

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA OCTOBER 13, 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
 - 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
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 9/15/00. The 9/8/00 meeting was cancelled due to lack of quorum.
Minutes: Attached
- 7-2. ACCEPT AND FILE PRELIMINARY APPROVED CLAIMS
Report: Attached
- 7-3. ACCEPT AND FILE PASSENGER LIFT REPORT FOR SEPTEMBER 2000
Report: Attached
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the claims of: Antonio Arroyo Ayala;
Mary Ann Hickey
Staff Reports: Attached
- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 9/14/00
Minutes: Attached
- 7-6. THE MUG MEETING OF 9/13/00 WAS CANCELLED DUE TO LACK OF QUORUM
Minutes: None

* Please note: Location of Meeting Place

- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORTS FOR JULY AND AUGUST 2000, APPROVAL OF BUDGET TRANSFERS
Staff Report: Attached
- 7-8. CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF ASSETS
Staff Report: Attached
- 7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR AUGUST 2000
Staff Report: Attached
- 7-10. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR AUGUST 2000
Staff Report: Attached
- 7-11. CONSIDERATION OF WORKERS' COMPENSATION EXCESS INSURANCE CONTRACT RENEWAL
Staff Report: Attached
- 7-12. ACCEPT AND FILE MONTHLY SERVICE DEFAULT REPORT
Staff Report: Attached
- 7-13. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE STATUS REPORT
Staff Report: Attached
- 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
Staff Report: Attached
- 7-15. CONSIDERATION OF APPROVAL OF LEASE FOR WATSONVILLE METRO CENTER KIOSK #6 FOR FLOR BELLA
Staff Report: Attached

REGULAR AGENDA

- 8. PRESENTATION OF RESULTS OF SURVEY CONDUCTED ON BEHALF OF THE CITIZENS FOR IMPROVED TRANSPORTATION
Introduction by: Les White, General Manager
Presentation by: James Conklin, Santa Cruz Business Council
- 9. CONSIDERATION OF ADOPTION OF A RESOLUTION EXPRESSING APPRECIATION TO SENATOR BRUCE MC PHERSON
Presented by: Les White, General Manager
Staff Report: Attached

10. CONSIDERATION OF ADOPTION OF A RESOLUTION EXPRESSING APPRECIATION TO ASSEMBLYMAN FRED KEELEY
Presented by: Les White, General Manager
Staff Report: Attached
11. CONSIDERATION OF ADOPTION OF RESOLUTION REVISING FY 00/01 BUDGET
Presented by: Elisabeth Ross, Finance Manager
Staff Report: Attached
12. CONSIDERATION OF APPOINTMENT OF DIRECTORS TO THE SANTA CRUZ CIVIC IMPROVEMENT CORPORATION BOARD
Presented by: Elisabeth Ross, Finance Manager
Staff Report: Attached
ACTION TO BE TAKEN AT THE 10/13 BOARD MEETING
13. CONSIDERATION OF AMENDING AWARD OF CONTRACT FOR FURNISHING ONE CNG PASSENGER VAN
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
14. CONSIDERATION OF AMENDED AWARD OF CONTRACT FOR FURNISHING PORTABLE VEHICLE HOISTS
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
15. CONSIDERATION OF CONTRACT EXTENSION WITH BAY EQUIPMENT AND REPAIR (98-17)
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
16. CONSIDERATION OF CONTRACT EXTENSION WITH DEVCO OIL, INC. (97-08)
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
17. CONSIDERATION OF APPROVAL OF A DISTRICT INTERNAL REVENUE CODE SECTION 125 CAFETERIA PLAN
Presented by: Paul Chandley, Human Resource Manager
Staff Report: Attached
ACTION TO BE TAKEN AT THE 10/13 BOARD MEETING
18. CONSIDERATION OF PURCHASE OF YIELD-TO-BUS SIGNS
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached

19. CONSIDERATION OF AMENDMENT TO CONTRACT WITH GIRO FOR SCHEDULING SOFTWARE
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
20. CONSIDERATION OF AWARD OF CONTRACT FOR FAREBOX SYSTEM
Presented by: Bryant Baehr, Operations Manager
Staff Report: Attached
21. CONSIDERATION OF AWARD OF CONTRACT FOR REPOWERING OF 42 DIESEL ENGINE ASSEMBLIES
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: To Be Included in Add-On Packet
22. CONSIDERATION OF ADOPTION OF ANNUAL DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION RATE OF 15% FOR FEDERALLY-FUNDED PROCUREMENTS IN FY 2001
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
23. CONSIDERATION OF APPROVAL OF CALPERS RESOLUTIONS TO FIX THE DISTRICT'S MEDICAL PREMIUM CONTRIBUTION RATES
Presented by: Paul Chandley, Human Resource Manager
Staff Report: Attached

ADJOURN

NOTICE TO PUBLIC

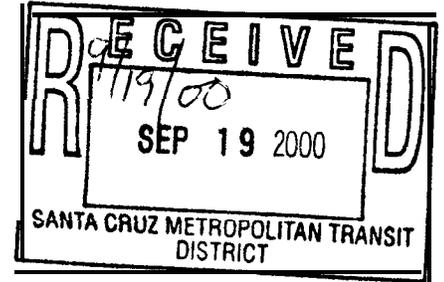
Members of the public may address the Board of Directors on a topic not on the agenda but within the jurisdiction of the Board of Directors or on the consent agenda by approaching the Board during consideration of Agenda Item #1 "Oral and Written Communications", under Section I. Presentations will be 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.

CITY COUNCIL of SANTA CRUZ

BOARD of DIRECTORS, SCMTD



IT'S NICE FOR YOUR PUBLIC STANDING TO LET EVERY ONE KNOW YOU'RE CONCERNED ABOUT THEIR OPINIONS AND FEELINGS BUT SINCE THE EXPENDITURES OF PUBLIC MONIES IS ORS SHOULD BE OF PRIMARY CONCERN TO ANY ELECTED OR SELECTED OFFICIAL, THE COST OF COMPLETING A METRO BASE SHOULD BE IDENTIFIED AND PUBLISHED FOR EACH LOCATION MENTIONED.

THE PHILOSOPHY OF "NOT IN MY BACKYARD" IS REDICULOUS. IT JUST EMPHASIZES THE LACK AND SELFISHNESS OF PEOPLES ABILITY TO SEE BEYOND THEIR EMOTIONS.

I'M SURE THE CITY HIRES QUALIFIED PERSONNEL TO CORRECTLY IDENTIFY THE COST OF CREATING A METRO BASE AT EACH IDENTIFIED LOCATION. IT WOULD PROVIDE YOU WITH THE ANSWER THAT WOULD BE MOST BENEFICIAL TO ALL THE RESIDENTS OF SANTA CRUZ.

George T. Chatterton

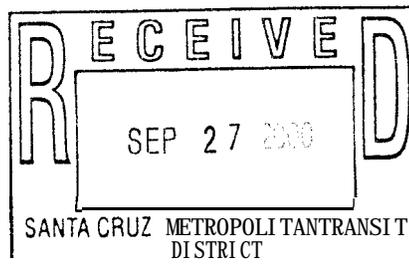


Mr. George Chatterton
721 Bay St Apt 215
Santa Cruz, CA 95060-5965



**TEMPLE
BETH EL**

JEWISH
COMMUNITY
CENTER



Board of Directors
S. C. Metropolitan Transit District
370 Encinal, #100
Santa Cruz, CA 95060

September 26, 2000

Re: Request For Bus Shelter

Dear Board Members

Please consider installation of a bus shelter at the bus stop on Soquel Drive near the corner of Porter Gulch Road, inbound.

This stop is in front of our premises. A shelter from inclement weather would be a great help to our Temple members, their children and staff who use public transportation and provide a safer environment while waiting for the bus.

Richard M. Litvak
Rabbi

We have also noticed that this bus stop is a major drop-off point for children on the Monte Vista Christian School bus from Watsonville.

Paula Marcus
Congregational Cantor

Very truly yours,

Vincent C. Goglia
Executive Director

Vincent C. Goglia
Vincent C. Goglia
Executive Director

Karen Sylvan
Temple School Principal

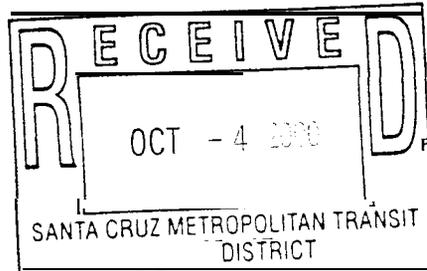
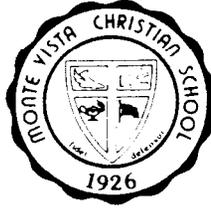
Shealia Kowitt Carvin
Simcha Preschool
Director

Branwyn Wagman
President, 2000-2001

3055 Porter Gulch Road ◀
Aptos CA 95003
fax 831 475 7246

831 479 3444

Established 1926
Grades 6-12



Clark L. Wetzel,
President

Donald Price,
President Emeritus

MONTE VISTA CHRISTIAN SCHOOL

Two School Way, Watsonville, California 95076, Phone (831) 722-8 178, FAX (831) 722-6003

September 29, 2000

Board of Directors
S. C. Metropolitan Transit District
370 Encinal # 100
Santa Cruz, CA 95060

Re: Request for Bus Shelter

Dear Board Members,

We understand that Temple Beth El in Aptos has requested the installation of a bus shelter in front of their premises on Soquel Drive near Porter Gulch.

Monte Vista Christian School uses this transit bus stop each day as a pick-up and drop-off point for a number of our students. With the winter months approaching, it would be helpful and very much appreciated to have a safe and dry place for our students to wait for the bus.

Thank you for considering our request.

Sincerely,

A handwritten signature in black ink, appearing to read "Bob Bullard".

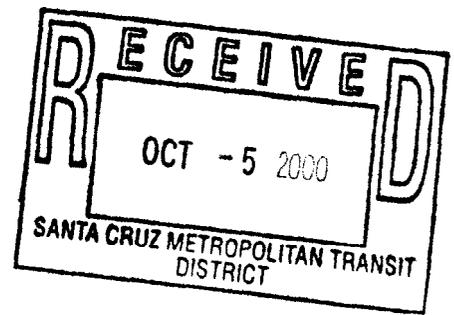
Bob Bullard
Director of Support Services

September 30, 2000

Lynn E. Everett-Lee
Multisystems
410 Laramie Drive
San Antonio, TX 78209

Richard Weiner
Nelson Nygaard
1832 Market Street Suite 900
San Francisco, CA 94103

copy



Dear Lynn and Richard,

It was difficult to **sort** my impressions of the results of the last Community Workshop and came away feeling somewhat dissatisfied with the outcome. I've had trouble starting this letter and will address it jointly so I can formulate my feelings and ideas in one place. This will be easier for me and I hope it will not be too **difficult** for each of you to cull the sections that relate to your phase.

I found the general tone and presentation used terminology familiar to industry related people who were more knowledgeable than lay people such as myself. I was quite a few steps behind at times. An example of this would be terminology such as "Trapeze PASS" and the scope of some topics heard here for the first time. During the discussion groups, some of the things discussed were not included in the original Request for Proposals - "Specifications for Development of ADA Paratransit Eligibility **Certification/Re-certification**" prepared by METRO using the Department of Transportation ADA guidelines. I had to do some guessing to put some topics in the scope of things. This includes the aspect of original METRO Board of Directors original concept to establish service beyond that mandated by DOT ADA guidelines.

I will follow the pinkish findings and recommendations pages in order as listed and make my comments as necessary.

AUDIT PROCESS

Getting around

- More education - Lift Line needs new brochures that are less graphic and contain more written words on policies and types of services. Have these brochures available in a wall-mounted pocket on Lift Line vehicles or in locations such as the Stroke Center, Elderday, or the hospitals and doctors' offices. A web site might be a good addition for those individuals who have Internet access.
- Lift Line service - "Was a Lift Line log audit used to reach this 20 - 38 minute statistic? This might be true for in-town rides but seemly does not average in the longer rides Watsonville or Santa Cruz residents must schedule to reach the other end of the county.

Policies **and** procedures

- Clients need to be better informed of the policies at the time of original certification and of any updates. Examples of this would be the policy of "no shows" and cancellations. Also the recent policy of booking rides according to the available times on the computer and not according to the time a client has to be at an appointment. There are times when a person is scheduled for pickup and they must arrive 30 minutes or more early for their appointment.
- "Bills of Rights" generally have a beneficial intent with the clients well being at heart, but are worthless without substantial enforcement. Otherwise they are just feel-good words on paper and have virtually no application and use.
- Lift Line should develop a plan and policy that will let passengers do grocery shopping and have drivers be able to carry more than 2 grocery bags. Two bags do not hold the amount of food to make it possible for less frequent trips. If the passenger is required to make more trips, more trips means more expense for METRO. Maybe there could be additional fee of \$2.00 or so (paid

directly to the driver?). If the passenger is a mini-van client, groceries could be loaded into a small personal cart in the store, loaded in one step and secured in the van.

Response to complaints

- I have not found it to be fact that "Lift Line responds to each documented complaint". As I stated in my letter dated July 7, 2000, I had written 31 letters with 17 either directly to or by copy to Scott Bugental or Lift Line and I didn't receive one written response. (Lynn received a copy of this letter and a correspondence index in a packet.) I can only assume I am not the exception. When I had not receive a response about "no shows" being assigned to my ride record after 30 days, I had to contact Sam Story directly to finally get some resolve. A copy of letter written by Mr. Daugherty dated April 27, 2000 is attached. I have never received a response to this letter because Lift Line has never given the information to him.

Reservation, scheduling and dispatch

- A hold time of less than 2 minutes does not seem to be an accurate observation, It seems to have improved lately, but in the past it was not unusual to have hold times for 5 to 10 minutes. I personally have had hold times as long as 25 minutes.
- Pickup window needs to be included in all brochures and literature. Some passengers are unaware of this and therefore angry when they arrive late for an appointment. As I mentioned in the meeting, the scheduling staff needs to receive training in customer service and voice inflection and never to speaking rudely or harshly to a client no matter how they are being treated in return. Will this be in your report to Metro?

Transportation process

- All recommendations in this area are good as far as training, monitoring and audits.
- Does "SCT" in the Multisystems audit thinking include both SCT vans and Yellow Cab vehicles?
- I was extremely disappointed to hear that standards, policies and contracts could not necessarily be enforced with taxi independent contractors. If this does not occur, the very reason for my initial concern and involvement in paratransit issues will not be corrected and resolved. This inspection/enforcement aspect is vital to insure quality, uniformity and enforcement of standards and service. It is extremely important that this be accomplished!
- To perform inspection of vehicles and drivers at locations such as the Stroke Center may not give an overall picture. On the whole the same drivers and vehicles make these trips at the same times on a daily basis. There may be only 4 -5 different drivers doing these trips. You will not be able to get a very broad indication of service quality and if it is being maintained.

ELIGIBILITY/CERTIFICATION PROCESS

Certification open based on disability rather than function

- The original April 13, 1999 Request for Proposal by the METRO Board of Directors seemed to mandate that re-certification would definitely be done and it was to be based on function rather than disability. It would be up to the selected company to develop a process where existing passengers would be re-certified and new passengers apply for certification. (A copy of the cover letter from Kim Chin is included.) It seems the whole process was already established and way beyond this question.
- The RFP didn't seem to indicate that there would be a "grand fathering" of any passengers.

Non-ADA eligible trips

- During the discussion group lead by Bob Perrone there was an indication that when originally establishing the paratransit service METRO and/or the Board wanted to provide service over and above basic ADA requirements. People with a need for temporary disabilities such as broken bones or surgeries would also be served. If the Board **still** wants to provide this service, it should be done with a definite limit for the length to time and adhered to. The RFP did not address this area. There may be no need to ask this question if this is something the Board already wants and it is to be continued.

COMMENTS AND CONCLUSIONS

- **Uniform standards of quality, cleanliness and enforcement should be made throughout the system including, subcontracting vans and taxis and drivers and actual Lift Line vehicles.**
- As stated in the Transportation Process section of this letter, if no way can be found to extend the standards, safety and enforcement of policies to the independent taxi drivers, the uniform standard and quality of service will be jeopardized and leave a huge weak link, This is vital!
- The service area for paratransit eligibility in the past and currently is within **3/4** of a mile of METRO's fixed route bus service. In the 1992 implementation plan certain areas were made an exception. According to John Daugherty, those areas were Old San Jose Road, Glen Canyon, Braniforte, Corralitos, and Lakeview. If this service area is still METRO Board's intention, the re-certification of existing passengers and certification of future passengers should be strictly adhered to.
- There is a policy now that additional passengers are riding with a qualified rider for an additional \$2.00 fee. The extra riders may not be qualified for either ADA or as personal care attendant. This is not consistent with the policy for ADA passenger service and additional riders should not be allowed. An exception might be small children who otherwise would have no care. Additional passengers no doubt causes scheduling, dispatching and transport headaches for personnel.
- Consideration also needs to be given to the roads and driveways and whether they are improved or unimproved roads. I have been booked with a few fellow passengers who have unimproved access to their residences. The other passengers on the ride are subjected to horrendous, bumpy conditions and have absolutely no choice in the matter but to endure. Service is now provided to Dragonslayers, which is in a remote area with an unpaved road. Lift Line now serves this location, but I am sure it costs to METRO great deal of money to provide the service. Is this cost effective when compared to the number to passengers who could have been served in the time it takes to make the round trip? A decision needs to be made by the Board of Directors as to the road conditions to the pickup and drop-off locations and if METRO will continued to provide service.

I would like to be able to attend any future group or Board meetings and to be able to preview your reports to the Board of Directors. My involvement as been a long process aimed at improved quality paratransit service. It is my desire to see it through to a satisfactory conclusion.

Sincerely,



Patricia A. Spence
720 Oregon Street
Watsonville, CA 95076
83 1-728-2767
Fax 831-763-3666
daspence@mindspring.com

CC: John Daugherty
Kim Chin
✓ Les White/METRO Board of Directors
Sam Story/FNS Board of Directors

1
Santa Cruz Metropolitan
Transit District

April 13, 1999



Cabrillo College Stroke Center
501 Upper Park Road
Santa Cruz CA 95060
Attn: Executive Director Sue Kesterson

Dear Ms. Kesterson:

On Friday, March 19, 1999, the Santa Cruz Metropolitan Transit (METRO) Board of Directors directed staff to develop and implement a comprehensive Passenger Recertification Program that is **compliant with the Americans With Disabilities Act (ADA)**. We seek your active participation in this process by **inviting you to comment on a draft** scope of work for a Request for Proposal (RFP) for consultant services to **help develop this Recertification Program**.

The Recertification Program will respond to increasing demands for paratransit **service** by ensuring that **only** ADA eligible passengers use the door-to-door service. Passengers who do not meet the requirements of the ADA have other transit options, and will be offered mobility training assistance at no cost to use accessible fixed-route services. Recertification will involve an equitable process for reviewing the eligibility of existing passengers for paratransit service as well as developing revised standards for new passengers applying for the service.

Your input and comments are important to METRO as we work collectively to write draft specifications for a Request for Proposal (RFP) for consultant services. An evaluation committee comprising groups representing people with disabilities and seniors will partner with METRO to select the consultant. Once selected, the consultant will meet with passengers, disability and senior groups and others this summer to create a Draft **Recertification Plan** that will be reviewed for approval by the Board in October of this year.

