

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA NOVEMBER 10, 2000 (Second Friday of Each Month) SCMTD ENCINAL CONFERENCE ROOM *370 ENCINAL STREET, SUITE 100* SANTA CRUZ, CALIFORNIA

SECTION I: OPEN SESSION - 8:30a.m.

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATIONS **(Not Prior to 9:00 a.m.)**
 - a. Kirsten Wimp RE: Request to allow open strollers on buses
3. LABOR ORGANIZATION COMMUNICATIONS **(Not Prior to 9:00 a.m.)**
4. METRO USERS GROUP (MUG) COMMUNICATIONS
5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS
6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 10/13/00 and 10/20/00, and Special Board Meeting Minutes of 10/27/00.
Minutes: Attached
- 7-2. ACCEPT AND FILE PRELIMINARY APPROVED CLAIMS
Report: Attached
- 7-3. ACCEPT AND FILE PASSENGER LIFT REPORT FOR OCTOBER 2000
Report: Attached
- 7-4. CONSIDERATION OF TORT CLAIMS: None
Staff Reports: None
- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 10/19/00
Minutes: Attached
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 10/18/00
Minutes: Attached

* Please note: Location of Meeting Place

- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORTS FOR SEPTEMBER 2000,
APPROVAL OF BUDGET TRANSFERS
Staff Report: Attached
- 7-8. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR SEPTEMBER 2000
Staff Report: Attached
- 7-9. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR
SEPTEMBER 2000
Staff Report: Attached
- 7-10. CONSIDERATION OF APPROVAL OF CLAIMS INVESTIGATOR CLASSIFICATION
Staff Report: Attached
- 7-11. CONSIDERATION OF EMPLOYEE ASSISTANCE PROGRAM CONTRACT RENEWAL
Staff Report: Attached
- 7-12. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE STATUS
REPORT
Staff Report: To Be Included in Add-On Packet
- 7-13. CONSIDERATION OF LONG-TERM DISABILITY INSURANCE CONTRACT RENEWAL
Staff Report: Attached

REGULAR AGENDA

- 8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS
Presented by: Jan Beautz, Chairperson
Staff Report: Attached
- 9. CONSIDERATION OF DESIGNATION OF BUS STOP SHELTERS AND BUS STOPS AS
NON-SMOKING ZONES
Presented by: Les White, General Manager
Margaret Gallagher, District Counsel
Staff Report: Attached
- 10. CONSIDERATION OF AUTHORIZATION TO OPERATE THE WATSONVILLE HOLIDAY
SHUTTLE
Presented by: Bryant Baehr, Operations Manager
Staff Report: Attached
- 11. CONSIDERATION OF APPROVAL OF 2001 STATE AND FEDERAL LEGISLATIVE
PROGRAMS
Presented by: Les White, General Manager
Staff Report: Attached

12. CONSIDERATION OF EXTENSION OF CONTRACT WITH MULTISYSTEMS TO COMPLETE THE COMPREHENSIVE OPERATIONAL AND FINANCIAL AUDIT
Presented by: Kim Chin, Planning & Marketing Manager
Staff Report: Attached
13. CONSIDERATION OF PROPOSAL FOR FIRST NIGHT SANTA CRUZ BUS SERVICE
Presented by: Bryant Baehr, Operations Manager
Kim Chin, Planning & Marketing Manager
Staff Report: To Be Included in Add-On Packet
14. CONSIDERATION OF RESOLUTIONS AUTHORIZING AMENDED STA AND TDA CLAIMS FOR FY 00/01
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
15. CONSIDERATION OF EXTENSION OF PLANTRONICS LEASE FOR BUS PARKING
Presented by: Margaret Gallagher, District Counsel
Staff Report: Attached

ADJOURN

NOTICE TO PUBLIC

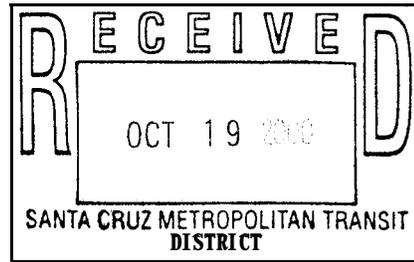
Members of the public may address the Board of Directors on a topic not on the agenda but within the jurisdiction of the Board of Directors or on the consent agenda by approaching the Board during consideration of Agenda Item #1 "Oral and Written Communications", under Section I. Presentations will be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

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

The Santa Cruz Metropolitan Transit District does not discriminate on the basis of disability. The Encinal Conference Room is located in an accessible facility. If you wish to attend this meeting and require special assistance in order to participate, please contact Dale Carr at 426-6080 at least 72 hours in advance of the Board of Directors meeting.

Kirsten Wimp
832 Pinecone Drive
Scotts Valley, CA 95066

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



October 18, 2000

Dear Board Of Directors,

I would like to share two items with you.

First, I have been riding the bus regularly for years and have had a generally **excellent** experience. I am very grateful that the system exists and you have met many of my transportation needs.

Second, now I am a new mother (my baby is three months old) and I would like you to **reconsider your policy on strollers**. I have been informed that one must fold up the stroller before boarding the bus and keep it completely out of the aisle while seated. It is a high expectation of a mother with an infant to have her fold up and lift a stroller, especially up the steps of the older buses, while carrying the infant, the diaper bag, blanket and pay the fare. Because the task is so difficult, it poses a safety hazard. If this scenario is too difficult to visualize, I would be happy to come to one of your meetings to demonstrate. I would like you to consider extending the same courtesy to mothers of infants as you do to disabled persons (we are, after all, unable to do some things while caring for an infant). **Please consider adjusting your policy to allow mothers of infants to board the bus with the stroller open and to keep it open while riding the bus, provided the stroller brakes are set and that the bus is not crowded.** This would ease the burden in several ways: strollers are easier to move while open, one could leave the diaper bag and other items in the stroller giving one less to carry and the awkward task of folding a stroller one-handed would be alleviated. Strollers take up less room than wheel chairs and are equally essential to travel with a baby. I have tried to travel without a stroller, carrying my infant in an infant-carrier, but this is difficult because I cannot bear the weight of the baby and the diaper-bag for long without hurting my back.

Thank you for your kind consideration of my appeal.

Sincerely,

Kirsten Wimp
Mother
438-0876

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

October 13, 2000

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, October 13, 2000 at the District Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice-Chairperson Rotkin called the meeting to order at 8:38 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Bruce Arthur
Jeff Almquist
Katherine Beiers
Bruce Gabriel
Michelle Hinkle
Mike Rotkin
Ex Officio Director Burch

DIRECTORS ABSENT

Jan Beautz (arrived at 8:44 a.m.)
Tim Fitzmaurice (arrived at 8:48 a.m.)
Mike Keogh
Oscar Rios (arrived at 8:46 a.m.)

STAFF PRESENT

Bryant Baehr, Operations Manager
Paul Chandley, Human Resource Manager
Kim Chin, Planning & Marketing Manager
Mark Dorfman, Asst. General Manager
Terry Gale, IT Manager
Margaret Gallagher, District Counsel

David Konno, Facilities Maint. Manager
LeAna Olson, Human Resource Analyst
Elisabeth Ross, Finance Manager
Judy Souza, Base Superintendent
Tom Stickel, Fleet Maintenance Manager
Leslie R. White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

Eulalio Abrego
Michael Boyd, SEA
Wally Brondstatter, UTU
Toni Castro, Capitola Chamber of Commerce
Jim Conklin, Santa Cruz Business Council
Debbie Hale, SCCRTC

Jeff LeBlanc, MASTF
Manny Martinez, PSA
Ian McFadden, UTU
John Mellon, VMU
Bob Scott, Engineer
Candace Ward, UCSC
Maria de Lourdes Valdivia

ITEM #8 ON THE REGULAR AGENDA WAS TAKEN OUT OF ORDER.

8. PRESENTATION OF RESULTS OF SURVEY CONDUCTED ON BEHALF OF THE CITIZENS FOR IMPROVED TRANSPORTATION

Summary:

Jim Conklin, Executive Director of the Santa Cruz Business Council and member of the Citizens for Transportation Committee, presented the results of a survey taken for the purpose of obtaining opinions from 500 registered voters on county transportation issues. The long-term goals of this survey are: 1) for the community to assist in the development of an expenditure plan based on Santa Cruz County needs; 2) to determine the public's willingness to pay for needed improvements relative to transportation issues. The results of this survey are available on the Santa Cruz County Business Council's website. The survey results have also been presented to the Transportation Commission, County Board of Supervisors and incorporated cities, and will be on the agenda for the Santa Cruz City Council meeting.

Discussion:

Ex Officio Director Burch asked how the demographics of those polled compare to the registered voter demographics. He also suggested that another survey be taken now that the university is back in session. Mr. Conklin will obtain the answer regarding demographics. He further stated that the *Santa Cruz Sentinel* is being kept apprised of the survey situation.

2. ORAL AND WRITTEN COMMUNICATIONS

Oral:

- a. Director Almquist stated that Cabrillo College might be interested in space at the Scotts Valley Transit Center for satellite classrooms. John Hird, President of Cabrillo College, will contact Les White to discuss this.

Written:

- a. George Chatterton, correspondence received 9/19/00 regarding MetroBase.
- b. Vincent Goglia, Temple Beth El, correspondence dated 9/26/00 regarding installation of a bus shelter.
- c. Bob Bullard, Monte Vista Christian School, correspondence dated 9/29/00 regarding installation of a bus shelter.
- d. Patricia Spence, correspondence dated 9/30/00 regarding the paratransit audit.

Staff was directed to reply to prepare responses to the correspondence as necessary.

3. LABOR ORGANIZATION COMMUNICATIONS

None

4. METRO USERS GROUP (MUG) COMMUNICATIONS

None

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

None

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

None

CONSENT AGENDA

REVIEW CONSENT AGENDA ITEMS 7-1 THROUGH 7-15

7-1. **APPROVE REGULAR BOARD MEETING MINUTES OF 9/15/00**

No questions or comments.

7-2. **ACCEPT AND FILE PRELIMINARY APPROVED CLAIMS**

No questions or comments.

7-3. **ACCEPT AND FILE PASSENGER LIFT REPORT FOR SEPTEMBER 2000**

No questions or comments.

7-4. **CONSIDERATION OF TORT CLAIMS: Deny the claims of: Antonio Arroyo Ayala;
Mary Ann Hickey**

No questions or comments.

7-5. **ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 9/14/00**

Director Fitzmaurice inquired about the issue of no smoking signs at bus stops. Les White stated that this issue will be brought before the Board for action at the November meeting.

7-6. **THE MUG MEETING OF 9/13/00 WAS CANCELLED DUE TO LACK OF QUORUM**

No questions or comments.

7-7. **ACCEPT AND FILE MONTHLY BUDGET STATUS REPORTS FOR JULY AND
AUGUST 2000, APPROVAL OF BUDGET TRANSFERS**

No questions or comments.

7-8. **CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF ASSETS**

No questions or comments.

7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR AUGUST 2000

Les White reported that ridership on the Highway 17 Express has increased by 30%. Performance indicators are now reflecting pure figures without the transition costs associated with the METRO taking over this service. Reasons for the increase in ridership were cited as being: 1) more reliable service, 2) fuel prices and lack of parking in San Jose, 3) increase in percentage of people travelling to Santa Clara County. Mark Dorfman will supply Director Fitzmaurice with capacity information on this route. Increasing ridership on the reverse commute, which is from San Jose to Santa Cruz, is being looked at by the Service Planning Committee to turn deadhead time into in-service time. However, service would need to be increased to more than one trip per hour in this direction in order to increase this ridership.

Director Gabriel inquired about the joint meeting between members of our Board and VTA Board members. Mr. White explained that VTA would like to wait until after the elections to have this joint meeting due to several issues they are dealing with at this time.

Director Rios requested ridership figures on reverse trips. Mark Dorfman will supply this information on a trip-by-trip basis.

7-10. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR AUGUST 2000

Mark Dorfman met with the consultants who reported that approximately 250 callers a month are being turned down for paratransit service thus showing that the demand is still there for service. Les White added that this is not legal and must be addressed right away. Kim Chin reported that the consultants who have been retained to analyze the paratransit program have held two sets of meetings with the community. The consultants also met with the E&D TAC committee. A report should be ready to present to the Board in a workshop setting within the next month or two. Staff will then go through a public process and return to the Board with a final recommendation. Chairperson Beautz directed staff to inform the consultants to have the results of the Comprehensive Operational and Financial Audit and recertification process ready to be reviewed at the November workshop meeting.

7-11. CONSIDERATION OF WORKERS' COMPENSATION EXCESS INSURANCE CONTRACT RENEWAL

Ian McFadden inquired as to whether it is a conflict of interest to have the same person who handles Workers' Comp also handle claims exceeding \$350,000. Paul Chandley responded that it is Employers Reinsurance and not EOS who underwrites the risk. EOS is the broker and not the insurance underwriter. Director Rotkin stated that this is common practice.

7-12. ACCEPT AND FILE MONTHLY SERVICE DEFAULT REPORT

No questions or comments.

7-13. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE STATUS REPORT

Candace Ward informed the Board that construction to upgrade the campus bus stops is scheduled for summer 2001. Bi-directional service is scheduled to be implemented in the fall of 2001. Bryant Baehr reported that another 2:00 p.m. trip is being added due to the current ridership load. He also stated that trips have been extended to downtown instead of just to Mission/Bay and that overloads are being closely monitored. Les White stated that additional equipment, which the Board has authorized staff to look for, would be necessary in order to respond to some of these service needs. Mr. White recommended that if a comprehensive survey of pass-bys is conducted that it be on a countywide basis rather than just at the university. Director Rotkin stated that this university status report delivered by staff on a monthly basis would be helpful. Director Fitzmaurice requested a record of complaints received regarding pass-bys. Debbie Hale of the Transportation Commission stated that grant funding for bi-directional service would probably take place next Spring. Director Fitzmaurice stated that the faculty category is probably mostly staff and this should be recognized when the monthly report is written.

7-14. CONSIDERATION OF APPROVAL OF LEASE FOR WATSONVILLE METRO CENTER KIOSK FOR TAQUERIA EL DANDY AND DIRECTION TO STAFF REGARDING OUTDOOR IMPROVEMENTS FOR THE TAQUERIA

Margaret Gallagher reported that Maria de Lourdes Valdivia, owner of Taqueria El Dandy, has been leasing space in the Watsonville METRO Center for the past eighteen months. Ms. Valdivia requested a five-year lease for this space. She further requested a skylight or cover between Space #9 and Space #6 so outdoor tables would be sheltered. An engineer would need to be hired to see if this request is feasible. Ms. Valdivia asked if the Transit District would be willing to offer some funding for one or even two skylights since there are two spaces involved.

7-15. CONSIDERATION OF APPROVAL OF LEASE FOR WATSONVILLE METRO CENTER KIOSK #6 FOR FLOR BELLA

Margaret Gallagher stated that Eulalio Abrego is interested in leasing Space #6 for a children's clothing store. Because this is a new business, staff recommends a reduction in rent and a one-year lease. The monthly rent would be \$300.00. Mr. Abrego stated that he has experience running a small business. Ms. Gallagher further stated that Ms. Lourdes Valdivia has been a great help in attempting to fill these empty spaces. The Watsonville METRO Center is being repainted and tree lights are being installed to improve the ambiance.

REGULAR AGENDA

9. CONSIDERATION OF ADOPTION OF A RESOLUTION EXPRESSING APPRECIATION TO SENATOR BRUCE MC PHERSON

Summary:

Staff is proposing a Resolution of Appreciation to Senator Bruce McPherson for his outstanding representation of the needs of the Transit District.

10. CONSIDERATION OF ADOPTION OF A RESOLUTION EXPRESSING APPRECIATION TO ASSEMBLYMAN FRED KEELEY

Summary:

Staff is proposing a Resolution of Appreciation to Assemblyman Fred Keeley for his outstanding service and leadership in representing the Transit District.

11. CONSIDERATION OF ADOPTION OF RESOLUTION REVISING FY 00/01 BUDGET

Summary:

Staff recommends adoption of a Resolution revising the FY 00/01 budget to provide for changes in operating revenue, operating expense, and the capital improvement program.

Discussion:

Elisabeth Ross pointed out a typographical error on the first page of the staff report. The new total should be \$29,331,000 rather than \$9,331,000.

12. CONSIDERATION OF APPOINTMENT OF DIRECTORS TO THE SANTA CRUZ CIVIC IMPROVEMENT CORPORATION - ACTION TO BE TAKEN AT THE 10/13 BOARD MEETING

Summary:

Elisabeth Ross reported that the Santa Cruz Civic Improvement Corporation (SCCIC) assists the District in financial transactions. It is necessary for the SCCIC to continue because activity may be necessary for the MetroBase project. Five members of the Board need to be appointed to the SCCIC Board.

Discussion:

Nominees for this Board are: Directors Fitzmaurice, Beutz, Gabriel, Hinkle and Ainsworth.

ACTION: MOTION: Director Almquist SECOND: Director Beiers

To appoint Directors Fitzmaurice, Beutz, Gabriel, Hinkle and Ainsworth to the SCCIC Board.

The Motion passed unanimously with Director Keogh absent.

The meeting of the SCCIC will take place on October 20, 2000. A break will be taken at 10:00 a.m. from the Board of Directors meeting in order to conduct the SCCIC meeting.

13. CONSIDERATION OF AMENDING AWARD OF CONTRACT FOR FURNISHING ONE CNG PASSENGER VAN

Summary:

Tom Stickel reported that the contract awarded to Lasher Auto Center in August for the acquisition of one CNG passenger van contained an error in the pricing of the CNG engine. With this adjustment in price, Lasher Auto Center remains the low bidder. Staff is recommending that the Board authorize the General Manager to execute an amended contract with Lasher Auto Center.

Discussion:

Director Almquist read two articles in *Metro Magazine* which stated that CNG fuel is not as great as expected given the costs. He requested that staff analyze these articles and report back to the Board with their findings.

Les White stated that action would need to be taken in December in order to report to the California Air Resources Board (CARB) which alternate fuel path the District will take. CARB needs to be notified of this decision by January 1, 2001. Director Beautz suggested that a technical person be available for questions and that an analysis of each fuel choice be conducted. Mr. White informed the Board that VTA's staff recommendation is to buy clean diesel until 2005, then commit to 100% fuel cell after 2005, at which time they would switch to fuel cell for every new bus purchased. The clean diesel buses would be convertible to CNG when it is time for the first overall cycle. Mark Dorfman stated that there are problems with the diesel hybrids; namely, there is no credit for these under CARB rules, there is no chassis test for these, and the diesel hybrids are ineligible for the Moyer and 2766 funds.

14. CONSIDERATION OF AMENDED AWARD OF CONTRACT FOR FURNISHING PORTABLE VEHICLE HOISTS

Summary:

Tom Stickel reported that the Board approved the purchase of portable vehicle hoists in May 2000. The lighting options were installed on the hoists by the vendor in error. Since these lights offer improved visibility of the work area, staff is requesting that the contract be amended to include the lighting option at a reduced cost.

15. CONSIDERATION OF CONTRACT EXTENSION WITH BAY EQUIPMENT AND REPAIR (98-17)

Summary:

Tom Stickel reported that the contract with Bay Equipment and Repair is in its final year extension for body repair and paint services. Staff recommends that the Board approve an additional one-year extension on this contract.

16. CONSIDERATION OF CONTRACT EXTENSION WITH DEVCO OIL, INC. (97-08)

Summary:

Staff recommends that the Board approve an amendment to the contract with Devco Oil for diesel and unleaded gasoline fuels for an additional one-year extension

17. CONSIDERATION OF APPROVAL OF A DISTRICT INTERNAL REVENUE CODE SECTION 125 CAFETERIA PLAN - ACTION TO BE TAKEN AT THE 10/13 BOARD MEETING

Summary:

Paul Chandley reported that the Internal Revenue Code allows for an employer to set up a 125 plan, which is a method of paying for medical benefits with pre-taxed dollars. Currently, the County of Santa Cruz has this plan for its employees. The County's Auditor-Controller would administer this plan for the District as part of the payroll services. The District employees may be paying medical premiums next year. They would have a choice of a fully paid District plan or a plan with multi medical premiums. Having the 125 plan in place would be helpful to employees when making this decision. Open enrollment ends on October 31, 2000. The 125 plan would be provided as a District plan.

Discussion:

Mr. Chandley informed the Board that employees are required to return a form to participate in this plan. They cannot join mid-year.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR BEAUTZ

Approve the Internal Revenue Code Section 125, Health Care Reimbursement Plan.

18. CONSIDERATION OF PURCHASE OF YIELD-TO-BUS SIGNS

Summary:

Mark Dorfman reported that the Yield-to-Bus legislation was passed for Santa Cruz, Santa Clara (VTA), Orange County (OCTA), and Alameda County (AC Transit). VTA went out to bid for the necessary equipment for all districts in the pool. Staff is asking the Board to approve a reward for installation of these L.E.D. signs for the fleet in the amount of \$55,721.94. The vendor has verbally agreed to abide by the federal procurement clauses that the District is required to comply with.

Discussion:

Ex Officio Director Burch asked if the TAPS van on campus would be required to yield to a District bus and was informed that it would be. Mr. White is concerned that staff will not have sufficient time to evaluate this procedure and may request an extension. Older buses that are purchased will also have these signs installed. The Santa Cruz City law enforcement agencies

are already on line with this procedure.

19. CONSIDERATION OF AMENDMENT TO CONTRACT WITH GIRO FOR SCHEDULING SOFTWARE

Summary:

Staff is recommending that the contract with Giro be amended to increase the license and maintenance fees for Scheduling Software.

20. CONSIDERATION OF AWARD OF CONTRACT FOR FAREBOX SYSTEM

Summary:

Bryant Baehr reported that eight pre-qualification test announcements were sent out and three responses were received for farebox demonstrations. Staff recommends that the contract for fareboxes be awarded to GFI Genfare for the purchase of 108 fareboxes in the amount of \$927,420.84, including installation and related equipment.

Discussion:

Mr. Baehr further reported that the payment schedule would be 85% of the cost upon delivery of the equipment, 10% upon installation, and 5% on acceptance. Staff is also requesting a contingency fund of \$50,000 for site modifications. If the payment schedule is approved, the equipment will arrive in December with installation taking place in January. Ex Officio Director Burch was informed that, in time, the mag card strips would be reconfigured for the university students. However, initially, only the faculty and staff will receive the mag cards in order to allow District staff the opportunity to work out the bugs. This has been discussed with Larry Pageler, UCSC staff. Bryant Baehr will meet with VMU on the necessary structural changes. The Service Review Committee will receive trip data from this system as well. Mr. Baehr stated that there are numerous expandability options, such as tying this into the SMART Card Program in the future. Ian McFadden stated that the District needs to have more of a presence at the university orientations in order to advise students of the METRO system.

21. CONSIDERATION OF AWARD OF CONTRACT FOR REPOWERING OF 42 DIESEL ENGINE ASSEMBLIES

Summary:

Tom Stickel reported that the bid opening for repowering of the diesel engine assemblies would take place on October 16th. Therefore, this staff report will be available for the Board meeting of October 20, 2000.

22. CONSIDERATION OF ADOPTION OF ANNUAL DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION RATE OF 15% FOR FEDERALLY-FUNDED PROCUREMENTS IN FY 2001

Summary:

Staff recommends that the Board adopt the DBE participation rate of 15% on federally-funded procurements for FY 2001.

Discussion:

The rate of 15% was derived from a mathematical formula and assessment of the District's market. The plan has been submitted and staff is now following up on that. The security services at the Metro Center are provided by a minority firm, which is in the District's favor.

