEO to execute a contract amendment with RNL Design, Inc. for Architect and Engineering Services to Incorporate Additional Service Requests and to Increase the Contract Not-To-Exceed Amount by \$100,243.

II. SUMMARY

- Santa Cruz METRO has a contract with RNL Design, Inc. for Architect and Engineering Services.
- RNL Design, Inc. has proposed seven (7) Additional Services be added to the Contract.
- The services provided by RNL Design, Inc. are required in order to maintain progress of the work; therefore, a contract amendment incorporating these Additional Services is recommended.

III. DISCUSSION/BACKGROUND

Santa Cruz METRO has a contract with RNL Design, Inc. for Architect and Engineering Services. Additional Service Proposals were submitted to Santa Cruz METRO during Project construction as the need arose. The scope of these requests include utility changes made by PG& E, General Contractor errors, additional specialty testing and inspections required after demolition of the old Operations building, structural engineering evaluations, and Buy America compliance issues. Several of these were approved by staff as they were within the authority and contingency amount approved by the Board of Directors. Action is required to approve the remaining staff-recommended Additional Services and incorporate them into the contract via an amendment.

A summary of the Additional Services requested is as follows:

	Additional Services Proposed	Value
1.	Resolution of Pile Placement Issues	\$ 2,200.00
2.	Resolution of Additional Out-of Position Piles	\$ 9,148.00
3.	Resolve Contractor Errors	\$ 21,500.00
4.	Transformer Revisions by Utility	\$ 2,995.00
5.	Structural Evaluation of As-Built Pan Formed Concrete Decks	\$ 27,500.00
6.	Revision of Construction Documents to Incorporate Materials Changes to Conform to Buy America Standards	\$ 17,500.00
7.	Cotton Shires Additional Fees for Observation and Testing Services	\$ 19,400.00
	TOTAL	\$ 100,243.00

Staff recommends that the Board of Directors authorize the CEO to execute a contract amendment on behalf of Santa Cruz METRO. Andrew Kreck, Project Manager, will serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

This contract has a total not to exceed of \$975,373. Additional funds in an amount of \$100,243 are requested to increase the contract authority at this time. The new contract total not to exceed would be \$1,075,616.

These expenditures were included in the Project Budget recently adopted by the Board of Directors. The total Project Budget not-to-exceed remains at \$24,732,549.

Funds to support this contract are included in the MetroBase Project Budget. No additional funds are required.

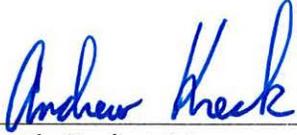
V. ALTERNATIVES CONSIDERED

- Do not approve the remaining Additional Services as proposed. Staff does not recommend this action, as these services are required for the Architect/Engineer to authorize moving forward with planned work, and not approving them could stop the General Contractor's progress on the Project.

VI. ATTACHMENTS

Attachment A: Contract Amendment with RNL Design, Inc.

APPROVED:



Andrew Kreck, Project Manager



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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Attachment A

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

This Third Amendment to Contract No. 12-25 for Architect and Engineering Services is made effective December 15, 2014 between the Santa Cruz Metropolitan Transit District ("Santa Cruz METRO"), a political subdivision of the State of California, and RNL Design, Inc. ("Architect-Engineer").

I. RECITALS

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

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

II. SCOPE OF WORK

"Scope of Services for Architect and Engineering Services" is amended to incorporate the following approved Additional Services, Attachment A to the First Amendment:

<u>No.</u>	<u>Additional Service</u>	<u>Amount</u>
5	Resolution of Pile Placement Issues	\$ 2,200
6	Resolution of Additional Out-of-Position Piles	\$ 9,148
7	Resolve Contractor Errors	\$ 21,500
8	Transformer Revisions by Utility	\$ 2,995
9	Structural Evaluation of As-Built Pan Formed Concrete Decks	\$ 27,500
12	Revision of Construction Documents to Incorporate Materials Changes to Conform to Buy America Standards	\$ 17,500
13	Cotton Shires Additional Fees for Observation and Testing Services	\$ 19,400
Total:		\$100,243

Attachment A

III. COMPENSATION

3.1 Article 5.01 is amended to include the following language:

Santa Cruz METRO shall compensate Architect-Engineer in an amount not to exceed \$100,243 under the terms of the Third Amendment.

The new Contract total not-to-exceed amount is \$1,075,616. Architect-Engineer understands and agrees that if they exceed the \$1,075,616 maximum amount payable under this Contract, they do so at their own risk.

IV. REMAINING TERMS AND CONDITIONS

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

V. AUTHORITY

5.1 Article 7 is amended to include the following language:

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

SIGNATURES ON NEXT PAGE

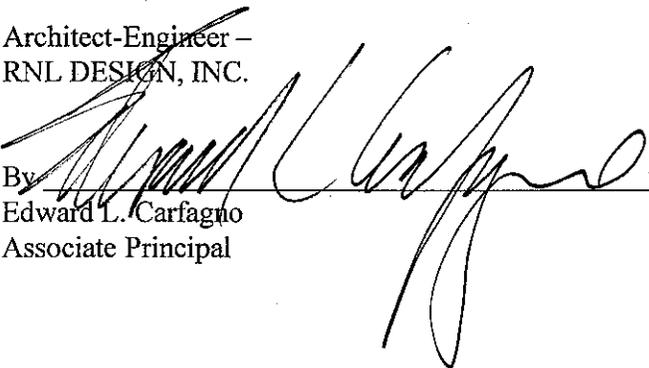
Attachment A

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

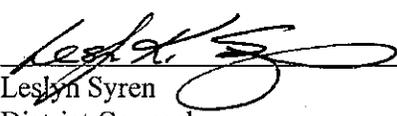
Alex Clifford
CEO/General Manager

Architect-Engineer –
RNL DESIGN, INC.

By: 

Edward L. Carfagno
Associate Principal

Approved as to Form:



Leslyn Syren
District Counsel

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DATE: December 12, 2014

TO: Board of Directors

FROM: Alex Clifford, CEO

SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT AMENDMENT WITH HILL INTERNATIONAL, INC. TO INCREASE THE CONTRACT NOT-TO-EXCEED AMOUNT BY \$1,092,382 FOR PROJECT MANAGEMENT CONSULTANT SERVICES

I. RECOMMENDED ACTION

Authorize the CEO to execute a contract amendment with Hill International, Inc. to increase the contract not-to-exceed amount by \$1,092,382 for Project Management Consultant Services.

II. SUMMARY

- After a full review of staffing needs for the MetroBase Project Team by the CEO and Project Manager Consultant, and the cancellation of the Construction Management contract, Santa Cruz METRO requires that additional staffing needs be addressed by the Project Management Consultant firm.
- Santa Cruz METRO has a contract with Hill International, Inc. for Project Management Consultant Services for the new Judy K. Souza Operations Facility. Hill International, Inc. can provide the additional staff requested within the scope of services outlined in their contract.
- A contract amendment is required to increase the not-to-exceed value of the contract to accommodate cost of the requested additional staff; therefore, a contract amendment authorizing an additional \$1,092,382 is recommended.
- If approved, this amendment will not increase the Board approved not-to-exceed value of the overall MetroBase Project Budget.