Attached is **the** staff report and **timeline** approved by the Board of Directors at their March 19, 1999 meeting. Also **enclosed** are the draft specifications for a Request for Proposal (RFP) for consultant services.

We **encourage** you to review and respond with your written comments by Friday, April 30, 1999 to meet the **approved project** timeline. **If** you have any questions, please call me at (831)-423-0613 or John **Daugherty**, Accessible Services Coordinator at (831)-423-3868. Thank You for your help.

Sincerely,

Kim Chin

Kim Chin
planning and Marketing Manager

4, 29, 100

*Santa Cruz Metropolitan
Transit District*

April 27, 2000

Patricia A. Spence
720 Oregon Street
Watsonville, CA. 95076



Dear Ms. Spence,

This letter provides follow up information to your April 24, 2000 letter that describes your response to the discussion of "call backs" during the MASTF meeting last week and lists eight recent paratransit trips.

METRO is committed to finding solutions to the problem of late arrival and missed paratransit trips. Scott Bugental and his Lift Line staff will investigate the information you gave METRO on eight recent trips. METRO will confirm his findings and present the results to you in writing.

Thank you for presenting your concerns and recent experience to METRO. If questions arise, please call me at 423-3868.

Regards,

A handwritten signature in cursive script that reads "A. John Daugherty". The signature is written in black ink and is positioned above the typed name.

A. John Daugherty
Accessible Services Coordinator

CC: Scott Bugental, Lift Line
Kim Chin, METRO
Jeff LeBlanc, MASTF
Thorn Onan, CCCIL

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

September 15, 2000

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, September 15, 2000 at the Board of Supervisors' Chambers, 701 Ocean Street, Room 525, Santa Cruz, California.

Chairperson Beautz called the meeting to order at 8:40 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
Mike Rotkin

DIRECTORS ABSENT

Oscar Rios (arrived at 8:49 a.m.)
Ex Officio Director Ken Burch

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

Chairperson Beautz indicated that Closed Session would be held immediately following the end of the Regular Board Meeting.

STAFF PRESENT

Bryant Baehr, Operations Manager
Paul Chandley, Human Resource Manager
Kim Chin, Planning & Marketing Manager
Terry Gale, IT Manager
Mike Goodell, Sr. Admin. Data Admin

David Konno, Facilities Maint. Manager
LeAna Olson, Human Resource Analyst
Judy Souza, Base Superintendent
Tom Stickel, Fleet Maintenance Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

John Aspesi
Sharon Barbour
Glenn Bartz
Michael Boyd
Jennifer Bragar
Wally Brondstatter
Bart Cavallaro
Pedro Cervantes
Shelton Crutch
John Daugherty
Connie Day
Shelley Day
Spence Erickson, PG&E
Jeff Foster, Duffy & Associates
Linda Garbez
Mark Hansen
Tom Hiltner
Jim Hobbs

Nora Hochman
Patti Korba, SEA
Jeff LeBlanc
Laura Mangini
Manny Martinez, PSA
Ian McFadden, UTU
Gillian McGlaze, UTU
John Mellon, VMU
Bonnie Morr, UTU
Rick Perez
Will Regan
Val Rodriguez
Bob Scott
Celia Scott
Wendi Stark
Jon Styner, WaterLeaf
Tom Whittaker, WaterLeaf

2. ORAL AND WRITTEN COMMUNICATIONS

- a. Carol Manson – Written Communication dated 9/1/00
RE: Notification of Board Meeting Involving MetroBase Issues in the Harvey West Industrial Park Area.
- b. Michael Paul, Goodwill Industries – Written Communications
Dated 9/5/00 RE: MetroBase Facility in the Harvey West Industrial Park Area

3. LABOR ORGANIZATION COMMUNICATIONS

None.

4. METRO USERS GROUP (MUG) COMMUNICATIONS

Director Gabriel stated that the Metro Users Group did not have a quorum, therefore no meeting was held.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

None.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

ADD TO ITEM #2

ORAL AND WRITTEN COMMUNICATIONS:

- b. Carol Manson – Written Communication dated 9/1/00
RE: Notification of Board Meeting Involving MetroBase Issues
in the Harvey West Industrial Park Area.
- c. Michael Paul, Goodwill Industries – Written Communications
Dated 9/5/00 RE: MetroBase Facility in the Harvey West
Industrial Park Area

CONSENT AGENDA:

ADD TO ITEM #7-3

ACCEPT AND FILE PASSENGER LIFT REPORT FOR AUGUST
2000
(Add Usage Report)

ADD TO ITEM #7-8

ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT
PROGRAM FOR JULY 2000
(Add Status Report)

ADD TO ITEM #7-9

ACCEPT AND FILE QUARTERLY PERFORMANCE REPORT,
FOURTH QUARTER 1999/00
(Add Performance Report)

ADD TO ITEM #7-10

ACCEPT AND FILE QUARTERLY RIDERSHIP REPORT, FOURTH
QUARTER 1999/00
(Add Ridership Report)

REGULAR AGENDA:

DELETE ITEM #9

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

ADD TO ITEM #10a.

CONSIDERATION OF REAFFIRMING METROBASE AS A
DISTRICT PROJECT WITH SPECIFIC GOALS SUBJECT TO
DISTRICT SELECTION OF PREFERRED SITE AND COMPLETION
OF CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)
PROCESS
(Add staff report)

ADD TO ITEM #10b.

REVIEW AND ACCEPT PRELIMINARY ENVIRONMENTAL
CONSTRAINTS ANALYSIS OF HARVEY WEST SITES A (HW-A)
AND B (HW-B) FOR THE PROPOSED METROBASE
OPERATIONS AND MAINTENANCE FACILITY
(Add staff report)

- ADD TO ITEM #10c.** RECONSIDERATION OF SELECTION OF PREFERRED SITE FOR METROBASE
(Add staff report)
- ADD TO ITEM #10d.** CONSIDERATION OF AUTHORIZATION TO PROCEED WITH CEQAPROCESS ON THE PREFERRED SITE FOR METROBASE
(Add staff report)
- DELETE ITEM #19** ANNOUNCEMENT OF BOARD MEETING LOCATION FOR SEPTEMBER 15, 2000 MEETING

CONSENT AGENDA

REVIEW CONSENT AGENDA ITEMS 7-1 THROUGH 7-11

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 8/11/00 AND 8/18/00,
7-2. ACCEPT AND FILE PRELIMINARY APPROVED CLAIMS
7-3. ACCEPT AND FILE PASSENGER LIFT REPORT FOR AUGUST 2000
7-4. CONSIDERATION OF TORT CLAIMS: DENY THE CLAIM OF THE CALIFORNIA STATE AUTOMOBILE ASSOCIATION (AAA)
7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 8/17/00
7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 8/16/00
7-7. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JULY 2000
7-8. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR JULY 2000
7-9. ACCEPT AND FILE QUARTERLY PERFORMANCE REPORT, FOURTH QUARTER 1999/00
7-10. ACCEPT AND FILE QUARTERLY RIDERSHIP REPORT, FOURTH QUARTER 1999/00

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR GABRIEL

Approve Consent Agenda.

The Motion passed unanimously.

REGULAR AGENDA

8. PRESENTATION OF EMPLOYEE ANNIVERSARY AWARDS

The Board of Directors formally recognized the following employees for their years of service.

FIFTEEN YEARS

Manual Martinez
Terri Gorino
Andrew Harris
Andrew Hill
Daryl Juan

TWENTY YEARS

Ricardo Perez
Tom Stickel
Glenn Bartz
Fred Logiudice

TWENTY-FIVE YEARS

Lawrence Cramblett

9. DELETED

10a. CONSIDERATION OF REAFFIRMING METROBASE AS A DISTRICT PROJECT WITH SPECIFIC GOALS SUBJECT TO DISTRICT SELECTION OF PREFERRED SITE AND COMPLETION OF CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PROCESS

Summary:

Margaret Gallagher stated that due to the length of time that has transpired since the inception of the idea to build a consolidated operating facility it is appropriate to review the goals and objectives of the MetroBase project. They are:

- 1) increase operational efficiencies, staff productivity and staff communications through consolidation of facilities and the decreasing of deadheading time;
- 2) realize savings from ownership and consolidation of facilities;
- 3) provide adequate facilities for Transit District employees to enable them to perform their duties and responsibilities;

- 4) construct adequate facilities so that Transit District can support the Major Transportation Investment Study investment strategies for the region, thereby expanding bus service; and
- 5) construct a fueling facility to support the entire fleet and the Board adopted CNG policy for bus purchases and to ensure compliance with the new California Air Resources Board regulations.

Changes that have taken place are: The Board recently made decisions on fueling and the Major Transportation Investment Study (MTIS) was adopted by the Santa Cruz County Regional Transportation Commission, which has an impact on the Transit District's needs. Performance audits were conducted in 1992 and 1994. The auditors found inefficiencies due to numerous locations and inadequate facilities for the workload of District staff. In 1995, the Gannet Fleming report had the same findings.

10b. REVIEW AND ACCEPT PRELIMINARY ENVIRONMENTAL CONSTRAINTS ANALYSIS OF HARVEY WEST SITES A (HW-A) AND B (HW-B) FOR THE PROPOSED METROBASE OPERATIONS AND MAINTENANCE FACILITY

Summary:

Les White stated that on June 16, 2000, the Board of Directors instructed staff to contract with Denise Duffy & Associates to conduct a Preliminary Environmental Constraints Analysis on two sites in the Harvey West area that had emerged based upon a revised criteria developed by the Board of Directors. The purpose of this analysis was to determine whether or not any fatal flaws would be identified on either of the sites, which would remove them from further consideration at this time. On August 20, 2000, Denise Duffy & Associates presented the Preliminary Environmental Constraints Analysis Report to the District. The environmental analysis report identified issues, which would be required to be addressed should the District proceed with either of the Harvey West sites. The report also indicated that there are currently no identified fatal environmental flaws which would prohibit either site from being utilized should the Board choose to proceed.

10c. RECONSIDERATION OF SELECTION OF PREFERRED SITE FOR METROBASE

Les White stated that staff is recommending for the purposes of commencing action on an environmental impact report and the beginning a scoping process, that the Board designate as its preferred site, Harvey West Site A. Harvey West Site A would be constructed in three phases. Phase One consists of property owned by the Hinshaws, Goodwill Industries and the Pinn Bros. and would consume all the necessary structures. These sites would be developed into a 125 to 130 bus operating base. The environmental impact report will also look at the properties which are in Phase Two and Phase Three, bounded by Post and Pioneer streets. These two phases will expand the facility to 175 to 200 bus capacity as identified in the MTIS. Customer service and the passenger boarding functions would remain at the transit centers throughout the County.

10d. CONSIDERATION OF AUTHORIZATION TO PROCEED WITH CEQA PROCESS ON THE PREFERRED SITE FOR METROBASE

Margaret Gallagher stated that if the Board selects a preferred site today, it would be appropriate to authorize the commencement of the Environmental Impact process at this time. An environmental impact report costing \$115,000 to \$175,000 would take one to two years, during which time several public meetings would be held for input. The District would need to comply with the CEQA process and the National Environmental Policy Act (NEPA), both of which would run concurrently. Once the Environmental Impact report process starts, there will be an initial study and then a scoping process. The public will be notified of the scoping meeting at which time alternatives for this project will be put forth. Next month the Board will be presented a timetable for the processing of the environmental impact report.

At Director Beiers' request, District Counsel explained the scoping process. Celia Scott added that CEQA does not require a public hearing on the scope of the environmental impact report, but most agencies feel this is the appropriate thing to do. Any issue that is raised during the scoping process must be dealt with in the environmental impact report that follows.

CHAIRPERSON BEAUTZ OPENED THE PUBLIC HEARING

PRABHU ATRE stated that he opposes MetroBase in Harvey West. He lives and works in Harvey West and is concerned regarding the noise, traffic, animals and environmental issues that MetroBase would bring to the area.

KRISTI BITTNER, a Westside resident, supports an upgrade to the bus facilities. However, Ms. Bittner opposes the Westside location for MetroBase and is concerned about the many businesses being affected in Harvey West Site A. The Gannett Fleming Study states that a closed in, clustered or nearby multi-site solution could be operational at a similar cost. She would like to see that included as an alternative that needs to be studied.

MARY POWER-HALL stated that she is a resident of the Harvey West Site A, Phase Three. Her family has owned a house there for over 20 years. She is concerned about her home and the two income properties she owns in this area. She is further concerned about noise during the construction of Phase One. She agrees that a multi-location is a really good alternative that could mitigate the impact on areas that are already crowded.

BARBIE SCHALLER stated that she is a member of the Seniors Commission and is representing members of the Seniors Commission. She reports regularly to the Seniors Commission on transportation. Ms. Shaller expressed to the Board her concern about handicapped seniors if this project does not proceed.

JIM MACKENZIE, a Westside resident, adamantly opposes locating the MetroBase on the Westside. He supports locating the MetroBase in Harvey West because all of the facilities and operations to be consolidated in the MetroBase are already located there. In addition, Mr. MacKenzie cited the center of service and freeway access as positive aspects of the Harvey West location. He is in favor of a CNG fleet and feels Harvey West will provide a centrally

located CNG fueling infrastructure that could be used by other public agencies, which would add to the District's revenue source.

LES WHITE stated there was a question of whether or not the EIR would look at impacts on adjoining sites. In the event an EIR is implemented, it will look at the impacts to adjoining properties. There was another question with regard to the cost of the project. When property that is currently in use is being considered, there are much higher acquisition costs and relocation obligations and implications as far as developing that property. A cost analysis will be prepared on the preferred site. The District will also look at cluster operation as an option during the EIR.

MIMI CAHALEN, a Westside resident, is opposed to the Westside location for MetroBase. She supports Phase One in the Harvey West area but would like the District to find an alternative site for Phases Two and Three. Ms. Cahalen is concerned with the environmental, financial and traffic issues as they affect the quality of life in Santa Cruz. She is in support of finding a safe, clean and appropriate place, but not on the Westside. She felt that having multiple locations would not affect the people that actually live on the edges of the solutions.

SUSAN KELLY supports public transportation and supports an efficient bus system for disabled and low-income people. However, she is opposed to the Westside location, due to Mission Street, the environment, noise, emissions and schools in the area. She is in favor of a decentralized base and removing the Westside completely from consideration.

JACK ANDERSON, a Westside resident, urged the Board to completely drop consideration of the Westside site for MetroBase. The impact of the MetroBase in any one area, even Harvey West, may be too much for one area. He asked the Board to consider more than one site for MetroBase.

CATHY PUCHANELLI appreciates the contact she has had with WaterLeaf, Mark Dorfman and Les White. She is a resident of the Harvey West area and is concerned about noise as her home is in close proximity to Phase One. She will be attending the scoping meetings and she is not convinced that you can mitigate the amount of noise that comes out of this project. She urged the Board to keep the Westside and other options open throughout the County, mid-county included, and not just focus on an EIR on Phase One. She urged the Board to begin with Phase Two and Three rather than Phase One.

STAN WEIR stated that the information he has read is biased. In the report, they do a good job of photographs showing old houses that would be torn down, but it does not give any idea of the huge industrial buildings that would have to be torn down that have been built within the last 10 years. He is further concerned about the cost of tearing down existing buildings and that the taxpayer will have to pay for this. He is against the gutting of prime industrial area of the city which supplies jobs.

LES WHITE stated that certain buildings which are in Phase One would not be torn down but would be remodeled. The Goodwill and Pinn Brothers buildings would be demolished.

PAM HALL is concerned about noise from buses leaving the yard at 4:00 a.m. and returning in the evening. She is further concerned about property values and the quality of life. His question is, if it does not get to Phase Three and he ends up living next to the bus depot, but does not come under eminent domain, do the neighbors need to file a lawsuit or simply petition to have properties bought. What options do neighbors have who are not in Phase Three but live across the street?

RICHARD ANDERSEN stated that he is a resident of Santa Cruz and he supports the people who have spoken against the Westside MetroBase. He urged the Board to consider a split MetroBase process dividing the responsibility between the South County and North County is a good idea. He is also concerned about Auto Land advertising on the buses, which is contradictory to getting people out of their cars to use the bus. He wants this to be addressed.

LORI QUICK, a Westside resident, is in favor of removing the Westside location from consideration. She speaks for countless neighbors who could not be here today because they are working and who feel exactly the same way.

LINDA GARBEZ, a Transit District employee and 20-year resident of Santa Cruz, urged the Board to move forward with this project. She is concerned with the current, deplorable working conditions of certain District employees.

MICHAEL BOYD, a Transit District employee and 20-year resident of Santa Cruz, also urged the Board to approve Harvey West Site A as the primary location for MetroBase. Mr. Boyd is concerned with the working conditions of the maintenance and repair facilities.

LES WHITE stated that staff will ask Gannett Fleming, Inc. to work on the site development analysis and financial analysis, along with the impact on adjoining properties, especially on a phased approach. The District needs to develop a strategy that can be brought back to the Board for consideration as a part of the planning and EIR process. The options available to the District need to be looked at.

DIRECTOR ROTKIN asked Mr. White if he can give an example of a similar situation that other transit agencies have done in buying people's property. Mr. White discussed the Portland, Oregon, transit district and how they worked with the neighbors to mitigate noise issues.

DIRECTOR GABRIEL asked what the purpose of the EIR that is being proposed today?

LES WHITE stated that the purpose of this EIR is multiple. It will look at all the environmental impacts that would occur with regard to the Harvey West Site A, if designated by the Board as the preferred site. It will examine whether or not there are other alternatives, a full range of feasible alternatives in the event that the Harvey West Site A fails. The alternatives are examined for their impacts; for example, air, noise, light, traffic impact, wildlife impacts, are their any endangered species, implications both wildlife and animal life. This is not just the site itself, but the adjoining properties. The purpose is to bring back to the Board the best information available regarding what the impacts are on the sites, the preferred site, the alternatives and for the Board to make a determination then on the mitigation measures and also to look at all the

financial implications to see whether or not this project actually ends up being something we go forward with.

PATRICIA KORBA, President of SEA, stated that she is here today on behalf of SEA to support the project and also to commend Mark Dorfman and Les White who have worked long hours on this project. She is concerned with the working conditions for the mechanics and feels that in order to maintain the new service that has been implemented in the last year, a consolidated facility is needed.

THOM ONAN, employee of the Central Coast Center for Independent Living and also a member of MASTF, did not speak about either site specifically, but that the County would be negatively impacted if MetroBase were not built. He urged the Board to move forward.

SHARON BARBOUR stated that a lot of people have been talking about negative impacts in their neighborhood of having a consolidated facility. She lives behind a mechanics shop and stated the noise is not bad. Ms. Barbour is concerned with the number of buses that will be out of commission in 2003 due to emissions standards. She is also concerned that without MetroBase, there will be no fueling capability for the CNG buses the District will acquire. She asked that the Board make the best choice for the majority of people, not just those who will be impacted by the facility.