23. CONSIDERATION OF APPROVAL OF CALPERS RESOLUTIONS TO FIX THE DISTRICT'S MEDICAL PREMIUM CONTRIBUTION RATES

Summary:

Paul Chandley stated that a contract with CalPERS for the medical program requires resolutions for the amount of premium the employees pay. In 1999 the District negotiated a fixed cap with UTU and a cap for management.

Discussion:

Mr. Chandley further reported that next year the employee medical insurance rates would increase. In one case, premiums will exceed the most expensive medical plan. The District will continue to fully pay all HMO plans that are available.

ADJOURN

There being no further business, Vice-Chair Rotkin adjourned the meeting at 10:25 a.m.

Respectfully submitted,

DALE CARR
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

October 20, 2000

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, October 13, 2000 at the City Hall Council Chambers, 809 Center Street, Santa Cruz, California.

Chairperson Beautz called the meeting to order at 8:36 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Bruce Arthur
Jan Beautz
Katherine Beiers
Tim Fitzmaurice
Bruce Gabriel
Michelle Hinkle
Mike Keogh
Mike Rotkin
Ex Officio Director Burch

DIRECTORS ABSENT

Jeff Almquist
Oscar Rios (arrived at 8:46 a.m.)

STAFF PRESENT

Mark Dorfman, Asst. General Manager
Margaret Gallagher, District Counsel
Leslie R. White, General Manager

2. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

District Counsel Margaret Gallagher reported that discussion will take place regarding existing litigation of Gay, Wagemann & LaCombe and a liability claim of Amy Howder RE: Chelsea Thompson.

SECTION II: CLOSED SESSION

Chairperson Beautz adjourned to Closed Session at 8:37 a.m. and reconvened to Open Session at 8:51 a.m.

SECTION III: RECONVENE TO OPEN SESSION

DIRECTORS PRESENT

Sheryl Ainsworth
Bruce Arthur
Jan Beautz
Katherine Beiers
Tim Fitzmaurice
Bruce Gabriel
Michelle Hinkle
Mike Keogh
Oscar Rios
Mike Rotkin
Ex Officio Director Burch

DIRECTORS ABSENT

Jeff Almquist

STAFF PRESENT

Bryant Baehr, Operations Manager
Paul Chandley, Human Resource Manager
Kim Chin, Planning & Marketing Manager
Mark Dorfman, Asst. General Manager
Marilyn Fenn, Asst. Finance Manager
Terry Gale, IT Manager

Margaret Gallagher, District Counsel
David Konno, Facilities Maint. Manager
Elisabeth Ross, Finance Manager
Judy Souza, Base Superintendent
Tom Stickel, Fleet Maintenance Manager
Leslie R. White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

Sharon Barbour, MUG
Michael Boyd, SEA
Debbie Hale, SCCRTC
Jeff LeBlanc, MASTF

Manny Martinez, PSA
Ian McFadden, UTU
Marion Taylor, League of Women Voters

1. REPORT OF CLOSED SESSION:

There was nothing to report from Closed Session.

THE FOLLOWING ITEMS WERE TAKEN OUT OF ORDER UNTIL ORAL AND WRITTEN COMMUNICATIONS COULD BE ADDRESSED AT 9:00 A.M.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

SECTION III

CONSENT AGENDA:

ADD TO ITEM #7-4

CONSIDERATION OF TORT CLAIMS: DENY THE CLAIM OF:
Amy Howder
(add claim)

REGULAR AGENDA:

- DELETE ITEM #8** PRESENTATION OF RESULTS OF SURVEY CONDUCTED ON BEHALF OF THE CITIZENS FOR IMPROVED TRANSPORTATION
(Presentation given at October 13, 2000 meeting)
- ADD TO ITEM #11** CONSIDERATION OF ADOPTION OF RESOLUTION REVISING FY 2000/2001 BUDGET
(Replace first page of staff report)
- DELETE ITEM #12** CONSIDERATION OF APPOINTMENT OF DIRECTORS TO THE SANTA CRUZ CIVIC IMPROVEMENT CORPORATION BOARD
(Action taken at October 13, 2000 meeting)
- DELETE ITEM #17** CONSIDERATION OF APPROVAL OF A DISTRICT INTERNAL REVENUE CODE SECTION 125 CAFETERIA PLAN
(Action taken at October 13, 2000 meeting)
- DELETE ITEM #21** CONSIDERATION OF AWARD OF CONTRACT FOR REPOWERING OF 42 DIESEL ENGINE ASSEMBLIES
(Staff needs to work with manufacturer and CARB staff to include installation of particular traps in the bid process.)
- DELETE ITEM #23** CONSIDERATION OF APPROVAL OF CALPERS RESOLUTIONS TO FIX THE DISTRICT'S MEDICAL PREMIUM CONTRIBUTION RATES
- ADD ITEM #24** CONSIDERATION OF AWARD OF RFP #00-04 FOR FEDERAL LEGISLATIVE SERVICES
(Add Staff Report)

ADD AGENDA ITEM BECAUSE METRO STAFF BECAME AWARE OF ISSUE AFTER AGENDA WAS POSTED AND THERE IS A NEED TO TAKE ACTION:

Consideration of Acquisition of up to Fifteen Used Buses from Foothill Transit

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR FITZMAURICE

Add Staff Report on emergency basis as Item #25.

Motion passed unanimously with Director Almquist absent.

13. CONSIDERATION OF AMENDING AWARD OF CONTRACT FOR FURNISHING ONE CNG PASSENGER VAN

Summary:

Staff recommends that the Board authorize the General Manager to enter into an amended contract with Lasher Auto Center for purchase of one CNG Passenger Van. The amendment to the contract is to include the price of the CNG engine which had been previously omitted due to a mistake. Even with the addition of the cost of the CNG engine, Lasher is still the low bid. Price was obtained from State Contract Price rates.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEIERS

Authorize the General Manager to enter into an amended contract with Lasher Auto Center for the purchase of one CNG Passenger Van.

Motion passed unanimously with Director Almquist absent.

CONSENT AGENDA

REVIEW CONSENT AGENDA ITEMS 7-1 THROUGH 7-15

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 9/15/00**
- 7-2. ACCEPT AND FILE PRELIMINARY APPROVED CLAIMS**
- 7-3. ACCEPT AND FILE PASSENGER LIFT REPORT FOR SEPTEMBER 2000**
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the claims of: Antonio Arroyo Ayala; Mary Ann Hickey**
- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 9/14/00**
- 7-6. THE MUG MEETING OF 9/13/00 WAS CANCELLED DUE TO LACK OF QUORUM**
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORTS FOR JULY AND AUGUST 2000, APPROVAL OF BUDGET TRANSFERS**
- 7-8. CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF ASSETS**
- 7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR AUGUST 2000**
- 7-10. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR AUGUST 2000**
- 7-11. CONSIDERATION OF WORKERS' COMPENSATION EXCESS INSURANCE CONTRACT RENEWAL**
- 7-12. ACCEPT AND FILE MONTHLY SERVICE DEFAULT REPORT**
- 7-13. MOVED TO REGULAR AGENDA AS ITEM #26**
- 7-14. CONSIDERATION OF APPROVAL OF LEASE FOR WATSONVILLE METRO CENTER KIOSK FOR TAQUERIA EL DANDY AND DIRECTION TO STAFF REGARDING OUTDOOR IMPROVEMENTS FOR THE TAQUERIA**
- 7-15. CONSIDERATION OF APPROVAL OF LEASE FOR WATSONVILLE METRO CENTER KIOSK #6 FOR FLOR BELLA**

Director Burch asked that Item 7-13 be pulled from the Consent Agenda for discussion. This item will become #26 under the Regular Agenda.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ARTHUR

Approve the Consent Agenda, except for Item 7-13.

Motion passed unanimously with Director Almquist absent.

THE BOARD RETURNED TO ORAL AND WRITTEN COMMUNICATIONS:

2. ORAL AND WRITTEN COMMUNICATIONS

- | | | |
|----|---|-----------------------|
| a. | George Chatterton | RE: MetroBase |
| b. | Vincent Goglia, Temple Beth El | RE: Bus Shelter |
| c. | Bob Bullard, Monte Vista Christian School | RE: Bus Shelter |
| d. | Patricia Spence | RE: Paratransit Audit |

3. LABOR ORGANIZATION COMMUNICATIONS

None

4. METRO USERS GROUP (MUG) COMMUNICATIONS

Sharon Barbour reported that there was discussion at the last MUG meeting regarding the Cabrillo bus pass situation as it relates to ridership, funding and the pay system. MUG passed a resolution recommending that the Chair of MUG write a letter to the President of the Student Union at Cabrillo to set up a meeting with themselves, Metro staff and Cabrillo staff to discuss the Bus Pass Program.

MUG also approved a Motion to recommend approval of funding for the purchase of fareboxes.

MUG Chairperson Gabriel will compose a letter to the Cabrillo Student Union President regarding this proposed meeting.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

Chairperson LeBlanc reported that the quality of service provided by the local cab company for people with disabilities is poor. Mr. LeBlanc cited a recent incident where accessible service was needed for a wheelchair passenger and the caller was told there were no drivers available who were trained to use the lift equipment. The caller, Mr. Eldridge, and members of the MASTF Committee will approach the Santa Cruz City Council to have the local cab ordinance amended to insure that handicap vehicles and drivers are available 24 hours a day, 7 days a week. MASTF recommends that the Board of Directors, in all future ADA Paratransit contracts, require an accessible cab be available during times when regular cabs are available. MASTF requests the Board's support on this.

Les White added that the initial information received from the auditors of the paratransit confirmed that these types of incidences occur frequently. Staff will be looking at all paratransit schedules. Staff also will be recommending at a later Board meeting that the current Lift Line contract be extended to give the Board time to work on the design of the paratransit program. Mr. White stated that included in their extension, could be a clause requiring Lift Line to ensure

that their subcontractors have accessible service available. A workshop meeting will be held the afternoon of November 17th to discuss the paratransit audit findings. Director Beiers requested that the new Board members be invited to this workshop meeting as well.

9. CONSIDERATION OF ADOPTION OF A RESOLUTION EXPRESSING APPRECIATION TO SENATOR BRUCE MC PHERSON

Summary:

Staff is proposing a Resolution of Appreciation to Senator Bruce McPherson for his outstanding representation of the needs of the Transit District.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR GABRIEL

Approve the Resolution of Appreciation to Senator Bruce McPherson

Motion passed unanimously with Director Almquist absent. The passing of this Motion substitutes for a roll call vote with unanimous consent.

10. CONSIDERATION OF ADOPTION OF A RESOLUTION EXPRESSING APPRECIATION TO ASSEMBLYMAN FRED KEELEY

Summary:

Staff is proposing a Resolution of Appreciation to Assemblyman Fred Keeley for his outstanding service and leadership in representing the Transit District.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR RIOS

Approve the Resolution of Appreciation to Assemblyman Fred Keeley

Motion passed unanimously with Director Almquist absent.

11. CONSIDERATION OF ADOPTION OF RESOLUTION REVISING FY 00/01 BUDGET

Summary:

Elisabeth Ross requested Board consideration to adopt a resolution revising the budget for the current year. Revisions are due to a substantial increase in fuel prices, grant-funded studies and year-to-date adjustments for operating expense and revenue. Ms. Ross also revised the Capital Improvement Program (CIP) amount for the engine repower project for a new total of \$3,037,000. An additional \$107,000 was taken out of reserves to fund the project increase.

Discussion:

Ian McFadden stated that VTA would utilize "back attack" ads beginning on March 19, 2001 to promote the Yield-to-Bus program. Mr. White added that the METRO would do its own advertising, however, the format for the advertising effort needs to be the same for all

demonstration properties. At the close of the demonstration project, a report must be made back to the State.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR RIOS

Adopt resolution revising FY 00/01 budget.

Motion passed unanimously with Director Almquist absent.

12. **DELETED**

14. **CONSIDERATION OF AMENDED AWARD OF CONTRACT FOR FURNISHING PORTABLE VEHICLE HOISTS**

Summary:

Tom Stickel reported that the hoists that were delivered had optional lights installed. These were not a part of the original order. However, staff found the lights to be very useful. Staff recommends that the Board approve amending the contract to include this lighting option at a discounted price.

ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR BEIERS
Amend contract for furnishing portable vehicle hoists

Motion passed unanimously with Director Almquist absent.

15. **CONSIDERATION OF CONTRACT EXTENSION WITH BAY EQUIPMENT AND REPAIR (98-17)**

Summary:

Tom Stickel reported that this is the final year of the contract with the body repair and paint vendor, Bay Equipment. Bay Equipment offered good service at a competitive price.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR KEOGH

Extend contract with Bay Equipment and Repair.

Motion passed unanimously with Director Almquist absent.

16. **CONSIDERATION OF CONTRACT EXTENSION WITH DEVCO OIL, INC. (97-08)**

Summary:

Staff recommends that the Board approve an amendment to the contract with Devco Oil, Inc. for diesel and unleaded gasoline fuels to extend the contract for an additional one year period.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR RIOS

Extend the contract with Devco Oil, Inc. for an additional one-year period.

Motion passed unanimously with Director Almquist absent.

17. DELETED

18. CONSIDERATION OF PURCHASE OF YIELD-TO-BUS SIGNS

Summary:

Mark Dorfman reported that VTA went out to bid for the Yield-to-Bus signs. Staff is requesting approval to award contract to Energy Control Group, Inc. in the amount of \$55,721.94 for the purchase of Yield-to-Bus signs subject to vendor's acceptance of all federal procurement clauses.

Les White added that the District's goal for commencement of the Yield-to-Bus program would be April 2001. Public information and advertising is required in advance of program commencement. Staff anticipates that this information will be out after the first of the year.

Ex Officio Director Burch recommended that staff work with TAPS to send notices to all parking pass holders on the UCSC campus.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR RIOS

Award contract to Energy Control Group, Inc. in the amount of \$55,721.94 for purchase of Yield-to-Bus signs, subject to vendor's agreement to honor all required federal procurement clauses.

Motion passed unanimously with Director Almquist absent.

19. CONSIDERATION OF AMENDMENT TO CONTRACT WITH GIRO FOR SCHEDULING SOFTWARE

Summary:

Mark Dorfman stated that a change to the contract is required due to the absorption of the Highway 17 service. Giro charges based on the number of peak hour buses. This amendment relates to both the license fee and the annual maintenance contract for the software.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR FITZMAURICE

Approve the amendment to contract with Giro for scheduling software.

Discussion:

Director Keogh spoke with Caltrans regarding work on Highway 17 and informed the Board that no more daylight work would take place on Highway 17. Chairperson Beautz asked if the

Transportation Commission communicates with Caltrans regarding work on Highway 17, such as tree trimming. Mr. White stated that he will relay this communication to the "Safe on 17" committee. This committee discusses Highway 17 operational issues. Debbie Hale added that the Transportation Commission works closely with Caltrans on large projects but stated that it is a good idea for the "Safe on 17" committee to work with Caltrans on one-day projects.

Motion passed unanimously with Director Almquist absent.

20. CONSIDERATION OF AWARD OF CONTRACT FOR FAREBOX SYSTEM

Summary:

Staff recommends that the Board enter into a purchase agreement for acquisition of 108 electronic registering fareboxes with GFI Genfare. Bryant Baehr reported that pre-qualification tests verified the manufacturer claims on their fareboxes. Of the eight letters sent to farebox manufacturers, there were three responses, one of which ultimately dropped out due to their product being manual. GFI Genfare was invited to bid on the procurement. The vendor requested that the payment schedule be modified to reflect that the sale took place by year-end 2000 and offered \$64,124 worth of add-on equipment as incentive for the payment modification. The modification would be: 85% on delivery, 10% on installation, and 5% on acceptance. With Board approval, the fareboxes would be ordered immediately. All equipment would be on site by December 31, 2000 with installation taking place in January 2001.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR RIOS

Authorize the General Manager to enter into an agreement with GFI Genfare for the purchase of fareboxes, including a \$50,000 contingency.

Discussion:

Les White reported that typically there is a 10% retainer, with the balance being paid upon delivery of the equipment. In this instance, the installation and acceptance payments would be a warranty to ensure satisfaction if there is a problem with the equipment.

Discussion:

Ian McFadden offered accolades to Bryant Baehr for his efforts in the farebox acquisition. Mr. McFadden further asked the Board to find an extra \$375,000 for the Ticket Receipt Issuing Machine (TRIM) unit which will enable the drivers to issue instant transfers and day passes to passengers. This unit will also be able to handle the SMART card with some modifications.

Jeff LeBlanc also offered praise to Mr. Baehr not only for the farebox acquisition but also for the talking buses.

Motion passed unanimously with Director Almquist absent.

21. DELETED

22. CONSIDERATION OF ADOPTION OF ANNUAL DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION RATE OF 15% FOR FEDERALLY-FUNDED PROCUREMENTS IN FY 2001

Summary:

Mark Dorfman reported that this is an annual goal setting process. The rules have changed recently and as a result, the District adopted a new plan. Staff is recommending the adoption of an annual DBE participation rate of 15% for federally-funded procurements. Security services at the Metro Center were recently awarded to a DBE firm which puts the District in good standing for the rate of 15%.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR FITZMAURICE

Approve adoption of annual DBE participation rate of 15% for federally-funded procurements in FY 2001.

Motion passed unanimously with Director Almquist absent.

23. DELETED

24. CONSIDERATION OF AWARD OF RFP #00-04 FOR FEDERAL LEGISLATIVE SERVICES

Summary:

Mr. White reported that nine proposals were received from firms in Washington, DC in response to the Request for Proposal for Federal legislative services. Staff reviewed the proposals and reduced them to the three who ranked the highest. An interview panel consisting of four Board members conducted telephone interviews of the three candidates. Staff recommends the contract be awarded to Carolyn Chaney & Associates for an amount not to exceed \$45,000 per year plus up to \$4,000 for expenses.

Discussion:

Les White added that Carolyn Chaney & Associates has established a good working relationship with Congressman Sam Farr and his staff and, prior to this relationship, was willing to obtain sequential earmarks of discretionary bus funds year after year. This firm also has knowledge of Santa Cruz issues and understands the plight of systems under 200,000. Director Rotkin pointed out that the cost of this firm is one-half of the other candidates' bids. Mr. White added that with this difference in the cost of legislative services, there would be funds available for additional lobbying power, if necessary.

ACTION: MOTION: DIRECTOR GABRIEL SECOND: DIRECTOR ROTKIN

Authorize the General Manager to enter into a contract with Carolyn C. Chaney & Associates, Inc. for Federal Legislative Services in an amount not to exceed \$45,000 per year plus up to \$4,000 for expenses.

Motion passed unanimously with Director Almquist absent.

25. CONSIDERATION OF ACQUISITION OF UP TO FIFTEEN USED BUSES FROM FOOHILL TRANSIT

Mark Dorfman stated that at the September Board meeting staff requested approval to search for used buses. Staff contacted all districts that were due for replacement buses and contacted several transit systems at the recent APTA meeting. Foothill Transit is declaring numerous buses as surplus. Action by the Board at this meeting would allow staff to send the necessary paperwork to the Federal Government. Federal interest in these buses would be transferred to the District from Foothill Transit, however, Foothill Transit will require reimbursement of \$5,000 per vehicle plus \$1,000 per vehicle for remaining mileage on the tires.

ACTION: MOTION: DIRECTOR RIOS SECOND: DIRECTOR ROTKIN

Approve the acquisition of up to fifteen used buses from Foothill Transit.

Discussion:

Mr. Dorfman stated that the traditional replacement cycle for buses is 12 years or 1/2 million miles. Parking of these buses would be in the Harvey West area for fueling purposes.

Several Directors commended Mr. Dorfman for his efforts in locating used buses in smaller districts.

Motion passed unanimously with Director Almquist absent.

SENATOR BRUCE MCPHERSON ARRIVED AT 9:55 A.M. Chairperson Beautz thanked him for his efforts in acquiring \$4.75M for bus acquisitions and Metro Center renovations. Senator McPherson stated that due to the foresight of the Board and Staff, this District will be a model in providing increased public transportation in an environmentally sensitive way by utilizing low emission vehicles. Senator McPherson added that it was equally important to correct an error in a piece of legislation which cut back on opportunities for the disabled to travel "over the hill" to San Jose. This correction will more than quadruple the opportunities for the disabled in this regard.

26. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE STATUS REPORT

Discussion:

Ex Officio Burch questioned the reliability of the numbers provided for this report. Bryant Baehr responded that the numbers were from the databases and were double verified. He added that next month's figures will be compared to the current figures and that the numbers reflect only the billable number of trips to the UCSC campus. Mr. Baehr asked that he be included in the communications loop with UCSC. Director Fitzmaurice assured Mr. Baehr that he will keep him informed of any communications in this regard.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR BEIERS

Accept and File University of California, Santa Cruz Service Status Report.

Motion passed unanimously with Director Almquist absent.

ADJOURN

There being no further business, Chairperson Beautz adjourned the meeting at 10:04 a.m.

Respectfully submitted,

DALE CARR
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

October 27, 2000

A Special Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, October 27, 2000, at the District Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Chairperson Beautz called the meeting to order at 8:36 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Jeff Almquist
Bruce Arthur
Jan Beautz
Katherine Beiers
Tim Fitzmaurice
Bruce Gabriel
Michelle Hinkle
Mike Keogh

DIRECTORS ABSENT

Kenneth Burch
Oscar Rios
Mike Rotkin

STAFF PRESENT

Paul Chandley, Human Resources Manager
Mark Dorfman, Assistant General Manager
Margaret Gallagher, District Counsel
Tom Stickel, Acting Fleet Maint. Manager
Leslie R. White, General Manager

OTHER ATTENDEES

Patti Korba, SEA
John Mellon, VMU

2. CONSIDERATION OF APPROVAL OF CALPERS RESOLUTIONS TO FIX THE DISTRICT'S MEDICAL PREMIUM CONTRIBUTION RATES

Summary:

Paul Chandley reported that staff is requesting that the Board adopt three resolutions regarding CalPERS employee medical insurance to set ceilings on the maximum amount that the District would pay toward the premiums in accordance with District labor contracts and the management compensation plan.

Discussion:

This item was deleted from the October 20, 2000 agenda due to Margaret Gallagher's concern regarding District retirees. Her research concluded that the District's contribution rate for employees retiring under earlier labor contracts had vested; therefore, the District needs to reimburse retirees for the amount of the premium above the fixed ceiling rates. Staff is requesting passage of these resolutions and authorization for staff to provide health benefit premium reimbursements to affected retirees.

Ms. Gallagher further reported that CalPERS will not accept different contribution rates within the same bargaining units (i.e. Management, SEIU, UTU). Mr. White added that the District needs to back-fill for the vested retirees in all three premium categories. Paul Chandley informed the Board that there are 48 retirees who retired under earlier contracts. There are currently 14 retirees affected if they do not change their medical plan. The retirees have been notified that their premiums exceeded the caps and also notified of the enrollment period.

Patti Korba, SEA President, inquired if these ceilings could be negotiated with the next contract and was informed that they could be. A ceiling increase would affect both active and retired employees since PERS requires one rate for both retirees and active employees per bargaining unit.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR GABRIEL

Approve the three resolutions in addition to covering the difference on the premiums and the ceiling for affected retirees as recommended by District Counsel.

Ms. Korba expressed her thanks to the Human Resources Dept. for putting the H-Care in place which offers some relief.

Motion passed unanimously with Directors Rios and Rotkin absent.

ADJOURN

There being no further business, Chairperson Beautz adjourned the meeting at 8:55 a.m.