III. DISCUSSION/BACKGROUND

In order to ensure the timely and successful completion of the new Judy K. Souza Operations Facility, Santa Cruz METRO entered into a contract with Hill International, Inc. (Hill, Inc.) for Project Management Consultant Services on September 15, 2014.

Andrew Kreck, Project Manager, and Alex Clifford, CEO, performed a full review of staffing needs for the MetroBase Project Team and determined that the Project was understaffed in order to achieve a successful build. In addition, the existing Construction Management (CM) firm was assessed. This assessment resulted in the cancellation of the existing TRC CM contract. At this time, Santa Cruz METRO requires all additional staffing needs to be addressed by the Project Management Consultant firm, Hill, Inc. This

augmentation of services is funded by shifting the funding previously allocated to the TRC contract over to the Hill, Inc. contract.

Staff recommends that the Board of Directors authorize the CEO to execute a contract amendment on behalf of Santa Cruz METRO.

IV. FINANCIAL CONSIDERATIONS/IMPACT

This contract has a total not to exceed of \$1,500,000. Additional funds in an amount of \$1,092,382 are requested for approval at this time.

The additional funding identified to cover the Hill, Inc. contract amendment of \$1,092,382 is a direct result of unexpended funds on:

- TRC Contract
- In-House Project Manager (FY13 & FY14)
- In-House Construction Administrator (FY13 & FY14)
- Extended Construction Management

The new contract total not to exceed would be \$2,592,382.

Funds to support this contract amendment are within the Board of Directors not-to-exceed value of the MetroBase Project Budget. No additional funds are required. Funding elements for the project budget include PTMISEA, State/Local Partnership funds, federal funds, and sales tax.

V. ALTERNATIVES CONSIDERED

- Do not authorize additional staffing. This action is not recommended by staff as construction projects of this scope and size are often complicated and require multiple disciplines in order to ensure successful completion.
- Do not authorize Hill, Inc.'s incorporation of the Construction Management duties into their contract. This is not recommended as a new procurement for Construction Management services would take approximately 90 days and would impose an unacceptable delay to the Project.

VI. ATTACHMENTS

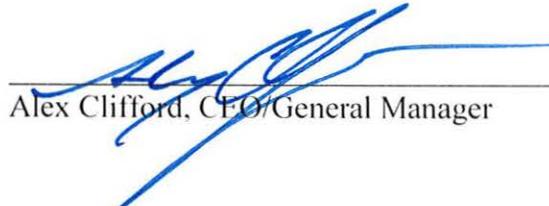
Attachment A: Contract Amendment with Hill International, Inc.

Attachment B: Hill International, Inc. Additional Man Hour Cost Proposal

APPROVED:



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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Attachment A

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

This First Amendment to Contract No. 15-04 for Project Management Consultant Services is made effective December 15, 2014 between the Santa Cruz Metropolitan Transit District (“Santa Cruz METRO”), a political subdivision of the State of California, and Hill International, Inc. (“Consultant”).

I. RECITALS

- 1.1 Santa Cruz METRO and Consultant entered into a Contract for Project Management Consultant Services (“Contract”) on September 15, 2014.
- 1.2 The Contract allows for amendment upon mutual written consent.
- 1.3 Santa Cruz METRO and Consultant desire to amend the Contract to increase the Contract total not-to-exceed amount, and to allow for additional staffing.
- 1.4 Santa Cruz METRO and Consultant desire to amend the Contract to allow the approved not-to-exceed value of Consultant’s mileage expense reimbursements to be used for housing allowance upon written mutual consent.

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

II. SCOPE OF SERVICES

- 2.1 Exhibit C, “Manhour Cost Proposal,” shall be replaced with Consultant’s “Additional Manhour Cost Proposal” dated November 26, 2014, Attachment A to the First Amendment.

III. COMPENSATION

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

Santa Cruz METRO shall compensate Consultant in an amount not to exceed the rates agreed upon and set forth in Consultant’s “Additional Manhour Cost Proposal.” Santa Cruz METRO and Consultant agree that the total amount payable pursuant to the First Amendment shall not exceed \$1,092,382.

The Contract is amended to allow the approved not-to-exceed value of Consultant’s mileage expense reimbursements, as set forth in Consultant’s “Additional Manhour Cost Proposal,” to be used for housing allowance upon written mutual consent.

Attachment A

The new Contract total not-to-exceed amount is \$2,592,382. Consultant understands and agrees that if they exceed the \$2,592,382 maximum amount payable under this Contract, they do so at their own risk.

IV. REMAINING TERMS AND CONDITIONS

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

V. AUTHORITY

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

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

SIGNATURES ON NEXT PAGE

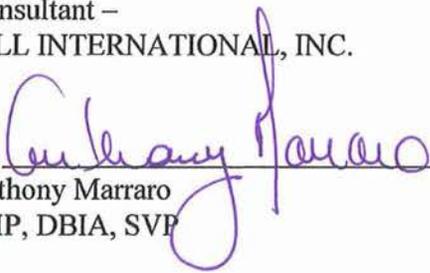
Attachment A

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Alex Clifford
CEO/General Manager

Consultant –
HILL INTERNATIONAL, INC.

By  _____
Anthony Marraro
PMP, DBIA, SVP

Approved as to Form:

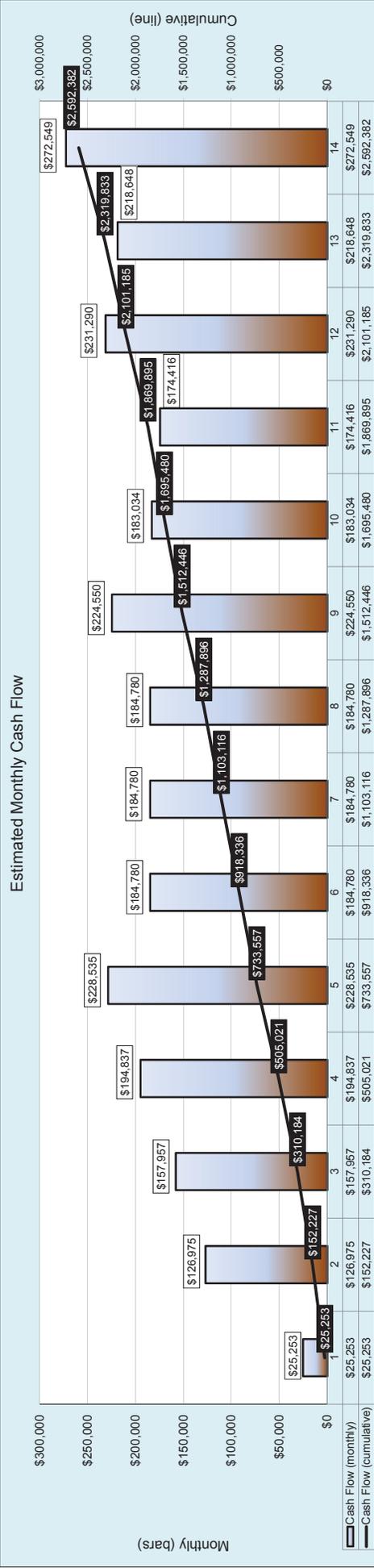
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Leslyn Syren
District Counsel

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Hill International, Inc.
Attachment B -- Additional Manhour Cost Proposal
Santa Cruz Metro - Judy K. Souza Operations Building