LINDA WILSHUSEN, Executive Director of the Santa Cruz County Regional Transportation Commission, stated that the Regional Transportation Commission is responsible for allocating discretionary State and Federal funds to local jurisdictions as well as to the Santa Cruz Metropolitan Transit District. It is also responsible for long range planning and a variety of transportation programs and services. The Regional Transportation Commission staff strongly supports the Metro staff recommendation to designate the Harvey West Site A, as the preferred site for MetroBase. It is time to make a decision and move forward, because the State and Federal funds, which the Regional Transportation Commission has allocated toward MetroBase, have time limits on them. On behalf of the Santa Cruz County Regional Transportation Commission and its staff, we would like to acknowledge the efforts of the Metro employees over the past 10 years who have managed to keep the aging bus fleet maintained and on the roads serving the people of this community.

JAN SHADLE stated that she opposes the Harvey West location. Ms. Shadel's concerns are increased traffic, and exiting the area in an emergency situation. She asked that the Board consider other options. She is not opposed to MetroBase, but is concerned with traffic issues.

LES WHITE stated that the issue with traffic, which relates primarily with the Highway 1/9 intersection, would be a part of the EIR traffic analysis. By moving shuttling and testing functions to an internal location, traffic would be taken off the streets. Currently, 103 buses are fueled at Devco fuel outlet and go through the Encinal/River Street interchange and back. An internal site would keep all the buses off city streets throughout the fueling, cleaning, and servicing process.

Chairperson Beautz stated that several people chose not to speak, but indicated their opposition:

Annabelle Stearns
Michelle Telega
Marie Telega

Marie Caselli
Virginia Caselli
June Melville

TOM PHALEN, an employee of Plantronics, spoke regarding Plantronics' presence in this area, the number of people they employ and their plans to continue hiring additional people. In speaking with District Staff, Mr. Phalen was surprised that there are already 103 buses in the area as he hasn't seen more than just a few. Option B would entail Plantronics losing part of their property. Mr. Phalen sees no major impact from MetroBase in this area due to different working hours. He asked that the Board consider everyone in the park. He urged the Board to consider Plantronics' contribution to the community. Plantronics' staff is looking forward to the EIR phase that they can review.

DON HUBBARD, Chairman of the Harvey West Area Association stated that all the businesses, homeowners, the two schools and mental health facility will be impacted by this project. Mr. Hubbard's concerns are that deadhead miles are more important than jobs and homes, and the City's tax base. He asked that the Harvey West Park area be removed from the list of potential sites, and stated that there has to be a better solution than ripping up what little industrial land is left in the City of Santa Cruz.

FIONA COGAN, a Santa Cruz resident, thanked the Board for accepting feedback and looking at the best alternative for the MetroBase, namely Harvey West. Ms. Cogan feels the Westside site should be dropped from consideration for the project. She suggested that the Board move ahead with the EIR to include Harvey West. She further requested that the Board look very closely at satellite locations in South County.

JEFF LEBLANC stated that many people oppose the MetroBase in one location or another. He further stated that all the opponents to this project have ignored what the impact would be on Santa Cruz socially, economically and politically if this MetroBase project is not built in order to sustain our transit system. We need a feasible and affordable alternative to the individual automobile. Our bus system is the only solution now available.

JOHN DAUGHERTY spoke on behalf of himself and those who rely on public transit. Mr. Daugherty stated that this is not a quality of life issue, it is a life issue. Having cerebral palsy, he stated that he can look ahead and see his life would be dramatically impacted if there were no MetroBase built. He referred to the Year 2003 when buses would be pulled out of service and reiterated that if Metro service were cut, the paratransit service would be cut as well, which would affect 7,000 registrants, the majority of whom are seniors. The transit dependent need MetroBase. Mr. Daugherty urged the Board to move ahead with this project.

DEBRA LANE, who has over 30 years experience in dealing with the disability rights movement, is convinced that without a consolidated facility like MetroBase, the bus system will fail. For the thousands of people who rely on this service, it will be catastrophic. Ms. Lane urged the Board to choose a site to build MetroBase.

BONNIE MORR stated that we need to get started on this MetroBase project, citing that the Harvey West area is an industrial area that has housed several aspects of the Transit District for numerous years. Ms. Morr urged the Board to take the steps necessary to move forward with this project. The community deserves a decent bus system and Transit District workers deserve a fair and clean place to work.

CAROL MANSON stated that she sits on the Board of the Harvey West Area Association, and represents many of the owners, businesses and residents. She is also the property owner of Phase Two, which is one of the buildings that houses 200 employees. Ms. Manson's concerns are that the Board works within their budget through the eminent domain process and where the current tenants will relocate. She also asked how eminent domain would deal with tenant leases.

LES WHITE stated that with regard to eminent domain, the lease would stand in the same level of stature whether it is owner-occupied or tenant occupied. The District would work with the companies to find them an alternate location and assist them in making that relocation. Utilizing eminent domain is a very expensive proposition. However, part of that cost is offset by the fact that much of the infrastructure is in place, such as sewer, water lines and electrical services.

MARK PRIMACK commended the Board in considering alternate sites, namely Live Oak and Aptos. He pointed out that an environmental review in Harvey West would be very thorough, but is concerned that this review may be meaningless if the Transit District constitutes grounds for overriding concern. He stated that the Board should consider a two-story structure for parking buses.

ARNIE LEFF, one of the City Council candidates, is supporting the Harvey West site. He stated that the very lives of our older adults and disabled are dependent on an improved bus system. Mr. Leff urged the Board to make the decision today to select Harvey West Site A as the preferred site.

MANNY MARTINEZ, President of PSA, and transit employee recalled the opposition to Costco and the traffic concerns with that project, and stated that it has been a positive contribution to the City. Mr. Martinez sympathizes with the businesses and residents of Harvey West that would be displaced, but sees the growing need for mass transit in this community on a daily basis. In his estimation the District is not able to meet those demands, unless there is a MetroBase built quickly. He urges the Board to make the necessary steps that are needed to designate the Harvey West location as the primary site and allow the District to move forward.

CONNIE DAY stated that she is disappointed with the negative statements regarding MetroBase. She feels MetroBase is a priority. She supports the Harvey West location for MetroBase.

JOHN MELLON, President of VMU, is representing the mechanics and the Parts Department who are responsible for keeping the buses on the road. It is a tough job and they have been doing it for a long time under bad conditions. During his 15 years, the District has gone through an earthquake, repaired buses in a condemned building and out of a tent, had two moves and

now are in another situation where, hopefully, they will move into a new MetroBase. Make the tough decisions, move ahead with all possible speed.

BART CAVALLARO is a Santa Cruz resident, and spoke of the problems with the Transit District facilities since the 1989 earthquake. Mr. Cavallaro stated that Metro service has never been better than it is today and he described the service cutbacks in the early 90's which affected the disabled community, members of the general public, and those who depend on the Transit District. He cited the awards that the District received on its performance and safety, and the good work that the mechanics do. He reiterated the need for the environmental impact report process to begin today with the Board's decision.

CARMEL BABICH asked that the Westside location be removed from consideration. Her concern is the noise from bus travel, increased traffic, maintenance, and from the fans that will remove the exhaust from the internal testing facilities. She stated that Phase One in the Harvey West area seems logical, but is concerned about Phase Two and Phase Three displacing people from their homes.

PETER COOK, a Westside resident and owner of 3 houses in the same area, asked that the Lipton site be dropped from the EIR. Regarding the Harvey West site, his concerns are displacing businesses and forcing people to commute over the hill, which would increase traffic. He feels the District should pay more than fair market value for these displaced homes and businesses. He asked that the Board look at other sites which make more sense, such as the Skyview property, before going forward with the Harvey West proposition and to drop the Lipton site from consideration.

MICHAEL SCHMIDT, CEO for Santa Cruz Chamber of Commerce, stated he shares the concerns of the Harvey West Area Association when businesses and homes are displaced. He stated that the vast majority of Chamber members are against MetroBase in Harvey West. His concerns are traffic congestion at the Highway 1/9 interchange. He encouraged the Board to do the EIR, look at all possible alternatives, run the financials, and tell the community why Harvey West is the best site.

IAN MCFADDEN, Chairman UTU, Local 23, stated that he is here on behalf of union members and for the working people who ride the bus every day. He spoke of the promise of a new facility for five years, of employees working in under-ventilated spaces and poor conditions, and of the employees' feeling of being taken for granted by the public, especially after the public discourse over the past few months. Mr. McFadden spoke of neighborhood opposition to installing bus stops on Western Drive to encourage workers and students at UCSC to commute by bus. This plan has been discontinued due to that opposition. He asked how many times is the District going to go through these hearings.

PETER SCOTT stated that he is in favor of the Harvey West Site A as it seems like a sensible site. He toured the Harvey West site a few weeks ago with the General Manager and Assistant General Manager and feels it makes a lot of sense.

CHAIRPERSON BEAUTZ stated that several people chose not to speak. They are:

KATHERINE ANDERSON requested that the Westside location be deemed unfeasible.
KATHY CANE & DEBBIE CASSEL are opposed to the Harvey West site.
HOWARD LITTLE AND EARNEL ZAMORA support the Harvey West site.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ALMQUIST

Approve the following motions:

- 10a. That the Board Reaffirm the MetroBase as a District Project with the Specific Goals set forth by the staff Subject to District Selection of Preferred Site and Dependent Upon the Completion of the California Environmental Quality Act (CEQA) Process;**
- 10b. That the Board accept the Denise Duffy & Associates Preliminary Environmental Constraints Analysis Report, Site A in Harvey West Park as a basis for making other decisions;**
- 10c. That the Board specifically designate Site A in Harvey West as the Preferred Site for further environmental analysis; and**
- 10d. That the Board authorize the beginning of the CEQA process on this preferred site and the various alternatives that will come out through this process. And further, include setting up a Public Scoping meeting to allow members of the public and other agencies to comment on what they believe should be contained in the full environmental review on this project.**

DIRECTOR ARTHUR declined to speak since Santa Cruz is not his city.

DIRECTOR FITZMAURICE acknowledged everyone's concern over what occurs in their neighborhoods and the community, and is aware that Phase Two and Three will be more problematic than Phase One. He stated that he would go into this process keeping in mind the possibility of clustering, or putting facilities in other areas. The Harvey West site looks very positive to him and he hopes to move forward assertively to make it happen as soon as possible or it will have devastating consequences on the community. He supports this motion.

DIRECTOR BEIERS stated that she is prepared to support the motion. She acknowledged that it would be a long process, with public hearings, and the ability to make some difference in terms of the public process. Director Beiers cited two issues as being critical for her: the quality of the buildings when MetroBase goes on-line; and the surrounding neighborhoods. The project needs to be something that the District can be architecturally proud of. Director Beiers referred to a statement made that this area needs businesses with employees. She clarified that the Transit District is a business and has employees that are appreciated and respected. The Board needs to do something for these employees and give them good working conditions. She hopes that this motion is unanimous and the process can move forward.

DIRECTOR RIOS stated that when the Board supported the Westside location, it was thought to be the right decision, until neighbors got upset. He further stated that all the reasons that were

given in opposition had nothing to do with putting a MetroBase there. It had to do more with the living standards. At the suggestion that the project should be put in the South County, Director Rios stated that Watsonville is overpopulated, and although goals have been doubled in Watsonville, the area hasn't grown geographically. Buses traveling from Watsonville to Santa Cruz in the mornings are full and more buses are needed. He is open to looking at other areas. He definitely is not open for MetroBase to come to Watsonville. Director Rios supports the motion, but with hesitation.

DIRECTOR ROKIN supports the motion and thinks it is important to look at other alternatives. Failure to move forward with this project will not only inhibit improvements to the system, but the transit system will see an actual decline. The rules of air pollution in the State will actually force the District off the streets and certainly take buses out of service. MetroBase is the key to transit service expansion which will make it viable for people to get out of their cars and take the buses. Director Rotkin is looking forward to an environmental review process that will effectively examine the alternatives. He stated that he hopes that people will not use the environmental review process to stall the project. He hopes that people look at this process as an opportunity to make this a good project wherever it ends up. The community needs a transit system that actually meets people's transportation needs.

DIRECTOR ALMQUIST stated that the District has gone through some difficult hearings and that this is an opportunity for community building. The very first decision made about this project, was the hiring of the architects. He indicated that an important reason for choosing WaterLeaf was looking at the other projects they designed. Equally, if not more important in the minds of the most of the Board members was that they laid out in details for us, the process they typically used to gather community input to make good projects. He is excited with the possibility of working with the business community in Harvey West to come up with the project that meets the communities needs, in particular, long-term neighbors like Plantronics and with other property owners. He is convinced that regardless of where we end up in the environmental report that the project we build, will be built and be a good project.

DIRECTOR AINSWORTH stated that she supports this motion for all the reasons that have been stated before. She is looking forward to the scoping process, because a lot of the comments made today are appropriate to that discussion. There are a lot of valid concerns that came out today, creative ideas on looking at cluster approaches, and concerns with Phase Two and Phase Three which she shares.

DIRECTOR GABRIEL stated that he was involved when the District cut service in 1990, then there was the FEMA situation. He stated that the District then hired Les White who started to build service. The District then took over the Highway 17 Express service and it improved. He cited the problems of putting more buses on the street when there was no place to park them. Director Gabriel agreed that the Board must move forward. Now is the time to make a decision. He agrees with Director Rotkin's comment that this is a historic moment and supports the motion 100%.

DIRECTOR HINKLE stated that she supports the motion. What we are looking for is to have a consolidated site so that in another 10 or 15 years we don't have to come back and say we need more room. She has lived in Santa Cruz County all of her life and she has seen all the

changes with the earthquake and floods. She recently moved to Watsonville and rides the crowded buses every day. Director Hinkle stated that if MetroBase is not built, she won't be able to get around town or even from Watsonville to Santa Cruz.

CHAIRPERSON BEAUTZ stated that she supports the motion. She appreciates everyone for a good public hearing. Everybody who spoke, regardless of their opinion, was very articulate and courteous to one another. She also expressed appreciation to the employees who work under difficult circumstances. She also thanked the management team and the consultants who have done an excellent job in presenting information.

The motion passed unanimously.

ACTION: MOTION: Director Rotkin SECOND: Director Gabriel

That the Transit District Board Chair write to the City of Santa Cruz asking for a Resolution of Consent for Eminent Domain Authority for Phase One contingent upon CEQA compliance of a final project selected by the Transit District.

The motion passed unanimously.

DIRECTOR ROTKIN explained the motion he made. The Transit District is not able to exercise condemnation powers unless they have authority granted by the local agency where the site is located. Condemnation powers cannot be granted for a situation where you have not completed an environmental review process. The EIR may take up to a year to complete. It is reasonable at this point to ask the Santa Cruz City Council for the tools needed to proceed with this project in the event the environmental review process is successful.

DIRECTORS ARTHUR AND RIOS DEPARTED THE MEETING AT 12:20 P.M.

11. CONSIDERATION OF AWARD OF CONTRACT #00-03 FOR RECONSTRUCTION/REPAIR OF TERMITE AND DRY ROT DAMAGE AT METRO CENTER

Summary:

Staff is recommending that the Board authorize the General Manager to enter into a contract with Paul Markowitz for reconstruction and repairs of termite and dry-rot damage to Metro Center.

Discussion:

Tom Stickel informed the Board that repair work will be done on the second story and will require some shoring. Director Keogh asked who identified this problem. Tom Stickel reported that Bowman & Williams Engineering looked at this project and recommended the repair.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEIERS

Authorize the General Manager to enter into a contract with Paul Markowitz for reconstruction/repair of termite and dry-rot damage to Metro Center.

The Motion passed unanimously with Directors Arthur and Rios absent.

12. CONSIDERATION OF SOLE SOURCE CONTRACT WITH GANNETT FLEMING

Summary:

Mark Dorfman reported that based on the action taken earlier, staff is recommending that we enter into a contract with Gannett Fleming who did the original study, in order to provide information for the EIR process. Gannett Fleming has made a proposal to upgrade the report for \$16,541. District staff is recommending the Sole Source Procurement as it will be much more cost effective for to update the study than to bring in a new firm.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR GABRIEL

Approve recommendation to enter in contract with Gannett Fleming, Inc. in accordance with the Sole Source Procurement to update the report in an amount not to exceed \$16,541.

The Motion passed unanimously with Directors Arthur and Rios absent.

13. CONSIDERATION OF REQUEST FOR SHUTTLE SERVICE FOR 2000 FIREWORKS FUNDRAISER FOR SCHOOL BY RUDOLPH F. MONTE FOUNDATION

Summary:

Mark Dorfman reported that this is a request for shuttle service that the District provided last year for the Rudolph F. Monte fundraiser. The Monte Foundation has applied for funds from the Santa Cruz County Regional Transportation Commission (SCCRTC). Staff is recommending that the Board approve the service as long as funding is secured from the SCCRTC.

ACTION: MOTION: DIRECTOR GABRIEL SECOND: DIRECTOR ROTKIN

Approve the request for shuttle service for the 2000 Fireworks Fundraiser by the Rudolph F. Monte Foundation subject to funding being received from the Santa Cruz County Regional Transportation Commission.

The Motion passed unanimously with Directors Arthur and Rios absent.

14. CONSIDERATION OF BUS FLEET IMPROVEMENT/REPLACEMENT PROGRAM

Summary:

Les White stated that 69 of the buses the District currently owns were manufactured prior to 1990, and by January 1, 2003, must be able to operate and meet the emissions guidelines

issued by the California Air Resources Board. The Board has designated that future bus purchases shall identify compressed natural gas as a propulsion source for operation. To repower/retrofit a portion of the fleet will take approximately two years and for new equipment there is typically a 24-month delivery time. Staff is recommending that the Board authorize the issuance of bid documents for the procurement of 8 expansion buses and 27 replacement buses. Additionally, that District staff issue bid documents for contract to repower/retrofit 42 buses.

Discussion:

Director Rotkin stated that he wanted to assure the public that he has looked this over very carefully, as we need to keep service on the streets. He felt that the Board should adopt the strategy laid out by staff for the purchase of new buses and for the replacement and repowering of other buses.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR FITZMAURICE

Approve staff’s recommendation for the purchase of new buses and for the replacement and repowering of other buses.

The motion passed unanimously with Directors Arthur and Rios absent.

15. CONSIDERATION OF PRIORITIES FOR TRANSIT SERVICE DEFAULT

Summary:

Staff is requesting guidance from the Board as to the establishment of priorities when the District is unable to provide the required buses to meet transit service requirements.

Discussion:

Mark Dorfman stated that some of the buses are past 12 years of age and well over a million miles. In the last three years, the District has added service on a regular basis. One of the major additions was the absorption of the Highway 17 service. As the buses are getting older, the District has to maintain a larger spare requirement.

In Attachment D of the staff report is a list of priorities for service curtailment. Priority One gives the District the ability to curtail up to 4 buses, which is the supplemental service referred to as Oaties, at UCSC. These are not shown in Headways, but do serve a great purpose especially at the beginning of school. Priority Level Two would eliminate 3 buses, which is Route 70 service to Cabrillo. There is one bus that would not be available until 9:42 a.m. and that would result in a Route 36 trip being dropped also. Priority Level Three would be Route 81, dropping that service to two buses, however, there might be other buses that could fill that need. Priority Level Four entails elimination of 3 buses for School Term Service to UCSC. Staff is requesting that the Board provide priorities to be followed where there are insufficient buses to make pullouts.

Director Fitzmaurice asked if Priority Level I would be the first to curtail service.

Les White stated that if the District defaults on service, Staff would elect to default in a way that has the least negative impact on the riders.