Respectfully submitted,

DALE CARR
Administrative Services Coordinator

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

DATE: 10/01/00 THRU 10/31/00

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
1657	10/06/00	335.46	001	PACIFIC BELL/SAC		70855	SEPT PHONE LINE	335.46	
1658	10/06/00	8,689.44	001043	VISION SERVICE PLAN		70856	OCTOBER VISION INS.	8,689.44	
1659	10/06/00	7,326.20	001063	NEW FLYER INDUSTRIES L MITED		70857	REV VEH PARTS 17	32.54	
						70858	REV VEH PARTS 878	895.93	
						70859	REV VEH PARTS 884	909.61	
						70860	REV VEH PARTS 591	590.88	
						70861	REV VEH PARTS 3808	3,808.46	
						70862	REV VEH PARTS 1090	1,089.78	
1660	10/06/00	972.65	001230	CAPITOL CLUTCH AND BRAKE, INC		70863	REV VEH PARTS	972.65	
1661	10/06/00	108.69	001315	WASTE MANAGEMENT OF S C		70964	KINGS VILLAGE RD	108.69	
1662	10/06/00	107,018.71	001316	DEVCO OIL		70965	SEPTEMBER FUEL	107,018.71	
1663	10/06/00	797.28	001346	CITY OF SANTA CRUZ		70966	PARKING DEF FEES	797.28	
1664	10/06/00	1,528.17	001365	BORTNICK, ROBERT S. & ASSOC.		70967	INVESTIGATIVE SVCS	1,528.17	
1664P	10/06/00	-1,528.17	001365	BORTNICK, ROBERT S. & ASSOC.		70989	VOID CHECK	-1,528.17	PRE-PAID
							VOID CHECK		
1665	10/06/00	2,537.00	001492	EVERGREEN		70968	HAZ WASTE DISPOSAL	2,537.00	
1666	10/06/00	31,442.61	001616	UNUM		70864	OCTOBER LTD INS.	31,442.61	
1667	10/06/00	1,929.14	001711	MOHAWK MFG. & SUPPLY CO.		70865	REV VEH PARTS 75	75.46	
						70866	REV VEH PARTS 1259	1,258.64	
						70867	REV VEH PARTS 120	120.00	
						70868	REV VEH PARTS 128	150.51	
						70869	REV VEH PARTS 325	324.53	
1668	10/06/00	4,185.50	001745	ITT HARTFORD		70870	OCTOBER LIFE INS.	4,185.50	
1669	10/06/00	6,785.64	001964	PIZAZZ PRINTING INC		70871	PRINTING - HEADWAYS	6,785.64	
1670	10/06/00	940.80	001991	BAY STAFFING		70872	TEMPS W/E 9/17 FLEET	940.80	
1671	10/06/00	1,737.28	002021	HALL KINION		70969	TEMPS W/E 9/27 LEGAL	1,737.28	
1672	10/06/00	22.79	002063	COBTCO		70873	PHOTO PROCESS -OPS	22.79	
1673	10/06/00	113.00	002077	TERMINIX INTERNATIONAL		70874	SEPT SHC PEST CONTRL	68.00	
						70875	SEPT WTC PEST CONTRL	45.00	
1674	10/06/00	129.50	002084	BIG SUR BOTTLED WATER, INC		70876	SEPT WATER- ADMIN	129.50	
1675	10/06/00	29,364.00	002123	ERD, INC.		70877	HASTUS UPGRADE	29,364.00	
1676	10/06/00	3,590.50	002192	BAY EQUIPMENT & REPAIR		70878	OUT REPAIR REV VEH	3,590.50	
1677	10/06/00	6,037.60	002287	CALIFORNIA SERVICE EMPLOYEE		70879	OCTOBER MEDICAL INS.	6,037.60	
1678	10/06/00	69.55	002459	SCOTTS VALLEY WATER DISTRICT		70880	7/15-9/15 KINGS VLG	69.55	
1679	10/06/00	64.00	002567	DEPARTMENT OF JUSTICE		70881	AUGUST FINGERPRINTS	64.00	
1680	10/06/00	1,123.04	002623	WRIGHT'S BRAKE SERVICE, INC.		70882	OUT REPAIR REV VEH	1,123.04	
1681	10/06/00	13,400.34	002626	NELSON\NYGAARD		70970	ADA CERTIFICATION	3,769.29	
						70971	ADA CERTIFICATION	9,631.05	
1682	10/06/00	546.99	002627	CDW GOVERNMENT, INC.		70883	COMPUTER SUPPLY 536	546.99	
1683	10/06/00	6,517.50	002666	WATERLEAF ARCHITECTURE		70972	METROBASE SVCS-8/31	6,517.50	
1684	10/06/00	243.08	002712	DOUBLETREE HOTEL - PORTLAND		70973	DAVID KONNO 11/12-14	243.08	
1685	10/06/00	402.30	002713	SANTA CRUZ AUTO TECH, INC		70894	OUT REPAIR OTHER VEH	402.30	
1686	10/06/00	262.13	004	NORTH BAY FORD LINC-MERCURY		70895	REV VEH PARTS	262.13	
1687	10/06/00	127.87	007	UNITED PARCEL SERVICE		70896	FREIGHT OUT- FLEET	127.87	
1688	10/06/00	168.39	009	PACIFIC GAS & ELECTRIC		70827	8/28-9/27 SAKATA LN	10.50	
						70838	8/28-9/27 SAKATA LN	96.58	
						70829	8/15-9/15 PAUL SWEET	61.31	
1689	10/06/00	161.35	013	MCI SERVICE PARTS, INC.		70890	REV VEH PARTS	161.35	
1690	10/06/00	25,926.56	018	SALINAS VALLEY FORD SALES		70891	REV VEH PARTS	1,007.36	
						70892	REV VEH PARTS	24,929.20	

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

DATE: 10/01/00 THRU 10/31/00

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
169	10/06/00	306.81	020	ADT SECURITY SYSTEMS,		70893	OCT ALARM SVTC	27.83	
						70894	OCT ALARM SMC	42.00	
						70895	OCT ALARM OPS	40.33	
						70896	OCT ALARM MMF	48.29	
						70897	OCT ALARM MOF	87.54	
						70898	OCT ALARM DUB	30.41	
						70899	OCT ALARM WTC	30.41	
1692	10/06/00	45.25	021	WHOLY WATER PURIFICATION SERV		70900	OUT REPAIR EQUIPT	45.25	
1693	10/06/00	134.73	040	LENZ,ARTS, INC.		70901	EMP LONGEVITY AWARDS	134.73	
1694	10/06/00	411.31	041	MISS ON UNIFORM		70902	AUG UNIFORMS - FAC	411.31	
1695	10/06/00	763.02	045	ROYAL WHOLESALE ELECTRICAL		70974	ELECTRICAL SUPPLIES	763.02	
1696	10/06/00	449.00	056	GREEN LINE		70903	GREASE TRAP-WTC	449.00	
1697	10/06/00	1,343.50	057	U.S. BANK		70988	4251-2400-0554-7229	1,343.50	
1698	10/06/00	1,102.68	059	BATTERIES U.S.A INC		70904	REV VEH PARTS	1,102.68	
1699	10/06/00	66.23	061	REGISTER PAJARONIAN		70905	LEGAL ADS - FLEET	66.23	
1700	10/06/00	161.48	064	KEOSH, MICHAEL		70975	EXPENSES - APTA	161.48	
1701	10/06/00	678.28	107	SAN LORENZO LUMBER CO , INC.		70906	AUG PARTS/SUPPLY FLT	30.11	
						70907	SEPT PARTS/SUPPLY FM	648.17	
1702	10/06/00	700.00	110	TRANSMART		70976	ADDITIONAL PAYMENT	700.00	
1703	10/06/00	2,436.00	116	SANTA CRUZ COMMUNITY		70908	6/1-6/31 EMP ASSIST.	2,436.00	
1704	10/06/00	1,739.84	117	GILLIG CORPORATON		70909	70909	1,739.84	
1705	10/06/00	1,404.70	120	OFFICE DYNAMICS INC.		70977	OVERAGES IN 99-00	1,404.70	
1706	10/06/00	1,880.63	130	WATSONVILLE CITY WATER DEPT.		70910	7/6-9/6 RODRIGUEZ	71.34	
						70911	7/6-9/6 RODRIGUEZ	56.94	
						70912	9/22 RODRIGUEZ ST.	1,162.00	
						70913	7/6-9/6 RODRIGUEZ	501.83	
						70914	8/1-9/1 SAKATA LN	12.45	
						70915	8/1-9/1 RODRIGUEZ	8.80	
						70916	8/1-8/31 SAKATA LN	67.27	
1707	10/06/00	215.00	134	DAY WIRELESS SYSTEMS		70917	OUT REPAIR EQUIPT	215.00	
1708	10/06/00	161.04	149	SANTA CRUZ SENTINEL		70918	1 YR SUBSCRIPT. PLNG	161.04	
1709	10/06/00	75.00	150	UNIVERSITY OF CALIFORNIA		70919	SEPT ROOM RENT MASTF	75.00	
1710	10/06/00	71.32	161	OCEAN CHEVROLET INC		70920	REV VEH PARTS	71.32	
1711	10/06/00	38.10	172	CENTRAL WELDERS SUPPLY, INC.		70921	PART & SUPPLIES FLT	38.10	
1712	10/06/00	167.44	175	CROWN TOOL AND SUPPLY INC.		70922	SMALL TOOLS- FAC MNT	-38.63	
						70923	PARTS & SUPPLIES FLT	206.32	
1713	10/06/00	251.98	196	LIFT-U-INC.		70924	REV VEH PARTS 229	251.98	
1714	10/06/00	211.20	215	IKON OFFICE SOLUTIONS		70925	9/1-10/1 COPIER OPS	211.20	
1715	10/06/00	242.90	221	VEHICLE MAINTENANCE PROGRAM		70926	REV VEH PARTS 243	242.90	
1716	10/06/00	60.45	260	SANTA CRUZ GLASS CO., INC.		70927	REPAIR SMC GLASS	60.45	
1717	10/06/00	1,000.00	292	NORTH COUNTY RECOVERY & TOWING		70781	OUT REPAIR REV VEH	562.50	
						70928	OUT REPAIR REV VEH	437.50	
1718	10/06/00	20.00	307	SANTA CRUZ CHAMBER OF COMMERCE		70978	MEMBERSHIP LUNCHEON	20.00	
1719	10/06/00	907.41	315	JB ASSOCIATES		70929	8/9-9/6 CONSULTING	907.41	
1720	10/06/00	60.00	345	SANTA CRUZ COUNTY OFFICE OF		70930	JULY FINGERPRINTING	60.00	
1721	10/06/00	16.25	372	FEDERAL EXPRESS		70931	SEPT POSTAGE/MAILING	16.25	
1722	10/06/00	3,972.80	378	STEWART & STEVENSON		70932	FREIGHT CHG	135.24	
						70933	REV VEH PARTS	209.04	
						70934	REV VEH PARTS	2,004.16	
						70935	REV VEH PARTS	138.90	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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1723	10/06/00	136.00	382	AIRTEC SERVICE		70936	REV VEH PARTS	1,470.46	
1724	10/06/00	589.08	395	APPLIED GRAPHICS, INC.		70979	370 ENCINAL-AC UNIT	136.00	
						70937	TIRE CONT CARDS-FLT	84.49	
						70938	BROCHURES- PLANNING	195.61	
						70939	PROPERTY RECEIPTS	98.24	
						70940	PARTS REB FORMS-FLT	1,210.74	
1725	10/06/00	975.00	398	DAVIS, MORRIS E.		70941	PROF SVCS-GRIEVANCE	975.00	
1726	10/06/00	1,406.17	410	TRANSIT INFORMATION PRODUCTS		70942	DISPLAY POSTERS	1,406.17	
1727	10/06/00	1,984.52	422	IMAGE SALES INC.		70943	PHOTO SUPPLIES-PLANG	1,984.52	
1728	10/06/00	2,760.13	432	EXPRESS PERSONNEL SERVICES		70944	TEMPS W/E 9/3 FLEET	1,543.03	
						70945	TEMPS W/E 9/10 FLEET	1,217.10	
1729	10/06/00	264.16	434	VERIZON WIRELESS MESSAG NG		70980	OCTOBER REPEATER	150.00	
						70981	OCTOBER PAGERS	114.16	
1730	10/06/00	750.60	449	WESTERN APPLIANCE		70946	TELEVISION-HRD	750.60	
1731	10/06/00	1,560.00	450	ADECCO EMPLOYMENT SERVICES		70982	TEMPS W/E 9/25 LEGAL	1,560.00	
1732	10/06/00	164.00	453	BEADLE, CHARLES		70983	D.KONNO -STAC REGIST	164.00	
1733	10/06/00	450.00	454	TSI		70984	ASPEST/ODONNELL 5/01	450.00	
1734	10/06/00	112.00	455	CREATE A CHECK, INC.		70985	DIGITIZED SIGNATURE	112.00	
1735	10/06/00	170.00	456	CLARK, MIKE		70986	TRANSLATION SVCS	170.00	
1736	10/06/00	260.90	461	VULTRON INC.		70947	REV VEH PARTS	260.90	
1737	10/06/00	6,52.70	480	DIESEL MARINE ELECTRIC		70948	REV VEH PARTS	3,093.66	
						70949	REV VEH PARTS	1,036.80	
						70950	REV VEH PARTS	2,622.24	
1738	10/06/00	143,806.77	502	PUBLIC EMPLOYEES'		70951	OCT MEDICAL INS.	143,806.77	
1739	10/06/00	257.53	579	LAB SAFETY SUPPLY INC.		70952	CLEANING SUPPLY 248	257.53	
1740	10/06/00	33.00	684	POSTMASTER		70953	POSTAGE STAMPS FLEET	33.00	
1741	10/06/00	63.71	932	LEASE CO., A.L. INC.		70987	PLUMBING SUPPLIES	63.71	
1742	10/06/00	162.22	973	SANTA CRUZ DODGE		70954	REV VEH PARTS	162.22	
1743	10/06/00	78.21	920	MCMASTER-CARR SUPPLY CO		70955	REPAIRS & MAINT SMC	78.21	
1744	10/06/00	34.00	E015	ANDERSON, WILLIAM		70956	DMV/VTT FEES - OPS	34.00	
1745	10/06/00	91.92	E054	WILLIS, DARRELL		70957	SUPPLIES & MILEAGE	91.92	
1746	10/06/00	34.00	E310	BAN, MARK S.		70958	DMV/VTT FEES - OPS	34.00	
1747	10/06/00	122.98	E373	DORFMAN, MARK		70959	EXPENSES APTA MTG	65.17	
						70960	LUNCH MEETING	57.81	
1748	10/06/00	300.00	E390	CANALES, DONNA		70961	JUL-SEP INS WAIVER	300.00	
1749	10/06/00	300.00	E394	MILBURN, PETER		70962	JUL-SEP INS. WAIVER	300.00	
1750	10/06/00	300.00	E409	TRAYLOR, SOOZIE		70963	JUL-SEP INS. WAIVER	300.00	
1751	10/05/00	44.81	464	JENSEN, PAUL		70990	WITNESS FEES	44.81	MANUAL
							WITNESS FEES		
1753	10/09/00	18.00	001945	SANTA CRUZ COUNTY BAR ASSN		70991	SEMINAR 10/17/00	18.00	MANUAL
							SEMINAR 10/17 M. GAL		
1751	10/13/00	50.00	001675	BEIERS, KATHERINE		70993	SEPT BOARD MEETINGS	50.00	MANUAL
							SEPT BOARD MEETINGS		
1755	10/2 /00	3,138.54	001	PACIFIC BELL/SAC		71081	OCT SUMMARY PHONE	2,603.08	
						71082	OCT LINE - MIS	335.46	
1756	10/20/00	390.00	001054	INTERNATIONAL PERSONNEL		71083	ANNUAL MEMBERSHIP	390.00	
1757	10/20/00	12,475.60	001063	NEW FLYER INDUSTRIES LIMITED		70994	RE VEH PARTS 400	4,090.29	
						70995	RE VEH PARTS 674	674.26	
						70996	RE VEH PARTS 1994	1,993.78	
						70997	RE VEH PARTS 1512	1,512.00	

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						71084	REV VEH PARTS 4385	4,385.27	
1758	10/20/00	33.70	001112	BRINK'S TROPHY SHOPPE		70998	DRIVERS NAME BADGES	33.70	
1759	10/20/00	3,078.29	001230	CAPITOL CLUTCH AND BRAKE, INC		70999	REV VEH PARTS	766.43	
						71000	REV VEH PARTS	2,049.66	
						71001	REV VEH PARTS	262.20	
1760	10/20/00	47.76	001315	WASTE MANAGEMENT OF S C		71085	OCT-DEC KINGS VLG	47.76	
1761	10/20/00	75.72	001349	FRY'S ELECTRONICS, INC.		71002	COMPUTER SUPPLIES	75.72	
1762	10/20/00	703.33	001365	BORTNICK, ROBERT S. & ASSOC.		71003	8/15-9/25 INVESTGTN	703.33	
1763	10/20/00	947.86	001407	RED WING SHOE STORE		71004	SEPTEMBER BOOTS	947.86	
1764	10/20/00	385.50	001523	SANTA CRUZ MEDICAL CLINIC		71086	PRE-EMPLOMNT EXAMS	35.00	
						71087	DMV MEDICAL EXAMS	350.50	
1765	10/20/00	25.06	001648	STEVE'S UNION		71088	SEPT FUEL - FLEET	25.06	
1766	10/20/00	215.40	001757	MOUNTAIN SERVICE COMPANY		71005	HVAC - SMC	215.40	
1767	10/20/00	148,863.06	001762	FOOD & NUTRITION SERVICES, INC		71006	AUG ADA PARATRANSIT	148,863.06	
1768	10/20/00	150.00	001856	BAY COMMUNICATIONS		71087	SEPT PHONE REPAIRS	150.00	
1769	10/20/00	643.20	001936	WORLDCOM TECHNOLOGIES, INC.		71090	SEPT LONG DISTANCE	643.20	
1770	10/20/00	12.00	001944	SANTA CRUZ COUNTY LAW LIBRARY		71091	COPIES MADE	12.00	
1771	10/20/00	272.00	001976	SPORTWORKS NORTHWEST, INC.		71007	REV VEH PARTS 272	272.00	
1772	10/20/00	846.72	001991	BAY STAFFING		71008	TEMPS W/E 10/1 FLEET	846.72	
1773	10/20/00	199.24	002012	CARTER, H.V. CO. INC.		71009	WHEEL ASSEMBLY-FAC	199.24	
1774	10/20/00	614.88	002021	HALL KINION		71092	TEMPS W/E 10/8 LEGAL	614.88	
1775	10/20/00	463.35	002069	A TOOL SHED, INC.		71010	EQUIPT RENTAL FAC	463.35	
1776	10/20/00	505.00	002168	DSL.NET		71011	OCTOBER CENTREX LINE	505.00	
1777	10/20/00	11,113.72	002192	BAY EQUIPMENT & REPAIR		71012	OUT REPAIR REV VEH	11,113.72	
1778	10/20/00	12,000.00	002210	GRANT THORNTON, LLP		71013	AUDIT SVC YE 6/30/00	12,000.00	
1779	10/20/00	1,250.00	002267	SHAW & YODER		71014	AUG/SEPT LEGISLATIVE	1,250.00	
1780	10/20/00	2,290.19	002292	CINCO GROUP, INC.		71015	REV VEH PARTS	2,290.19	
1781	10/20/00	2,312.50	002302	SCOTT, CELIA		71016	7/13-9/20 LEGAL SVCS	2,312.50	
1782	10/20/00	1,250.00	002346	CHANEY, CAROLYN & ASSOC., INC.		71017	OCT LEGISLATIVE SVCS	1,250.00	
1783	10/20/00	135.00	002380	MOBILE STORAGE GROUP, INC.		71018	9/25-10/23 EQUIPT	135.00	
1784	10/20/00	10.44	002447	SETON IDENTIFICATION PRODUCTS		71019	NAMEPLATES - I.T.	10.44	
1785	10/20/00	890.25	002607	CTC ANALYTICAL SERVICES INC.		71020	OUT REPAIR REV VEH	890.25	
1786	10/20/00	2,815.21	002627	CDW GOVERNMENT, INC.		71021	COMPTR SUPPLY 1490	1,509.59	
						71022	COMPTR SUPPLY 1163	1,305.62	
1787	10/20/00	584.29	002639	NEXTEL COMMUNICATIONS		71023	OCT PHONES	584.29	
1788	10/20/00	450.00	002646	TRANSIT SAFETY & SECURITY		71093	REGISTRATION-TRAINING	450.00	
1789	10/20/00	7,544.02	002672	USL FINANCIALS		71024	USL ACCT SOFTWARE	7,544.02	
1790	10/20/00	789.10	002717	ADVANCED ENVIRONMENTAL		71025	MACHINERY & EQUIPT	789.10	
1791	10/20/00	44.44	002719	LIBRARY OF COMPUTER & INFO		71094	BOOK -HACK PROOFING	44.44	
1792	10/20/00	496.00	002720	METRO SANTA CRUZ NEWSPAPER		71026	AD-SEPT 13-20 ISSUE	496.00	
1794	10/20/00	10,623.05	009	PACIFIC GAS & ELECTRIC		71027	8/30-9/29 RODRIGUEZ	963.60	
						71028	6/30-9/29 BREACH ST	99.37	
						71029	8/31-10/2 111 DUBIOS	709.28	
						71030	8/31-10/2 111 DUBOIS	392.32	
						71031	8/31-10/2 ENDINAL	64.79	
						71032	8/31-10/2 ENDINAL	2,225.39	
						71033	9/6-10/5 PACIFIC	541.55	
						71034	9/6-10/5 PACIFIC	936.38	
						71035	9/6-10/5 PACIFIC	487.50	
						71036	9/6-10/5 PACIFIC	303.10	

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						71037	8/31-10/3 RIVER	46.19	
						71038	8/31-10/3 GOLF CLUB	210.76	
						71039	8/31-10/3 GOLF CLUB	1,366.96	
						71040	8/31-10/3 RIVER	1,420.13	
						71095	9/12-10/11 KINGS VLG	31.38	
						71096	9/12-10/11 KINGS VLG	607.50	
						71097	9/6-10/5 PACIFIC AVE	137.57	
						71098	8/31-9/30 NAT GAS	16.78	
1795	10/20/00	1,093.88	013	MCI SERVICE PARTS, INC.		71041	REV VEH PARTS	480.60	
						71042	REV VEH PARTS	251.68	
						71043	REV VEH PARTS	361.60	
1796	10/20/00	900.00	017	SUN MICROSYSTEMS, INC.		71099	10/1-12/31 SUPPORT	900.00	
1797	10/20/00	2,193.48	018	SALINAS VALLEY FORD SALES		71044	REV VEH PARTS	3,304.88	
						71045	REV VEH PARTS/SUPPLY	3,871.50	
						71100	REV VEH PARTS	417.10	
						71101	CORE CREDIT	-5,400.00	
1798	10/20/00	59.50	024	LLOYD'S TIRE SERVICE, INC.		71046	OUT REPAIR OTHER VEH	59.50	
1799	10/20/00	76.46	036	KELLY-MOORE PAINT CO INC.		71047	REPAIRS/MAINT. FAC	76.46	
1800	10/20/00	84.39	037	USOP NORTHERN CALIFORNIA		71048	OFFICE SUPPLY MIS	84.39	
1801	10/20/00	637.31	039	KINKO'S INC.		71102	SEPT PRINTING	637.31	
1802	10/20/00	2,038.59	041	MISSION UNIFORM		71103	SEPT UNIFORM/LAUNDRY	419.35	
						71104	SEPT UNIFORM/LAUNRY	180.70	
						71105	SEPT UNIFORM/LAUNDRY	1,187.89	
						71106	SEPT UNIFORM/LAUNDRY	250.65	
1803	10/20/00	180.40	042	ORCHARD SUPPLY HARDWARE		71107	PARTS/SUPPLIES FAC	180.40	
1804	10/20/00	905.74	043	PALACE ART & OFFICE SUPPLY		71108	OFFICE SUPPLY FIN	153.05	
						71109	OFFICE SUPPLY FAC	202.47	
						71110	OFFICE SUPPLY PLANNG	37.79	
						71111	FILE CABINET-PLANS	182.09	
						71112	CRAYONS-PROMO ITEMS	59.40	
						71113	OFFICE SUPPLY-FIN	31.30	
						71114	OFFICE SUPPLY-MIS	29.13	
						71115	TABLE - FLEET	85.32	
						71116	OFFICE SUPPLY- FLEET	64.01	
						71117	OFFICE SUPPLY- FAC	22.45	
						71118	OFFICE SUPPLY-PLANG	38.73	
1805	10/20/00	587.83	061	REGISTER PAJARONIAN		71049	LEGAL ADS - ADMIN	109.57	
						71119	SEPT ADS	478.26	
1806	10/20/00	195.70	074	KENVILLE & SONS LOCKSMITH		71050	SEPT KEYS - FAC	104.98	
						71120	MASTER PADLOCK-FAC	90.72	
1807	10/20/00	2,084.22	080A	STATE BOARD OF EQUALIZATION		71145	JUL-SEPT FUEL TAX	2,084.22	
1808	10/20/00	5,071.32	085	DIXON & SON, INCORPORATED		71051	SEPT TIRES - FLEET	5,071.32	
1809	10/20/00	394.31	087	RECOGNITION SERVICES LTD.		71052	EMPLOYEE RECOGNITION	394.31	
1810	10/20/00	249.75	090	CRYSTAL SPRINGS WATER CO.		71121	SEPT WATER-FLEET	249.75	
1811	10/20/00	123.72	096	SANTA CRUZ SAW WORKS		71122	REPAIRS/MAINT-FAC	123.72	
1812	10/20/00	61,396.33	101	EOS CLAIMS SERVICES, INC.		71123	SEPT TRUST ACCOUNT	61,396.33	
1813	10/20/00	88.52	130	WATSONVILLE CITY WATER DEPT		71124	9/1-10/2 SAKATA LN	12.45	
						71125	9/1-10/2 RODRIGUEZ	6.80	
						71126	8/31-9/28 SAKATA	67.27	
1814	10/20/00	12,933.00	134	DAY WIRELESS SYSTEMS		71053	OUT REPAIR EQUIPT	1,933.00	