Role	2014												2015					Total Hours
	Actual	Proposed	Actual	Proposed	Actual	Proposed	Actual	Proposed	Actual	Proposed	Actual	Proposed	Actual	Proposed	Actual	Proposed		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
Principal in Charge	7	16	16	8	8	8	8	8	8	8	8	8	8	8	8	16	134	
Project Manager/Consultant	56	184	184	160	160	160	160	160	160	160	160	160	160	160	160	200	2,320	
Schedule/Change Management	0	84	84	64	64	64	64	64	64	64	64	64	64	64	64	184	1,112	
Schedule/Change Management	0	16	16	16	16	16	16	16	16	16	16	16	16	16	16	32	224	
Contract Administrator	37	147	160	120	80	40	40	40	40	24	24	24	24	24	24	40	840	
Document Control	0	128	160	160	200	160	160	160	200	160	160	200	160	160	200	2,208		
Document Control Analyst	0	16	16	8	0	0	0	0	0	0	0	0	0	0	0	40		
Office Engineer	24	176	160	160	200	160	160	160	200	160	160	200	160	160	200	2,280		
Environmental	0	24	24	24	24	24	24	24	24	24	24	24	24	24	312	312		
Commissioning	0	0	0	0	0	0	0	0	0	0	0	100	100	100	460	2,000		
Construction Manager	0	0	80	160	200	160	160	160	200	160	160	200	160	160	200	2,000		
Field Coordinator	0	0	80	160	200	160	160	160	200	160	160	200	160	160	200	2,000		
Inspector	0	0	160	160	200	160	160	160	200	160	160	200	160	160	200	2,080		
Inspector	0	0	0	160	200	160	160	160	200	160	160	200	160	160	200	1,200		
Safety Inspector	8	0	16	16	16	16	16	16	16	16	16	16	16	16	16	16	200	
Subtotal Labor Hours	131	775	1,112	1,376	1,628	1,288	1,288	1,288	1,588	1,272	1,112	1,472	1,368	1,712	1,712	17,410		
Full Time Equivalent	0.82	3.87	6.95	8.60	8.14	8.05	8.05	8.05	7.94	7.96	7.96	7.36	8.55	8.55	8.55	8.56		
[Total hours / 2080 hours per year]																		

Role	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Schedule/Change Management	\$622	\$622	\$622	\$622	\$622	\$622	\$622	\$622	\$622	\$622	\$622	\$1,244
Contract Administrator	\$650	\$1,366	\$1,442	\$1,517	\$1,517	\$1,517	\$1,517	\$1,517	\$1,517	\$1,517	\$1,517	\$1,821
Office Engineer	\$734	\$734	\$734	\$734	\$734	\$734	\$734	\$734	\$734	\$734	\$734	\$0
Commissioning	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials IOA Contract	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$5,328
Subcontractor 2.5% markup	\$0	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$150
Subtotal Expenses	\$1,272	\$3,253	\$2,867	\$12,943	\$13,019	\$13,019	\$13,019	\$13,322	\$12,943	\$16,588	\$12,223	\$13,543
Cash Flow (monthly)	\$25,253	\$126,975	\$157,957	\$194,837	\$228,535	\$184,780	\$184,780	\$224,550	\$184,780	\$174,416	\$231,290	\$272,549
Cash Flow (cumulative)	\$25,253	\$152,227	\$310,184	\$505,021	\$733,557	\$918,336	\$1,103,116	\$1,287,896	\$1,472,676	\$1,657,461	\$1,842,241	\$2,114,790



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DATE: December 12, 2014
TO: Board of Directors
FROM: Leslyn K. Syren, District Counsel

**SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO/GENERAL
MANAGER TO EXECUTE A LEASE AMENDMENT WITH ALI
GHARAHGOZLOO AND JESSICA HSU, DBA JESSICA'S GROCERY,
WHO CURRENTLY LEASE SPACE AT THE WATSONVILLE TRANSIT
CENTER**

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO/General Manager to execute a Lease Amendment with Jessica's Grocery tenants, canceling the janitorial services contract and setting rent for remaining lease period until September 30, 2015.

II. SUMMARY OF ISSUES

- Santa Cruz METRO intends to take direct control of the janitorial services at the Watsonville Transit Center to begin January 1, 2015.
- It is necessary to amend the tenant's Lease to reflect the cancellation of the janitorial services provided by the tenant for the remainder of the lease set to expire on September 30, 2015.

III. DISCUSSION/BACKGROUND

Ali Gharahgozloo and Jessica Hsu, are tenants at the Watsonville Transit Center operating Jessica's Grocery. In addition this tenant has been providing janitorial and maintenance services, ticket and transportation information services, and on-site management services at the Watsonville Transit Center since 1995 when he first began leasing space from Santa Cruz METRO.

For quality control purposes, we are taking direct control of the janitorial services. Santa Cruz METRO staff recently determined that it is in the best interest of Santa Cruz METRO to increase the level of services provided at the Watsonville Transit Center. In addition, it is contemplated that janitorial services will be provided by either a contracted vendor or by Facilities staff. Accordingly, it is necessary to amend the tenant's lease to reflect these changes and to restate what the tenant's duties will be for the remainder of the lease period until September 30, 2015.

Therefore, in exchange for the duties that will continue to be provided by the tenant, staff is also recommending a reduction in the tenant's rent. A rent analysis for all current vacancies for Watsonville retail space was conducted to determine a fair rental price for

the Watsonville Transit Center space. Based on the analysis, METRO staff averaged a fair market rental value for similar spaces at \$1.25/square foot. Based on this square foot price, the base rent would be \$737.50 per month. A pro-rata percentage of the Center's garbage cost is currently being billed to this tenant in the sum of \$120.92 each month. Staff recommends setting the all-inclusive rent at **\$858.42**, which would include the garbage costs. This rent amount, if approved, would be effective January 1, 2015 and terminate at the expiration of the Lease period on September 30, 2015.

IV. FINANCIAL CONSIDERATIONS/IMPACT 

Santa Cruz METRO intends to convert this leased space into a Customer Service Center.

CURRENT MONTHLY RENT PAID BY TENANT	CURRENT MONTHLY GARBAGE PAID BY TENANT	CURRENT MONTHLY PAYMENT FOR CUSTODIAL SERVICES	CURRENT NET MONTHLY PAYMENT TO TENANT
\$1,689.56	\$120.92	(\$4,915.10)	(\$3,104.62)

PROPOSED NEW MONTHLY RENT	MONTHLY GARBAGE	PROPOSED NEW ALL-INCLUSIVE RENT
\$737.50	\$120.92	\$858.42

V. ALTERNATIVES CONSIDERED

- At a future date, and subject to Board approval, Santa Cruz METRO could amend the Lease Agreement in part, with respect to canceling the Janitorial and on-site management services and have the tenant's rent remain the same amount, currently set at \$1,689.56. Given this alternative, the tenant would not likely provide the On-Site Ticket Sales and Transportation Information Services to Santa Cruz METRO.