Director Rotkin emphasized this is not an issue only for the students at UCSC. This relates to traffic on the Westside and shouldn't be implemented during the Mission Street improvements, High Street improvements whereby people are forced back into their cars. Director Rotkin felt that Priorities One and Two should be reversed.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR GABRIEL

Approve the reversal of Priority One and Priority Two. That Priority Level One become Priority Level Two and Priority Level Two become Priority Level One and then Priority Level Three and Priority Level Four remain in the same order.

Wes Scott, Director of Parking & Transportation, UCSC, stated that there has not been a service level increase in five years at UCSC. Santa Cruz Metro has done a great job getting students to and from the campus. He stated that cutting service to the University is not a way to go with Mission Street construction and High Street closures. He stated that they have a need for as much as 10% increase this year for bus service at the University. They have withheld parking from residential freshmen and sophomores. Students need to learn to use the bus service to get on and off the campus. It is essential to keep the level of service as high as possible.

Ian McFadden stated that with the Mission Street widening heading down between Bay and Laurel streets, it would be better to run more express service with the first stop at Mission and Bay streets. The University has asked for more Lower Bay service. Since the Oaties are not scheduled in Headways, it would be more appropriate to default on that service than on service that is printed in the schedule. There have been serious overloads in Watsonville in the a.m. and it was possible to convert much of that Route 70 service into four times an hour Route 71 service in the morning. There are currently four times an hour Route 71's running from Watsonville. If that service is cut, service is being cut from the Route 71's as well as Route 70.

Director Keogh stated he would not support reversing the priorities based on the published route issue. He does not want the Oaties cut, but that is the first place we ought to look in an absolute crunch situation.

Director Rotkin stated that every choice is a bad one, i.e to have the bus not come even though it is in the schedule; or to look in the schedule and have the bus go by full and leave you behind. In the point of view of the passengers and their sense of reliance on the system, it makes absolutely no difference which of those two things occur.

Chairperson Beautz stated that until the MetroBase project is straightened out, no one should be requesting more service. Service has been extended and that may be part of what has happened, however, it becomes very clear that Staff cannot keep expanding the system in the situation the District is currently in.

Director Hinkle stated that she has had experiences with the Route 91's and 69W's in which she doesn't know if she will get a seat in the morning. In the afternoon she goes down to Metro Center to ensure she get a seat. Anywhere else on the line seats may not be available, as the bus is full when it leaves Metro Center.

Sharon Barbour suggested taking one bus from each of the four levels to alleviate the impact on any one level.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR GABRIEL

Director Rotkin withdrew his earlier motion. Direct staff, if necessary, to make curtailment decisions based on the four priorities:

- 1) make their own judgement about what will have the least impact on the system within these four priorities; and**
- 2) the priority being, to take one bus out of each priority starting with Priority Level 2, Priority Level 1, Priority Level 3 and Priority Level 4.**

The motion passed unanimously with Director Keogh abstaining and Directors Arthur and Rios absent.

16. CONSIDERATION OF AUTHORIZATION TO INVESTIGATE AVAILABILITY OF USED TRANSIT BUSES

Summary:

Staff has recommended that they be authorized to investigate the availability of up to ten used buses for lease or purchase. Estimated cost to purchase used buses would be about \$5,000 per bus plus expenses such tires and delivery. Lease prices would be negotiated and brought back to the Board.

Discussion:

John Mellon, VMU, stated he wanted to thank the Board for considering adding two more positions and adding more new buses that are desperately needed. Maintenance will try their best to keep the buses running.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEIERS

Authorize staff to investigate availability of up to 10 buses for lease or purchase.

The motion passed unanimously with Directors Arthur and Rios absent.

17. CONSIDERATION OF A RESOLUTION APPROVING A PROGRAM OF PROJECTS AND AUTHORIZING SUBMITTAL AND EXECUTION OF AN FTA GRANT FOR URBANIZED AREA FORMULA FUNDS FOR FY 2000 AND FY 2001

Summary:

Staff is requesting that the Board adopt the Resolution approving the Program of Projects and authorize the grant application and execution for FTA Urbanized Area Formula Funds for FY 2000 and FY 2001.

Discussion:

Mark Dorfman reported that this is a routine project asking for operating assistance for FY 2000-2001. Based on previous action, the District is asking for funds that would pay for some of the engine rebuild/repower program. The District is maximizing as much as they can of the Federal grants which are 80/20 and the remaining from budget reserves.

CHAIRPERSON BEAUTZ OPENED THE PUBLIC HEARING

No comments or questions from the public.

CHAIRPERSON BEAUTZ CLOSED THE PUBLIC HEARING

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR GABRIEL

Approve adoption of a Resolution approving the Program of Project and authorizing the Grant Application and Execution for FTA Urbanized Area Formula Funds for FY 2000 and FY 2001.

The motion passed with Directors Arthur and Rios absent.

18. RATIFICATION OF INCREASED TRANSIT SERVICE TO COUNTY FAIR

Summary:

Staff is recommending that the Board authorize the General Manager to add additional weekday service to the Santa Cruz County Fair.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEIERS

Authorize the General Manager to add additional weekday service to the Santa Cruz County Fair.

The motion passed unanimously with Directors Arthur and Rios absent.

19. DELETED

There being no further business, Chairperson Beautz adjourned to a Closed Session. Thereafter the meeting was adjourned.

ADJOURN

Respectfully submitted,

DEBBIE GUERRERO
Acting Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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DATE: 09/01/00 THRU 09/30/00

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
1457	09/08/00	9,223.18	001043 VISION SERVICE PLAN	70607	SEPT VISION INS;	9,223.18	
1458	09/08/00	200.00	001257 DOMINICAN HOSPITAL OF S C	70608	JULY REF-EMP EXAMS	200.00	
1459	09/08/00	103,758.99	001316 DEVCO OIL	70609	AUGUST FUEL	103,758.99	
1460	09/08/00	885.00	001365 BORTNICK, ROBERT S. & ASSOC.	1365	AUG 1-11 PROF SVCS	885.00	
1461	09/08/00	5,957.00	001523 SANTA CRUZ MEDICAL CLINIC	70553	JAN-JUL PHYS EXAMS	5,957.00	
1462	09/08/00	462.24	001548 QUILL CORPORATION	70554	COPY PAPER - ADMIN	462.24	
1463	09/08/00	31,788.13	001616 UNUM	70610	SEPT LTD INS.	31,788.13	
1464	09/08/00	540.49	001683 WEBB ENTERPRISES	70555	PURCHASE ORDER FORMS	540.49	
1465	09/08/00	251.03	001710 ACCURATE RUBBER STAMP CO.	70556	DEPOSIT STAMP-FIN	26.71	
				70557	STAMPS-APPR PAYMNT	224.32	
1466	09/08/00	161.06	001711 MOHAWK MFG. & SUPPLY CO.	70558	REV VEH PARTS 30	30.16	
				70559	REV VEH PARTS 79	79.92	
				70560	REV VEH PARTS 52	51.98	
1467	09/08/00	4,213.00	001745 ITT HARTFORD	70611	SEPT LIFE INS.	4,213.00	
1468	09/08/00	257.00	001752 THOMPSON PUBLISHING GROUP, INC.	70612	LEAVE/DIS. HANDBOOK	257.00	
1469	09/08/00	6,503.94	001800 THERMO KING OF SALINAS, INC	70613	OUT REPAIR REV VEH	6,503.94	
1470	09/08/00	120.00	001856 BAY COMMUNICATIONS	70561	JULY PHONE REPAIRS	120.00	
1471	09/08/00	3,230.22	001991 BAY STAFFING	70562	TEMPS W/E 8/13 LEGAL	957.60	
				70614	TEMPS W/E 8/20 FLEET	1,787.52	
				70577	TEMPS W/E 8/20 LEGAL	485.10	
1472	09/08/00	478.52	002005 TRANSIT RESOURCES, INC.	70615	REV VEH PARTS	478.52	
1473	09/08/00	2,320.00	002035 BOWMAN & WILLIAMS	70678	PROF SVCS 6/26-7/25	2,320.00	
1474	09/08/00	267.62	002063 COSTCO	70563	PHOTO PROCESS - OPS	20.43	
				70564	PHOTO PROCESS- OPS	43.27	
				70565	FILM, BATTERIES-OPS	159.72	
				70616	PHOTO PROCESS - OPS	41.29	
				70617	PHOTO PROCESS- LEGAL	2.91	
1475	09/08/00	226.00	002077 TERMINIX INTERNATIONAL	70679	JUL/AUG PEST WTC/SCM	226.00	
1476	09/08/00	219.03	002084 BIG SUR BOTTLED WATER, INC	70618	WATER - ADMIN	116.50	
				70619	WATER - PLANNING	102.53	
1477	09/08/00	3,675.91	002116 HINSHAW, EDWARD & BARBARA	70680	5/1-7/31 DUBOIS UTIL	3,675.91	
1478	09/08/00	11,252.84	002192 BAY EQUIPMENT & REPAIR	70564	OUT REPAIR REV VEH	11,252.84	
1479	09/08/00	5,472.30	002287 CALIFORNIA SERVICE EMPLOYEE	70620	SEPT MEDICAL INS.	5,472.30	
1480	09/08/00	940.76	002372 LINCOLN WELDING	70567	REPAIR AXLE - FLEET	940.76	
1481	09/08/00	117.98	002441 A BETTER BEEP	70621	SEPTEMBER PAGERS	117.98	
1482	09/08/00	497.14	002459 SCOTTS VALLEY WATER DISTRICT	70622	6/12-8/8 KINGS VLG	28.74	
				70623	6/12-8/31 KINGS VLG	468.42	
1483	09/08/00	300.00	002527 SOLAR DESIGN	70624	AUG SVTD LANDSCAPE	300.00	
1484	09/08/00	411.37	002627 CDW GOVERNMENT, INC.	70568	OFFICE SUPPLY 385	411.37	
1485	09/08/00	300.00	002629 HOLIDAY INN OF SANTA CRUZ	70569	DEPOSIT 12/2/00 ROOM	300.00	
1486	09/08/00	635.70	002634 PITNEY BOWES	70661	POSTAGE-RESETT-PLANE	635.70	
1487	09/08/00	531.38	002639 NEXTEL COMMUNICATIONS	70625	AUG PHONE CHARGE	531.38	
1488	09/08/00	253.80	002643 IQS CAPITAL	70626	9/22-10/21 RENTAL	253.80	
1489	09/08/00	378.00	002666 PANASONIC	70570	TOWER-FAX, ADMIN	378.00	
1490	09/08/00	21,029.08	002666 WATERLEAF ARCHITECTURE	70571	PROF SVCS TO JULY 28	21,029.08	
1491	09/08/00	3,936.44	009 PACIFIC GAS & ELECTRIC	70577	7/31-8/28 SAKATA	96.58	
				70629	8/2-8/30 BEACH ST	91.46	
				70629	8/2-8/30 RODRIGUEZ	904.78	
				70630	8/2-8/31 ENCINAL	1,844.08	
				70630	8/2-8/31 DUBOIS	859.89	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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					70633	8/2-8/31 DUBDIS	559.70	
					70634	7/31-8/28 SAKATA	10.50	
1492	09/08/00	9,000.00	014 CABRILLO COLLEGE		70572	TDA DEMO-TRANS MGMT	9,000.00	
1493	09/08/00	747.59	018 SALINAS VALLEY FORD SALES		70635	REV VEH PARTS	747.59	
1494	09/08/00	304.30	020 ADT SECURITY SYSTEMS ,		70573	SEPT WTC ALARM	30.41	
					70574	SEPT SVTC ALARM	27.83	
					70575	SEPT METRO ALARM	42.00	
					70576	SEPT DUB ALARM	30.41	
					70577	SEPT OPS ALARM	40.33	
					70578	SEPT MDF ALARM	27.54	
					70579	SEPT MMF ALARM	45.78	
1495	09/08/00	34.02	034 BLUEPRINT EXPRESS		70682	BLUE PRINT COPIES	34.02	
1495	09/08/00	2,347.82	043 PALACE ART & OFFICE SUPPLY		70637	OFFICE SUPPLY-FLEET	282.93	
					70638	OFFICE SUPPLY-LEGAL	230.86	
					70639	OFFICE SUPPLY-ADMIN	602.64	
					70640	OFFICE SUPPLY-ADMIN	47.51	
					70641	PROMO ITEMS-OPS	58.32	
					70642	OFFICE SUPPLY-OPS	474.34	
					70643	OFFICE SUPPLY-HRD	252.56	
					70644	OFFICE SUPPLY-OPS	81.00	
					70645	OFFICE SUPPLY-OPS	317.66	
1497	09/08/00	510.45	074 KENVILLE & SONS LOCKSMITH		70580	JULY KEYS - FAC	406.60	
					70581	AUG KEYS - FAC	103.85	
1498	09/08/00	109.49	095 SCMTD PETTY CASH/ B&G		70683	PETTY CASH 7/21-8/21	109.49	
1499	09/08/00	2,095.06	102 PLANNING SHOWCASE		70582	PROMO ITEMS-PLANNING	2,095.06	
1500	09/08/00	1,004.09	107 SAN LORENZO LUMBER CO., INC.		70646	AUG PARTS/SUPPLY-FAC	991.72	
					70647	JUL PARTS/SUPPLY FL?	12.37	
1501	09/08/00	3,432.72	117 GILLIG CORPORATION		70583	REV VEH PARTS	2,132.60	
					70648	REV VEH PARTS	1,300.12	
1502	09/08/00	1,042.14	135 SANTA CRUZ AUTO PARTS, INC.		70649	AUG PARTS/SUPPLY	1,042.14	
1503	09/08/00	549.45	148 ZEP MANUFACTURING COMPANY		70650	VEH CLEANING SUPPLY	549.45	
1504	09/08/00	159.14	161 OCEAN CHEVROLET INC		70651	REV VEH PARTS	159.14	
1505	09/08/00	505.81	170 TOWNSEND'S AUTO PARTS		70652	REV VEH PARTS	505.81	
1506	09/08/00	178.85	172 CENTRAL WELDERS SUPPLY , INC.		70653	SAFETY SUPPLY-FLEET	178.85	
1507	09/08/00	4,158.26	191 GOLDEN GATE PETROLEUM		70654	FUELS - ELEFT	4,158.26	
1508	09/08/00	307.38	211 BOWMAN DISTRIBUTION		70655	PARTS/SUPPL IES 286	307.38	
1509	09/08/00	1,554.00	216 LABOR READY, INC.		70584	TEMPS W/E 8/16 FAC	1,139.60	
					70656	TEMPS W/E 8/22 FAC	414.40	
1510	09/08/00	116.80	225 MISSION PRINTERS		70585	BUSINESS CARDS-HRD	59.40	
					70586	BUSINESS CARDS-FLEET	59.40	
1511	09/08/00	358.00	240 RYAN HERCO PRODUCTS		70587	125 GAL TANK-FAC	358.00	
1512	09/08/00	734.00	271 CARLSON, BRENT A. , M.D. , INC.		70624	JUL/AUG DRUG TESTING	734.00	
1513	09/08/00	1,495.44	282 GRAINGER INC. W. W.		70588	SIPHON PUMP-FAC	62.03	
					70589	ELECT SUPPLY- FAC	1,375.92	
					70590	TRAILER JACK-FAC	57.49	
1514	09/08/00	200.00	283 INSTASHRED SECURITY SERV. INC.		70591	SHRED BOXES	200.00	
1515	09/08/00	750.00	292 NORTH COUNTY RECOVERY & TOWING		70657	OUT REPAIR REV VEH	750.00	
1516	09/08/00	1,187.10	315 JB ASSOCIATES		70658	JUL /AUG PROF SVCE	1,187.10	
1517	09/08/00	166.70	372 FEDERAL EXPRESS		70592	JUL-AUG POSTAGE	166.70	