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1815	10/20/00	2,086.29	135 SANTA CRUZ AUTO PARTS, INC.		71054	INSTALL RADIOS	11,000.00	
1816	10/20/00	994.46	144 BOSS MANUFACTURING CO.		71055	SEPT PARTS/SUPPLIES	2,086.29	
1817	10/20/00	2,739.96	148 ZEP MANUFACTURING COMPANY		71056	UNIFORMS/LAUNDRY	134.78	
					71057	SAFETY SUPPLIES	859.68	
					71058	REPAIRS & MAINT.	371.52	
					71059	REV VEH PARTS	1,269.54	
1818	10/20/00	1,461.08	149 SANTA CRUZ SENTINEL		71060	CLEANING SUPPLY VEH	1,098.90	
1819	10/20/00	2,222.21	156 PRINT GALLERY, THE		71127	SEPT ADS	1,461.08	
					71061	PRINTING - PLANNING	1,444.61	
					71062	ROUTE STICKERS	777.60	
1820	10/20/00	2,231.75	166 HOSE SHOP, INC., THE		71063	REV VEH PARTS/SUPPLY	2,231.75	
1821	10/20/00	944.46	170 TOWNSEND'S AUTO PARTS		71064	REV VEH PARTS/SUPPLY	944.46	
1822	10/20/00	105.84	172 CENTRAL WELDERS SUPPLY, INC.		71128	PARTS & SUPPLY FLEET	105.84	
1823	10/20/00	1,988.37	183 BAYSHORE TRUCK EQUIPMENT CO.		71065	OUT REPAIR REV VEH	1,988.37	
1824	10/20/00	218.20	185 BUREAU OF BUSINESS PRACTICE		71066	CA PAYROLL REPORT	218.20	
1825	10/20/00	1,425.72	191 GOLDEN GATE PETROLEUM		71067	FUELS & LUBES	1,425.72	
1826	10/20/00	814.21	211 BOWMAN DISTRIBUTION		71068	PARTS & SUPPLY 592	591.90	
					71129	REV VEH PARTS 222	222.31	
1827	10/20/00	211.20	215 IKON OFFICE SOLUTIONS		71069	COPIER LEASE - OPS	211.20	
1828	10/20/00	744.00	271 CARLSON, BRENT D., M.D., INC.		71130	SEPT DRUG TESTING	744.00	
1829	10/20/00	1,013.78	294 ANDY'S AUTO SUPPLY		71070	REV VEH PARTS/SUPPLY	1,013.78	
1830	10/20/00	1,175.06	309 GOOD TIMES		71131	SEPT ADS	1,175.06	
1831	10/20/00	635.04	314 WATSONVILLE AUTO SUPPLY		71071	REV VEH PARTS	635.04	
1832	10/20/00	75.00	360 BUSMART/FRIENDSHIP PUBLICATION		71072	CLASSIFIED ADS -HRD	75.00	
1833	10/20/00	2,363.00	412 SIMME LLC		71073	REPAIRS & MAINT. FAC	2,363.00	
1834	10/20/00	3,006.33	432 EXPRESS PERSONNEL SERVICES		71074	TEMPS W/E 9/24 FLEET	1,489.40	
					71075	TEMPS W/E 9/17 FLEET	1,516.93	
1835	10/20/00	780.00	450 ADECCO EMPLOYMENT SERVICES		71132	TEMPS W/E 10/1 LESAL	780.00	
1836	10/20/00	200.00	452 DEPARTMENT OF CONSUMER AFFAIRS		71076	CPA LICENSE RENEWAL	200.00	
1837	10/20/00	425.00	465 STATE BAR OF CALIFORNIA		71133	REGISTRATION-10/27	425.00	
1838	10/20/00	125.00	467 NEV INSTITUTE		71146	REGISTRATION CLASS	125.00	
1839	10/20/00	232.00	497 AMERICAN PUBLIC TRANSIT ASSOC.		71077	PASSENGER TRANSPT AD	232.00	
1840	10/20/00	270.00	632 GOVERNMENT FINANCE OFFICERS		71134	PENSION & BENEFITS	40.00	
					71135	MEMBERSHIP RENEWAL	230.00	
1841	10/20/00	121.37	788 SCMTD PETTY CASH - FINANCE		71136	PETTY CASH	121.37	
1842	10/20/00	120.00	E002 STICKEL, TOM		71137	OTA CONFERENCE	120.00	
1843	10/20/00	80.00	E012 ASPESI, JOHN		71147	NAT GAS TRAINING	80.00	
1844	10/20/00	64.00	E066 PRICE, HARRY		71138	DMV RENEWAL - FLEET	64.00	
1845	10/20/00	34.00	E077 PEREZ, RICARDO		71139	DMV RENEWAL - FLEET	34.00	
1846	10/20/00	34.00	E078 JENSEN, MERAL		71079	DMV RENEWAL - FLEET	34.00	
1847	10/20/00	103.35	E103 LONGNECKER, LLOYD		71140	MILEAGE-STATE UCP MT	103.35	
1848	10/20/00	40.00	E139 LONGNECKER, LLOYD		71141	OTA CONFERENCE	40.00	
1849	10/20/00	41.58	E209 CRAWFORD, FLOYD		71142	STAMP- OFFICE SUPPLY	41.58	
1850	10/20/00	45.06	E210 PEREZ, JOHN		71078	REIMBURSE MEAL-HOU	22.40	
					71143	MEAL - MOU	22.66	
1851	10/20/00	41.00	E377 GALLAGHER, MARGARET		71144	TRAVEL EXPENSE-9/23	41.00	
1852	10/20/00	10.00	E462 RAMOS, ROSALIO		71080	DMV/VTT FEES - OPS	10.00	
1853M	10/30/00	2,680.00	080 STATE BOARD OF EQUALIZATION		71307	JUL-SEPT USE TAX	2,680.00	MANUAL
						JUL-SEPT USE TAX		
TAL		801,085.85	CO ST COMMERCIAL BANK		TOTAL CHECKS	196	801,085.85	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 OPERATIONS DIVISION - PASSENGER LIFE USAGE REPORT
 OCTOBER, 2000

<u>ACCESSIBLE ROUTES</u>	CURRENT MONTH	LAST MONTH
ROUTE #1/7 UCSC Beach	16	14
ROUTE #1/3B/4/7 UCSC/MISSION/HARVEY WEST BEACH - WEEKENDS	11	2
ROUTE #8/1 EMELINE/UCSC - WEEKDAYS	47	40
ROUTE #12 SEABRIGHT/UCSC - WEEKDAYS	10	1
ROUTE #30/31/6/36 SCOTTS VALLEY/SEABRIGHT - WEEKDAYS	64	71
ROUTE #30/6/2/3A/4/6 WESTERN/MISSION STREET/HARVEY WEST/SEABRIGHT - WEEKENDS	13	8
ROUTE #33/34 FELTON/LOMPICO/ZAYANTE - WEEKDAYS	0	0
ROUTE #35/35A/36 SANTA CRUZ/BOULDER CREEK	72	75
ROUTE #40/41 DAVENPORT/BONNY DOON - WEEKDAYS	1	1
ROUTE #40/41/42 DAVENPORT/BONNY DOON - WEEKENDS	9	12
ROUTE #51/52/60/63/81/42 CAPITOLA/SOQUEL/DOMINICAN - WEEKDAYS	247	181
ROUTE #54/59/60 LA SELVA/CAPITOLA/SOQUEL - WEEKENDS	3	13
ROUTE #2/3A/3B/4/7/65/66/67 MISSION/WESTERN/HARVEY WEST BEACH/LIVE OAK - WEEKDAYS	425	314
ROUTE #65/66/67 LIVE OAK - WEEKENDS	69	65
ROUTE #1/3N/54/69/69N/69W UCSC/APTOS/CABRILLO - WEEKDAYS	350	367
ROUTE #69A/69W SANTA CRUZ/WATSONVILLE - WEEKENDS	55	47
ROUTE #70/81/36 CABRILLO/SANTA CRUZ/CAPITOLA MALL/ WATSONVILLE - WEEKDAYS	85	71
ROUTE #71 SANTA CRUZ/WATSONVILLE	423	354
ROUTE #72/73/75/78/79 WATSONVILLE/LOCAL	233	252
ROUTE #91/81 COMMUTER EXPRESS/CAPITOLA MALL/ WATSONVILLE - WEEKDAYS	103	81

BEACH SHUTTLE		2
UCSC BOARDWALK NIGHT		5
TOTAL LIFT PASSENGERS	2236	1976

NO. OF MECHANICAL FAILURES OF LIFTS IN-SERVICE	0	0
TOTAL NUMBER OF HOURS DROPPED DUE TO LIFT FAILURE	0:00	0:00
NUMBER OF PASSENGERS PASSED UP DUE TO NON-FUNCTIONING LIFTS ON ACCESSIBLE ROUTES	0	0
NUMBER OF TIMES A DISTRICT BACK-UP LIFT VAN WAS UTILIZED	0	0

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

VEHICLE CATEGORY	TOTAL BUSES	AVG # DEAD IN GARAGE	AVG # AVAIL. FOR SERVICE	AVG # IN SERVICE	AVG # SPARE BUSES	AVG # LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLYER	63	10	53	47	6	47	100%
GILLIG	28	3	25	10	15	10	100%
GMC	8	0	8	8	0	8	100%
CHAMPION	4	0	4	1	3	1	100%

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

VEHICLE CATEGORY	TOTAL BUSES	AVG # DEAD IN GARAGE	AVG # AVAIL. FOR SERVICE	AVG # IN SERVICE	AVG # SPARE BUSES	AVG # LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLYER	63	N/A	N/A	44	N/A	44	100%
GILLIG	28	N/A	N/A	8	N/A	8	100%
GMC	8	N/A	N/A	4	N/A	4	100%
CHAMPION	4	N/A	N/A	1	N/A	1	100%

BIKE REPORT

THIS MONTH LAST MONTH

TOTAL BIKES CARRIED	19068	16530
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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

LIFT REPORT
(Passenger Lift Problems)

MONTH OF OCTOBER 2000

DATE	DAY	BUS #	REASON
10/03/00	TUESDAY	8057G	Lift is very slow
10/03/00	TUESDAY	9801 LF	Lift wouldn't deploy
10/03/00	TUESDAY	8050G	Lift Shakes alot when being lowered, back barrier moves around
10/04/00	WEDNESDAY	9817LF	W/C ramp will not raise all the time
10/05/00	THURSDAY	80586	Lift does not operate
10/06/00	FRIDAY	80596	Barrier broken on W/C lift
10/09/00	MONDAY	80576	Lift is very slow
10/10/00	TUESDAY	80576	Lift ramp is slow, problem in "stow"
10/11/00	WEDNESDAY	8060G	Barrier broken on W/C lift
10/11/00	WEDNESDAY	8050G	Lift will not lift
10/11/00	WEDNESDAY	80576	Lift is very slow/problem stowing
10/12/00	THURSDAY	80576	Problem w/lift
10/13/00	FRIDAY	8057G	Problem w/lift
10/14/00	SATURDAY	9822LF	W/C lift very slow to begin start cycle
10/15/00	SUNDAY	8083F	Lift doesn't work
10/16/00	MONDAY	9823LF	Must deploy lift manually
10/16/00	MONDAY	8086F	Lift makes weird noise, when stowing starts & stops repeatedly
10/17/00	TUESDAY	80576	Problem w/lift
10/17/00	TUESDAY	80656	Lift had problem stowing
10/18/00	WEDNESDAY	8052G	Whechair Lift barrier will not come up
10/18/00	WEDNESDAY	80576	Problem w/lift
10/19/00	THURSDAY	9822LF	Lift doesn't work
10/19/00	THURSDAY	80576	Problem w/lift
10/20/00	FRIDAY	80576	Problem w/lift
10/21/00	SATURDAY	8109C	Switch for lift is disconnected
10/23/00	MONDAY	80576	Problem w/lift
10/24/00	TUESDAY	8050G	Lift slow, trouble stowing
10/25/00	WEDNESDAY	80576	Slow lift, trouble stowing
10/25/00	WEDNESDAY	8088F	Lift slow to stow, had to push
10/25/00	WEDNESDAY	80586	Lift slow, not working well
10/26/00	THURSDAY	80576	Slow lift, trouble stowing
10/27/00	FRIDAY	8057G	Slow lift, trouble stowing
10/30/00	MONDAY	8057G	Slow lift, trouble stowing
10/30/00	MONDAY	8079F	Plastic (white) strip on edge slipping off by door, right side of lift
10/31/00	TUESDAY	8057G	Slow lift, trouble stowing
10/31/00	TUESDAY	8306GM	No passenger lift
10/31/00	TUESDAY	8059F	W/C out of service as per mechanincs

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

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

OCTOBER 2000

printed 11/02/2000

SERVICE INTERRUPTION SUMMARY REPORT
L I F T P R O B L E M S
10/01/2000 T O 10/31/2000

DATE BLOCK ROUTE TIME DIRBUS REASON N:BUS A:BUS HR:MN MILE LOST DELAY

00:00 0 0 . 0 0

AM Peak 00:00 00.00

Midday 00:00 00.00

PM Peak 00:00 00.00

Other 00:00 00.00

Weekday 00:00 00.00

Saturday 00:00 00.00

Sunday 00:00 0 0 . 0 0

OCTOBER 2000

SERVICE INTERRUPTION SUMMARY REPORT 10/01/2000 TO 10/31/2000 printed 11/02/2000

DATE	BLOCK	ROUTE	TIME	DIRBUS	REASON	N:BUS	A:BUS	HR:MN	MILE
10/09/2000	17	0545P		IB8103	WATER LEAK/BUS SHUT			01:10	36.23
10/16/2000	71	0140P		189824	30 MINUTES LATE CONS			00:45	10.10
10/18/2000	70	0500P		0B8095	ENG	8053	8053	00:45	6.44
10/18/2000	71	0610P		IB9828	ACC	9828		01:35	21.03
10/23/2000	70	0700A		089826	NO OPERATOR.			00:30	10.69
10/23/2000	71	0755A		189826	NO OPERATOR			01:15	21.03
10/30/2000	51	0349P		0B8097	LATE FROM PREVIOUS B			00:30	4.62
10/30/2000	52	0328F		0B9807	FLAT OUTSIDE DUAL	8097		00:35	6.48
								07:05	116.62
								AM Peak	01:45 31.72
								Midday	00:45 10.10
								PM Peak	03:00 53.77
								Other	01:35 21.03
								Weekday	07:05 116.62
								Saturday	00:00 00.00
								Sunday	00:00 00.00

METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF)*

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

MINUTES

The Metro Accessible Services Transit Forum met for its monthly meeting on Thursday October 19, 2000 in Room 223 of the University Town Center, 1101 Pacific Avenue, Santa Cruz CA.

MASTF MEMBERS PRESENT: Sharon Barbour, Ted Chatterton, Connie Day, Shelly Day, Michael Doern, Glen Eldred, Kasandra Fox, Michelle Hinkle, Ed Kramer, Deborah Lane, Jeff LeBlanc, Jessica Milligan, J.J. Nash, Thom Onan, Barbara Schaller, Laura Scribner, Patricia Spence, Lesley Wright.

METRO STAFF PRESENT:

Bryant Baehr, Operations Department Manager
Kim Chin, Planning and Marketing Department Manager
John Daugherty, Accessible Services Coordinator
David Konno, Facilities Maintenance Department Manager
Steve Paulson, U.T.U. Representative
Tom Stickel, Fleet Maintenance Department Manager
Les White, General Manager

BOARD MEMBERS PRESENT:

Michelle Hinkle

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

MASTF recommends to the Board that all future ADA paratransit contracts require an accessible cab to be available during the time of paratransit service.

RELEVANT ATTACHMENTS: A

***MASTF MOTIONS RELATED TO METRO MANAGEMENT**

None.

I. CALL TO ORDER AND INTRODUCTIONS

Chairperson Jeff LeBlanc called the meeting to order at 2:03 p.m.

II. APPROVAL OF THE SEPTEMBER 14, 2000 MASTF MINUTES

MASTF Motion: That the September 14, 2000 MASTF Minutes be approved.

M/S/PU: Fox, C. Day

III. AMENDMENTS TO THE AGENDA

Mr. LeBlanc reported that the MASTF Executive Committee had added the following items to the Agenda last Friday:

- Audit Report in November (Added to Paratransit Update)
- New Bus Specifications (Added to New Business)
- Handicab Availability (Added to New Business)
- Approval of *I Love My Metro Transit* Buttons (Added to New Business)

Since the design for the Buttons was not available for review at the meeting today Mr. LeBlanc suggested that the Button item be moved to the November meeting Agenda.

IV. ORAL COMMUNICATION AND CORRESPONDENCE

Kim Chin circulated copies of the Spanish language *Headways* that were “hot off the presses.” He noted that METRO appreciated input from MASTF and other groups on this new publication.

Bryant Baehr reported that METRO staff was seeking authorization for funds tomorrow at the Board meeting to complete the purchase of new fareboxes. He answered questions about features of the new fareboxes and noted that their installation could begin in January.

Kasandra Fox read from a note written by Deborah Lane. Ms. Lane asked what METRO policy was regarding aggressive panhandling at the Santa Cruz Metro Center. “If a person is creating a disturbance,” Mr. Baehr responded, “we can ask them to leave.” He also explained that customers could contact security officers and bus operators to report disturbing behavior.

John Daugherty shared that important events would occur during the next two MASTF meetings. Election of MASTF Officers will occur during the meeting on November 16th. The annual MASTF celebration/party is set for the last meeting of the year on Thursday December 14, 2000.

Michael Doern praised bus operators for their “ongoing continually good job of teamwork.” He noted that he had recently overheard bus operators and transit supervisors assist a confused passenger’s travel to her destination.

V. ONGOING BUSINESS

5.1 Input on Talking Signs

Mr. LeBlanc opened discussion by noting that the “beep” heard before sign announcements could be eliminated. Connie Day noted that she liked the “beep” since it prepared her for her bus stop.

The advantages of talking signs and talking buses were reviewed. Mr. LeBlanc suggested that a remodeled Santa Cruz Metro Center could have talking signs built in to allow persons with receivers easier access to the Center. Mr. Baehr suggested that a proposed meeting to discuss sign issues include other specifications for new buses METRO is planning to purchase. Mr. Baehr also recommended that MASTF consider proposing one technology for METRO to pursue and implement. Discussion of these topics was continued during the “New Bus Specifications” Agenda item.

5.2 Holiday Bus Service

Mr. LeBlanc noted that this item had been thoroughly discussed at previous meetings. No discussion followed his remarks.

5.3 Paratransit Update

a) ADA Paratransit Report

Patricia Spence reported that Lift Line has hired a new director of transportation, Mark Hartunian. She shared that she had spoken with him on the phone and that he knew of her correspondence with Lift Line. Mr. LeBlanc noted that Mr. Hartunian should be invited to attend future MASTF meetings.

b) Transportation Advocacy (Thom Onan)

Thom Onan reported that he has received no complaints since the last MASTF meeting. He noted that Lift Line has been slow in responding to his inquiries on other issues. He said that he looked forward to recommendations from the audit of paratransit service.

c) Audit Report in November

Mr. Le Blanc asked Les White to share information on the progress of the audit. Mr. White reported that the Board had tentatively scheduled a public work session on audit issues for December 8, 2000. He noted that issues raised from preliminary findings included:

- “The auditors have discovered that we have a significant amount of trip denials at a time when Lift Line indicated to us there were none,” Mr. White stated. He noted that the discovery of between 200 to 300 paratransit trip denials per month is “troubling” and “a major cause of concern for me and METRO staff as a whole.”

- Service quality issues raised by service provided by Santa Cruz Transportation Company (Yellow Cab) were “almost at a crisis level.” Mr. White explained that Supervisor Mardi Wormhoudt had forwarded complaints about service to the Santa Cruz County Transportation Commission last week. Ms. Wormhoudt indicated that the Board of Supervisors had received calls on concerns including cabs not showing up when called, driver responsiveness and equipment safety and cleanliness. In his letter responding to Supervisor Wormhoudt’s request for a report on these issues, Mr. White invited her to attend the work session.

Mr. White summarized his report by noting that having trip denials continue was “unacceptable” and that METRO was looking for a way to “immediately clean up the Santa Cruz Transportation service problems.” He noted that the Board would consider options by December when extension of the contract with Lift Line would be reviewed.

5.4 Handicab Availability

Mr. LeBlanc moved this item up the Agenda. Ms. Fox reported that MASTF member and wheelchair user Glen Eldred had been stuck near Soquel and Ocean Streets around 11 p.m. on October 8th. His wheelchair was losing electric power. To complete the trip home to La Posada at Frederick and Gault Streets Mr. Eldred called Yellow Cab. He was told that no Handicabs were on duty that night. He then called Courtesy Cab in Watsonville and was informed that a cab could come out to pick him up for \$40. “He needed a Handicab and it wasn’t there,” Ms. Fox concluded.

Mr. LeBlanc kicked off discussion of the incident by noting that an “on call” cab ride was different from an arranged paratransit trip. He said that the issue of provision of accessible service should be brought forward to the Santa Cruz City Council. Further discussion included the impact that a contract requirement from METRO could have on the availability of accessible taxis.

The following Motion was forwarded to the Board:

MASTF Motion: MASTF recommends to the Board that all future ADA paratransit contracts require an accessible cab to be available during the time of paratransit service.

M/S/PU: Barbour, Fox

5.5 Restrictions on Amtrak Service

Ms. Fox reported that recently passed State legislation (Senate Bill 2178) lifted the restriction of buying a train ticket to use Amtrak Connector Service for persons using wheelchairs. She noted that wheelchair users still must contact Amtrak 24 hours in advance to arrange for a lift equipped Connector bus. Mr. White noted that METRO continues to negotiate with Amtrak to change that service to a METRO operation. One result of that change would be eliminating the requirement for advance notice.