VI. ATTACHMENTS

Attachment A: Second Amendment to Lease Agreement

Board of Directors
Board Meeting of December 12, 2014

Prepared By: Leslyn Syren, District Counsel
Date Prepared: December 2, 2014

APPROVED:



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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ATTACHMENT A
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
SECOND AMENDMENT TO LEASE AGREEMENT

THIS SECOND AMENDMENT TO LEASE AGREEMENT is made effective January 1, 2015, between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California, hereinafter called "Landlord", and Ali Reza Gharahgozloo and Jessica Hsu dba Jessica Grocery Store, hereinafter called "Tenant", whose address is 475 Rodriguez Street, Watsonville, CA 95076, who agree as follows:

I. RECITALS

- 1.1 Landlord and Tenant signed a Lease Agreement for the inside terminal space located at the Watsonville Transit Center, for a five (5) year term, commencing on October 1, 2010, terminating on September 30, 2015.
- 1.2 The parties signed a First Amendment to Lease Agreement effective November 1, 2012 to amend the language regarding trash costs paid by Landlord and reimbursed by Tenant for the lease period through September 30, 2015.
- 1.3 Article 20.1.18 of the Lease requires that any amendment to the Agreement be in writing and signed by the duly authorized representatives of both parties.
- 1.4 The purpose of this Second Amendment to Lease Agreement is to:
 - (a) Cancel the portion of the Lease pertaining to Janitorial services provided by Tenant, specified in paragraph 2.1 below;
 - (b) Redefine Exhibit B - tenant's on-site customer service duties at the Center specified in paragraph 2.1 below; and
 - (c) In exchange for the duties defined in Paragraph 2.1 below, to establish a new reduced monthly rent that includes all tenant's trash costs effective January 1, 2015, as specified in paragraph 2.2 below.

II. AMENDMENTS

- 2.1 Paragraph 1.3 Janitorial Services, Maintenance Services and On-Site Management, Ticket Sales and Transportation Information Services and Exhibit B – General Description of Services to be Provided by On-Site Manager are hereby replaced and amended as follows:

1.3 On-Site Ticket Sales and Transportation Information Services

Tenant shall provide on-site ticket sales and transportation information services for the Watsonville Transit Center as follows:

- i. Report any problems to the District's Facilities Maintenance Department at 426-6080, ext. 1202. Leave a message if calling when the office is closed;

ATTACHMENT A
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
SECOND AMENDMENT TO LEASE AGREEMENT

- ii. Ensure that all doors to facility, clocks, and lighting are functioning properly. Contact the District's Facilities Department if there are any problems;
- iii. Make sure all trash receptacles are clean and in good condition; report all damage to the District's Facilities Department;
- iv. Report immediately any vandalism, or any graffiti that cannot be removed from walls, benches, or signage, including the bus and public parking areas of the facility;
- v. Provide bilingual (English and Spanish) transit information regarding routes and schedules and sell transit bus tickets to customers. Provide support services for District transit customers and the public which shall include, but not be limited to, lost and found, opening and closing of trash enclosure for collection access, assuring operating availability of public telephones; and
- vi. Lost and Found services shall include the acceptance of items identified as lost or found on the transit systems serving the premises, the identification and safe storage of those items, the assistance in returning the items when requested to the actual owner of the property. Tenant will follow and comply with the District's Lost and Found Policy which shall be provided to Tenant.

2.2 Paragraph 3.1 Minimum Monthly Rent is replaced and amended to read as follows:

3.1 Minimum Monthly Rent

Tenant shall pay to Landlord as minimum monthly rent, without deduction, setoff, prior notice, or demand, the sum of eight hundred fifty-eight dollars and forty-two cents (\$858.42), per month in advance on the first day of each month commencing on January 1, 2015, which is subject to adjustment as provided in Section 3.2. Minimum monthly rent includes all trash costs (\$120.92), previously billed separately to tenant.

III. NOTICE

3.1 Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party or any other person shall be in writing and either served personally by depositing the same in the United States Postal Service, registered or certified mail, return receipt requested with the postage prepaid, addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address

**ATTACHMENT A
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
SECOND AMENDMENT TO LEASE AGREEMENT**

by compliance with this section. Notice shall be deemed communicated within forty-eight (48) hours from the time of mailing if mailed as provided in this article.

LANDLORD:

Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060
ATTN: CEO/General Manager

TENANT:

Ali Reza Gharahgozloo/ Jessica Hsu
333 Quebrada Del Mar Road
Marina, CA 93933

IV. REMAINING TERMS AND CONDITIONS.

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

V. AUTHORITY

5.1 Each party has full power and authority to enter into and perform this Second Amendment to the Lease Agreement 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.

IN WITNESS THEREOF, this Second Amendment to the Lease Agreement is executed by Landlord and Tenant, and both have affixed their signature the day and year first hereinabove written.

TENANT- JESSICA GROCERY STORE, INC.:

BY: _____
Ali Gharahgozloo

DATE: _____

BY: _____
Jessica Hsu

DATE: _____

LANDLORD- SANTA CRUZ METROPOLITAN TRANSIT DISTRICT:

BY: _____
Alex Clifford
CEO/General Manager

DATE: _____

ATTACHMENT A
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
SECOND AMENDMENT TO LEASE AGREEMENT

Approved as to form:



Leslyn K. Syren, District Counsel



DATE: December 12, 2014

TO: Board of Directors

FROM: Alex Clifford, CEO

SUBJECT: CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR A CLASSIFICATION AND COMPENSATION STUDY

I. RECOMMENDED ACTION

That the Board of Directors authorize the Purchasing Manager to issue a formal Request for Proposals for a Classification and Compensation Study.

II. SUMMARY

- Santa Cruz METRO (METRO) has never conducted a classification and compensation study for the management group or a comprehensive study for the varied positions within SEIU and UTU-ParaCruz.
- Many of METRO's job specifications need to be updated using current vernacular, the addition of physical requirements needed to perform essential functions, and to ensure the class specification reflects the actual work being performed.
- A classification and compensation study for management and the various represented units could address wage compression issues and assist in the retention of valuable personnel.
- A professional services contract is recommended due to the complexity of such a comprehensive classification and compensation study.
- A two-step classification and compensation study process will result in useful information for the next UTU-ParaCruz and SEIU negotiations.

III. DISCUSSION/BACKGROUND

METRO aspires to attract and retain talented transit professionals. To that end, both public and private sector organizations periodically perform a comprehensive classification and compensation review. Such a review helps the organization understand where its pay scales are relative to pay scales for similar positions in both the public and private sector.

In researching this matter, we discovered an article published May 21, 2013, in the Society for Human Resource Management in which is stated, "As a general rule, employers should examine the overall salary structure at least every three to five years. The review should determine whether the structure is still aligned with the company's needs and the labor market." We have no record of METRO ever having performed such a study. At its meeting on July 25, 2008, the METRO Board of Directors authorized the

General Manager to proceed with a salary study, but that study was placed in indefinite abeyance due to the economic downturn, and has not been revisited since.

In the way of a local comparison, the City of Santa Cruz is currently performing a comprehensive classification and compensation study. Their RFP indicates that the last comprehensive salary study was performed in March 2000.

What is a Class & Compensation Study?