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1518	09/08/00	9,525.92	376 MULTISYSTEMS, INC	70593	JUNE AUDIT SVCS	1,457.59	
				70594	JULY AUDIT SVCS	6,056.33	
1519	09/08/00	6,340.81	378 STEWART & STEVENSON	70595	REV VEH PARTS	716.78	
				70596	REV VEH PARTS	429.22	
				70597	REV VEH PARTS	110.62	
				70598	REV VEH PARTS	5,309.09	
				70599	CREDIT MEMO'S	-6,274.83	
				70659	REV VEH PARTS	5,305.93	
				70660	OUT REPAIR REV VEH	744.00	
1520	09/08/00	561.50	384 DIRECT SAFETY	70600	SKIN PROTECT- 560	561.50	
1521	09/08/00	540.00	394 APPLIED DIGITAL SOLUTIONS	70601	REPAIR PRINTER MIS	540.00	
1522	09/08/00	900.00	408 BOGUE, BONNIE G.	70602	SEIU ARBITRATION	900.00	
1523	09/08/00	419.60	411 LEGISLATIVE INTENT SERVICE	70603	RESEARCH GOVT CODES	419.60	
1524	09/08/00	95.00	414 LEGALSTAFF.COM	70685	LEGAL SEC ADS	95.00	
1525	09/08/00	5,866.37	432 EXPRESS PERSONNEL SERVICES	70661	TEMPS W/E 8/6 HR/FLT	1,398.08	
				70662	TEMPS W/E 8/20 HR/FL	2,278.69	
				70663	TEMPS W/E 8/13 HR/FL	2,189.60	
1526	09/08/00	150.00	434 VERIZON WIRELESS MESSAGING	70664	SEPT REPEATER/ANT.	150.00	
1527	09/08/00	796.81	461 VULTRON INC	70665	REV VEH PARTS	796.81	
1528	09/08/00	4,417.20	480 DIESEL MARINE ELECTRIC	70604	REV VEH PARTS	1,733.40	
				70605	REV VEH PARTS	2,683.80	
1529	09/08/00	133,564.58	502 PUBLIC EMPLOYEES'	70666	SEPT MEDICAL INS.	133,564.58	
1530	09/08/00	615.65	546 GRANITE ROCK COMPANY	70606	REPAIRS/MAINT FAC	615.65	
1531	09/08/00	37,672.39	633 PRUDENTIAL HEALTHCARE	70667	SEPT DENTAL INS.	37,672.39	
1532	09/08/00	115.81	788 SCHTD PETTY CASH - FINANCE	70668	PETTY CASH 8/8-9/5	115.81	
1533	09/08/00	10.21	E066 PRICE, HARRY	70686	OT MEAL - FLEET	10.21	
1534	09/08/00	12.91	E076 HANSEN, MARK	70687	OT MEAL - FLEET	12.91	
1535	09/08/00	10.00	E109 MEYER, DIANE	70669	DMV/VTT FEES OPS	10.00	
1536	09/08/00	10.00	E111 LO, VIRGILIO	70670	DMV/VTT FEES-OPS	10.00	
1537	09/08/00	10.00	E112 ESTRADA, FRANCISCO	70671	DMV/VTT FEES OPS	10.00	
1538	09/08/00	10.00	E116 ELLIOTT, EDWARD	70672	DMV/VTT FEES OPS	10.00	
1539	09/08/00	10.00	E118 MURPHY, JAMES	70673	DMV/VTT FEES OPS	10.00	
1540	09/08/00	10.00	E138 THOMAS, JOHN	70674	DMV/VTT FEES OPS	10.00	
1541	09/08/00	159.25	E323 GALE, TERRY	70675	REIMBURSE MILEAGE	159.25	
1542	09/08/00	34.00	E463 RAMOS, ROSALIO	70676	DMV/VTT FEES OPS	34.00	
1543	09/22/00	3,083.47	001 PACIFIC BELL/SAC	70688	SEPT SUMMARY BILL	2,748.01	
				70794	SEPT PHONE LINE-MIS	335.46	
1544	09/22/00	8,192.43	001063 NEW FLYER INDUSTRIES LIMITED	70689	REV VEH PARTS 1377	1,376.62	
				70690	REV VEH PARTS 119	137.53	
				70795	REV VEH PARTS 2381	2,881.23	
				70796	REV VEH PARTS 1616	1,615.91	
				70797	REV VEH PARTS 1714	1,714.08	
				70798	REV VEH PARTS 467	467.06	
1545	09/22/00	1,272.82	001119 MADERICH PARTNERSHIP, LP, THE	70691	OCT CAPITOLA MALL	1,272.82	
1546	09/22/00	394.66	001228 CITY OF WATSONVILLE	70642	SETTLEMENT (8/5/00)	394.66	
1547	09/22/00	1,645.24	001252 SANTA CRUZ COUNTY REGIONAL	70692	HWY 17 IMPRVNT STUDY	1,645.24	
1548	09/22/00	1,110.05	001263 ABBOTT STREET RADIATOR	70712	OUT REPAIR REV VEH	1,110.05	
1549	09/22/00	108.69	001315 WASTE MANAGEMENT OF S C	70693	AUG KINBS VLG RD	108.69	
1550	09/22/00	50.00	001331 RIOS, OSCAR	70840	SEPTEMBER MEETINGS	50.00	
1551	09/22/00	720.23	001379 SAFETY-KLEEN CORP	70694	SVL PARTS WASHER-FAC	720.23	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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1552	09/22/00	629.86	RED WING SHOE STORE	70695	AUGUST BOOTS-FAC/FLT	629.86	
1553	09/22/00	594.23	QUILL CORPORATION	70696	OFFICE SUPPLY- OPS	354.97	
				70697	OFFICE SUPPLY- ADMIN	113.08	
				70698	OFFICE SUPPLY- HRD	126.18	
1554	09/22/00	22.32	STEVE'S UNION	70699	AUG FUELS & FLEET	22.32	
1555	09/22/00	50.00	BEIERS, KATHERINE	70835	SEPTEMBER MEETINGS	50.00	
1556	09/22/00	179,471.28	FOOD & NUTRITION SERVICES, INC	70700	SEPT DISPATCH FEE	39,150.00	
				70701	JULY ADA PARATRANSIT	140,321.28	
1557	09/22/00	5,950.00	EOS CLAIMS SERVICES, INC.	70843	10/24-11/23 W/C FEE	5,950.00	
1558	09/22/00	238.48	THERMO KING OF SALINAS, INC	70799	REV VEH PARTS 222	238.48	
1559	09/22/00	50.00	GABRIEL, BRUCE	70837	SEPTEMBER MEETINGS	50.00	
1560	09/22/00	50.00	ROTKIN, MICHAEL	70841	SEPTEMBER MEETINGS	50.00	
1561	09/22/00	400.00	BRINKS INCORPORATED	70800	SEPT SECURITY	400.00	
1562	09/22/00	60.00	BAY COMMUNICATIONS	70702	AUG PHONE REPAIRS	60.00	
1563	09/22/00	900.00	HUMPHREY, YVONNE A.	70703	OCT - VERNON ST LOT	900.00	
1564	09/22/00	641.96	WORLDCOM TECHNOLOGIES, INC.	70704	AUG LONG DISTANCE	641.96	
1565	09/22/00	50.00	HINKLE, MICHELLE	70838	SEPTEMBER MEETINGS	50.00	
1565P09/15/00		-50.00	HINKLE, MICHELLE	70852	VOID CHECK	-50.00	PRE-PAID
					VOID CHECK		
1566	09/22/00	1,920.45	BAY STAFFING	70705	TEMPS W/E 9/4 FLEET	1,734.60	
				70844	TEMPS W/E 8/27 LEGAL	185.85	
1567	09/22/00	596.51	CARTER, H.V. CO. INC.	70706	REPAIRS/MAINT - FAC	596.51	
1568	09/22/00	3,950.36	HALL KINTON	70845	TEMPS W/E 9/10 LEGAL	3,950.36	
1569	09/22/00	566.45	COSTCO	70707	PHOTO PROCESS- OPS	46.54	
				70846	EMPLOYEE INCENTIVE	516.67	
				70847	PHOTO PROCESS-LEGAL	3.24	
1570	09/22/00	27,262.06	HINSHAW, EDWARD & BARBARA	70708	OCT - 120 DUBOIS	5,556.63	
				70709	OCT - 370 ENDINAL	21,706.43	
1571	09/22/00	9,885.58	IULIANNI NICK	70710	OCT - 111 DUBOIS	9,886.58	
1572	09/22/00	753.51	SHERMAN SUPERSONIC IND. CORP.	70711	MECHANICAL SUPPLY	753.51	
1573	09/22/00	50.00	BEAUTZ, JAN	70834	SEPTEMBER MEETINGS	50.00	
1574	09/22/00	505.00	DSL.NET	70713	SEPT CENTREX LINE	505.00	
1575	09/22/00	5,000.00	GRANT THORNTON, LLP	70714	AUDIT SVC YE 6/30/00	5,000.00	
1576	09/22/00	1,250.00	SHAW & YODER	70715	JUL/AUG LEGISLATIVE	1,250.00	
1577	09/22/00	23,269.98	FIRST ALARM	70801	AUGUST SECURITY	23,269.98	
1578	09/22/00	1,250.00	CHANEY, CAROLYN & ASSOC., INC.	70716	SEPT LEGISLATIVE SVC	1,250.00	
1579	09/22/00	3,612.50	QUICKSTART TECHNOLOGIES, INC.	70717	EMPLOYEE TRAINING	3,612.50	
1580	09/22/00	500.00	UNITED STATES POSTAL SERVICE	70802	POSTAGE METER-ADMIN	500.00	
1581	09/22/00	135.00	MOBILE STORAGE GROUP, INC.	70719	STORAGE-CONTR. RENTAL	135.00	
1582	09/22/00	960.00	OPTIMUM BUSINESS MACHINES	70803	COPIER MAINT TO 6/01	960.00	
1583	09/22/00	500.00	FREEDOM SHEET METAL, INC.	70718	QTRLY HVAC SVC	500.00	
1584	09/22/00	43.07	SETON IDENTIFICATION PRODUCTS	70720	NAME PLATES	35.94	
				70804	NAME PLATES-HRD	7.13	
1585	09/22/00	50.00	ALMAQUIST, JEFF	70832	SEPTEMBER MEETINGS	50.00	
1586	09/22/00	90.00	CTC ANALYTICAL SERVICES INC.	70721	OUT REPAIR REV VEH	90.00	
1587	09/22/00	1,520.00	FREDERICK ELECTRONICS CORP.	70722	OCT - 375 ENDINAL ST	1,520.00	
1588	09/22/00	578.98	NEXTEL COMMUNICATIONS	70723	SEPT PHONE CHARGES	578.98	
1589	09/22/00	36.22	B & B SMALL ENGINE REPAIR	70724	MECHANICAL SUPPLY	36.22	
1590	09/22/00	345.30	PITNEY BOWES CREDIT CORP	70805	9/30-12/30 RENTAL	345.30	
1591	09/22/00	202.60	SANTA CRUZ AUTO TECH, INC	70725	REPAIR VEH #9601	147.60	

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

DATE: 09/01/00 THRU 09/30/00

CHK #BER	CHECK DATE	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
				70726	REPAIR VEH #809	55.00	
1592	09/22/00	5,193.25	009 PACIFIC GAS & ELECTRIC	70727	8/12-9/12 KINGS VLG	29.15	
				70728	8/12-9/12 KINGS VLG	549.25	
				70729	7/13-9/12 KINGS VLG	22.97	
				70730	8/8-9/6 PACIFIC AVE	523.86	
				70731	8/8-9/6 PACIFIC AVE	122.11	
				70732	8/8-9/6 PACIFIC AVE	841.39	
				70733	8/8-9/6 PACIFIC	284.22	
				70734	8/8-9/6 PACIFIC AVE	123.54	
				70735	8/2-8/31 GOLF CLUB	191.11	
				70736	8/2-8/31 RIVER ST	1,235.63	
				70737	8/2-8/31 RIVER ST	37.01	
				70738	8/2-8/31 GOLF CLUB	1,218.65	
				70806	AUG CNG FUEL	14.26	
1593	09/22/00	6,777.18	013 MCI SERVICE PARTS, INC.	70739	REV VEH PARTS	123.44	
				70740	REV VEH PARTS	3,481.60	
				70741	REV VEH PARTS	416.32	
				70742	REV VEH PARTS	161.75	
				70807	REV VEH PARTS	948.70	
				70808	REV VEH PARTS	1,285.21	
				70809	REV VEH PARTS	260.16	
1594	09/22/00	1,205.32	023 PACIFIC TRUCK PARTS, INC.	70743	PARTS/SUPPLIES-FLEET	1,205.32	
1595	09/22/00	794.20	039 KINKO'S INC.	70810	AUGUST PRINTING	794.20	
1596	09/22/00	1,871.57	041 MISSION UNIFORM	70744	AUG UNIF/LAUNDRY FLT	1,871.57	
1597	09/22/00	371.64	042 ORCHARD SUPPLY HARDWARE	70745	AUG REPAIRS/MAINT	371.64	
1598	09/22/00	894.36	045 ROYAL WHOLESALE ELECTRIC	70746	ELECTRICAL SUPPLY	711.72	
				70747	ELECTRICAL SUPPLY	182.64	
1599	09/22/00	162.00	059 BATTERIES U.S.A. INC.	70748	REV VEH PARTS	162.00	
1600	09/22/00	30.00	060 CITY OF SANTA CRUZ	70811	7/1-12/31 BIKE LOCKR	30.00	
1601	09/22/00	141.54	061 REGISTER PAJARONIAN	70812	LEGAL ADS	61.28	
				70813	CLASSIFIED ADS	80.26	
1602	09/22/00	50.00	044 KEOSH, MICHAEL	70839	SEPTEMBER MEETINGS	50.00	
1603	09/22/00	898.86	075 COAST PAPER & SUPPLY INC.	70749	DUST CLEANING SUPPLY	898.86	
1604	09/22/00	10,402.72	079 SANTA CRUZ MUNICIPAL UTILITY	70750	6/28-8/28 ENCINAL	400.50	
				70751	6/29-8/29 PACIFIC	106.10	
				70752	6/29-8/29 PACIFIC	144.50	
				70753	6/29-8/29 PACIFIC	3,798.45	
				70754	6/28-6/28 ENCINAL	582.40	
				70755	6/28-8/28 RIVER ST	2,949.20	
				70756	6/28-8/28 111 BURGIS	1,033.80	
				70757	6/28-8/28 GOLF CLUB	1,292.51	
				70758	8/1-8/31 LANDFILL	95.26	
1605	09/22/00	645.00	020 STATE BOARD OF EQUALIZATION	70814	AUGUST 90% USE TAX	645.00	
1606	09/22/00	592.01	081 KAR PRODUCTS	70759	REV VEH PARTS	592.01	
1607	09/22/00	117.13	083 THYSSEN DOVER ELEVATOR	70760	SEPT ELEVATOR SVC	117.13	
1608	09/22/00	7,281.28	085 DIXON & SON, INCORPORATED	70761	AUG TIRES - FLEET	7,281.28	
1609	09/22/00	337.17	090 CRYSTAL SPRINGS WATER CO.	70815	AUGUST WATER-FLEET	337.17	
1610	09/22/00	76,806.72	101 EDS CLAIMS SERVICES, INC.	70762	AUG TRUST ADPT REPL	76,806.72	
1611	09/22/00	299.75	104 STATE STEEL COMPANY	70763	PARTS & SUPPLIES	299.75	
1612	09/22/00	1,400.00	110 TRANSFER	70764	OCT CUSTODIAN SVCS	1,400.00	

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

DATE: 09/01/00 THRU 09/30/00

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
1613	09/22/00	316.36	115	SNAP-ON TOOLS CORPORATION	70755	EMPLOYEE TOOL REPLAC	316.36	
1614	09/22/00	1,034.67	117	GILLIG CORPORATION	70756	REV VEH PARTS	434.46	
					70767	REV VEH PARTS	600.21	
1615	09/22/00	3,575.00	120	OFFICE DYNAMICS INC.	70816	COPIER 9/00-9/01	3,575.00	
1616	09/22/00	7,408.91	134	DAY WIRELESS SYSTEMS	70848	OUT REPAIR EQUIPT	7,408.91	
1617	09/22/00	177.00	136	DANCING MAN IMAGERY	70768	PHOTO PROCESS-PLANNG	177.00	
1618	09/22/00	549.45	148	ZEP MANUFACTURING COMPANY	70769	VEH CLEANING SUPPLY	549.45	
1619	09/22/00	719.28	149	SANTA CRUZ SENTINEL	70817	AUGUST ADS	558.24	
					70818	ANNUAL SUBSCRIPTION	161.04	
1620	09/22/00	75.00	150	UNIVERSITY OF CALIFORNIA	70819	AUG ROOM RENTL MASTF	75.00	
1621	09/22/00	33.22	152	BALDWIN COOKE	70770	EXECUTIVE PLANNER	33.22	
1622	09/22/00	210.17	156	PRINT GALLERY, THE	70771	PRINTING-PLANNING	210.17	
1623	09/22/00	1,117.80	163	COMMUNITY PRINTER, INC.	70772	LETTERHEAD- ADMIN	757.08	
					70773	C/S BUSINESS CARDS	360.72	
1624	09/22/00	3,511.78	166	HOSE SHOP, INC.,THE	70774	REV VEH PARTS	1,988.82	
					70775	PARTS/SUPPLIES FLEET	462.71	
					70776	PARTS/SUPPLIES FLEET	1,060.25	
1625	09/22/00	645.49	186	WILSON, GEORGE H., INC.	70777	PARTS/SUPPLIES FAC	645.49	
1626	09/22/00	19,163.84	203	HANNAN SPECIALTIES, INC	70778	BENCH/BIKE RACKS	19,163.84	
1627	09/22/00	50.00	209	FITZMAURICE, TIM	70836	SEPTEMBER MEETINGS	50.00	
1628	09/22/00	808.26	211	BOWMAN DISTRIBUTION	70779	PARTS/SUPPLIES FLEET	808.26	
1629	09/22/00	50.00	222	ARTHUR, BRUCE	70833	SEPTEMBER MEETINGS	50.00	
1630	09/22/00	59.40	225	MISSION PRINTERS	70820	BUSINESS CARDS LEGAL	59.40	
1631	09/22/00	131.22	282	BRAINER INC, W. W.	70780	ELECTRICAL SUPPLIES	131.52	
1632	09/22/00	1,435.03	294	ANDY'S AUTO SUPPLY	70782	PARTS/SUPPLIES FLEET	1,435.03	
1633	09/22/00	3,241.19	314	GOODWIN, EILEEN	70821	7/17-8/30 METROBASE	3,241.19	
1634	09/22/00	340.80	331	PHIL'S SMOG	70783	OUT REPAIR OTHER VEH	41.20	
					70784	OUT REPAIR OTHER VEH	299.60	
1635	09/22/00	50.00	363	AINSWORTH, SHERYL	70831	SEPTEMBER MEETINGS	50.00	
1636	09/22/00	4,000.00	376	MULTISYSTEMS, INC	70822	10/1-12/31 MAINTENDE	4,000.00	
1637	09/22/00	3,780.57	378	STEWART & STEVENSON	70785	REV VEH PARTS	1,687.00	
					70786	REV VEH PARTS	2,093.57	
1638	09/22/00	45.42	397	LAMINATION STATION	70824	OFFICE SUPPLY OPS	45.42	
1639	09/22/00	66.97	400	OFFICE DEPOT BUSINESS SERVICES	70787	OFFICE SUPPLIES OPS	66.97	
1640	09/22/00	108.00	402	JEMCO BUSINESS MACHINES	70788	TONER - FLEET	108.00	
1641	09/22/00	300.61	409	MULTIWAVE DIRECT	70789	PALM ORGANIZER	300.61	
1642	09/22/00	1,728.80	432	EXPRESS PERSONNEL SERVICES	70790	TEMPS W/E 8/27 FLEET	1,728.80	
1643	09/22/00	2,000.00	433	AMPAC BUILDING MAINTENANCE	70791	AUG SVTC CUSTODIAL	2,000.00	
1644	09/22/00	91.09	436	WEST GROUP PAYMENT CTR	70849	JULY ACCESS FEES	91.09	
1645	09/22/00	99.00	439	SKILLPATH SEMINARS	70825	REGISTRATION-D.CARR	99.00	
1646	09/22/00	145.00	443	JOB FAIR	70826	JOB FAIR 10-18-00	145.00	
1647	09/22/00	2,067.00	450	ADECCO EMPLOYMENT SERVICES	70850	TEMPS W/E 9/10 LEGAL	2,067.00	
1648	09/22/00	798.00	473	CHANCELLOR HOTEL	70827	HOTEL-D.WILLIS	798.00	
1649	09/22/00	277.58	546	GRANITE ROCK COMPANY	70792	REPAIRS/MAINT- FAC	277.58	
1650	09/22/00	6.00	708	CALIFORNIA HIGHWAY PATROL	70851	REPORT SC09-00-10	6.00	
1651	09/22/00	115.55	788	SCHTD BETTY DASH - FINANCE	70828	9/8-9/18 PFTLY CASH	115.55	
1652	09/22/00	232.60	794	MORRIS & ASSOCIATES	70793	TRANSCRIPTS- LEGAL	232.60	
1653	09/22/00	200.00	E054	WILLIS, DARRELL	70829	AG TRAINING OCT 2-5	200.00	
1654	09/22/00	69.90	E323	GALE, TERRY	70830	COMPUTER SUPPLIER	69.90	
1655	09/22/00	50.00	001956	HINKLE, MICHELLE	70833	RE-ISSUE CHECK	50.00	

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

DATE: 09/01/00 THRU 09/30/00

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	TRANSACTION COMMENT
1556	09/29/00	5,000.00	SEPTUAGINTA SEPTINGENS NEW HORIZONS 40 CLASS VOUCHERS	70854	40 CLASS VOUCHERS	5,000.00	MANUAL
TOTAL		929,039.85	COAST COMMERCIAL BANK		TOTAL CHECKS	201	929,039.85

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 OPERATIONS DIVISION - PASSENGER LIFT USAGE REPORT

SEPTEMBER 2000

ACCESSIBLE ROUTES:

	<u>CURRENT MO.</u>	<u>LAST MO.</u>
ROUTE #1/7 UCSC/BEACH	___14___	___4___
ROUTE #1/3B/4/7 - UCSC/MISSION/HARVEY WEST/ BEACH - WEEKENDS	___2___	___12___
ROUTE #8/1 EMELINE/UCSC - WEEKDAYS	___40___	___28___
ROUTE 12 SEABRIGHT/UCSC - weekdays	___1___	
ROUTE #30/31/6/36 SCOTTS VALLEY/SEABRIGHT - WEEKDAYS	___71___	- 7 8 -
ROUTE #30/6/2/3A/4/6 WESTERN/MISSION ST/HARVEY WEST/SEABRIGHT - WEEKENDS	___8___	___23___
ROUTE #33/34 FELTON/LOMPICO/ZAYANTE - WEEKDAYS	___0___	- 0 -
ROUTE #35/35A/36 SANTA CRUZ/BOULDER CREEK	- 7 5 -	- - 6 4 -
ROUTE #40/41 DAVENPORT/BONNY DOON - WEEKDAYS	___1___	- 0 -
ROUTE #40/41/42 DAVENPORT/BONNY DOON - WEEKENDS	___12___	- 8 -
ROUTE #51/52/60/63/81/42 CAPITOLA/SOQUEL/ DOMINICAN - WEEKDAYS	___181___	___158___
ROUTE #54/59/60 LA SELVA/CAPITOLA/SOQUEL - WEEKENDS	___13___	___5___
ROUTE #2/3A/3B/4/7/65/66/67 MISSION/WESTERN/ HARVEY WEST/BEACH/LIVE OAK - WEEKDAYS	___314___	- 4 5 3 -
ROUTE #65/66/67 LIVE OAK - WEEKENDS	___65___	___60___
ROUTE #1/3N/54/69/69N/69W UCSC/APTOS/CABRILLO - WEEKDAYS	___367___	___461___
ROUTE #69A/69W SANTA CRUZ/WATSONVILLE - WEEKENDS	- 4 7 -	___57___
ROUTE #70/81/36 CABRILLO/SANTA CRUZ/CAPITOLA MALL/ WATSONVILLE - WEEKDAYS	- 7 1	___10___
ROUTE #71 SANTA CRUZ/WATSONVILLE	- 3 5 4 -	___440___
ROUTE #72/73/75/78/79 WATSONVILLE/LOCAL	___252___	___274___
ROUTE #91/81 COMMUTER EXPRESS/CAPITOLA MALL/ WATSONVILLE - WEEKDAYS	___81___	___50___

BEACH SHUTTLE	<u>2</u>	<u>13</u>
UCSC BOARDWALK NIGHT	<u>5</u>	
<u>TOTAL LIFT PASSENGERS</u>	<u>1976</u>	<u>2198</u>

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

REVISED 09/14/00

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

VEHICLE	TOTAL	AVG# DEAD	AVG# AVAIL.	AVG# IN	AVG# SPARE	AVG# LIFTS	% LIFTS WORKING
CATEGORY	BUSES	IN GARAGE	FOR SERVICE	SERVICE	BUSES	OPERATING	ON PULL-OUT BUSES
FLYER	63	10	53	48	5	48	100%
Gillig	28a		25	13	12	13	100%
GMC	8	1	7	3	4	3	100%
CHAMPION	4	1	3	2	-	-	100%

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

VEHICLE	TOTAL	AVG# DEAD	AVG# AVAIL.	AVG# IN	AVG# SPARE	AVG# LIFTS	% LIFTS WORKING
CATEGORY	BUSES	IN GARAGE	FOR SERVICE	SERVICE	BUSES	OPERATING	ON PULL-OUT BUSES
FLYER	163	n/a	n/a	44	n/a	44	100%
GILLIG	28	n/a	n/a	5	n/a	5	100%
GMC	8	n/a	n/a	3	n/a	3	100%
CHAMPION	4	n/a	n/a	1	n/a	1	100%

BIKE AND RIDE REPORT

	<u>THIS MONTH</u>	<u>LAST MONTH</u>
TOTAL BICYCLES CARRIED	<u>16530</u>	<u>15793</u>
*TOTAL BICYCLES CARRIED INSIDE OF BUS	<u>0</u>	<u>0</u>

THIS TOTAL IS INCLUDED IN THE TOTAL BICYCLES CARRIED ABOVE.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

LIFT REPORT
(Passenger Lift Problems)

MONTH OF SEPTEMBER 2000

DATE	DAY	BUS #	REASON
09/01/00	FRIDAY	8086F	.ift doesn't work
09/05/00	TUESDAY	8052G	Problem with lift
09/05/00	TUESDAY	8083G	Kneel is intermittent, takes several tries to work
09/07/00	WEDNESDAY	8077F	Switch to raise/lower lift not working. Had to use sensor override
09/07/00	WEDNESDAY	9801 LF	V/C doesn't deploy, have to manually p/u. Broken for 1 week.
09/09/00	SATURDAY	8079F	Kneel problem
09/11/00	MONDAY	9801 LF	.ift will not deploy
09/12/00	TUESDAY	8094F	.ift will not lower
09/14/00	THURSDAY	9821 LF	.ift has to be deployed manually
09/15/00	FRIDAY	8065G	Slow to raise from kneel
09/18/00	MONDAY	8075F	.ift won't stow back-in
09/18/00	MONDAY	8089F	Kneel function won't work all the time
09/20/00	WEDNESDAY	8050G	Barrier broke off
09/20/00	WEDNESDAY	80686	V/C barrier doesn't fold up completely when stowed
09/21/00	THURSDAY	80626	.ift - Outer retainer lip doesn't lower on ground
09/22/00	FRIDAY	9831 G	V/C lift stuck open
09/22/00	FRIDAY	9822LF	.ift would not deploy until manually lifted
09/25/00	MONDAY	8092F	Kneel is raising by itself occasionally
09/25/00	MONDAY	98396	No power to lift, Kneel not working
09/26/00	TUESDAY	80656	.ift is broken and cannot be used
09/26/00	TUESDAY	8065G	No lift
09/26/00	TUESDAY	98366	V/C would not stow, had to be pushed back in
09/28/00	THURSDAY	8060G	Kneel is slow to rise
09/28/00	THURSDAY	80576	.ift works but very slow, may not work with a passenger on it
09/28/00	THURSDAY	9812LF	Ramp doesn't extend, must do it manually
09/29/00	FRIDAY	8057G	Passenger Lift doesn't work

- = 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.



GOVERNMENT TORT CLAIM
RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Antonio Arroyo Avala Received: 09/1 200 Claim #: 00-0025
Date of Incident: 05/0700 Occurrence Report No.: SC 05-00-09

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

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

By Margaret Gallagher
Margaret Gallagher
DISTRICT COUNSEL

Date: October 5, 2000

I, Dale Carr, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of _____, 2000.

Dale Carr-r
Recording Secretary

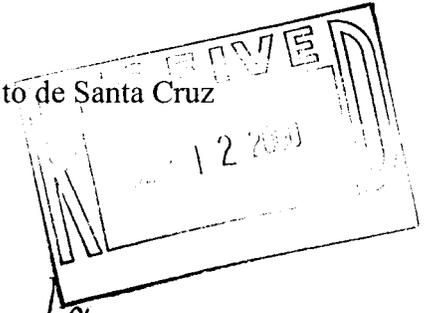
Date

RECLAMO CONTRA EL DISTRITO METROPOLITANO DE TRANSITO DE SANTA CRUZ
(Según Sección 910 y Seguimiento de Código de Gobernación)

Reclamo # _____

AL: CONSEJO DE DIRECTORES, Distrito Metropolitano de Tránsito de Santa Cruz

Atención al: Secretario del Consejo de Directores
370 Encinal Street, Suite 100
Santa Cruz, CA 95060



1. Nombre de demandante Antonio Arroyo Ayala
Dirección de demandante 311 Main St #112
Watsonville Ca. 95076
Número de teléfono de demandante _____
Caja postal donde se pueden mandar las noticias el mismo.

2. Incidente Resbalon en el autobus.
Fecha 05-07-00 Tiempo de 5:06 PM Lugar Parque de
Pinto Lake.

3. Circunstancias del incidente o transacción que resultó de este reclamo: iba subiendo
al autobus y el piso estaba muy mojado y al
dar el paso resbale forciendome a tobillo

4. Descripción general tocante a sus deudas, obligaciones, lastimaduras, daños o pérdidas que ha sufrido hasta la fecha: he pagado un bill de \$284.00
y \$200 dolares en perdida de empleo y aqui
les mando el bill.

5. Nombre(s) de empleado(s) público(s) quien han causado lastimaduras, daños, o perdidas si son reconocidas por el demandante: _____

6. Cantidad reclamada hasta la fecha \$ 284.00
Estimación de pérdida futura (si se sabe) \$ _____
Total \$ _____

7. Razones de tales calculaciones el cobro de hospital y
el tiempo perdido de empleo.

Antonio Arroyo Ayala.

Firma de Demandante o
Firma de Representativo de la Compañía o
Firma del Padre de Demandante Joven

01-10-00.
Fecha

Nota Especial: Este reclamo tiene que ser presentado al Consejo de Directores del Distrito Metropolitano de Tránsito de Santa Cruz

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

TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

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

1. Claimant's Name: Antonio Arroyo Ayala
Claimant's Address/Post Office Box: 5311 Main # 11 2
Watsonville, CA 95076
Claimant's Phone Number: _____
2. Address to which notices are to be sent: Same as above
3. Occurrence: Slipped on the bus
Date: 5-7-00 Time: 5:55 p.m. Place: Pinto Lake Park
Circumstances of occurrence or transaction giving rise to claim: I was getting on the bus and the floor was very wet and as I was walking I slipped and twisted my ankle.
4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: I have paid a bill for \$284.00 and for time loss from work \$200. Attached is the bill.
5. Name or names of public employees or employees causing injury, damage, or loss, if known: _____
6. Amount claimed now \$ 484.00
Estimated amount of future loss, if known \$ _____
TOTAL \$ _____
7. Basis of above computations: The cost for the hospital and time loss from work.

Spanish Translation to English (Copy)
CLAIMANT'S SIGNATURE OR
COMPANY REPRESENTATIVE'S SIGNATURE OR
PARENT OF MINOR CLAIMANT'S SIGNATURE

DATE

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

IP	Ayala Antonio	284.00	—	8011550
CONTROL NUMBER	PATIENT NAME	CASH	CHECK	PATIENT NUMBER

CC205714 (11/97)

516802
RECEIPT NUMBER

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RETAIN THIS RECEIPT
FOR YOUR RECORDS

l. s.
Received By

8/28/00
Date

WATSONVILLE COMMUNITY HOSPITAL
 75 NIELSON STREET
 WATSONVILLE, CA 95076

IF YOU HAVE ANY QUESTIONS PLEASE CALL
 800-618-9694

IF PAYING BY MASTERCARD, DISCOVER, AMERICAN EXPRESS OR VISA, FILL OUT BELOW
 CHECK CARD USING FOR PAYMENT

<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DISCOVER	<input type="checkbox"/> AMEX	<input type="checkbox"/> VISA
CARD NUMBER		AMOUNT	
SIGNATURE		EXP. DATE	
Account #	Statement Date	PAY THIS AMOUNT	Show Amount Paid
8011550	08/09/00	\$284 .00	

PLEASE CHECK BOX FOR ADDRESS CHANGE. (INDICATE NEW ADDRESS ON REVERSE SIDE.)

PATIENT NAME: AYALA ANTONIO

AYALA ANTONIO
 311 MAIN ST # 112
 WATSONVILLE CA 95076-4601

WATSONVILLE COMMUNITY HOSPITAL
 75 NIELSON STREET
 WATSONVILLE & 95076

Dear MR. AYALA:

Your account remains unpaid and seriously overdue. Please contact us at once, or pay the balance in full within fourteen (14) days to avoid further collection action.

To pay by credit card, complete the information above and return.

If you have any questions about your bill, you may call us. Monday - Thursday, 7:00 am - 9:00 pm, Friday 7:00 am - 7:00 pm. and Saturday, 9:00 am - 3:00 pm.

If you have already paid this balance, please accept our sincere appreciation

Respectfully

Business Office

WATSONVILLE COMMUNITY HOSPITAL
 75 NIELSON STREET
 WATSONVILLE, CA 95076

800-618-9694

Statement Date:	08/09/00	
PATIENT:	AYALA ANTONIO	
Account Number:	8011550	Discharge Date: 05/07/00
Admission Date:	05/07/00	
Balance:	\$284 .00	



GOVERNMENT TORT CLAIM
RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Mary Ann Hickey
Date of Incident: 06/26/00

Received: 9/19/00 Claim #: 00-0024
Occurrence Report No.: SC 06-00-24

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

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

By Margaret Gallagher
Margaret Gallagher
DISTRICT COUNSEL

Date: October 5, 2000

I, Dale Carr, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of _____, 2000.

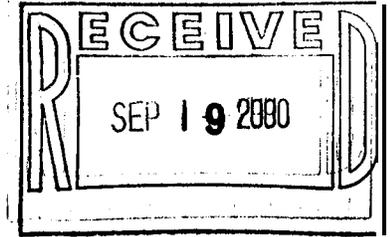
Dale Carr-r
Recording Secretary

Date

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

TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

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



1. Claimant's Name: MARY ANN HICKEY
81 FRONT
Claimant's Address/Post Office Box: 81 FRONT ST. SANTA CRUZ, CA. 95060
2. Claimant's Phone Number: N/PHONE
Address to which notices are to be sent: _____
3. Occurrence: GETTING OF BUS TWISTED ANKLE / BUS OK OF BEFORE I WAS OF BUS
Date: 8-26-00 Time: 9:00AM Place: METROPOLITAN CENTER
Circumstances of occurrence or transaction giving rise to claim: THE BUS WAS TO HIGH AND NO LOWERED TO MAKE THAT STEP SAFE.
4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: DAMAGE TO ANKLE
5. Name or names of public employees or employees causing injury, damage, or loss, if known: NOT KNOWN
6. Amount claimed now \$ 2,000⁰⁰
Estimated amount of future loss, if known \$ 0⁰⁰
TOTAL \$ 2,000⁰⁰
7. Basis of above computations: _____

Maryanne Hickey
CLAIMANT'S SIGNATURE OR
COMPANY REPRESENTATIVE'S SIGNATURE OR
PARENT OF MINOR CLAIMANT'S SIGNATURE

9-17-2000
DATE

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

METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF)*

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

MINUTES

The Metro Accessible Services Transit Forum met for its monthly meeting on Thursday September 14, 2000 in Room 223 of the University Town Center, 1101 Pacific Avenue, Santa Cruz CA.

MASTF MEMBERS PRESENT: April Axton, Sharon Barbour, Martha Chesson, Connie Day, Shelly Day, Glen Eldred, Kasandra Fox, Will Hogan, Deborah Lane, Jeff LeBlanc, Yolanda Lennon, Kelly Matthews, Thom Onan, Gary Peterson, Barbara Schaller, Patricia Spence.

METRO STAFF PRESENT:

John Aspesi, Fleet Maintenance Supervisor
Kim Chin, Planning and Marketing Department Manager
John Daugherty, Accessible Services Coordinator
Jim Hobbs, SEIU Representative

BOARD MEMBERS PRESENT:

None

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

None.

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 2:04 p.m.
MASTF Minutes

September 14, 2000

Page Two

II. APPROVAL OF THE AUGUST 17, 2000 MASTF MINUTES

Four corrections were offered for the Minutes:

- John Daugherty noted that Laura Scribner had phoned in one correction for Page One. She recalled that the meeting took place in Room 223 of the University Town Center at 1101 Pacific Avenue and not the Loudon Nelson Community Center.
- Ms. Scribner also phoned in one correction for Page Five. She noted that substituting the word “shuttle” for the word “partial” at the end of the first paragraph of “Holiday Bus Service” discussion would bring the Minutes closer to the intent of discussion. The revised last sentence of the first paragraph reads: “There was discussion about the benefits of shuttle vs. Sunday level service for holidays.”
- Mr. Daugherty suggested that three words be added to the first paragraph of the “Restrictions on Amtrak Service” discussion on Page Eight. The second sentence now reads: “He noted that Amtrak ticket restrictions did not apply to travelers living with disabilities in the Santa Cruz-San Jose corridor.”
- Patricia Spence asked that the first paragraph of the “Bus Stop Improvement Committee Report” on Page Ten be revised. She suggested: “Ms. Spence noted that the BSAC generated documents do not show how bus stop costs relate to the bus stop improvement budget. She also observed that many bus stop shelter replacements are listed, but not places that will be improved by the installation of bus stops. She added that pages of the document should be numbered.”

MASTF Motion: That the August 17, 2000 MASTF Minutes be approved as corrected.

M/S/PU: Fox, Barbour

III. AMENDMENTS TO THE AGENDA

MASTF Minutes

September 14, 2000

Page Three

Mr. LeBlanc asked the group to identify Agenda items that they wanted to discuss today. He noted that the 45-minute time frame for the meeting made selection necessary.

The following Agenda item was selected to follow “Oral Communications and Announcements”:

- New Business: Election of Bus Stop Improvement Committee Chairperson

The Agenda items chosen to follow the New Business item were:

- Ongoing Business: 5.7 No Smoking at Bus Stops and Shelters
- MASTF Bus Service Committee Report: c) Time Shift of Highway 17 Express Bus Schedule
- MASTF Bus Service Committee Report: d) Service Review Overview Report
- MASTF Bus Stop Improvement Committee Report: 3) Access to Capitola Road at El Dorado Bus Stop
- Next Month’s Agenda Items
- Adjournment

All other Agenda items were postponed to the MASTF meeting next month.

IV. ORAL COMMUNICATION AND CORRESPONDENCE

Mr. LeBlanc reported that the METRO Board of Directors would be revisiting the list of sites for a Metro Base tomorrow (Attachment A). He noted that opponents to placing sites in the Harvey West area at the top of the list would be present. He urged bus riders and other concerned persons to attend the Board meeting tomorrow morning that begins at 8:30 a.m. in the County Board of Supervisors Chambers, Room 525 at 701 Ocean Street in Santa Cruz. “If you depend on the bus,” he stated, “it’s time to be scared, and it’s time to show up and be counted.”

Kassandra Fox reported that the lawsuit against Clint Eastwood alleging violations of the Americans with Disabilities Act (ADA) would be on trial at the Federal Courthouse in San Jose on September 20, 2000. Persons interested in forming a group to join the protest there should contact her at 469-4019.

Will Hogan reported that the schedules posted at the inbound bus stop at Soquel Avenue and Leviathan Avenue (near Walgreen's) have been painted over. Jim Hobbs confirmed the location of the reported damage with Mr. Hogan.

Mr. Hogan asked what the status was of the "Yield to the Bus" legislation. Kim Chin responded that METRO plans to acquire the signs needed to start the "Yield to the Bus" program by the end of the year.

Mr. Chin also reported the "exciting news" that Customer Service coverage at Santa Cruz Metro Center would expand to 6 a.m. to 7 p.m. starting Monday September 18th. He noted that expanding customer service to weekend hours was being discussed. He thanked Mr. LeBlanc for assistance in the selection of a new graphics person for *Headways* work. He added that a Spanish language version of *Headways* would be on his desk in the next few weeks.

Ms. Spence observed that security service at the Watsonville Transit Center is "working adequately." She noted that she had spoken to two Courtesy Cab drivers and one police officer that pointed out that loitering appeared to be the only remaining problem at the Transit Center.