Mr. Daugherty noted that a public ceremony honoring legislation passage and other transit developments had been covered by the *Santa Cruz County Sentinel* (Attachment A). Ms. Fox noted a correction for the last paragraph of the Sentinel article: It was Bryant Baehr and Kim Chin – not the Highway 17 Express – that enabled her to travel to Sacramento to testify on behalf of legislation. Ted Chatterton noted that he has been happy with the Highway 17 Express service he has received during the last few months. Mr. White noted that State Senator Bruce McPherson would be honored by resolution during the METRO Board meeting tomorrow.

5.6 Supreme Court Challenges to the Americans with Disabilities Act (ADA)

Mr. LeBlanc reported that the Supreme Court had heard arguments in the *Garrett* case and was preparing to deliberate. He noted that a syndicated column recently published in the Sentinel (Attachment B) provided a good analysis of the stakes of the Court's deliberation.

5.7 Restroom Hours at Transit Centers

David Konno reported that no complaints have been received about the expanded restroom hours (6 a.m. to 11 p.m.) at the Santa Cruz Metro Center. He noted that the hours of restroom availability at the Scotts Valley Transit Center have not changed.

5.8 No Smoking at Bus Stops and Shelters

Mr. White reported that METRO Counsel Peggy Gallagher had requested time to review the enforcement available from local jurisdictions of METRO's No Smoking ordinance. He expected that the Board would receive a report on the use of No Smoking signage at bus stops and shelters during November.

VI New Business

6.1 Nominations for MASTF Appreciation Awards

Written nominations of persons to receive Certificates of Appreciation were collected from the group. Mr. LeBlanc explained that the MASTF Executive Committee would review the nominations and present results next month. He noted that Mr. Chatterton had pointed out months ago that the Executive Committee should stop "hogging" the selection process.

6.2 New Bus Specifications (Bryant Baehr)

Mr. Baehr reported that METRO was preparing to spend \$13,500,000 to purchase 35 new buses. He sought MASTF participation in "our opportunity to design the bus we want." He noted that he wanted to present a recommendation to the Board on the buses to be purchased before the end of January 2001 since it takes two years to receive a bus order.

He stated that he wanted MASTF input on which bus features (type of audible signs, High Floor vs. Low Floor model buses, etc.) are a priority. After discussion of the merits of a variety of bus features, the group agreed to schedule a special meeting to review bus specifications with Mr. Baehr. The meeting will take place at the University Town Center at 11 a.m. on November 2, 2000. Mr. Daugherty agreed to help confirm room arrangements and other meeting details.

Ms. Spence asked Mr. White if new buses would facilitate expanded service in Watsonville. He responded that his target time for expanded bus service is Fall 2001. He described several factors – including interpretation of bus exhaust emission standards, ability to acquire used buses and the progress of the Metro Base project – that could change the target time.

6.3 Handicab Availability

This item was discussed during Ongoing Business.

6.4 Approval of *I Love My Metro Transit* Buttons

This item was postponed until the November meeting.

MASTF COMMITTEE REPORTS

6.5 Training and Procedures Committee Report

No report.

6.6 Bus Service Committee Report (Sharon Barbour)

a) Metro Users Group (MUG)

Sharon Barbour reported that many items had been covered during the MUG meeting yesterday, including:

- Signs for the Yield to Bus Program were expected to be installed during January.
 - The Santa Cruz City Council authorized METRO the use of eminent domain to further work on Site One of the Metro Base Project.
 - No additional buses would be allotted during peak service hours for six months.
 - MUG Chairperson Bruce Gabriel wanted to arrange a meeting between METRO staff and Cabrillo College officials to solve problems surrounding the availability of Cabrillo Bus Passes.
- b) Bus Evaluation Study Report
- c) Time Shift of Highway 17 Express Bus Schedule

There were no reports on these items.

- d) Service Review Overview Report

This item was addressed during the MUG report.

6.7 Bus Stop Improvement Committee Report (Deborah Lane)

- a) Bus Stop Advisory Committee (BSAC)

Ms. Lane reported that BSAC members completed a prioritized list of bus stop improvements (Attachment C). She also joined other BSAC members on a field trip to visit the “Ted Chatterton Bus Stop” with still wet cement at its Westside Santa Cruz location.

- b) Accessible Bus Stops at UCSC

Mr. White reported that UC Santa Cruz officials were making progress on the goal of providing bi-directional bus service on campus. He noted that the Santa Cruz County Transportation Commission had provided funds to foster

the installation of accessible bus stops in both directions on campus. He estimated that the bus stop installation project would be completed next summer. He hoped that bi-directional service would allow METRO to double the bus service provided on campus.

c) Accessible Bus Stop at Capitola Road and Clares Street

Ms. Lane reported that she and Mr. Onan had carried out a site inspection of the inbound bus stop near the Dakota Apartments and found that it had limited accessibility for persons using wheelchairs and other mobility aids. Mr. Konno added that Capitola building officials had told him that a pad would be installed at the bus stop when that section of Capitola Road is worked on next year. Mr. Konno stated that a turnout would not be constructed.

Note: After the meeting Ms. Lane sent a memo (Attachment D) to Mr. LeBlanc describing further developments at the bus stop location.

d) Access to Capitola Road at El Dorado Bus Stop

Mr. Daugherty passed along a "Thanks!" to the MASTF group from Francisco Ramirez. Mr. Ramirez had brought the access concerns to the attention of MASTF. The recently installed curb ramp near the bus stop has been useful to Mr. Ramirez.

OTHER COMMITTEE REPORTS

6.8 U.T.U. Report (Steve Paulson)

Steve Paulson reported that one group of new bus operators was near the end of their probation period. Another group of new operators would begin training in two weeks. A new cycle of training for veteran bus operators was underway.

6.9 S.E.I.U. Report

No report.

6.10 Commission on Disabilities Report (Jeff LeBlanc)

Mr. LeBlanc reported that Mr. Daugherty had resigned as Chairperson and member of the Commission last Friday. Mr. Daugherty noted that the Commission had authorized a letter critiquing the language used in the *Sentinel* article that featured the photo with Ms. Fox and State Senator McPherson.

6.11 Elderly and Disabled Transportation Advisory Committee Report

Ms. Barbour reported that the consultants working on the audit and re certification proposals for paratransit had shared preliminary findings with the group. Ms. Fox shared that problems with Handicab availability had also been discussed.

6.12 Board Working Group Session & Board Meeting Reports (Jeff LeBlanc)

Mr. LeBlanc reported that items discussed during the Board meetings have been covered during discussion today.

6.13 Next Month's Agenda Items

Items noted during the meeting: Approval of *I Love My Metro Transit Buttons*, MASTF Officer Elections, Report on Bus Specifications and Paratransit Audit Report.

VII Adjournment

The meeting was adjourned at 4:02 p.m.

MASTF Minutes
October 19, 2000
Page Twelve

NOTE: NEXT MAST MEETING IS: Thursday November 16, 2000 from 2:00-4:00 p.m., at Room 223 of the University Town Center, 1101 Pacific Avenue, Santa Cruz, CA.

NOTE: NEXT S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday November 10, 2000 at 8:30 a.m. at the S.C.M.T.D. Administrative Offices, 370 Encinal Street in Santa Cruz, CA.

SPECIAL NOTE: THE FOLLOWING S.C.M.T.D. BOARD OF DIRECTORS/PARATRANSIT WORKSHOP MEETING IS: Friday November 17, 2000 at 8:30 a.m. at the Holiday Inn, 611 Ocean Street, Santa Cruz, CA.

Santa Cruz Metropolitan Transit District

Minutes-Metro Users Group

October 18, 2000

The Santa Cruz Metropolitan Transit District Metro Users Group met at 2:10 p.m., Wednesday, October 18, 2000, at the District's Encinal Conference Room, 370 Encinal Street, Suite 100, Santa Cruz.

MEMBERS PRESENT

Bruce Gabriel, Chair
Sharon Barbour
G. Ted Chatterton
Sandra Coley
Connie Day
Michelle Hinkle
Barbara Schaller

VISITORS PRESENT

Shelley Day

SCMTD STAFF PRESENT

Bryant Baehr, Operations Manager
Kim Chin, Planning & Marketing Mgr.
David Konno, Facilities Maint. Mgr.
Tom Stickel, Fleet Maint. Manager

MUG RESOLUTIONS TO METRO BOARD OF DIRECTORS

1. **MUG recommends that the Board approve the funding for the purchase of fareboxes.**
2. **MUG recommends that the MUG Chair write a letter to the President of the Student Union to have a meeting with the Chair, the President, Metro staff and Cabrillo staff to discuss the Bus Pass Program.**

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MUG RESOLUTIONS TO METRO MANAGEMENT

1. **CALL TO ORDER AND INTRODUCTION**
2. **ADDITIONS AND DELETIONS TO THE AGENDA**

None.

3. ORAL AND WRITTEN COMMUNICATIONS AND ANNOUNCEMENTS

Bryant Baehr reported that the Board of Directors on Friday will be considering authorization for the procurement of fare boxes. The Board will vote this Friday on whether to spend \$972,000 for 108 fare boxes and associated spare parts. If approved, the District will have fare boxes on site by December and operational by January.

Chairperson Gabriel stated that he would like to add fare boxes to the agenda under New Business as item 7b.

Chairperson Gabriel stated that he wanted to thank all the MUG members who attended the September 15th Board meeting. He felt that it was very important to have people speak positively on MetroBase. He especially thanked Connie Day, Barbie Schaller, and Sharon Barbour. He was also happy to hear that the Santa Cruz City Council approved the eminent domain process.

4. CONSENT AGENDA

ACTION: MOTION: Sharon Barbour SECOND: Connie Day

Approve the following items accepted by the Committee:

- a) Receive and Accept August Meeting Minutes
- b) Monthly Attendance Report
- c) Review of Minutes of Board of Directors Meeting
- d) Review of Board Meeting Agenda Items:
 1. Quarterly Performance Report
 2. Quarterly Ridership Report

The committee voted unanimously.

5. ON-GOING ITEMS

5a) Review of Headways Redesign Issues

Kim Chin reported that he has copies of the Spanish edition of Headways which he will distribute today. This has been a part of a lot of input from both MUG and MASTF. He wanted to extend his appreciation for their efforts and input into Headways. There will be Spanish and English editions with each service bid change.

He indicated that there is English language in the Spanish version, the front cover is in Spanish, and the "How to" sections are in both English

and Spanish, the information in the boxes in the schedule section pages are also in Spanish.

Kim Chin reported that the next step will be to review the information in Headways and how to re-word it to make it more user friendly. Sharon Barbour asked if there could be a couple of people who do not use the bus to participate in this process. She also asked about the map in the center of Headways. Mr. Chin reported that the map is going to be a part of the redesign process and that the current system map is not that easy to read. They will look at it and see what changes to make and it will also be in color to make it user-friendly. Sandra Coley suggested that a couple of students who do not use the bus also be selected to participate in this process. Mr. Chin also stated that in the next few issues of Headways they will be using different color versions so that people will be able to tell the difference between the English version from the Spanish version.

5b) Service and Planning Update

Bryant Baehr stated that the Board voted on a moratorium at the last Board meeting on peak day new service. The District cannot add any peak day service. If the District were to get more buses there is no place to park them. The Fleet Maintenance is doing as much as they can to maintain what the District currently has now.

The Board is also looking at potentials for service default if we run out of buses. Service Planning is working on: 1) what can we do to maintain what we have, and 2) if we maintain what we have what could we add if we can add weekend service, service to Metro Center, non-peak service, etc.

5c) Marketing

Kim Chin stated there is currently two programs in progress. One is putting together a more aggressive news release program. In the last couple of weeks there have been a few more articles in the newspaper about Metro. Two weeks ago there was a press conference with Senator Bruce McPherson, where the District was given a check for \$4.75 million, which includes the purchase of new buses for the Highway 17 service and expanded local service. One million dollars of the \$4.75 million will be used for the renovation of Metro Center. Another news release will be the services provided by Metro, adding service in the major corridors between Watsonville and Santa Cruz, and Santa Cruz to UCSC. He mentioned that last year the District traveled approximately 3.5 million miles, ridership was 8 million on 103 buses

The other program the District is working on in Marketing is a joint promotional program with VTA. There have been discussions about Yield to Bus legislation in the past. It is now official. VTA is the lead agency in procuring the signs that go on the back of the buses. What that legislation does is when a bus pulls out of the lane of traffic, it is difficult to get back into traffic, because traffic will not let the bus back in. This law will allow the bus to pull back into traffic using the signs. It will be more reliable and improve on-time performance.

The signs will be available at VTA on December 1, 2000. The District will install the signs in phases and in place on March 19, 2001. An intensive marketing and outreach campaign will be implemented to let people know ahead of time what this law is all about. The District will be working with the Pajaro Valley TMA and Santa Cruz TMA to work and educate the workforce and employees about what this new law provides. He also indicated that there is a fine associated with not yielding to the bus. He stated that Metro and VTA look at this as a positive thing. For example, if a police officer or transit supervisor notices people giving way to yielding to the bus, take down their license plate number and send them some free passes for the bus. The idea is to commend people for complying with the law.

5d) COF - MetroBase

Bryant Baehr stated that the City Council gave the District authorization to exercise eminent domain for Site One in the Harvey West area, which is approximately 12 acres. The District is waiting for the environmental impact report, which will take nine to thirteen months to complete. Sharon Barbour asked if eminent domain includes Sites two and three. Bryant Baehr indicated that Site Two and Site Three are based on the MTIS assumption that the District will go from 103 to 175 buses by 2010.

5e) Cabrillo College

Chairperson Gabriel asked District staff what that status is with Cabrillo College. Bryant Baehr stated that Cabrillo has a committee setup run by Cliff Nichols that talks about transportation issues.

Kim Chin stated that he has been working with Manuel Osorio and Kathy Ford who is the marketing person at Cabrillo on trying to get interest from the students and Administration on buying transit passes.

Sandra Coley asked what the construction schedule is for both the Watsonville and Aptos campuses. Kim Chin reported that completion of the Watsonville campus will be in 2002. David Konno reported that at the Aptos campus the sidewalks will be completed in December of this year, the bus shelters will be in by March 2001. The District gave two bus shelters to Cabrillo so that when classes start in January they will have shelter from the weather.

Sandra Coley stated that she would like to see staff put together a strategy of what the District would like to see in terms of these passes and present it to Cabrillo. After further discussion, Kim Chin suggested that MUG contact the Student Union and see whether that would bring a different kind of result.

Chairperson Gabriel stated that a letter be written to the President of the Student Union requesting a meeting to discuss the bus pass program. Sharon Barbour stated that having a meeting face to face would be a good idea rather than writing letters back and forth. Kim Chin suggested that District staff also be present, as well as Cabrillo College staff including the Cabrillo Transportation Coordinator.

Sharon Barbour asked what is the difference in the bus pass program between Cabrillo and UCSC. Kim Chin stated that the arrangement with UCSC is the District projects ridership. The University pays the District a fare for each projected trip that UCSC students take. The District also gets the funds before the service is provided. UCSC is much more committed to transit because of the severe parking problems on campus. Ms. Barbour also asked if the Cabrillo students pay the fees themselves. Kim Chin stated that Cabrillo students pay the fees to subsidize the program. There needs to be some incentive for the students to participate in the program.

MOTION: ACTION: Sharon Barbour SECOND: Ted Chatterton

MUG recommends that the MUG Chair write a letter to the President of the Student Union to have a meeting with the Chair, the President, Metro staff and Cabrillo staff to discuss the Bus Pass Program.

The committee voted unanimously.

6. UPDATES

6a) ADA Recertification/Audit

Kim Chin reported that in addition to the meetings that have been held with E&DTAC, MUG and MASTF, there have been two outreach meetings to get input from the community on the comprehensive audit as well as the recertification program. The consultants are finishing their report, which reflects the input received in the work sessions. A workshop is currently scheduled for the first part of December to outline some of the critical issues to the Board and receive direction from them as to how they would like us to proceed. The draft plan will be brought to MUG, MASTF and E&D TAC for input. The final report for the audit will be out in January as well as the recertification program. Barbie Schaller asked when will the recertification program begin. Kim Chin stated that it will begin in the first quarter of 2001.

7. NEW BUSINESS

7a) Bus Procurement

Bryant Baehr stated that there is \$17 million available for the purchase of approximately 35 buses. These buses would replace several of the older buses and also expansion for local service and expansion of the Highway 17 service.

He would like input from MUG as to what kind of buses they would like to see the District receive, high-floor buses, low-floor buses, wheelchair lift or the ramp, etc. Bryant suggested that he can make a presentation at the next MUG meeting as to what staff has discussed on the types of buses they will be looking at. It takes approximately 18 months to 2 years to receive a bus.

Bryant Baehr said he could bring back a report at next month's MUG meeting. He indicated that MASTF might set up subcommittee group and that both MUG and MASTF could set up a joint group. Chairperson Gabriel stated he would like to see low-floor buses that would accommodate people with disabilities.

7b) Fareboxes

ACTION: MOTION: Sharon Barbour SECOND: Ted Chatterton

MUG recommends that the Board approve the funding for the purchase of fareboxes.

The committee voted unanimously.

8. OPEN DISCUSSION

9. ADJOURNMENT

The meeting adjourned at 3:55 p.m.

Respectfully submitted,

DEBBIE GUERRERO
Administrative Secretary

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 17, 2000

TO: Board of Directors

FROM: Elisabeth Ross, Manager of Finance

SUBJECT: MONTHLY BUDGET STATUS REPORT FOR SEPTEMBER 2000, AND APPROVAL OF BUDGET TRANSFERS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve the budget transfers for the period of October 1 - 31, 2000.

II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$6,928,835 or \$193,969 over the amount of revenue expected to be received during the first three months of the fiscal year, based on the revised budget.
- Total operating expenses for the year to date, including pass through grant programs, in the amount of \$5,890,219, are at 20.1% of the revised budget. Day to day operating expenses total \$5,880,222 or 20.5% of the revised budget.
- A total of \$187,440 has been expended through September 30th for the FY 00-01 Capital Improvement Program.

III. DISCUSSION

An analysis of the District's budget status is prepared monthly in order to apprise the Board of Directors of the District's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year. The attached monthly revenue and expense report represents the status of the District's FY 00-01 budget as of September 30, 2000. The fiscal year is 25.0% elapsed.

A. Operating Revenues

Revenues are \$193,969 over the amount projected to be received for the period. Sales tax revenue is \$183,484 ahead of budget projections as of September 30th due to a higher quarterly wrap-up payment than projected. Variances are explained in the notes following the report.

B. Operating Expenses

Day to day operating expenses for the year to date (excluding grant-funded programs, capital transfers and pass-through programs) total \$5,880,222 or 20.5% of the revised budget, with 25.0% of the year elapsed. Variances are explained in the notes following the report.

C. Capital Improvement Program

For the year to date, a total of \$187,440 has been expended on the Capital Improvement Program.

IV. FINANCIAL CONSIDERATIONS

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

V. ATTACHMENTS

Attachment A: Revenue and Expense Report for September 2000, and Budget Transfers

MONTHLY REVENUE AND EXPENSE REPORT
OPERATING REVENUE - SEPTEMBER 2000

Operating Revenue	FY 00-01 Budgeted for Month	FY 00-01 Actual for Month	FY 00-01 Budgeted YTC	FY 99-00 Actual YTD	FY 00-01 Actual YTD	YTD Variance from Budgetec	
Passenger Fares	\$ 279,505	\$ 279,505	\$ 828,808	\$ 791,665	\$ 828,808	\$ -	See Note
Paratransit Fares	\$ 40,049	\$ 35,306	\$ 40,049	\$ 15,474	\$ 35,306	\$ (4,743)	See Note
Special Transit Fares	\$ 132,466	\$ 137,526	\$ 212,523	\$ 201,140	\$ 217,010	\$ 4,487	See Note
Highway 17 Revenue	\$ 72,789	\$ 70,457	\$ 198,473	\$ 140,349	\$ 208,378	\$ 9,905	See Note
Advertising Income	\$ 12,000	\$ 12,000	\$ 36,000	\$ 30,000	\$ 36,000	\$ -	
Other Aux Transp Rev	\$ 917	\$ 1,028	\$ 2,750	\$ 2,498	\$ 3,268	\$ 518	
Rent Income	\$ 10,629	\$ 10,629	\$ 31,887	\$ 25,934	\$ 32,686	\$ 799	
Interest - General Fund	\$ 93,633	\$ 104,990	\$ 311,148	\$ 185,219	\$ 311,148	\$ -	
Non-Transportation Rev	\$ 533	\$ 177	\$ 1,600	\$ 397	\$ 1,119	\$ (481)	
Sales Tax Income	\$ 1,559,625	\$ 1,699,109	\$ 3,822,325	\$ 3,605,886	\$ 4,005,809	\$ 183,484	See Note
TDA Funds	\$ 1,249,303	\$ -	\$ 1,249,303	\$ 1,168,517	\$ 1,249,303	\$ -	
MBUAPCD Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Local Funding - TDA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
State Guideway Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other State Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FTA Op Asst - Sec 5303	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FTA Op Asst - Sec 5307	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FTA Op Asst - Sec 5311	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Operating Revenue	\$ 3,451,449	\$ 2,350,727	\$ 6,734,866	\$ 6,167,079	\$ 6,928,835	\$ 193,969	

**MONTHLYREVENUEANDEXPENSEREPORT
OPERATING EXPENSE SUMMARY - SEPTEMBER 2000**

	FY 00-01 Final Budget	FY 00-01 Revised Budget	FY 99-00 Expended YTD	FY 00-01 Expended YTD	Percent Expended of Budget	
PERSONNEL ACCOUNTS						
Administration	\$ 586,021	\$ 557,021	\$ 92,249	\$ 120,579	21.6%	
Finance	\$ 526,041	\$ 506,041	\$ 94,563	\$ 108,053	21.4%	
Planning & Marketing	\$ 799,773	\$ 858,773	\$ 166,357	\$ 170,342	19.8%	
Human Resources	\$ 419,954	\$ 429,454	\$ 75,146	\$ 81,775	19.0%	
Information Technology	\$ 346,012	\$ 346,012	\$ 50,981	\$ 73,575	21.3%	
District Counsel	\$ 294,577	\$ 271,576	\$ 45,558	\$ 44,380	16.3%	
Facilities Maintenance	\$ 955,338	\$ 953,838	\$ 182,756	\$ 209,291	21.9%	
Operations	\$ 1,785,628	\$ 1,706,628	\$ 366,022	\$ 391,617	22.9%	
Bus Operators	\$ 10,088,130	\$ 10,159,750	\$ 2,096,469	\$ 2,391,681	23.5%	
Fleet Maintenance	\$ 3,371,075	\$ 3,532,525	\$ 632,735	\$ 695,874	19.7%	
Retired Employees Benefits	\$ 354,602	\$ 354,602	\$ 27,574	\$ 77,192	21.8%	
Total Personnel	\$ 19,527,151	\$ 19,676,220	\$ 3,830,410	\$ 4,364,359	22.2%	
NON-PERSONNEL ACCOUNTS						
Administration	\$ 539,600	\$ 543,465	\$ 116,006	\$ 121,885	22.4%	
Finance	\$ 464,325	\$ 464,460	\$ 152,615	\$ 140,305	30.2%	See Note 3
Planning & Marketing	\$ 188,425	\$ 188,425	\$ 32,986	\$ 25,209	13.4%	
Human Resources	\$ 92,740	\$ 99,960	\$ 26,385	\$ 22,250	22.3%	
Information Technology	\$ 95,925	\$ 95,925	\$ 26,562	\$ 32,398	33.8%	See Note 4
District Counsel	\$ 311,405	\$ 184,405	\$ 30,405	\$ 31,284	17.0%	
Facilities Maintenance	\$ 201,791	\$ 209,791	\$ 36,914	\$ 37,949	18.1%	
Wats TC Operation	\$ 89,244	\$ 89,244	\$ 15,073	\$ 15,381	17.2%	
Santa Cruz Metro Center	\$ 253,030	\$ 253,030	\$ 44,532	\$ 37,554	14.8%	
Scotts Valley TC	\$ 122,535	\$ 122,535	\$ 22,302	\$ 11,631	9.5%	
Paratransit Program	\$ 3,244,666	\$ 3,244,666	\$ 204,598	\$ 464,855	14.3%	See Note 5
Operations	\$ 201,891	\$ 201,791	\$ 299,669	\$ 43,052	21.3%	
Bus Operators	\$ 6,000	\$ 6,000	\$ -	\$ 34	0.6%	
Fleet Maintenance	\$ 2,747,222	\$ 3,215,532	\$ 357,804	\$ 626,522	19.5%	
Op Prog/SCCIC	\$ 1,300	\$ 8,054	\$ 10	\$ 2,561	31.8%	See Note 6
Reserve for Service Additions	\$ 150,000	\$ 150,000	\$ -	\$ -	0.0%	
Pre-Paid Exp Adj/Incurred W/C	\$ -	\$ -	\$ (76,196)	\$ (97,007)		See Note 7
Total Non-Personnel	\$ 8,710,099	\$ 9,077,283	\$ 1,289,665	\$ 1,515,863	16.7%	
Subtotal Operating Expense	\$ 28,237,250	\$ 28,753,503	\$ 5,120,075	\$ 5,880,222	20.5%	
Grant Funded Studies/Programs	\$ 43,750	\$ 97,496		\$ 9,995	10.3%	
Transfer to/from Cap Program	\$ -	\$ -	\$ 4,242	\$ -	0.0%	
Pass Through Programs	\$ 450,000	\$ 480,000		\$ -	0.0%	
	\$ -	\$ -				
Total Operating Expense	\$ 28,731,000	\$ 29,331,000	\$ 5,124,317	\$ 5,890,219	20.1%	
YTD Operating Revenue Over YTD Expense				\$ 1,038,616		