1. A class and compensation study looks at an organization's classifications to determine the proper grouping of its positions into job categories, and assign the appropriate compensation for each job category.
2. Classification involves grouping jobs that do similar types of work, based on duties and responsibilities, into groups or grades.
3. A compensation study reviews an organization's job groups or classifications to determine a fair and competitive salary range.
4. A compensation study reviews the relationship between job groups or classifications and determines the placement of salary ranges as a determination of those relationships.
5. Both types of studies include a review of both internal and external data related to similar job duties, responsibilities, and compensation.
6. A class and compensation study is not about giving agency personnel a performance pay raise; rather it is about identifying and correcting structural problems in the pay system and ensuring METRO can attract and retain qualified personnel.

Ideally, once completed and implemented, the organization establishes a process to continue to review a select few positions on an annual basis to determine if there have been changes in job responsibilities. Such an annual review process is also consistent with certain sections of our SEIU and UTU-ParaCruz labor agreements. However, over time, this annual review of a smaller number of positions can create complications in their relationships to other positions and create salary compression issues.

The Process

- Board approval to initiate
- Issue a formal Request For Proposal (RFP)
- Award a contract to the selected bidder
- Distribute and collect comprehensive position analysis questionnaires
- Update all job descriptions
- Create a validated job rating system
- Conduct a market salary survey
 - Base salary survey
 - Total compensation

- Review pay for performance options
- Process normally takes 90 – 120 days, but may be longer when job specifications require more attention.
- Salary survey results are presented in quartiles or percentages which is helpful in determining where METRO should be in the spread from lowest to mean to highest comparators.
- Bifurcated process - Return to the Board with recommended management actions and then perform the study on SEIU and UTU-ParaCruz positions, utilizing the outcomes in the next labor contract negotiations.

The CEO recommends contracting with an outside firm specializing in classification and compensation studies.

IV. FINANCIAL CONSIDERATIONS/IMPACT

This action will authorize the initiation of a procurement estimated to have a resulting contract with a value of \$70,000. Funds for this contract are included in the FY15 Professional /Technical Fees account (503031) of the Finance Department Operating Budget for \$60K and other cost savings throughout the agency of \$10K.

V. ALTERNATIVES CONSIDERED

- Reject the staff's proposal and continue performing classification and compensation studies as dictated by MOU language. Staff does not recommend this option. Classifications that are outdated may not be reviewed, and the issues regarding wage compression will be exacerbated over time.
- Reject the staff's proposal and direct staff to perform this activity in-house. Staff does not recommend this option. The current workload of the Human Resources Department does not allow time to conduct this study. Conflict of interest issues could arise as a result of performing the study in-house.

VI. ATTACHMENTS

Attachment A: Authorizing Resolution

APPROVED:



Alex Clifford, CEO/General Manager

Attachment A

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

Resolution No.

On the Motion of Director:

Duly Seconded by Director:

The Following Resolution is Adopted: December 12, 2014

RESOLUTION AUTHORIZING THE PURCHASING MANAGER TO ISSUE A FORMAL REQUEST FOR A CLASSIFICATION AND COMPENSATION STUDY

WHEREAS, Santa Cruz METRO (METRO) has never conducted a classification and compensation study for the management group or a comprehensive study for the varied positions within SEIU and UTU-ParaCruz;

WHEREAS, many of METRO's job specifications need to be updated using current vernacular, the addition of physical requirements needed to perform essential functions, and to ensure the class specification reflects the actual work being performed;

WHEREAS, A classification and compensation study for management and the various represented units could address wage compression issues and assist in the retention of valuable personnel;

WHEREAS, A professional services contract is recommended due to the complexity of such a comprehensive classification and compensation study; and,

WHEREAS, A two-step classification and compensation study process will result in useful information for the next UTU-ParaCruz and SEIU negotiations.

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

THAT, the Purchasing Manager is authorized to issue a formal request for a classification and compensation study.

PASSED AND ADOPTED this 12th day of December 2014, by the following vote:

AYES: Directors

NOES: None

ABSTAIN: None

ABSENT: Directors

APPROVED: _____
DENE BUSTICHI
Board Chair

Attachment A

Resolution No. _____
Page 2

ATTEST: _____
ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:


LESLYN K. SYREN
District Counsel



Year to Date Monthly Financial Report as of August 31, 2014

Santa Cruz METRO Board of Directors

December 12, 2014

Angela Aitken, Finance Manager

FY15 Operating Revenue and Expenses For the Month Ending August 31, 2014

17% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Actual vs Budget
Operating Revenue:	\$2,300	\$2,429	(\$129)
Operating Expenses:			
Labor & Fringe Benefits	\$2,866	\$3,286	(\$420)
Non-Personnel Expenses	\$677	\$743	(\$65)
Total Operating Expenses:	\$3,543	\$4,029	(\$486)
Operating Budget Under/(Over):			\$357

16.2



FY15 Operating Revenue and Expenses

Year to Date as of August 31, 2014

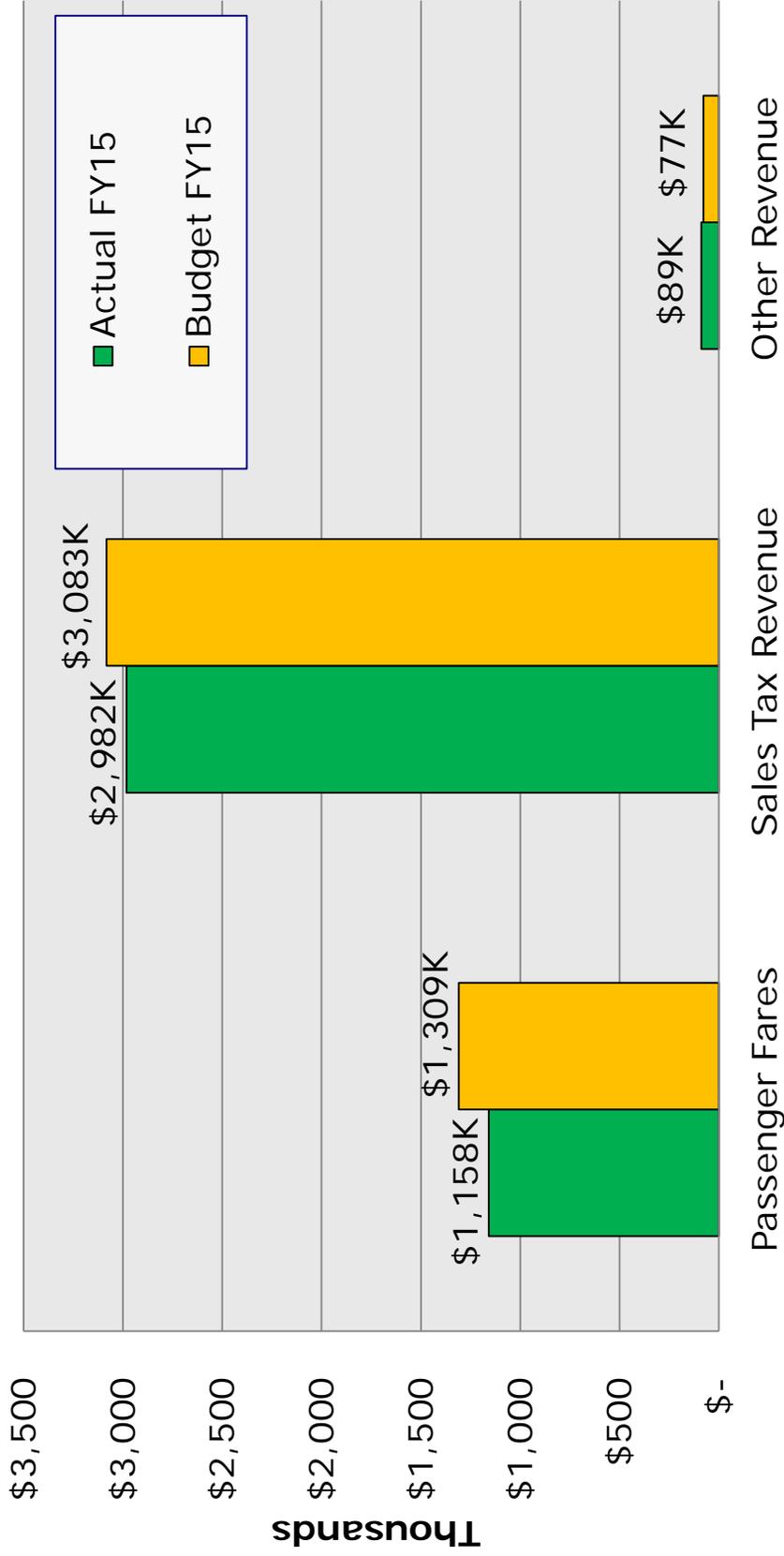
17% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Actual vs Budget
Operating Revenue:	\$4,229	\$4,470	(\$241)
Operating Expenses:			
Labor & Fringe Benefits	\$5,941	\$6,572	(\$631)
Non-Personnel Expenses	\$1,331	\$1,469	(\$138)
Total Operating Expenses:	\$7,272	\$8,041	(\$769)
Operating Budget Under/(Over):			\$527