V. ONGOING BUSINESS

5.1 Input on Talking Signs

5.2 Holiday Bus Service

5.3 Paratransit Update

a) ADA Paratransit Report

b) Transportation Advocacy (Thom Onan)

5.4 Restrictions on Amtrak Service

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

5.6 Restroom Hours at Transit Centers

These items were tabled until the MASTF meeting next month.

VI New Business

6.1 Election of MASTF Bus Stop Committee Chairperson

A motion to MASTF membership was made after one person was nominated (**M/S: Fox, Barbour**) to serve as Bus Stop Improvement Committee Chairperson until the MASTF meeting in November.

MASTF Motion: By acclamation, Deborah Lane is elected to serve as Bus Stop Improvement Committee Chairperson.

M/S/PU: Hogan, Fox

Ongoing Business: No Smoking at Bus Stops and Shelters

Mr. LeBlanc reported that METRO staff has not provided feedback yet on the proposed extent of No Smoking signage at bus stops and shelters. He noted that the need to focus on Metro Base issues made the delay of feedback understandable and that he appreciates the responsiveness of staff to this issue.

Mr. LeBlanc added that he hoped that signage plans would include, at a minimum, the bus stops with shelters. He expected that MASTF would get to review, and make recommendations on the sign program proposed by METRO staff. Mr. Chin pointed out that how signs will be enforced still needs to be worked out.

MASTF COMMITTEE REPORTS

6.2 Training and Procedures Committee Report

6.3 Bus Service Committee Report (Sharon Barbour)

- a) Metro Users Group (MUG)
- b) Bus Evaluation Study Report

These items were tabled until the MASTF meeting next month.

c) Time Shift of Highway 17 Express Bus Schedule

Mr. LeBlanc reminded the group that MASTF member Michael Doern had suggested this item last month. Mr. Doern had pointed out that moving the current 10 a.m. departure of the Highway 17 Express from the Park and Ride Lot at Highway 1 and Soquel Drive back 15 minutes would allow the Express bus to reach the San Jose CalTrain station in time to connect with Cal Trains leaving at 11 a.m.

Mr. Chin said that Bryant Baehr and Mr. Doern were working on that proposal. He added that a working draft of service changes being reviewed would be brought back to MASTF for input.

d) Service Review Overview Report

Mr. LeBlanc suggested that this item be tabled until next month.

6.4 Bus Stop Improvement Committee Report

Barbara Schaller stated that the bus stop parallel to Costco in the Harvey West area needs to have its difficult path of travel checked. John Aspesi responded that METRO staff would take a look at it.

- a) Bus Stop Advisory Committee (BSAC)
- b) Accessible Bus Stops at UCSC
- c) Accessible Bus Stop at Capitola Road and Clares Street

These items were tabled until the MASTF meeting next month.

d) Access to Capitola Road at El Dorado Bus Stop

Mr. Daugherty reported that Santa Cruz County Public Works would be installing a curb cut near the El Dorado bus stop during the next few weeks. A sidewalk between Jose Avenue and El Dorado would be installed next spring. Francisco Ramirez – the wheelchair user who had brought the access issue to MASTF’s attention two months ago – was sent a letter from METRO describing the progress of the curb cut and sidewalk construction.

OTHER COMMITTEE REPORTS

- 6.5 U.T.U. Report
- 6.6 S.E.I.U. Report
- 6.7 Commission on Disabilities Report (Jeff LeBlanc)
- 6.8 Elderly and Disabled Transportation Advisory Committee Report
- 6.9 Board Working Group Session & Board Meeting Reports (Jeff LeBlanc)

These items were tabled until the MASTF meeting next month.

6.10 Next Month’s Agenda Items

Mr. LeBlanc reminded the group that nominations for MASTF Appreciation Awards would be sought during the meeting next month (Attachment B).

Other Agenda items noted during the meeting: Items tabled during this meeting including Service Review Overview Report.

VII Adjournment

The meeting was adjourned at 2:48 p.m.

NOTE: NEXT MAST MEETING IS: Thursday October 19, 2000 from 2:00-4:00 p.m., at Room 223 of the University Town Center, 1101 Pacific Avenue, Santa Cruz, CA.

MASTF Minutes
September 14, 2000
Page Eight

NOTE: NEXT S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday
October 13, 2000 at 8:30 a.m. at the S.C.M.T.D. Administrative Offices, 370
Encinal Street in Santa Cruz, CA.

NOTE: THE FOLLOWING S.C.M.T.D. BOARD OF DIRECTORS
MEETING IS: Friday October 20, 2000 at 9:00 a.m. at the Santa Cruz City
Council Chambers, 809 Center Street, Santa Cruz, CA.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 20, 2000
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
SUBJECT: MONTHLY BUDGET STATUS REPORT FOR JULY 2000 AND AUGUST 2000, AND APPROVAL OF BUDGET TRANSFERS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve the budget transfers for the period of July 1- September 30, 2000.

II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$4,578,108 or \$114,328 over the amount of revenue expected to be received during the first two months of the fiscal year.
- Total operating expenses for the year to date, including pass through grant programs, in the amount of \$3,602,159, are at 12.5% of the budget. Day to day operating expenses total \$3,593,808 or 12.7% of the budget.
- A total of \$102,246 has been expended through August 31st 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 August 31, 2000. The fiscal year is 16.7% elapsed.

A. Operating Revenues

Revenues are \$114,328 over the amount to be received for the period. Sales tax revenue is \$44,000 ahead of budget projections as of August 31st due to high advance payments. Interest income is \$43,090 ahead of budget projections. 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 \$3,593,808 or 12.7% of the budget, with 16.7% 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 \$102,246 has been expended on the Capital Improvement Program.

D. Top 25 Retailers

The District has received the annual report from the State Board of Equalization listing the top 25 retailers paying the District's half cent sales tax for the period of April 1999 through March 2000. They are listed below in alphabetical order.

Beacon Service Station
Big Creek Lumber Company
Circuit City Stores
Costco Wholesale Corporation
Gottschalks Inc.
Granite Rock Co.
K-Mart Corporation
Long's Drug Store
Lucky Stores Inc.
Marina Motor Company
Mervyn's
Nob Hill General Store
North Bay Ford, Lincoln, Mercury
Ocean Chevrolet
Orchard Supply Hardware
Pacific Coast Imports Inc.
Rite Aide
Ross Stores Inc.
Safeway Inc.
San Lorenzo Lumber Co. Inc.
Santa Cruz Datsun
Sears-Roebuck and Co.
Staples the Office Superstore
Target Stores
Toyota of Santa Cruz

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 July and August, and Budget Transfers

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING REVENUE - AUGUST 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 Budgeted	
Passenger Fares	\$ 271,269	\$ 275,718	\$ 534,810	\$ 522,883	\$ 549,303	\$ 14,493	See Note 1
Paratransit Fares	\$ -	\$ -	\$ -	\$ 15,474	\$ -	\$ -	See Note 1
Special Transit Fares	\$ 39,755	\$ 37,194	\$ 80,057	\$ 78,693	\$ 79,484	\$ (573)	See Note 1
Highway 17 Revenue	\$ 62,651	\$ 74,136	\$ 125,684	\$ 113,730	\$ 137,921	\$ 12,237	See Note 1
Advertising Income	\$ 12,000	\$ 24,000	\$ 24,000	\$ 20,000	\$ 24,000	\$ -	
Other Aux Transp Rev	\$ 917	\$ 1,281	\$ 1,833	\$ 1,654	\$ 2,240	\$ 407	
Rent Income	\$ 10,629	\$ 11,429	\$ 21,258	\$ 17,611	\$ 22,058	\$ 800	
Interest - General Fund	\$ 81,534	\$ 103,543	\$ 163,068	\$ 102,419	\$ 206,158	\$ 43,090	See Note 2
Non-Transportation Rev	\$ 533	\$ 173	\$ 1,067	\$ 266	\$ 941	\$ (126)	
Sales Tax Income	\$ 1,293,000	\$ 1,318,100	\$ 2,262,700	\$ 2,134,500	\$ 2,306,700	\$ 44,000	See Note 3
TDA Funds	\$ 1,249,303	\$ 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	\$ 3,021,591	\$ 3,094,877	\$ 4,463,780	\$ 4,175,747	\$ 4,578,108	\$ 114,328	

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING EXPENSE SUMMARY - AUGUST 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	\$ 556,021	\$ 61,519	\$ 81,230	14.6%	
Finance	\$ 526,041	\$ 506,041	\$ 63,655	\$ 72,973	14.4%	
Planning & Marketing	\$ 799,773	\$ 858,773	\$ 112,649	\$ 120,041	14.0%	
Human Resources	\$ 419,954	\$ 429,454	\$ 46,655	\$ 51,481	12.0%	
Information Technology	\$ 346,012	\$ 346,012	\$ 31,019	\$ 47,933	13.9%	
District Counsel	\$ 294,577	\$ 286,577	\$ 30,103	\$ 31,023	10.8%	
Facilities Maintenance	\$ 955,338	\$ 955,338	\$ 114,839	\$ 141,105	14.8%	
Operations	\$ 1,785,628	\$ 1,705,628	\$ 245,276	\$ 267,642	15.7%	
Bus Operators	\$ 10,088,130	\$ 10,018,130	\$ 1,386,084	\$ 1,611,386	16.1%	
Fleet Maintenance	\$ 3,371,075	\$ 3,464,765	\$ 442,920	\$ 464,980	13.4%	
Retired Employees Benefits	\$ 354,602	\$ 354,602	\$ 24,810	\$ 54,600	15.4%	
Total Personnel	\$ 19,527,151	\$ 19,481,341	\$ 2,559,529	\$ 2,944,394	15.1%	
NON-PERSONNEL ACCOUNTS						
Administration	\$ 539,600	\$ 543,600	\$ 69,294	\$ 84,573	15.6%	
Finance	\$ 464,325	\$ 464,325	\$ 107,676	\$ 121,203	26.1%	See Note 4
Planning & Marketing	\$ 188,425	\$ 188,425	\$ 15,894	\$ 9,437	5.0%	
Human Resources	\$ 92,740	\$ 96,240	\$ 15,736	\$ 18,475	19.2%	See Note 5
Information Technology	\$ 95,925	\$ 95,925	\$ 14,046	\$ 13,984	14.6%	
District Counsel	\$ 311,405	\$ 319,405	\$ 6,311	\$ 18,885	5.9%	
Facilities Maintenance	\$ 201,791	\$ 201,791	\$ 24,009	\$ 23,609	11.7%	
Wats TC Operation	\$ 89,244	\$ 89,244	\$ 8,768	\$ 9,022	10.1%	
Santa Cruz Metro Center	\$ 253,030	\$ 253,030	\$ 26,651	\$ 16,802	6.6%	
Scotts Valley TC	\$ 122,535	\$ 122,535	\$ 12,033	\$ 7,995	6.5%	
Paratransit Program	\$ 3,244,666	\$ 3,244,666	\$ 204,598	\$ 87,814	2.7%	See Note 6
Operations	\$ 201,891	\$ 201,891	\$ 283,044	\$ 25,081	12.4%	
Bus Operators	\$ 6,000	\$ 6,000	\$ -	\$ -	0.0%	
Fleet Maintenance	\$ 2,747,222	\$ 2,777,532	\$ 240,075	\$ 320,350	11.5%	
Op Prog/SCCIC	\$ 1,300	\$ 1,300	\$ -	\$ 2,375	182.7%	See Note 7
Reserve for Service Additions	\$ 150,000	\$ 150,000	\$ -	\$ -	0.0%	
Pre-Paid Exp Adj/Incurred W/C	\$ -	\$ -	\$ (84,663)	\$ (110,191)		See Note 8
Total Non-Personnel	\$ 8,710,099	\$ 8,755,909	\$ 943,472	\$ 649,414	7.4%	
Subtotal Operating Expense	\$ 28,237,250	\$ 28,237,250	\$ 3,503,001	\$ 3,593,808	12.7%	
Grant Funded Studies/Programs	\$ 43,750	\$ 43,750		\$ 8,350	19.1%	See Note 9
Transfer to/from Cap Program	\$ -	\$ -	\$ 4,609	\$ -	0.0%	
Pass Through Programs	\$ 450,000	\$ 450,000		\$ -	0.0%	
		\$ -				
Total Operating Expense	\$ 28,731,000	\$ 28,731,000	\$ 3,507,609	\$ 3,602,159	12.5%	
YTD Operating Revenue Over YTD Expense				\$ 975,949		

**CONSOLIDATED OPERATING EXPENSE
AUGUST 2000**

	FY 00-01 Final Budget	FY 00-01 Revised Budget	FY 99-00 Expended YTD	FY 00-01 Expended YTD	% tpx YTD of Budget
LABOR					
Operators Wages	\$ 5,275,946	\$ 5,275,946	\$ 746,672	\$ 863,814	16.4%
Operators Overtime	\$ 687,958	\$ 687,958	\$ 86,662	\$ 111,286	16.2%
Other Salaries & Wages	\$ 5,551,026	\$ 5,505,216	\$ 688,004	\$ 766,315	13.9%
Other Overtime	\$ 211,271	\$ 211,271	\$ 34,740	\$ 41,199	19.5% See Note 1
	\$ 11,726,200	\$ 11,680,390	\$ 1,556,078	\$ 1,782,615	15.3%
FRINGE BENEFITS					
Medicare/Soc Sec	\$ 96,120	\$ 96,120	\$ 13,062	\$ 16,638	17.3% See Note 1
PERS Retirement	\$ 855,952	\$ 855,952	\$ 111,990	\$ 128,637	15.0%
Medical Insurance	\$ 1,858,621	\$ 1,858,621	\$ 215,924	\$ 288,041	15.5%
Dental Plan	\$ 501,187	\$ 501,187	\$ 56,575	\$ 70,924	14.2%
Vision Insurance	\$ 122,065	\$ 122,065	\$ 15,504	\$ 17,277	14.2%
Life Insurance	\$ 64,318	\$ 64,318	\$ 7,632	\$ 8,529	13.3%
State Disability Ins	\$ 106,904	\$ 106,904	\$ 6,951	\$ 14,217	13.3%
Long Term Disability Ins	\$ 444,702	\$ 444,702	\$ 31,443	\$ 61,457	13.8%
Unemployment Insurance	\$ 27,692	\$ 27,692	\$ 705	\$ 726	2.6%
Workers Comp/Incurred WC	\$ 1,373,821	\$ 1,373,821	\$ 182,251	\$ 154,179	11.2%
Absence w/Pay	\$ 2,325,929	\$ 2,325,929	\$ 358,704	\$ 396,650	17.1% See Note 1
Other Fringe Benefits	\$ 23,640	\$ 23,648	\$ 2,710	\$ 4,503	19.0% See Note 1
	\$ 7,800,951	\$ 7,800,951	\$ 1,003,451	\$ 1,161,779	14.9%
SERVICES					
Acctng/Admin/Bank Fees	\$ 413,210	\$ 413,210	\$ 6,000	\$ 9,687	2.3%
Prof/Legis/Legal Services	\$ 284,475	\$ 291,275	\$ 15,337	\$ 23,307	8.0%
Temporary Help	\$ 12,534	\$ 58,344	\$ 18,836	\$ 23,970	41.1% See Note 1
Uniforms &-Laundry	\$ 38,497	\$ 38,497	\$ 2,932	\$ 3,214	8.3%
Security Services	\$ 297,843	\$ 297,843	\$ 42,005	\$ 23,500	
Outside Repair - Bldgs/Eqmt	\$ 160,444	\$ -	\$ -	\$ -	
Outside Repair - Vehicles	\$ 245,000	\$ 260,000	\$ -27,483	\$ 35,520	14.9%
Waste Disp/Ads/Other	\$ 163,855	\$ 163,855	\$ 12,667	\$ 12,772	7.8%
	\$ 1,615,858	\$ 1,668,468	\$ 139,673	\$ 143,713	8.6%
CONTRACT TRANSPORTATION					
Contract Transportation	\$ 400	\$ 400	\$ -	\$ -	0.0%
Paratransit Service	\$ 3,033,966	\$ 3,033,966	\$ 204,598	\$ 78,300	2.6% See Note 1
Hwy 17 Service	\$ -	\$ -	\$ 249,456	\$ -	0.0%
	\$ 3,034,366	\$ 3,034,366	\$ 454,054	\$ 78,300	2.6%
MOBILE MATERIALS-					
Fuels & Lubricants	\$ 1,190,637	\$ 1,190,637	\$ 121,875	\$ 186,321	15.6%
Tires & Tubes	\$ 150,000	\$ 150,000	\$ 11,765	\$ 9,546	6.4%
Body/Upholstery Supplies	\$ 7,500	\$ 7,500	\$ 489	\$ 87	1.2%
Revenue Vehicle Parts	\$ 603,885	\$ 603,885	\$ 46,950	\$ 61,892	10.2%
Inventory Adjustment	\$ -	\$ -	\$ (13,537)	\$ (46,875)	See Note 1
	\$ 1,952,022	\$ 1,952,022	\$ 167,542	\$ 210,970	10.8%

**CONSOLIDATED OPERATING EXPENSE
AUGUST 2000**

	FY 00-01		FY 00-01	FY 99-00	FY 00-01	% Exp	
	Final	Budget	Revised Budget	Expended YTD	Expended YTD	YTD of	
						Budget	
OTHER MATERIALS							
Postage & Mailing/Freight	\$	17,100	\$ 86,411	\$ 17,100	\$ 2,377	6,263	13.4% See Note 16
Printing	\$	86,411	\$				
Office/Computer Supplies	\$	68,318	\$	68,318	\$ 3,396	\$ 9,821	14.4%
Safety Supplies	\$	17,928	\$	17,928	\$ 623	\$ 1,313	7.3%
Cleaning Supplies	\$	70,400	\$	70,400	\$ 5,594	\$ 5,492	7.8%
Repair & Maint Supplies	\$	72,780	\$	72,780	\$ 4,279	\$ 10,032	13.8%
Parts, Non-Inventory	\$	50,000				\$ 4,747	9.5%
Tools/Tool Allowance	\$	19,780	\$	19,780	\$ 1,450	\$ 787	4.0%
Photos/Mktg/Other Supplies	\$	15,862	\$	15,862	\$ 509	\$ 2,698	17.0% See Note 17
	\$	418,579	\$	418,579	\$ 33,428	\$ 41,044	9.8%
UTILITIES							
	\$	312,079	\$	312,079	\$ 30,554	\$ 23,655	7.6%
CASUALTY & LIABILITY							
Insurance - Prop/PL & PD	\$	175,000	\$	175,000	\$ 16,740	\$ 22,593	12.9%
Settlement Costs	\$	250,000	\$	250,000	\$ 250	\$ 11,362	4.5%
Repairs to Prop	\$	11,750	\$	11,750	\$ (163)	\$ 733	See Note 18
Prof/Other Services	\$	30,500	\$	30,500	\$ 5,788	\$ 6,055	19.9% See Note 19
	\$	467,250	\$	467,250	\$ 22,615	\$ 40,743	8.7%
TAXES							
	\$	41,872	\$	41,872	\$ 2,409	\$ 4,987	11.9%
MISC EXPENSES							
Dues & Subscriptions	\$	56,564	\$	43,764	\$ 1,737	\$ 7,577	17.3% See Note 20
Media Advertising	\$	46,400	\$	46,400	\$ 4,137	\$ 846	1.8%
Employee Incentive Program	\$	15,000	\$	15,000	\$ 469	\$ 429	2.9%
Training	\$	42,170	\$	42,170	\$ 2,438	\$ 2,692	6.4%
Travel & Local Meetings	\$	61,025	\$	61,925	\$ 6,340	\$ 5,013	8.2%
Other Misc Expenses	\$	13,500	\$	13,500	\$ 879	\$ 1,612	11.9%
	\$	228,659	\$	221,859	\$ 16,000	\$ 18,168	8.2%
OTHER EXPENSES							
Leases & Rentals	\$	533,164	\$	533,164	\$ 77,196	\$ 96,186	18.0% See Note 21
Service Reserve	\$	150,000	\$	150,000	\$ -	\$ -	0.0%
Transfer to Capital	\$	-	\$	-	\$ 4,609	\$ -	0.0%
Pass Through Programs	\$	450,000	\$	450,000	\$ -	\$ -	0.0%
	\$	1,133,164	\$	1,133,164	\$ 81,805	\$ 96,186	8.5%
Total Operating Expense	\$	28,731,000	\$	28,731,000	\$ 3,507,609	\$ 3,602,159	12.5%