**CONSOLIDATED OPERATING EXPENSE
SEPTEMBER 2000**

	FY 00-01 Final Budget	FY 00-01 Revised Budget	FY 99-00 Expended YTD	FY 00-01 Expended YTD	% Exp Y-I-D of Budget	
LABOR						
Operators Wages	\$ 5,275,946	\$ 5,357,442	\$ 1,132,490	\$ 1,276,817	23.8%	
Operators Overtime	\$ 687,958	\$ 691,378	\$ 145,901	\$ 171,071	24.7%	
Other Salaries & Wages	\$ 5,551,026	\$ 5,530,674	\$ 1,038,852	\$ 1,140,316	20.6%	
Other Overtime	\$ 211,271	\$ 211,271	\$ 55,434	\$ 55,923	26.5%	See Note 8
	\$ 11,726,200	\$ 11,790,765	\$ 2,372,677	\$ 2,644,127	22.4%	
FRINGE BENEFITS						
Medicare/Soc Sec	\$ 96,120	\$ 112,450	\$ 19,849	\$ 24,640	21.9%	
PERS Retirement	\$ 855,952	\$ 864,508	\$ 168,426	\$ 189,221	21.9%	
Medical Insurance	\$ 1,858,621	\$ 1,886,341	\$ 318,606	\$ 427,978	22.7%	
Dental Plan	\$ 501,187	\$ 507,271	\$ 86,372	\$ 108,227	21.3%	
Vision Insurance	\$ 122,065	\$ 123,541	\$ 23,587	\$ 26,432	21.4%	
Life Insurance	\$ 64,318	\$ 64,858	\$ 11,674	\$ 12,742	19.6%	
State Disability Ins	\$ 106,904	\$ 108,896	\$ 9,480	\$ 20,454	18.8%	
Long Term Disability Ins	\$ 444,702	\$ 447,894	\$ 48,156	\$ -93,245	20.8%	
Unemployment Insurance	\$ 27,692	\$ 28,208	\$ 1,270	\$ 1,045	3.7%	
Workers Comp/Incurred WC	\$ 1,373,821	\$ 1,391,821	\$ 247,141	\$ 221,525	15.9%	
Absence w/Pay	\$ 2,325,929	\$ 2,325,929	\$ 520,133	\$ 587,408	25.3%	
Other Fringe Benefits	\$ 23,640	\$ 23,740	\$ 3,036	\$ 7,315	30.8%	See Note 9
	\$ 7,800,951	\$ 7,885,457	\$ 1,457,730	\$ 1,720,233	21.8%	
SERVICES						
Acctng/Admin/Bank Fees	\$ 413,210	\$ 413,210	\$ 49,010	\$ 26,707	6.5%	
Prof/Legis/Legal Services	\$ 284,475	\$ 345,501	\$ 18,901	\$ 45,279	13.1%	
Temporary Help	\$ 12,534	\$ 82,098	\$ 31,358	\$ 43,641	53.2%	See Note 10
Uniforms & Laundry	\$ 38,497	\$ 38,497	\$ 5,198	\$ 9,266	24.1%	
Security Services	\$ 297,843	\$ 297,843	\$ 64,445	\$ 47,474	15.9%	
Outside Repair - Bldgs/Eqmt	\$ 160,444	\$ 160,244	\$ 30,715	\$ 32,653	20.4%	
Outside Repair - Vehicles	\$ 245,000	\$ 245,000	\$ 31,577	\$ 57,654	23.5%	
Waste Disp/Ads/Other	\$ 163,855	\$ 162,895	\$ 27,499	\$ 23,795	14.6%	
	\$ 1,615,858	\$ 1,745,288	\$ 258,703	\$ 286,471	16.4%	
CONTRACT TRANSPORTATION						
Contract Transportation	\$ 400	\$ 400	\$ -	\$ -	0.0%	
Paratransit Service	\$ 3,033,966	\$ 3,033,966	\$ 204,598	\$ 441,940	14.6%	See Note 5
Hwy 17 Service	\$ -	\$ -	\$ 249,456	\$ -	0.0%	
	\$ 3,034,366	\$ 3,034,366	\$ 454,054	\$ 441,940	14.6%	
MOBILE MATERIALS						
Fuels & Lubricants	\$ 1,190,637	\$ 1,628,637	\$ 178,258	\$ 294,929	18.1%	
Tires & Tubes	\$ 150,000	\$ 150,000	\$ 20,205	\$ 22,540	15.0%	
Body/Upholstery Supplies	\$ 7,500	\$ 7,500	\$ 592	\$ 123	1.6%	
Revenue Vehicle Parts	\$ 603,885	\$ 603,885	\$ 66,596	\$ 158,240	26.2%	See Note 11
Inventory Adjustment	\$ -	\$ -	\$ (23,642)	\$ (46,169)		See Note 12
	\$ 1,952,022	\$ 2,390,022	\$ 242,009	\$ 429,663	18.0%	

**CONSOLIDATED OPERATING EXPENSE
SEPTEMBER 2000**

	FY 00-01	FY 00-01	FY 99-00	FY 00-01	YTD ^{Expt}
	Final Budget	Revised Budget	Expended YTD	Expended YTD	Budget
OTHER MATERIALS					
Postage & Mailing/Freight	\$ 17,100	\$ 17,350	\$ 4,848	\$ 3,301	1 9.0%
Printing	\$ 86,411	\$ 86,161	\$ 17,157	\$ 16,246	18.9%
Office/Computer Supplies	\$ 68,318	\$ 68,183	\$ 9,051	\$ 16,770	24.6%
Safety Supplies	\$ 17,928	\$ 17,928	\$ 2,211	\$ 2,831	15.8%
Cleaning Supplies	\$ 70,400	\$ 70,400	\$ 10,601	\$ 9,274	13.2%
Repair & Maint Supplies	\$ 72,780	\$ 79,980	\$ 13,351	\$ 17,271	21.6%
Parts, Non-Inventory	\$ 50,000	\$ 50,000	\$ 5,768	\$ 13,654	27.3% See Note 11
Tools/Tool Allowance	\$ 19,780	\$ 20,080	\$ 1,804	\$ 1,858	9.3%
Photos/Mktg/Other Supplies	\$ 15,862	\$ 15,862	\$ 781	\$ 5,048	31.8% See Note 13
	\$ 418,579	\$ 425,944	\$ 65,572	\$ 86,255	20.3%
UTILITIES					
	\$ 312,079	\$ 312,079	\$ 59,345	\$ 47,225	15.1%
CASUALTY & LIABILITY					
Insurance - Prop/PL & PD	\$ 175,000	\$ 175,000	\$ 25,206	\$ 34,509	19.7%
Settlement Costs	\$ 250,000	\$ 100,000	\$ 20,210	\$ 11,757	11 .8%
Repairs to Prop	\$ 11,750	\$ 11,750	\$ (714)	\$ (282)	See Note 14
Prof/Other Services	\$ 30,500	\$ 30,500	\$ 8,329	\$ 8,292	27.2% See Note 15
	\$ 467,250	\$ 317,250	\$ 53,031	\$ 54,276	17.1%
TAXES					
	\$ 41,872	\$ 41,872	\$ 2,745	\$ 7,271	17.4%
MISC EXPENSES					
Dues & Subscriptions	\$ 50,564	\$ 43,464	\$ 3,869	\$ 9,257	21.3%
Media Advertising	\$ 46,400	\$ 49,400	\$ 5,451	\$ 1,000	2.0%
Employee Incentive Program	\$ 15,000	\$ 15,135	\$ 1,498	\$ 1,412	9.3%
Training	\$ 42,170	\$ 42,170	\$ 13,176	\$ 11,404	27.0% See Note 16
Travel & Local Meetings	\$ 61,025	\$ 61,125	\$ 11,716	\$ 7,978	13.1%
Other Misc Expenses	\$ 13,500	\$ 13,500	\$ 2,924	\$ 3,212	23.8%
	\$ 228,659	\$ 224,794	\$ 38,634	\$ 34,262	15.2%
OTHER EXPENSES					
Leases & Rentals	5 3 3 \$ 1 6 4 - A	\$ 533,164	\$ 1,155,68	\$ 138,497	26.0% See Note 17
Service Reserve	\$ 150,000	\$ 150,000	\$ -	\$ -	0.0%
Transfer to Capital	\$ -	\$ -	\$ 4,242	\$ -	0.0%
Pass Through Programs	\$ 450,000	\$ 480,000	\$ -	\$ -	0.0%
	\$ 1,133,164	\$ 1,163,164	\$ 119,810	\$ 138,497	11.9%
Total Operating Expense	\$ 28,731,000	\$ 29,331,000	\$ 5,124,317	\$ 5,890,219	20.1%

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

CAPITAL PROJECTS	Program Budget	Expended in	
		September	YTD Expended
Grant Funded Projects			
Consolidated Operating Facility	\$ 8,104,770	\$ 15,759	\$ 47,128
Urban Bus Replacement	\$ 7,600,591		
Engine Repower Project	\$ 3,037,000		
ADA Paratransit Vehicles	\$ 287,500		
Farebox Replacement (CO)	\$ 1,000,000		
Computer System (CO)	\$ 152,500	\$ 36,908	\$ 36,908
Benches with Pile Storage (MRL/AP/CO) (CO)	\$ 30,000		
Non-Revenue Vehicle Replacement CNG (CO)	\$ 130,000		
Talking Bus (CO)	\$ 4,500		
	\$ 20,346,861		
District Funded Projects			
Bus Stop Improvements	\$ 140,000	\$ 2,363	\$ 2,663
Bus Stop Improvements (CO)	\$ 63,600		
Yield Signs for Buses (CO)	\$ 56,000		
Radio Replacement (CO)	\$ 12,000	\$ 11,000	\$ 11,000
Software for HR, Fac Mnt, Flt Mnt (CO)	\$ 75,000		
Bike Racks for Buses	\$ 4,500	\$ 19,164	\$ -19,164
Scotts Valley Transit Center Fencing (CO)	\$ 9,000		
Metro Center Repairs (CO)	\$ 21,348		
Facilities Repair & Improvements	\$ 143,100		
Facilities Repair & Improvements (CO)	\$ 42,275		
Machinery/Equipment Repair/Impr	\$ 43,900		\$ 50,750
Non-Revenue Vehicle Replacement	\$ 75,000		
Non-Revenue Vehicle Replacement (CO)	\$ 85,000		\$ 19,827
Office Equipment	\$ 4,000		
	\$ 774,723		
TOTAL CAPITAL PROJECTS	\$ 21,121,584	\$ 85,194	\$ 187,440
CAPITAL FUNDING SOURCES			
	Budget	Received in	YTD Received
		September	
Federal Capital Grants	\$ -14,554,489		
State Capital Grants	\$ -		
STA Funding	\$ 787,198		
Local Capital Grants	\$ 60,481		
Transfer from Operating Budget	\$ -		
Interest Income	\$ -		
District Reserves	\$ 5,719,416	\$ 85,194	\$ 187,449
TOTAL CAPITAL FUNDING	\$ 21,121,584	\$ 85,194	\$ 187,440

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

1. Passenger fares (farebox and pass sales) are at the revised budget amount for the year to date. Paratransit fares are \$4,743 or 12% under budget for the period. Special transit fares (contracts) are \$4,487 or 2% over the budgeted amount. Highway 17 Express revenue is \$9,905 or 5% over the year to date budgeted amount. Together, all four passenger revenue accounts are over the budgeted amount for the first three months of the fiscal year by a net \$9,649 or 0.8%.
2. Sales tax income is \$183,484 or 3.7% over budget for the first three months of the fiscal year due to a higher quarterly wrap-up payment than projected. The budget projected a 6% increase over the previous year for the April-June sales period, while the receipts actually increased 11.7%.
3. Finance non-personnel expense is at 30.2% of the budget due to the annual payment of insurance premiums.
4. Information Technology non-personnel expenses are at 33.8% of the budget due to quarterly maintenance agreement payments, volume purchase of computer supplies, and purchase of computer training vouchers.
5. Paratransit program expense is only at 14.3% of the budget because the September billing was not submitted by Food & Nutrition by the report deadline. If the September payment was included, year-to-date expense would be at approximately 19% of the budget.
6. Operating program expense is at 31.8% of the budget due to use of temporary help to close FEMA files.
7. Pre-paid expense adjustment provides for allocating large annual payments, such as casualty and liability insurance, over the entire year so that the total expenses District-wide for the month and year to date are not skewed.
8. Other overtime is at 26.5% of the budget due to high overtime in Operations as a result of Transit Supervisor absences. Total payroll for non-Operators is within budget.
9. Other fringe benefit expense is at 30.8% of the budget due to payment for six months of license renewal medical exams and the quarterly EAP payment.
10. Temporary help is at 53.2% of the budget due to hire of temporary workers during recruitment of new employees in the departments of Human Resources and Facilities Maintenance, and a long-term absence in Human Resources.
11. Parts expense is slightly over budget due to purchase of parts to rebuild engines.
12. Each month, the change in the Fleet Maintenance inventory value is recorded as either an expense or credit depending on whether the inventory increased or decreased.

13. Photos, marketing supplies and other supplies are at 3 1.8% of the budget due to volume purchases.
14. Repairs to property is a casualty and liability account to which repairs to District vehicles and property are charged when another party is liable for the damage. All collections made from other parties for property repair are applied to this account to offset the District's repair costs. Collections have been applied for the year to date, but some repairs have yet to be charged to the account.
15. Professional services for the casualty/liability program are at 27.2% of the budget due to staff vacancies in Counsel's office.
16. Employee training expense is at 27.0% of the budget due to purchase of computer training vouchers in the amount of \$5,000.
17. Leases and rentals are at 26.0% of the budget due to the payment of some October rents in September.

**FY 00-01 BUDGET TRANSFERS
10/1/00-10/31/00**

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # 01-007			
TRANSFER FROM:	110001-514020	Steam Cleaner Project	\$ (722)
TRANSFER TO:	110002-514010	CIP-Operations Video System for Metro Center	\$ 722
REASON:	Increase in cost of changes to cabling in Video System for Metro Center.		
TRANSFER # 01-008			
TRANSFER FROM:	1100-504311	Off ice Supplies	\$ (135)
TRANSFER TO:	1200-509101	Employee Incentive	\$ 135
REASON:	To cover cost of glass frames for Employee Service Awards for Employee Incentive Program.		
TRANSFER # 01-009			
TRANSFER FROM:	2200-501021	Salaries	\$ (2,000)
TRANSFER TO:	2200-503041	Temporary Help	\$ 2,000
REASON:	To cover costs for temporary help in the Facilities Maintenance Department during recruitment.		
TRANSFER # 01-010			
TRANSFER FROM:	2600-503161	Custodial Services	\$ (1,200)
TRANSFER TO:	2600-504413	Electrical Supplies	\$ 1,200
REASON:	To cover account overrun in the Facilities Maintenance Department.		
TRANSFER # 01-011			
TRANSFER FROM:	3200-503352	Equipment Repair/Out	\$ (100)
TRANSFER TO:	3300-502999	Other Fringe Benefits	\$ 100
REASON:	To cover cost overruns in the Operations Department.		
TRANSFER # 01-012			
TRANSFER FROM:	1700-501021	Other Salaries	\$ (15,000)
TRANSFER TO:	1700-503041	Temporary Help	\$ 15,000
REASON:	To cover costs for Temporary Help in Counsel's office during recruitment.		

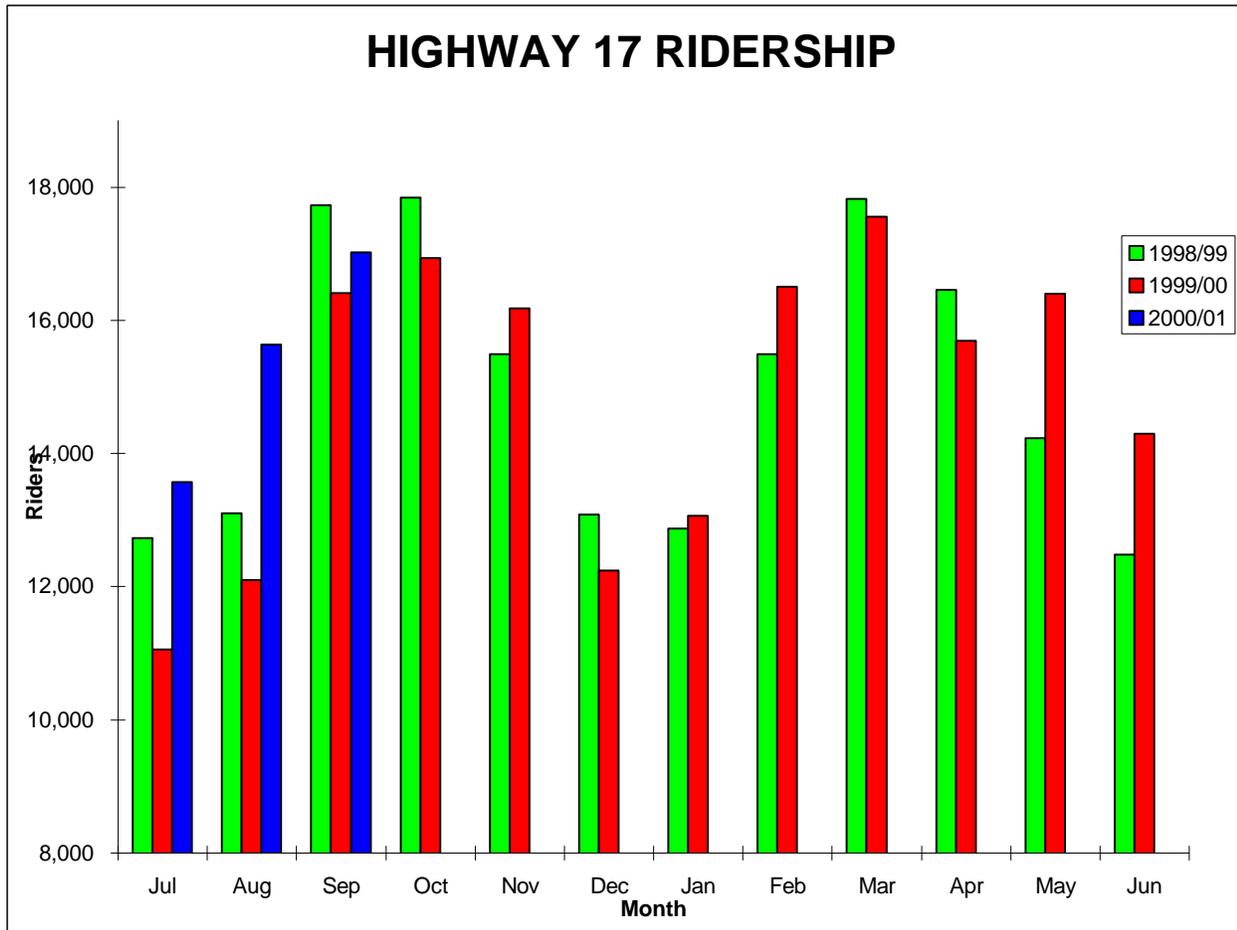
FY 00-01 BUDGET TRANSFERS

10/1/00 - 10/31/00

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
<u>TRANSFER # 01-013</u>			
TRANSFER FROM:	3200-503352	Equipment Repair/Out	\$ (100)
TRANSFER TO:	3200-509125	Local Meeting Expense	\$ 100
REASON:	<u>To cover cost overrun in the Operations Department.</u>		
<u>TRANSFER # 01-014</u>			
TRANSFER FROM:	3200-509011	Dues & Subscriptions	\$ (300)
TRANSFER TO:	3200-504511	Small Tools	\$ 300
REASON:	<u>To purchase accident investigation tools for staff cars for Operations Department.</u>		
<u>TRANSFER # 01-015</u>			
TRANSFER FROM:	1400-504215	Printing	\$ (250)
TRANSFER TO:	1400-504211	Postage & Mailing	\$ 250
REASON:	To cover account overrun in Human Resources Department.		