16.3



FY15 Operating Revenue by Major Funding Source
Year to Date as of August 31, 2014
 17% of Fiscal Year Elapsed

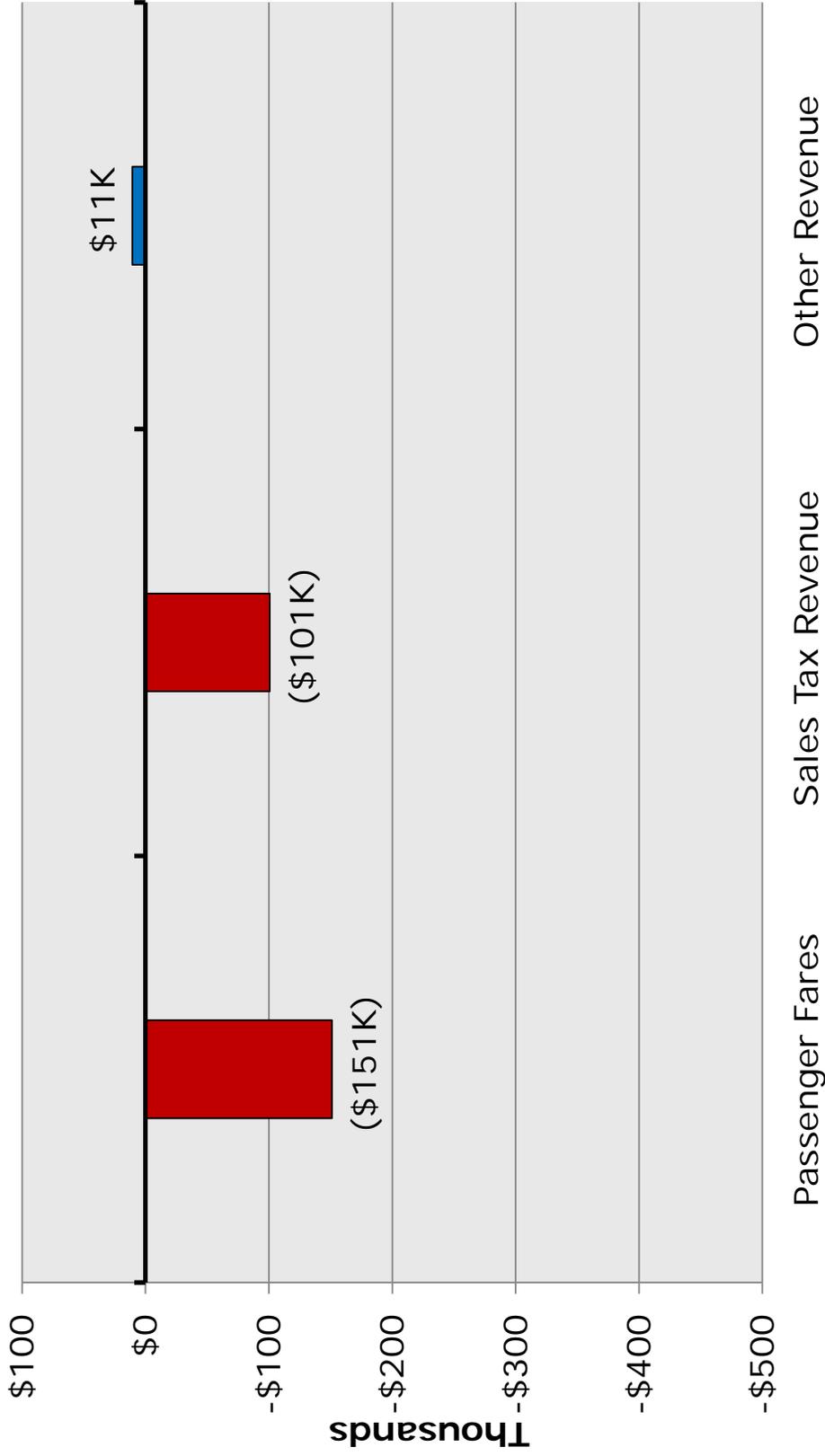


16.4



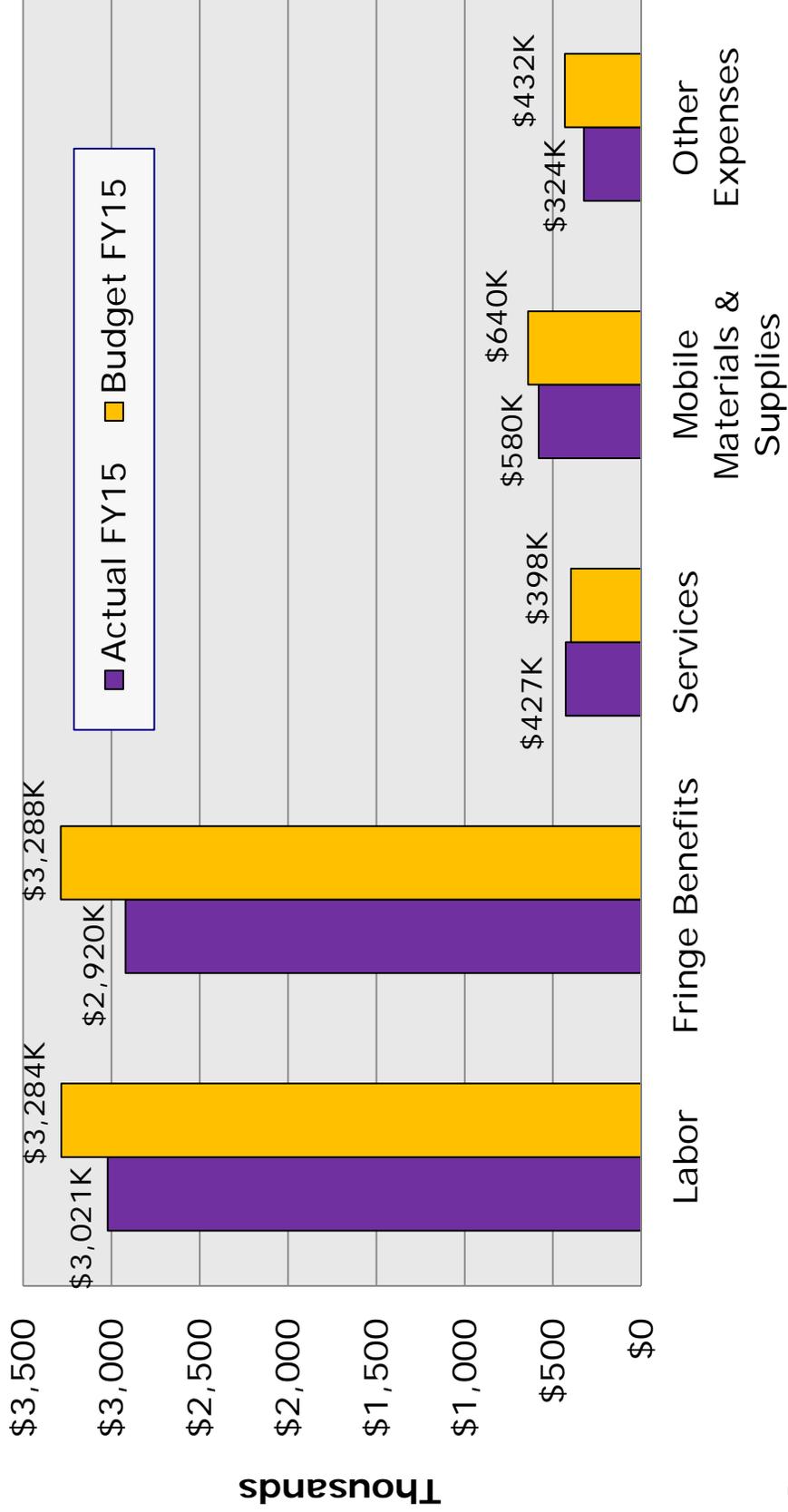
Favorable/(Unfavorable) Revenue Variance to Budget Year to Date as of August 31, 2014