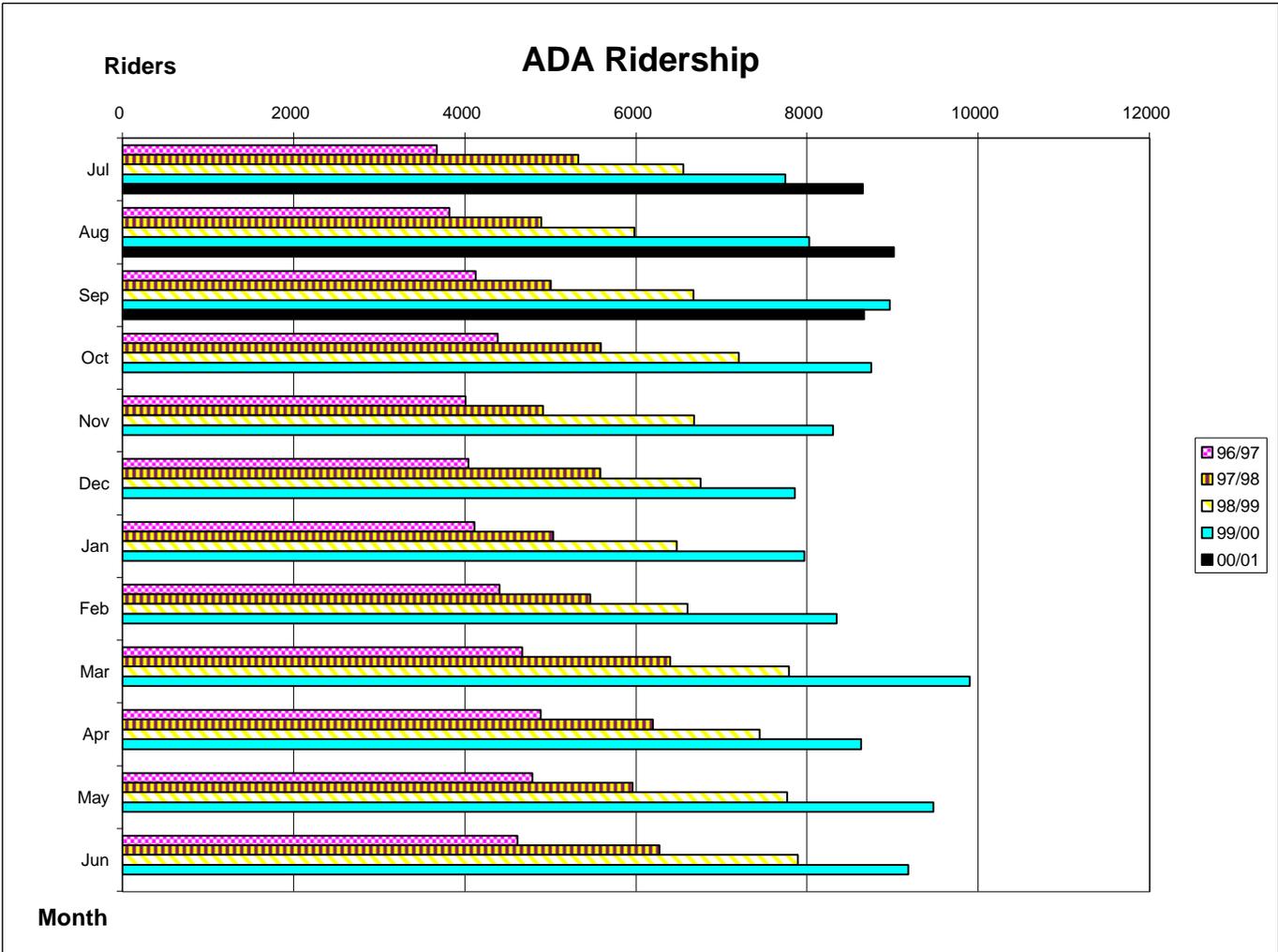
HIGHWAY 17 - SEPTEMBER 2000

	September			YTD		
	2000/01	1999/00	%	2000/01	1999/00	%
FINANCIAL						
Cost	\$ 99,718	\$ 129,007	(22.7%)	\$ 314,111	\$ 384,154	(18.2%)
Farebox	\$ 38,553	\$ 37,538	2.7%	\$ 99,075	\$ 92,720	6.9%
Operating Deficit	\$ 58,523	\$ 87,905	(33.4%)	\$ 211,468	\$ 287,225	(26.4%)
Santa Clara Subsidy	\$ 29,261	\$ 43,952	(33.4%)	\$ 105,734	\$ 143,612	(26.4%)
METRO Subsidy	\$ 29,261	\$ 81,959	(64.3%)	\$ 105,734	\$ 265,132	(60.1%)
San Jose State Subsidy	\$ 2,642	\$ 3,564	(25.9%)	\$ 3,569	\$ 4,209	(15.2%)
STATISTICS						
Passengers	17,019	16,412	3.7%	46,226	39,570	16.8%
Revenue Miles	29,925	32,918	(9.1%)	94,264	94,264	0.0%
Revenue Hours	1,164	1,280	(9.1%)	3,666	3,666	0.0%
PRODUCTIVITY						
Cost/Passenger	\$ 5.86	\$ 7.86	(25.5%)	\$ 6.80	\$ 9.71	(30.0%)
Revenue/Passenger	\$ 2.27	\$ 2.29	(1.0%)	\$ 2.14	\$ 2.34	(8.5%)
Subsidy/Passenger	\$ 3.59	\$ 5.57	(35.5%)	\$ 4.65	\$ 7.37	(36.8%)
Passengers/Mile	0.57	0.50	14.1%	0.49	0.42	16.8%
Passengers/Hour	14.62	12.82	14.1%	12.61	10.79	16.8%
Recovery Ratio	38.7%	29.1%	32.9%	31.5%	24.1%	30.7%



**ADA Paratransit Program
Monthly Status Report**

	This September	Last September	% Change	This YTD	Last YTD	% Change
Cost	\$ 201,659	\$ 192,872	4.6%	\$ 604,449	\$ 534,038	13.2%
Revenue	\$17,322	\$17,924	-3.4%	\$52,628	\$49,436	6.5%
Subsidy	\$184,337	\$174,948	5.4%	\$551,821	\$484,602	13.9%
Passengers	8,661	8,962	-3.4%	26,314	24,718	6.5%
Cost/Ride	\$23.28	\$21.52	9.0%	\$22.97	\$ 21.61	7.0%
Subsidy/Ride	\$21.28	\$19.52	9.0%	\$20.97	\$19.61	7.0%
Operating Ratio	8.6%	9.3%	-7.6%	8.7%	9.3%	-5.9%
% Rides on Taxi	70.2%	72.7%	-3.4%	69.0%	73.0%	-5.4%
Program Registrants	7,725	6,355	21.6%	7,725	6,355	21.6%
Rides/Registrant	1.1	1.4	-20.5%	3.4	3.9	-12.4%



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 17, 2000
TO: Board of Directors
FROM: Paul C. Chandley, Human Resources Manager
SUBJECT: CONSIDERATION OF APPROVAL OF CLAIMS INVESTIGATOR CLASSIFICATION

I. RECOMMENDED ACTION

It is recommended that the Board of Directors approve the new classification of the Claims Investigator having a hourly salary range of \$18.73-\$22.80.

II. SUMMARY OF ISSUES

- A new classification of Claims Investigator is proposed to be created and one position allocated to District Counsel in lieu of the budgeted vacant Paralegal position.
- The classification meets the staffing requirements of District Counsel.
- The new classification will be allocated to the SEA Chapter of SEIU Local 415.
- Representatives of SEIU Local 415 have review the new classification and concur with the recommendation.

III. DISCUSSION

The Human Resources Department has developed the classification of Claims Investigator in response to the request of District Counsel. The position will be designated as bilingual-Spanish and will replace a budgeted vacant Paralegal position also having the same salary range. The Human Resources Department has obtained concurrence of the new class specification and recommended salary range from SEIU Local 415.

IV. FINANCIAL CONSIDERATIONS

No fiscal impact, wages and benefits are budgeted in current year department budget.

V. SUMMARY OF ATTACHMENTS

Attachment A: Claims Investigator class specification.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

CLAIMS INVESTIGATOR

DEFINITION

Under supervision investigates accidents/incidents, claims and litigation filed against the District as directed by District Counsel. Conducts field inspections in coordination with other agencies and District staff to gather and compile information, documents and other evidence; recommends settlement of routine liability claims; analyzes claims in accordance with established procedures; pursues property recovery activities; assists District Counsel in case preparation; and performs other related duties as assigned.

EXAMPLES OF DUTIES

Investigates accidents/incidents; interviews and takes statements of claimants, employees, and witnesses; visits accident scenes taking pictures and measurements, analyzing events, and examining property damage; obtains injury information.

Reviews injury and property damage claims to assist in the determination of District liability; collects accident/incident information; verifies medical treatment expenses and lost wages; compiles value of property damage.

Handles routine negotiations and recommends settlement or other action on litigated and non-litigated claims within established limits.

Identifies and processes recovery actions for damages the District sustained from vehicle accidents, tenant lease agreements, and other related expenses.

Represents the District in small claims court hearings and prepares and provides appropriate information and required documentation.

Maintains and tracks records; prepares reports on status of claims; organizes materials and documents claim files; maintains accurate records and files.

Assists in preparing discovery documents and performing investigation tasks related to litigation files; assists at trial, hearings, and other legal proceedings as required.

Observes and makes recommendations regarding hazards found during investigations.

Operates field investigation tools including photographic equipment; operates District vehicles, computer programs and equipment and other office machines.

EMPLOYMENT STANDARDS

Knowledge of:

- Office procedures and practices including preparation of correspondence, reports, and record keeping procedures and practices.
- Laws relating to property and liability claims, California judicial system as it relates to liability claims, and contributory negligence theories.
- Medical and legal terminology and related documents.
- Claims investigation methods, techniques and settlement negotiations.
- Interviewing principles and techniques.
- Procedures and techniques of evidence collection; methods of legal and factual research and discovery techniques.
- Operation of standard office equipment, computers, and basic photographic equipment.
- Safe work methods and safety regulations pertaining to hazardous materials at an accident/incident site.

Ability to:

- Understand and apply laws and administrative policies and procedures in the evaluation of routine property and liability insurance claims.
- Investigate and recommend settlement of routine property and liability claims.
- Investigate accident scenes, analyze events, and draw sound conclusions.
- Prepare file documents, charts, reports, and correspondence.
- Effectively and tactfully communicate in English in both oral and written forms, and speak Spanish.
- Interview witnesses in English and Spanish on the telephone and in person.
- Safely perform job duties in the field under various climatic conditions.
- Establish and maintain cooperative working relationships with the public, District employees, and others.

Training and Experience

Any combination of training and experience equivalent to:

Two years experience performing property and liability claims investigation.
Course work related to risk management and claims resolution is desirable.

Special Requirements

Pass a fluency test in Spanish/English.
Possession of a valid California drivers license and a safe driving record.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 17, 2000
TO: Board of Directors
FROM: Paul C. Chandley, Human Resources Manager
SUBJECT: CONSIDERATION OF EMPLOYEE ASSISTANCE PROGRAM
CONTRACT RENEWAL

I. RECOMMENDED ACTION

It is recommended that the Board of Directors authorize the General Manager to execute a one-year contract renewal amendment for the Employee Assistance Program with ALTO Counseling Center.

II. SUMMARY OF ISSUES

- The District awarded a one-year contract to ALTO Counseling Center in November 1996 with the option for four one-year extensions.
- The third of four one-year contract extensions will expire on November 30, 2000.
- ALTO Counseling Center has offered a one-year renewal at the same rates as this year.

III. DISCUSSION

The District provides an Employee Assistance Program for its employees. The benefit provides up to three counseling sessions for employees and their dependents in a six-month period. The District selected ALTO Counseling Center in November 1996 and awarded a one-year contract. The contract allows for renewals not exceeding a total five-year contract period. ALTO Counseling Center has offered to renew the contract at the same rates as this year in the fifth and final year of the contract. The one-year renewal rate is \$9,744.

IV. FINANCIAL CONSIDERATIONS

The contract renewal rate is within this year's budgeted amount.

V. SUMMARY OF ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 17, 2000
TO: Board of Directors
FROM: Paul C. Chandley, Human Resources Manager
SUBJECT: CONSIDERATION OF LONG TERM DISABILITY INSURANCE
CONTRACT RENEWAL

I. RECOMMENDED ACTION

It is recommended that the Board of Directors authorize the General Manager to execute a one-year contract renewal amendment for employee long-term disability insurance with UNUM.

II. SUMMARY OF ISSUES

- The District awarded a two-year contract to UNUM Life Insurance Company of America for employee long-term disability insurance coverage in November 1996 with the option for three one-year extensions.
- The second of three one-year contract extensions will expire on December 31, 2000.
- UNUM has offered a one-year renewal at the same rates as this year. UNUM is rated A+ by A.M. Best Rating Service and AA by Standard & Poor's rating service.

III. DISCUSSION

The District provides long-term disability insurance coverage for its employees. The benefit provides for income continuation during absences due to disability. The District selected UNUM Life Insurance Company of America for employee long-term disability insurance coverage in November 1996. The contract allows for renewals not exceeding a total five-year contract period. UNUM has offered to renew the contract at the same rates as this year in the fifth and final year of the contract. The renewal rate is 2.49% for non-Bus Operator payroll and 3.96% for Bus Operator payroll.

IV. FINANCIAL CONSIDERATIONS

The contract renewal rates are within this year's budgeted amounts.

V. SUMMARY OF ATTACHMENTS

Attachment A: Renewal notice from UNUM.



UNUM.

Protecting everything you work for

November 1, 2000

Paul Chandley
Santa Cruz Metropolitan Transit District
P.O. Box 1742
Santa Cruz, CA 9506 1

Re: Santa Cruz Metropolitan Transit District
LTD Policy No. 359237

Dear Paul,

This letter will confirm that the above policy will renew with "no change" effective January 1, 2001. The rates will be guaranteed for one year.

Sincerely,

A handwritten signature in black ink that reads "Robyn". The signature is fluid and cursive.

Robyn A. Hackbarth
Senior Sales Consultant
Employee Benefits
CA Lisc. 0B60767

Cc. Jeff Calder/Saylor & Hill

UNUMPROVIDENT CORPORATION
1277 Treat Boulevard, Suite 300, Walnut Creek, California 94536
925.944.4700 Fax 925.937.9568

Unum is the marketing brand of UnumProvident Corporation

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 17, 2000
TO: Board of Directors
FROM: Paul Chandley, Human Resources Manager
SUBJECT: PRESENTATION OF ANNIVERSARY AWARDS

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- None.

III. DISCUSSION

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

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Employee Recognition List

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

EMPLOYEE RECOGNITION

TEN YEAR

None

FIFTEEN YEARS

**Frank Jacinto
Gillian McGlaze
David Moreau
Rosalio Ramos
Richard Gabriel
Santiago (Jim) Garcia**

TWENTY YEARS

**Frank Bauer
Chris Bridinger**

TWENTY-FIVE YEARS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 17, 2000

TO: Board of Directors

FROM: Leslie White, General Manager, and Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF BUS STOP SHELTERS AND DESIGNATED BUS STOPS AS SMOKE-FREE ZONES

I. RECOMMENDED ACTION

Declare Bus Stop Shelters and Designated Bus Stops as Smoke-Free Zones, which would encompass the length of a 40-foot bus.

II. SUMMARY OF ISSUES

- In July 1996, the Board of Directors banned smoking at all of the Metro Centers.
- District staff was directed to discuss the banning of smoking at bus stops at the September 11, 1996 Mayor's Select Committee in order to determine the feasibility of enforcement of a smoking ban at the designated bus stops if adopted.
- Mark Dorfman, Assistant General Manager, and Mike Rotkin, Director, met with the Select Committee who determined that they did not wish to address the smoking issue at that time.
- In 1994, the State of California declared that smoking in the workplace was a matter of statewide concern. The local jurisdictions adopted ordinances banning smoking in various public places. In 1998, the City of Santa Cruz amended its smoking ordinance.
- MASTF has recently requested that the Board of Directors again consider whether to ban smoking at all designated bus stops.

III. DISCUSSION

In July 1996, the Board of Directors banned smoking at all of the Metro Centers in the County. Signs were posted and the security guards have been directed to explain to any offender that smoking is prohibited. While the Board of Directors did not ban smoking at designated bus stops at that time it did direct District staff to attend a meeting of the Mayor's Select Committee on September 11, 1996 in order to gain cooperation from the Cities to enforce a smoking ban at the designated bus stops. Assistant General Manager Mark Dorfman, and the Director Mike Rotkin, met with the Mayor's Select Committee and discussed the feasibility of banning smoking at all the bus stops throughout the County of Santa Cruz. The Select Committee declined to pursue the smoking issue at

that time. The matter was not discussed with the Board of Director's again because other issues facing the Metro took a higher priority.

MASTF has recently requested that the Board of Directors again consider whether to ban smoking at all designated bus stops and bus stop shelters.

Some bus operators use time before or after a run as a smoking break. This can occur at a bus stop. In order to avoid conflicts in these circumstances it is recommended that bus operators stand near the rear of the bus while smoking, away from the boarding area for passengers.

In 1994, the State of California addressed the smoking issue in the workplace by implementing expansive legislation to regulate smoking. According to this legislation, which was amended in 1996 and 1998, any area not defined as a "place of employment" is subject to local regulation of smoking of tobacco products. Each of the local jurisdictions have adopted smoking ordinances that allow for the designation of bus stop shelters and designated bus stops as smoke-free zones either by virtue of the language of the ordinance itself or because each ordinance allows for the owner, operator, manager or other person who controls any property or facility to prohibit smoking within the entire property or a portion of the property. Violations of the smoking ordinances are generally infractions punishable by a fine.

If this action were approved, each designated bus stop and each bus shelter would have to be marked with an appropriate no-smoking sign or the international "no smoking" symbol. Metro currently maintains 181 bus stop shelters and 1,066 designated bus stop signs. The cost for the necessary signage is anticipated to be approximately \$10,000. It includes money for replacement of signs due to vandalism.

IV. FINANCIAL CONSIDERATIONS

\$10,000 for signage.

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 17, 2000

TO: Board of Directors

FROM: Bryant J. Baehr, Manager of Operations

SUBJECT: CONSIDER AUTHORIZATION TO OPERATE WATSONVILLE HOLIDAY SHUTTLE

I. RECOMMENDED ACTION

Staff is recommending that the District be authorized to operate a Holiday Shuttle for the City of Watsonville and that a similar level of financial support be provided as was spent on the Santa Cruz Beach Shuttle.

II. SUMMARY OF ISSUES

- Last year the District operated the Holiday Shuttle for the City of Watsonville.
- The Holiday Shuttle serves downtown Watsonville and major shopping areas.
- City of Watsonville staff is approaching the Watsonville City Council on November 14, 2000 requesting permission to fund the shuttle. City staff has asked that the Transit District fund a portion of the cost of operation.
- Should the Watsonville City Council approve the shuttle, the District would develop the routing with City staff with a maximum of 316 hours of revenue service.

III. DISCUSSION

Last year the Board of Directors authorized the operation of the Watsonville Holiday Shopper Shuttle at no cost to the District. Funds were received from the City of Watsonville and the Regional Transportation Commission. This year City of Watsonville staff is requesting that the District pay a portion of the cost. Watsonville staff members will be approaching the Watsonville City Council on November 14, 2000 to request funding and authorization for the shuttle. This staff report is being presented prior to the Watsonville City Council decision because there would not be sufficient time to receive District Board authorization prior to start-up should the Watsonville City Council approve of the shuttle.

The Board of Directors has previously agreed to fund shuttles at a rate of 23% District share and 77% from other non District funds. The City of Watsonville staff is proposing that the shuttle operate a total of 176 weekday revenue hours and 140 weekend revenue hours. City of

Watsonville staff is unsure as to whether a fare will be charged. Any fare charged will be used to lower the cost of operation.

A total of 316 revenue hours at a billing rate of \$57 dollars per revenue hour equates to a total cost of operation of \$18,012 for the shuttle. Should the Board of Directors authorize the funding of the Watsonville Shuttle at 23%, the maximum cost to the District would be \$4,143.00.

Last year the Watsonville Holiday Shuttle carried a total of 4,769 passengers with an average of 15.1 passengers per trip.

III. FINANCIAL CONSIDERATIONS

The total cost for operating the Watsonville shuttle is \$18,012. The District's liability at 23% would be \$4,143.00.

IV. ATTACHMENTS

Attachment A: NONE

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 17, 2000

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: **CONSIDER APPROVAL OF 2001 STATE AND FEDERAL LEGISLATIVE PROGRAM**

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve the Metro 2001 Legislative Program attached to this Staff Report.

II. SUMMARY OF ISSUES

- In 2001, the First Session of the 107th Congress will appropriate Transit Funds for Federal Fiscal Year 2002
- In order to support the Fleet Replacement Program at Metro, it is essential that \$3.75 million dollars be earmarked in the 2002 Transit Appropriations Bill.
- In 2001, the California State Legislature will consider projects to be funded on a discretionary basis from a variety of sources of funds, many of which are eligible for Transit Capital Expenditures.
- In order to promote alternative fuel conversion and use, it is necessary to upgrade the natural gas line to Harvey West Park. Preliminary PG & E estimates set the cost of the necessary upgrade at approximately \$2.5 million dollars.
- Complementary paratransit service cost mandated by the Americans with Disabilities Act continues to increase at a rate of approximately 25% per year.
- It is anticipated that there will be renewed consideration of actions at the Federal level to limit funding for public transit service in California and it is important that Metro representatives vocally oppose such actions.
- Elected officials at the State and Federal levels continue to actively support the goals established by the Metro Board of Directors when the legislative program is articulated to them early in the legislative process.

III. **DISCUSSION**

The 2001 California State Legislature will begin meeting in January to consider legislative actions for the ensuing year. This session represents an opportunity for Metro to present specific needs which could be addressed by the State Legislature. The two state representatives from the Metro service area, Senator Bruce McPherson and Assemblymember Fred Keeley, have consistently demonstrated a high degree of support for transit financing in Santa Cruz. Their efforts in the past session in achieving \$7.75 million dollars for bus purchases and the Santa Cruz Metro Center project, demonstrates their support for the improvement of public transit service in the Santa Cruz area.

In 2000 Metro, CalTrans and the other agencies in the under 200,000 urban areas, were able to collaborate successfully and remove the obstacles which prevented receipt of Section 5309 earmarked Discretionary Funds from the Federal Transit Administration. In 2001, it will be necessary once again for these transit properties to work collaboratively to insure that all funds received under the formula program (Section 5307) are obligated so that the FTA requirement that formula funds be obligated prior to the receipt of discretionary funds is met. While CalTrans and the transit agencies under 200,000 in population were able to successfully arrive at agreements implementing obligation procedures, it is Staff's recommendation that the legislative program continue to address this issue in the event that an agreement is not able to be reached in the future. If this were to happen, it would be necessary for the State Legislature to intervene to insure that the earmarked Federal Discretionary Funds for California Transit Properties, including Metro, did not lapse due to a dispute in the formula program.

Metro has been successful in receiving funds from the Petroleum Violation Escrow Account (PVEA) for the purpose of procuring support vehicles. Much of the support fleet at Metro is close to or beyond its useful life and in desperate need of replacement. Therefore, Staff recommends that the legislative program once again include a request for \$300,000 in PVEA funding for Metro support vehicles.

In prior years Metro has explored the possibility of acquiring subpoena authority so that the office of District Counsel can gain information necessary to effectively defend claims against the Transit District. Staff recommends that the 2001 legislative program once again address the issue and explore the possibility of initiating legislation which would grant this authority to Metro.

We are now entering into the fourth year of the implementation of the Transportation Equity Act for the 21st Century (TEA21). Metro has been successful through the efforts of Congressman Sam Farr, in achieving substantial funding for the MetroBase project. With this project currently in the EIR stage, it is appropriate that Metro turn attention to the status of the bus fleet. The Metro bus fleet requires additional funding to implement replacement bus projects which will improve both service quality and service reliability. Therefore, Staff recommends that the 2001 legislative program include a request for \$3.75 million dollars in earmarked Federal Transit Discretionary Funds for bus acquisition.

Paratransit costs continue to increase at the rate of approximately 25% per year. In order to effectively address this issue, Metro staff recommends that both the State and Federal legislative programs seek additional funding for this service.

The Transportation act of the 21st Century (TEA21) included two categories of funding. A base level of funding was identified in the bill as being guaranteed in each year of the authorizing legislation. A supplemental amount of funding was identified as being available based upon the economic conditions of the nation and the will of Congress to appropriate it. In the first three years of TEA21 implementation only the guaranteed funding levels have actually been appropriated and none of the supplemental funding has been provided. Metro receives a substantial amount of funding formula program and this funding level is directly affected by the level of appropriations. Additionally, Metro competes for funding under the discretionary program which is also affected by appropriation levels. Staff recommends that Metro support the full funding of TEA21 at the authorized level in the 2002 Transportation Appropriations Act.

In prior years, the Transportation Appropriations process has been controversial and confrontive as a result of actions taken by Senator Richard Shelby (R-Alabama) who chairs the Senate Transportation Appropriations Subcommittee. In previous years, Senator Shelby has included a number of different provisions which would limit the level of funding which could be received by transit intensive states like California and New York. While Senator Shelby did not forward specific proposals in the 2001 Appropriation process, it can be anticipated that he will continue to look for opportunities to limit and redistribute transit funds. Staff recommends that the 2001 legislative program include a provision that Metro vigorously resist efforts to single out specific states for lower or inequitable transit funding levels.

Now that we are entering the fourth year of TEA21 implementation, activities are developing for the reauthorization of the next funding bill. Discussions with regard to reauthorization will begin in 2001. I currently sit as a member of the Reauthorization Task Force created by the American Public Transportation Association. The purpose of this task force and its three subcommittees is to develop principles for a new authorization bill. It is critical that Metro continue to assert the necessity of crafting a formula which rewards transit use by local citizens and transit funding commitments by local communities so that these "transit intensive" cities are not penalized by virtue of their population. The Small Urban Transit Study is due to be released next month. It is one year late in being submitted to Congress but contains information which will be beneficial to us, as we prepare proposals to amend the formula to reflect the level of use in communities like Santa Cruz. The next meeting of the Reauthorization Task Force will take place on December 11, 2000. Staff recommends that Metro work collaboratively with other transit systems in the American Public Transportation Association, especially those similarly situated to Metro, to develop and promote formula modifications which will reward transit intensive communities.

IV. FINANCIAL CONSIDERATIONS

The proposed legislative program at the State and Federal levels includes support of bills and actions which provide direct funding to Metro for capital and operating purposes. The necessity to travel to Sacramento or Washington DC to advocate for these positions will require financial support from the District. Funds for these activities are included in the adopted Metro budget. Additionally, the adopted Metro budget includes funds for legislative representation services at both the Federal and State level to advocate for the items and positions contained in the Metro 2001 Legislative Program.

V. ATTACHMENTS

Attachment A: Proposed Santa Cruz Metropolitan Transit District 2001 State Legislative Program

Attachment B: Proposed Santa Cruz Metropolitan Transit District 2001 Federal Legislative Program

**PROPOSED
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
2001 STATE LEGISLATIVE PROGRAM**

State Goals:

1. Seek legislation to obtain available State funding for SCMTD's 5-year Transit Capital Program, including \$2.5 million in funding to upgrade natural gas service to the Harvey West Park Area.
2. Sponsor legislative request to secure grant of \$300,000 in Petroleum Violation Escrow Account (PVEA) funds for alternative fuel support vehicles.
3. Support the introduction and passage of legislation designed to enact additional sources of transit operating and capital assistance.
4. Support efforts to insure that Federal Section 5307 formula funds in the Governor's apportionment are programmed statewide to the maximum extent possible to insure that SCMTD can access Section 5309 Federal discretionary earmarks.
5. Explore the possibility of requesting legislation to grant the SCMTD the authority to issue subpoenas.
6. Support efforts to improve communication and funding for public school transportation needs.
7. Support efforts to obtain operating and capital funds to meet the increasing service requirements of ADA paratransit.

**PROPOSED
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
2001 FEDERAL LEGISLATIVE PROGRAM**

Federal Goals:

1. Request \$3.75 million in Federal Transit earmarked funds for the SCMTD's Fleet Replacement Project in the FY 2002 Transportation Appropriations Bill.
2. Support the full funding of the Transportation Equity Act of the 21st Century (TEA-21) and protection of TEA-21 guaranteed funding levels.
3. Support efforts to insure successful implementation of TEA-21 as the new regulations are developed.
4. Resist efforts to single out specific states for lower transit funding levels.
5. Support efforts to obtain funding for operating and capital costs to meet the increasing service requirements of ADA paratransit.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 17, 2000

TO: Board of Directors

FROM: Kim Chin, Planning and Marketing Manager

SUBJECT: Paratransit Comprehensive Operational and Financial Audit – Contract Extension

I. RECOMMENDED ACTION

The purpose of this staff report is to obtain approval to extend the term of the contract with MultiSystems to complete anticipated additions to the work scope for the Paratransit Comprehensive Operational and Financial Audit.

II. SUMMARY OF ISSUES

- The Board of Directors approved the selection of MultiSystems to complete the Comprehensive Operational and Financial Audit (COFA) of paratransit services.
- MultiSystems anticipates completing the assigned tasks in the consultant work scope on December 15, 2000 consistent with the current term of the contract which expires December 16, 2000.
- The current scope of work requires the consultant to provide recommendations to the Board on optional service delivery models ranging from continuing to contracting with Food and Nutrition Services, operating the service in-house, to utilizing a paratransit brokerage system with subcontracted operations.
- The current contract with Food and Nutrition Services is based on a core term of three years which expires in December 2000. METRO has the ability to negotiate two one-year extensions if it chooses.
- If the Board decides to contract out the provision of paratransit services, it will be necessary to develop a Request for Proposals (RFP) to select qualified firms using a competitive procurement process.
- MultiSystems has indicated a willingness to develop the Request for Proposals (RFP) as an additional task to its present contract with METRO.
- Extending the contract term by one year to December 2001 will be sufficient to complete this additional task, and other items as directed by the Board.

III. DISCUSSION

MultiSystems has completed Tasks 1 through 13 of the consultant work scope to implement the Comprehensive Operational and Financial Audit of Paratransit Services. The remaining item, **Task 14 Recommendations/Best Practices**, will be completed after MultiSystems receives input from the Board at a workshop scheduled for Friday, November 17, 2000. Based on this input, MultiSystems will develop draft recommendations which will be reviewed with the Metro User's Group (MUG), the Metro Accessible Services Transit Forum (MASTF), the Elderly and Disabled Technical Advisory Committee (E&D TAC), before presenting them to the Board on December 8, 2000. MultiSystems will then incorporate any Board comments from that meeting, and present the final set of recommendations together with the previously completed tasks for final Board approval on December 15, 2000. This work will be completed within the current term of the contract with MultiSystems that expires on December 16, 2000.

Task 14 Recommendations/Best Practices, will contain a series of service delivery options including ranging from continuing to contract with Food and Nutrition Services, bringing the operation of paratransit services in-house, to utilizing a paratransit brokerage with sub-contracted operations. If there are many recommendations to be implemented, it will be necessary to rebid the contract. It may prove to be cost-effective to retain Multi-Systems to provide technical assistance through the bidding process.

MultiSystems has indicated an interest in performing additional work. Extending the contract with MultiSystems from December 16, 2000 by twelve months to December 2001 will allow staff to negotiate costs and a scope of work, and for MultiSystems to complete these additions.

IV. FINANCIAL CONSIDERATIONS

Extending the contract has no financial impact. If additional tasks are added, these items will be negotiated with MultiSystems and brought back before the Board.

V. ATTACHMENTS

Attachment A: COFA Task List

Comprehensive Operational and Financial Audit of Paratransit Services

Task List

Task 1: Passenger Intake and Customer Service

- Review service requests and application procedures to determine convenience to customer and compliance with ADA requirements.
- Review procedures for eligibility determinations, certification and appeal process.
- Review passenger database management, passenger identification numbers, passenger records and communication with contract provider.
- Review paratransit customer service contact and problem resolution procedures for METRO, Lift Line and taxi subcontractors.
- Review Ombudsman role of Central Coast Center for Independent Living (CCCIL) in problem resolution and passenger representation.

Task 2: Trip Booking

- Review advance and same-day trip reservation procedures.
- Review advance, same-day and late trip cancellation, trip confirmation and will-call procedures.
- Review trip denial parameters and alternative ride provision.
- Review implementation of late cancellation policy.
- Review passenger handling and quality assurance procedures used by trip reservationists and Lift Line personnel.

Task 3: Trip Scheduling

- Review use of Trapeze software for trip reservation and automated scheduling efficiencies.
- Review use of real-time trip booking/scheduling/vehicle manifest procedures.
- Review use of Trapeze in assigning ambulatory and non-ambulatory trips to Lift Line and taxi subcontractor fleets.
- Review how missed trips, vehicle no-shows are handled and alternative trips accommodated.
- Review distribution of subcontracted trips to taxi providers and how 70% subcontracted goal is maintained and monitored.
- Review pick up, drop off and return trip procedures for taxi subcontractors using sedans and vans in transporting ambulatory and non-ambulatory passengers between Watsonville and Santa Cruz.
- Review City of Santa Cruz and City of Watsonville taxi regulations and licensing requirements as they apply to pick-ups and drop-offs of ADA passengers (ambulatory and non-ambulatory) by taxi subcontractors in non-home jurisdictions.

Task 4: Dispatch Procedures

- Review dispatch procedures for Lift Line vehicles.
- Review dispatch communications and radio monitoring between Lift Line and taxi subcontractors.
- Review dispatch procedures for taxi subcontractors.
- Review emergency communications and coordination efforts for/between Lift Line and taxi subcontractors.
- Review use of Mobile Display Terminals (MDT) in Lift Line vehicles and taxi subcontractor dispatch.

Task 5: Paratransit Vehicle Operations

- Review management and maintenance of vehicle standards for Lift Line and taxi subcontractors.
- Review management and provision of vehicle spare ratio for Lift Line and taxi subcontractors.
- Review preventative maintenance, vehicle repair, vehicle quality assurance programs and records for Lift Line and taxi subcontractors.
- Review pre and post trip inspection procedures and record for Lift Line and taxi subcontractors.

Task 6: Paratransit Operator Standards

- Review uniform and professional appearance standards for Lift Line and taxi subcontractors.
- Review initial hire and on-going operator sensitivity training programs for Lift Line and taxi subcontractors.
- Review operator licensing and DMV records for Lift Line and taxi subcontractors.
- Review pre-employment, post-accident drug testing and procedures for Lift Line and taxi subcontractors.
- Review post-accident investigative procedures for Lift Line and taxi subcontractors.
- Review operator safety and accident prevention programs for Lift Line and taxi subcontractors.

Task 7: Paratransit Service Delivery

- Review efficiency measures for: on-time, trip completion, maximum trip time, passenger productivity and other service delivery indicators.
- Review on-street supervision procedures for Lift Line and taxi subcontractors.
- Review vehicle breakdown/replacement procedure for Lift Line and taxi subcontractors.

Task 8: Administration and Project Management

- Review project management and service coordination procedures between Lift Line and taxi subcontractors.
- Review administrative, personnel management and staffing procedures for Lift Line.
- Review performance reporting and accountability procedures of Lift Line to METRO.
- Review National Transit Database (NTD) Reporting procedures and records.

Task 9: Subcontractor Management and Monitoring Financial Records and Controls

- Verify that Lift Line's financial statements are audited annually by an independent firm with preparation of the appropriate reports.
- Review Lift Line's internal control system to determine if proper segregation of duties is present and if generally accepted accounting procedures are followed.
- Review procedures for computing ride costs for trips provided by Liftline and its taxi subcontractors.

Task 10: Fare Accounting

- Review Lift Line's fare collection activities to measure integrity of fare collection system.

Task 11: Billings and Reconciliation

- Review Lift Line's procedures for auditing and billing contract taxi trips to the District.
- Review Lift Line's procedures for billing directly operated trips to the District.
- Review Lift Line's required documentation from taxicab operators to support billed trips to the District.
- Review Lift Line's billing format and spreadsheets submitted to the District to ensure proper reconciliation with back-up documentation.
- Review Lift Line's timelines for submitting billings to the District to determine if they can be shortened.
- Determine if Lift Line's billing procedures meet District's contract requirements.

Task 12: Insurance Coverage

- Review Lift Line's insurance coverage to determine if scope and limits meet contract requirements.
- Review District's contractual insurance requirements to determine if they are sufficient.
- Review certificates of insurance from Lift Line's contract taxicab operators to determine if they meet contract requirement.

Task 13: Computerized Scheduling and Management Information System

- Evaluate feasibility, mechanisms and cost for METRO to have access to Lift Line's data such as 1) daily downloads of vehicle manifests and trip assignments and 2) real-time read/write access by METRO.
- Review management and maintenance of ADA passenger database, trip histories, landmarks, disability status, eligibility status, eligibility period, special requirements.
- Review efficiency of Lift Line's application of Trapeze software in scheduling, trip booking and management reports.
- Review computerized/automated links between Lift Line and taxi subcontractors.

Task 14: Recommendations/Best Practices

- Review and assess existing services to make recommendations for: cost effectiveness, service quality, service delivery, compliance with ADA mandates, and service responsiveness.
- Review and prepare ridership demand estimates, fare and service cost projections for paratransit services for FY 2000 -FY 2005.
- Review "Best Practices" in paratransit and comment on applicability of various service delivery models including but not limited to: directly operated, brokerage, broker-operator, **broker-operator-subcontracted**.
- Review and make recommendations for cost allocation strategies – cost per trip, cost per hour.
- Assess and review current technology to recommend applicability to paratransit services in Santa Cruz County.
- Develop draft and final comprehensive operational and financial audit report with appropriate community input.
- Develop draft and final comprehensive operational and financial audit report recommendations for staff and board review and approval.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 17, 2000

TO: Board of Directors

FROM: Mark Dorfman, Assistant General Manager

SUBJECT: CONSIDERATION OF RESOLUTIONS AUTHORIZING AMENDED STA AND TDA CLAIMS FY00-01.

I. RECOMMENDED ACTION

Adopt resolutions authorizing staff to submit amended claims to the Santa Cruz County Regional Transportation Commission for FY00-01 State Transit Assistance (STA) and Transportation Development Act (TDA) funds.

II. SUMMARY OF ISSUES

- The SCMTD submitted claims to the Santa Cruz County Regional Transportation Commission for \$4,997,213 in TDA funds and \$787,198 in STA funds in March, 2000 based upon SCCRTC estimated apportionment. Surplus TDA funds available since then have increased the available TDA claim to \$6,410,211.
- In August, the California State Controller's Office increased the amount of State Transit Assistance (STA) Funds which the District can claim in FY00-01 from \$787,198 to \$826,838 based upon passage of the California Budget Act.
- Adopting the attached Resolutions will authorize METRO staff to submit amended claims to the SCCRTC for the increased amount of public transit operating and capital assistance available in each program.

III. DISCUSSION

In February, 2000, the Santa Cruz County Regional Transportation Commission allocated \$4,997,213 in TDA funds and \$787,198 in STA funds to SCMTD for FY00-01. The District submitted claims for these funds to SCCRTC in March. As part of the FY00-01 budget process, the District added \$300,000 more in TDA revenue forecast to be available during FY00-01.

In October, the SCCRTC allocated a total of \$649,889 in surplus TDA funds to the District, an increase of \$349,889 over the TDA revenue included in the District's Final Budget. This amount was added to the District's revised Final Budget in October.

In November, the SCCRTC received a revised estimate from the County Auditor of TDA Revenue for FY00-01. This revision increased the TDA funds available to the District in this

fiscal year by another \$763,109. Combined with the \$649,889 allocation of surplus TDA funds in October, this raised the total TDA allocation to the District in FY00-01 by \$1,412,998.

In order to claim the additional TDA funds which became available since March, the District will need to amend its claim. The attached resolution (Attachment A) authorizes staff to submit an amended claim (Attachment C) for the total amount of TDA funds available this year.

Each year, the State Controller estimates the amount of State Transit Assistance funds to be apportioned to transit operators before the State budget has been approved. This year, the Controller estimated that the District would receive \$787,198 in STA funds. After the State Budget Act was passed in late August, the State Controller increased the amount of STA funds available to the District from \$787,198 to \$826,838. The attached resolution (Attachment B) authorizes staff to submit an amended claim (Attachment C) for the STA funds.

IV. FINANCIAL CONSIDERATIONS

The amended TDA claim will increase the FY2001 TDA revenue in the District's Budget by \$763,109. The amended STA claim will increase STA revenue in the FY2001 Budget by \$39,640.

V. ATTACHMENTS

- Attachment A:** Resolution Authorizing Submittal of Amended FY 00-01 TDA Claim
- Attachment B:** Resolution Authorizing Submittal of Amended FY 00-01 STA Claim
- Attachment C:** Amended FY 00-01 TDA/STA Claim

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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is: _____

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AUTHORIZING AN AMENDED CLAIM TO THE
SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
FOR TRANSPORTATION DEVELOPMENT ACT FUNDS**

WHEREAS, in accordance with Article 1, Section 99210 of the Public Utilities Code the Santa Cruz Metropolitan Transit District is a transit operator; and

WHEREAS, in accordance with Article 1, Section 99214 of the Public Utilities Code the Santa Cruz County Regional Transportation Commission is the Transportation Planning Agency for Santa Cruz County; and

WHEREAS, in accordance with Article 4, Section 99260(a) of the Public Utilities Code, claims may be filed with the transportation planning agency by transit operators for the support of public transportation systems; and

WHEREAS, in accordance with 6655 of the California Code of Regulations, the Transportation Planning Agency may revise the allocation instruction to the County Auditor for payment to claimants when necessary to reconcile the Transportation Development Act apportionment estimate with actual figures,

NOW, THEREFORE, BE IT RESOLVED, that the Santa Cruz Metropolitan Transit District is authorized to submit an amended claim for funds to the Santa Cruz County Regional Transportation Commission for the support of public transit services in Santa Cruz County; and

BE IT FURTHER RESOLVED, that the General Manager of the Santa Cruz Metropolitan Transit District is authorized to submit an amended claim in the amount of \$6,410,211 for Transit Operations for the 2000-2001 fiscal year. Said claim accompanies this resolution and is incorporated by reference.

PASSED AND ADOPTED this 17th day of November 2000, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____
JAN BEAUTZ
Chairperson

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
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: _____

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AUTHORIZING AMENDED CLAIM TO THE
SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
FOR STATE TRANSIT ASSISTANCE FUNDS**

WHEREAS, the State Controller is authorized under Section 99313 of the Public Utilities Code to allocate State Transit Assistance Funds (STAF) to regional transportation planning agencies and county transportation commissions; and

WHEREAS, in accordance with the Sections 99313 and 99314 et al of the Public Utilities Code, the Santa Cruz Metropolitan Transit District is authorized to submit a claim for STA capital funds to the Santa Cruz County Regional Transportation Commission; and

WHEREAS, the Santa Cruz Metropolitan Transit District's proposed expenditures are in conformity with the Regional Transportation Plan; and

WHEREAS, the Santa Cruz Metropolitan Transit District is not precluded by any contract entered into on or after June 28, 1979, from employing part-time drivers or from contracting with common carriers of persons operating under a franchise or license; and

WHEREAS, the sum of the Santa Cruz Metropolitan Transit District's allocations from the State Transit Assistance Fund and from the Local Transportation Fund does not exceed the amount the Santa Cruz Metropolitan Transit District is eligible to receive during the 00-01 fiscal year. Such funding, however, shall not relieve the Santa Cruz Metropolitan Transit District of its responsibility pursuant to Section 6735 of the California Code of Regulations, Title 21, Chapter 3; and

WHEREAS, the Santa Cruz Metropolitan Transit District has made a reasonable effort to implement the productivity improvements recommended pursuant to Public Utilities Code Section 99244; and

WHEREAS, the Santa Cruz Metropolitan Transit District is making full use of federal funds available under the Federal Transit Act of 1991, as amended:

NOW, THEREFORE, BE IT RESOLVED, that the General Manager of the Santa Cruz Metropolitan Transit District is authorized to submit an amended claim for STA funds in the amount of \$826,838 for FY 00-01 based upon the adopted State Budget Act. Said claim accompanies this resolution and is incorporated by reference.

PASSED AND ADOPTED this 17th day of November 2000 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____
JAN BEAUTZ
Vice-Chairperson

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**PUBLIC TRANSPORTATION CLAIM
FISCAL YEAR 2000-2001**

TO: SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
1523 Pacific Avenue
Santa Cruz, CA 95060

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

This applicant, the Santa Cruz Metropolitan Transit District, qualified pursuant to Section 992033 of the Public Utilities Code and hereby requests, in accordance with Article 4, Section 6630 of the California Code of Regulations that its amended claim be approved in the amount of:

TDA Funding:

Six million, four hundred ten thousand, two hundred eleven dollars (\$6,410,211).

STA Funding:

Eight hundred twenty-six thousand, eight hundred thirty-eight dollars (\$826,838).

For fiscal year 2000-2001 to be drawn from the local transportation trust fund of the following respective county in the following respective amount:

<u>COUNTY</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
Santa Cruz	Transportation Development Act	\$6,410,211
Santa Cruz	State Transit Assistance Funds	\$ 826,838
		\$7,237,049

When approved, please transmit this amended claim to the appropriate District for payment. Approval of the claim and payment by the County Auditor to this operator is subject to such monies being on hand and available for distribution and to the provisions that such monies shall be used only in accordance with the terms of the approved annual financial plan.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BY: _____
LESLIE R. WHITE
General Manager

DATE: November 20, 2000

DATE: November 20, 2000**TO:** Executive Director, SCCRTC**FROM:** General Manager, SCMTD**SUBJECT: FY 2000-2001 PUBLIC TRANSPORTATION CLAIM DISBURSEMENT
REQUIREMENT**

Disbursement of the Santa Cruz Metropolitan Transit District's FY 2000-2001 claims for TDA funds (\$6,410,211) and STA funds (\$826,838) is requested as follows:

1. TDA FUNDING FOR FY 2000-2001

<u>Disbursement Schedule</u>	<u>Operating Funds</u>	<u>Total Disbursement</u>
First Quarter	\$ 1,249,303.25	\$ 1,249,303.25
Second Quarter	\$ 1,720,302.58	\$ 1,720,302.58
Third Quarter	\$ 1,720,302.58	\$ 1,720,302.58
Fourth Quarter	<u>\$ 1,720,302.59</u>	<u>\$ 1,720,302.59</u>
	\$ 6,410,211.00	\$ 6,410,211.00

2. STA FUNDING FOR FY 2000-2001

<u>Disbursement Schedule</u>	<u>Capital Funds</u>	<u>Total Disbursement</u>
First Quarter	\$ 196,799.50	\$ 196,799.50
Second Quarter	\$ 210,013.00	\$ 210,013.00
Third Quarter	\$ 210,013.00	\$ 210,013.00
Fourth Quarter	<u>\$ 210,013.00</u>	<u>\$ 210,013.00</u>
	\$ 826,838.00	\$ 826,838.00

This schedule will enable the District to maintain an acceptable cash flow. The STA funds will be used to fund transit projects included in the District Transportation Improvement Program.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 17, 2000

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

**SUBJECT: CONSIDERATION OF LEASING PARKING LOT SPACE FROM
FREDERICKS ELECTRONICS FOR BUS PARKING**

I. RECOMMENDED ACTION

Approve Lease Agreement with Fredericks Electronics for Parking Lot Space for Buses

II. SUMMARY OF ISSUES

- Metro has been leasing parking lot space from Fredericks Electronics for bus parking since March of 1998.
- The current lease agreement is due to expire on November 30, 2000.
- At this time Metro would like to increase the parking lot space by 11,000 square feet in order to be able to park more buses on the lot and also increase the notice time that Plantronics has to give Metro in order to terminate the lease.
- At this juncture Fredericks Electronics has agreed verbally to the increase in space but has not agreed to the increase in notice time for termination.

III. DISCUSSION

Since 1998, the Metro has leased space on Encinal Street for bus parking from Fredericks Electronics, a subsidiary of Plantronics. The current lease is set to expire on November 30, 2000. Metro still has a need for additional space for parking buses. Metro staff is proposing to continue to lease 26,640 square feet and add an additional 11,000 square feet of parking lot space. The lease term is proposed for a five-year term. The parties are currently negotiating the rent. A cost-of-living rent adjustment would become effective on an annual basis not to exceed 5%. Under the proposal either party could terminate the lease by providing the other party with 90-days notice.

IV. FINANCIAL CONSIDERATIONS

Currently, the Metro pays \$1,520 in rent. The parties are currently negotiating a new rent figure taking into account the additional space that is to be included in the lease.

V. ATTACHMENTS

None