17% of Fiscal Year Elapsed



FY15 Operating Expenses by Major Expense Category Year to Date as of August 31, 2014

17% of Fiscal Year Elapsed

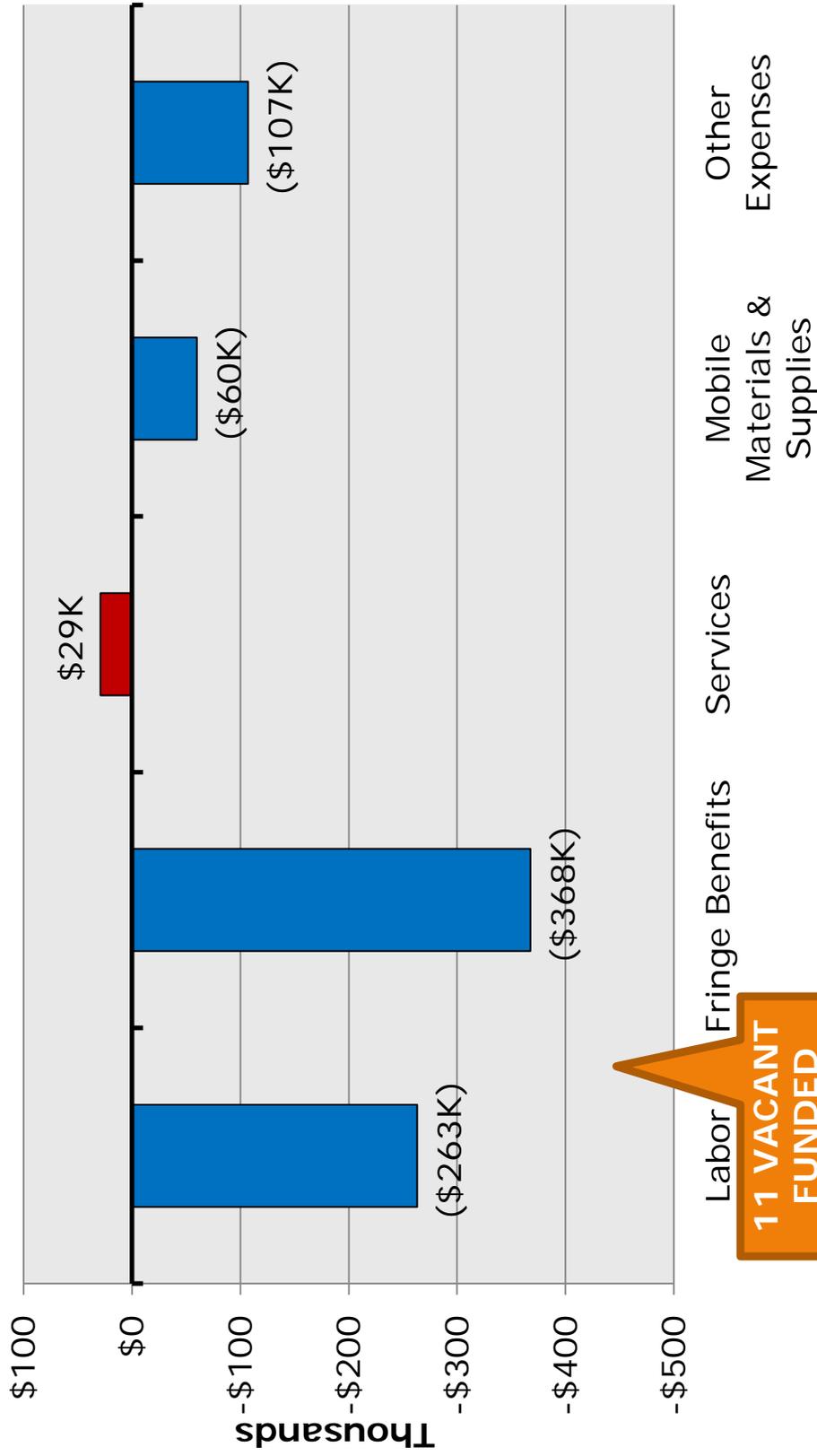


16.6



(Favorable)/Unfavorable Expense Variance to Budget
Year to Date as of August 31, 2014

17% of Fiscal Year Elapsed



11 VACANT FUNDED POSITIONS

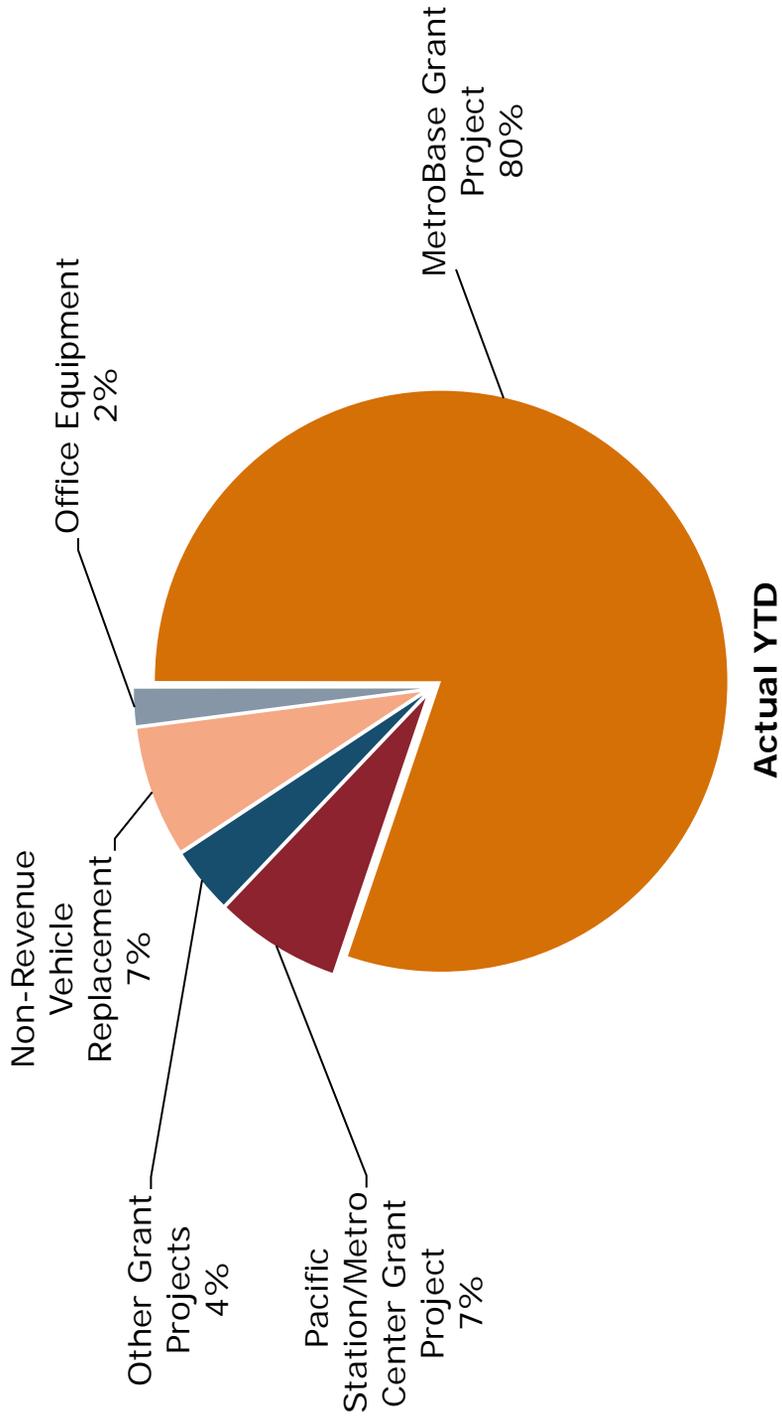


FY15 Capital Budget

Year to Date as of August 31, 2014

17% of Fiscal Year Elapsed

	Actual YTD	Total FY15 Budget	% Spent YTD
Total Capital Projects:	\$792,354	\$20,861,899	4%



Questions

16.9



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DATE: December 12, 2014

TO: Board of Directors

FROM: Leslyn K. Syren, District Counsel

**SUBJECT: CONSIDERATION OF A RESOLUTION DELEGATING AUTHORITY
TO THE CEO/GENERAL MANAGER TO ACT AS THE DULY
APPOINTED OFFICER TO DECIDE SUBCONTRACTOR
SUBSTITUTIONS PURSUANT TO PUBLIC CONTRACT CODE
SECTION 4107**

I. RECOMMENDED ACTION

That the Board of Directors approve a Resolution to delegate authority under PCC Section 4107 to the CEO/General Manager for purposes of hearing and deciding matters related to the substitution of subcontractors for the Judy K. Souza Operations Building Construction Project

II. SUMMARY OF ISSUES

- Section 4107 of the Public Contract Code allows for the appointing authority (the Board) or a duly authorized officer to consent to the substitution of another person as a subcontractor in specified instances.
- Section 4107 also requires that several steps are performed in order to make a determination that the substitution is appropriate.
- Staff requests that the CEO/General Manager be authorized to perform all of the functions required by Section 4107 in place of the Board of Directors.

III. DISCUSSION/BACKGROUND

On December 21, 2012, the Board of Directors approved a contract with Lewis C. Nelson (LCN) for the construction of the Judy K. Souza Operations Building (Project). On March 22, 2013, staff brought an item to the Board requesting the authority to delegate authority for the purpose of consenting to subcontractor substitutions. Due to errors in the staff report and the minutes associated with the action taken by the Board, staff brings this matter back for a formal approval of the Board's March 22nd delegation of authority which was authorized by the Board.

Pursuant to Public Contract Code section 4107, a prime contractor may seek to substitute a subcontractor listed in their original bid. The basis for such a substitution must comply with one of nine reasons specified in the section. The section also requires that the "awarding authority" or its "authorized officer" may consent to such a substitution, but also permits the original subcontractor to contest the substitution. In this regard, several procedural notices must be provided, and if met, can result in a hearing. Since the time

for responding to such requests may not coincide with Board meetings, it has been the practice of most public agencies to delegate this authority in order to meet construction timelines. As in the case with this project, a request for substitution has been made and staff would like the flexibility to efficiently respond to the request.

Attached hereto is a Resolution which seeks to codify the Board's actions from March 22, 2013, to more fully fit with the intention of the Board and to meet formal requirements for such delegations.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None.

V. ALTERNATIVES CONSIDERED

- Do nothing and require that all matters related to subcontractor substitutions be brought to the Board of Directors for action and consent, including, hearings required under section 4107 of the Public Contract Code. Staff does not recommend this option because it will delay the expeditious approval or rejection of such requests.

VI. ATTACHMENT

Attachment A: Resolution Delegating Authority pursuant to PCC section 4107

APPROVED:



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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

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

**A RESOLUTION DELEGATING TO THE CEO/GENERAL MANAGER
AUTHORITY TO ACT AS THE DULY APPOINTED OFFICER FOR
PURPOSES OF CALIFORNIA PUBLIC CONTRACT CODE (PCC)
SECTION 4107**

WHEREAS, the Santa Cruz Metropolitan Transit District may delegate authority to a duly appointed officer under California Public Contract Code (PCC) Section 4107; and,

WHEREAS, it is in the best interest of the District to make this delegation.

NOW, THEREFORE, BE IT RESOLVED, that the CEO/General Manager is authorized to act as Santa Cruz Metropolitan Transit District's duly authorized officer for purposes of PCC Section 4107; and,

BE IT FURTHER RESOLVED, that the CEO/General Manager shall be authorized to perform all duties associated with this delegation for purposes of the Judy K. Souza Operations Building Project.

PASSED AND ADOPTED this twelfth day of December, 2014 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

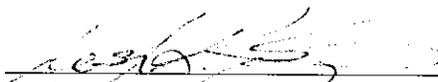
APPROVED _____

Dene Bustichi
Board Chair

ATTEST _____

Alex Clifford
CEO/General Manager

APPROVED AS TO FORM:



Leslyn Syren
District Counsel