**MONTHLYREVENUEANDEXPENSEREPORT
FY 00-01 CAPITAL IMPROVEMENT PROGRAM**

CAPITAL PROJECTS	Program Budget	Expended in	
		August	YTD Expended
<u>Grant Funded Projects</u>			
Consolidated Operating Facility	\$ 8,104,770	\$ 27,417	\$ 31,369
Urban Bus Replacement	\$ 7,600,591		
ADA Paratransit Vehicles	\$ 287,500		
Farebox Replacement (CO)	\$ 1,000,000		
Computer System (CO)	\$ 145,000		
Benches with Bike Storage (MBUAPCD) (CO)	\$ 30,000		
Non-Revenue Vehicle Replacement CNG (CO)	\$ 130,000		
	<u>\$ 17,297,861</u>		
<u>District Funded Projects</u>			
Bus Stop Improvements	\$ 140,000		\$ 300
Bus Stop Improvements (CO)	\$ 63,600		
Yield Signs for Buses (CO)	\$ 33,000		
Radio Replacement (CO)	\$ 12,000		
Software for HR, Fac Mnt, Flt Mnt (CO)	\$ 75,000		
Bike Racks for Buses	\$ 4,500		
Scotts Valley Transit Center Fencing (CO)	\$ 16,451		
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	\$ 50,750
Non-Revenue Vehicle Replacement	\$ 75,000		
Non-Revenue Vehicle Replacement (CO)	\$ 85,000		\$ 19,827
Office Equipment	\$ 4,000		
	<u>\$ 759,174</u>		
TOTAL CAPITAL PROJECTS	\$ 18,057,035	\$ 78,167	\$ 102,246
<u>CAPITAL FUNDING SOURCES</u>			
	Budget	Received in August	YTD Received
Federal Capital Grants	\$ 13,639,289		
State-Capital Grants			
S T A Funding	\$ 787,198		
Local Capital Grants	\$ 60,000		
Transfer from Operating Budget-			
Interest Income			
District Reserves	\$ 3,570,548	\$ 78,167	\$ 102,246
TOTAL CAPITAL FUNDING	\$ 18,057,035	\$ 78,167	\$ 102,246

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

1. Passenger fares (farebox and pass sales) are \$14,493 or 2.7% over the budgeted amount for the year to date. Special transit fares (contracts) are \$573 under the budgeted amount. Highway 17 Express revenue is \$12,237 or 10% over the year to date budgeted amount. Together, all four passenger revenue accounts are over the budgeted amount for the first two months of the fiscal year by a net \$26,157 or 3%.
2. Interest income is \$43,090 or 26% over the budgeted amount for the year to date, due to a higher treasury balance than projected.
3. Sales tax income is \$44,000 or 2% over budget for the first two months of the fiscal year due to high advance payments.
4. Finance non-personnel expense is at 26.1% of the budget due to the annual payment of insurance premiums.
5. Human Resources non-personnel expenses are at 19.2% of the budget due to use of temporary help during employee absences.
6. Paratransit program expense is only at 2.7% of the budget because the July billing was not submitted by Food & Nutrition by the report deadline.
7. Operating program expense is at 182.7% of the budget due to use of temporary help to close FEMA files. This will be addressed in the October budget revision.
8. Pre-paid expense adjustment provides for allocating large annual payments, such as casualty and liability insurance, over the entire year so that the total expenses District-wide for the month and year to date are not skewed.
9. Grant-funded studies are at 19.1% of the budget due to payment for the Highway 17 study.
10. Other overtime is at 19.5% of the budget due to high overtime in Operations as a result of Transit Supervisor absences. Total payroll for non-Operators is within budget.
11. Medicare/Social Security expense is at 17.3% of the budget. This will be addressed in the October budget revision.
12. Absence with pay is at 17.1% of the budget due to higher usage of vacation during the summer. Total payroll is within budget.
13. Other fringe benefits is at 19.0% of the budget due to payment for six months of license renewal medical exams.

14. Temporary help is at 41.1% 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.
15. 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.
16. Postage and Mailing/Freight expenses are at 19.1% of the budget due to volume purchase of postage.
17. Photos, marketing supplies and other supplies are at 17.0% of the budget due to volume purchases.
18. 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.
19. Professional services for the casualty/liability program are at 19.9% of the budget due to staff vacancies in Counsel's office.
20. Dues and subscriptions are at 17.3% of the budget due to annual renewals.
21. Leases and rentals are at 18.0% of the budget due to the payment of some September rents in August.

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING REVENUE - JULY 2000**

Operating Revenue	FY 00-01 Budgeted for Month	FY 00-01 Actual for Month	FY 00-01 Budgeted YTD	FY 99-00 Actual YTD	FY 00-01 Actual YTD	YTD Variance from Budgetec	
Passenger Fares	\$ 263,541	\$ 273,585	\$ 263,541	\$ 256,933	\$ 273,585	\$ 10,044	See Note 1
Paratransit Fares	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	See Note 1
Special Transit Fares	\$ 40,302	\$ 42,290	\$ 40,302	\$ 42,923	\$ 42,290	\$ 1,988	See Note 1
Highway 17 Revenue	\$ 63,033	\$ 63,785	\$ 63,033	\$ 21,282	\$ 63,785	\$ 752	See Note 1
Advertising Income	\$ 12,000	\$ -	\$ 12,000	\$ 10,000	\$ -	\$ (12,000)	See Note 2
Other Aux Transp Rev	\$ 917	\$ 960	\$ 917	\$ 796	\$ 960	\$ 43	
Rent Income	\$ 10,429	\$ 10,629	\$ 10,429	\$ 9,782	\$ 10,629	\$ 200	
Interest - General Fund	\$ 81,534	\$ 102,614	\$ 81,534	\$ 53,123	\$ 102,614	\$ 21,080	See Note 3
Non-Transportation Rev	\$ 533	\$ 768	\$ 533	\$ 133	\$ 768	\$ 235	
Sales Tax Income	\$ 969,700	\$ 988,600	\$ 969,700	\$ 914,800	\$ 988,600	\$ 18,900	See Note 4
TDA Funds	\$ -	\$ -	\$ -				
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	\$ 1,441,989	\$ 1,483,231	\$ 1,441,989	\$ 1,309,772	\$ 1,483,231	\$ 41,242	

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING EXPENSE SUMMARY - JULY 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	\$ 556,021	\$ 31,313	\$ 39,840	7.1%	
Finance	\$ 526,041	\$ 506,041	\$ 32,019	\$ 35,613	7.0%	
Planning & Marketing	\$ 799,773	\$ 858,773	\$ 57,296	\$ 59,980	7.0%	
Human Resources	\$ 419,954	\$ 429,454	\$ 22,601	\$ 23,632	5.5%	
Information Technology	\$ 346,012	\$ 346,012	\$ 15,679	\$ 22,136	6.4%	
District Counsel	\$ 294,577	\$ 286,577	\$ 14,714	\$ 16,028	5.6%	
Facilities Maintenance	\$ 955,338	\$ 955,338	\$ 56,609	\$ 70,417	7.4%	
Operations	\$ 1,785,628	\$ 1,705,628	\$ 115,871	\$ 130,848	7.7%	
Bus Operators	\$ 10,088,130	\$ 10,018,130	\$ 691,597	\$ 809,660	8.1%	
Fleet Maintenance	\$ 3,371,075	\$ 3,464,765	\$ 236,616	\$ 227,248	6.6%	
Retired Employees Benefits	\$ 354,602	\$ 354,602	\$ 22,317	\$ 30,840	8.7%	See Note 5
Total Personnel	\$ 19,527,151	\$ 19,481,341	\$ 1,296,632	\$ 1,466,042	7.5%	
NON-PERSONNEL ACCOUNTS						
Administration	\$ 539,600	\$ 543,600	\$ 37,866	\$ 49,201	9.1%	See Note 6
Finance	\$ 464,325	\$ 464,325	\$ 106,830	\$ 120,584	26.0%	See Note 7
Planning & Marketing	188,425	\$ 188,425	\$ 8,283	\$ 2,230	1.2%	
Human Resources	\$ 92,740	\$ 96,240	\$ 8,087	\$ 8,383	8.7%	See Note 8
Information Technology	\$ 95,925	\$ 95,925	\$ 2,206	\$ 10,903	11.4%	See Note 9
District Counsel	\$ 311,405	\$ 319,405	\$ 3,612	\$ 4,701	1.5%	
Facilities Maintenance	\$ 201,791	\$ 201,791	\$ 12,600	\$ 6,996	3.5%	
Wats TC Operation	\$ 89,244	\$ 89,244	\$ 5,585	\$ 3,214	3.6%	
Santa Cruz Metro Center	\$ 253,030	\$ 253,030	\$ 14,735	\$ 5,747	2.3%	
Scotts Valley TC	\$ 122,535	\$ 122,535	\$ 6,084	\$ 2,742	2.2%	
Paratransit Program	\$ 3,244,666	\$ 3,244,666	\$ 33,930	\$ 39,150	1.2%	See Note 10
Operations	\$ 201,891	\$ 201,891	\$ 140,594	\$ 10,874	5.4%	
Bus Operators	\$ 6,000	\$ 6,000	\$ -	\$ -	0.0%	
Fleet Maintenance	\$ 2,747,222	\$ 2,777,532	\$ 103,725	\$ 109,747	4.0%	
Op Prog/SCCIC	\$ 1,300	\$ 1,300	\$ -	\$ -	0.0%	
Reserve for Service Additions	\$ 150,000	\$ 150,000	\$ -	\$ -	0.0%	
Pre-Paid Exp Adj/Incurred W/C	\$ -	\$ -	\$ (93,129)	\$ (123,375)		See Note 11
Total Non-Personnel	\$ 8,710,099	\$ 8,755,909	\$ 391,008	\$ 251,097	2.9%	
Subtotal Operating Expense	\$ 28,237,250	\$ 28,237,250	\$ 1,687,640	\$ 1,717,139	6.1%	
Grant Funded Studies/Programs	\$ 43,750	\$ 43,750			0.0%	
Transfer to/from Cap Program	\$ -	\$ -			0.0%	
Pass Through Programs	\$ 450,000	\$ 450,000		\$ -	0.0%	
Total Operating Expense	\$ 28,731,000	\$ 28,731,000	\$ 1,687,640	\$ 1,717,139	6.0%	
YTD Operating Revenue Over YTD Expense				\$ (233,908)		

CONSOLIDATED OPERATING EXPENSE
JULY 2000

	FY 00-01 Final Budget	FY 00-01 Revised Budget	FY 99-00 Expended YTD	FY 00-01 Expended YTD	% Exp YTD of YTD Budget	
LABOR						
Operators Wages	\$ 5,275,946	\$ 5,275,946	\$ 372,489	\$ -	7.9%	
Operators Overtime	\$ 687,958	\$ 5,275,946	\$ 43,086	\$ 418,893	6.8%	
Other Salaries & Wages	\$ 5,551,026	\$ 5,505,216	\$ 344,298	\$ 348,776	6.3%	
Other Overtime	\$ 211,271	\$ 211,271	\$ 13,779	\$ 21,755	10.3%	See Note 12
	\$ 11,726,200	\$ 11,680,390	\$ 773,652	\$ 836,045	7.2%	
FRINGE BENEFITS						
Medicare/Soc Sec	\$ 96,120	\$ 96,120	\$ 6,443	\$ 8,058	8.4%	See Note 13
PERS Retirement	\$ 855,952	\$ 855,952	\$ 56,194	\$ 61,687	7.2%	
Medical Insurance	\$ 1,858,621	\$ 1,858,621	\$ 119,462	\$ 154,549	8.3%	
Dental Plan	\$ 501,187	\$ 501,187	\$ 28,355	\$ 36,780	7.3%	
Vision Insurance	\$ 122,065	\$ 122,065	\$ 7,324	\$ 8,696	7.1%	
Life Insurance	\$ 64,318	\$ 64,318	\$ 3,712	\$ 8,529	13.3%	See Note 14
State Disability Ins	\$ 106,904	\$ 106,904	\$ 3,819	\$ 7,049	6.6%	
Long Term Disability Ins	\$ 444,702	\$ 444,702	\$ 15,661	\$ 61,457	13.8%	See Note 15
Unemployment Insurance	\$ 27,692	\$ 27,692	\$ 314	\$ 305	1.1%	
Workers Comp/Incurred WC	\$ 1,373,821	\$ 1,373,821	\$ 91,725	\$ 71,551	5.2%	
Absence w/Pay	\$ 2,325,929	\$ 2,325,929	\$ 189,010	\$ 209,985	9.0%	See Note 16
Other Fringe Benefits	\$ 23,640	\$ 23,640	\$ 965	\$ 1,348	5.7%	
	\$ 7,800,951	\$ 7,800,951	\$ 522,984	\$ 629,996	8.1%	
SERVICES						
Acctng/Admin/Bank Fees	\$ 413,210	\$ 413,210	\$ 6,000	\$ 155	0.0%	
Prof/Legis/Legal Services	\$ -284,475	\$ 291,275	\$ 9,143	\$ 6,171	2.1%	
Temporary Help	\$ 12,534	\$ 58,344	\$ 7,643	\$ 6,972	11.9%	See Note 17
Uniforms & Laundry	\$ 38,497	\$ 38,497	\$ 705	\$ -	0.0%	
Security Services	\$ 297,843	\$ 297,843	\$ 19,888	\$ 722	0.2%	See Note 18
Outside Repair - Bldgs/Eqmt	\$ 160,444	\$ 160,444	\$ 5,283	\$ 8,737	5.4%	
Outside Repair - Vehicles	\$ 245,000	\$ 245,000	\$ 8,466	\$ 11,052	4.5%	
Waste Disp/Ads/Other	\$ 163,855	\$ 163,855	\$ 6,710	\$ 5,506	3.4%	
	\$ 1,615,858	\$ 1,668,468	\$ 63,838	\$ 39,316	2.4%	
CONTRACT TRANSPORTATION						
Contract Transportation	\$ 400	\$ 400	\$ -	\$ -	0.0%	
Paratransit Service	\$ 3,033,966	\$ 3,033,966	\$ -33,930	\$ 39,150	1.3%	See Note 10
Hwy 17 Service	\$ -	\$ -	\$ 121,486	\$ -	0.0%	
	\$ 3,034,366	\$ 3,034,366	\$ 155,416	\$ 39,150	1.3%	
MOBILE MATERIALS						
Fuels & Lubricants	\$ 1,190,637	\$ 1,190,637	\$ 53,378	\$ 78,177	6.6%	
Tires & Tubes	\$ 150,000	\$ 150,000	\$ 11,305	\$ 9,546	6.4%	
Body/Upholstery Supplies	\$ 7,500	\$ 7,500	\$ 174	\$ -	0.0%	
Revenue Vehicle Parts	\$ 603,885	\$ 603,885	\$ 17,150	\$ 14,560	2.4%	
Inventory Adjustment	\$ -	\$ -	\$ (12,781)	\$ (31,207)		See Note 19
	\$ 1,952,022	\$ 1,952,022	\$ 69,226	\$ 71,075	3.6%	

**CONSOLIDATED OPERATING EXPENSE
JULY 2000**

	FY 00-01	FY 00-01	FY 99-00	FY 00-01	% Exp	
	Final Budget	Revised Budget	Expended YTD	Expended YTD	YTD of Budget	
OTHER MATERIALS						
Postage & Mailing/Freight	\$ 17,100	\$ 17,100	\$ 2,346	\$ 2,048	12.0%	See Note 20
Printing	\$ 86,411	\$ 86,411	\$ 3,956	\$ 24	0.0%	
Office/Computer Supplies	\$ 68,318	\$ 68,318	\$ 1,206	\$ 3,841	5.6%	
Safety Supplies	\$ 17,928	\$ 17,928	\$ 550	\$ 1,027	5.7%	
Cleaning Supplies	\$ 70,400	\$ 70,400	\$ 2,814	\$ 912	1.3%	
Repair & Maint Supplies	\$ 72,780	\$ 72,780	\$ 5,607	\$ 1,748	2.4%	
Parts, Non-Invent&y	\$ 50,000	\$ 50,000	\$ 1,147	\$ 2,798	5.6%	
Tools/Tool Allowance	\$ 19,780	\$ 19,780	\$ -	\$ -	0.0%	
Photos/Mktg/Other Supplies	\$ 15,862	\$ 19,780	\$ 754	\$ 629	10.2%	0.6%
	\$ 418,579	\$ 418,579	\$ 18,536	\$ 13,126	3.1%	
UTILITIES	\$ 312,079	\$ 312,079	\$ 21,258	\$ 6,515	2.1%	
CASUALTY & LIABILITY						
Insurance - Prop/PL & PD	\$ 175,000	\$ 175,000	\$ 7,678	\$ 10,676	6.1%	
Settlement Costs	\$ 250,800	\$ 250,000	\$ -	\$ 3,016	1.2%	
Repairs to Prop	\$ 11,750	\$ 11,750	\$ -	\$ 258	2.2%	See Note 21
Prof/Other Services	\$ 30,500	\$ 30,500	\$ 3,390	\$ 1,410	4.6%	
	\$ 467,250	\$ 467,250	\$ 11,068	\$ 15,359	3.3%	
TAXES	\$ 41,872	\$ 41,872	\$ 2,409	\$ 4,627	11.1%	See Note-22
MISC E X P E N S E S						
D u e s & Subscriptions	\$ 56,564	\$ 43,764	\$ 1,118	\$ 4,149	9.5%	See Note 23
Media Advertising	\$ 46,400	\$ 46,400	\$ 1,659	\$ 846	1.8%	
Employee Incentive Program	\$ 15,000	\$ 15,000	\$ 189	\$ (95)	-0.6%	See Note 24
Training	\$ 42,170	\$ 42,170	\$ 1,438	\$ 1,398	3.3%	
Travel & Local Meetings	\$ 61,025	\$ 61,025	\$ 5,060	\$ 2,756	4.5%	
Other Misc Expenses	\$ 13,500	\$ 13,500	\$ 881	\$ 861	6.4%	
	\$ 228,659	\$ 221,859	\$ 10,345	\$ 9,915	4.5%	
OTHER EXPENSES						
Leases & Rentals	\$ 533,164	\$ 533,164	\$ 38,914	\$ 52,015	9.8%	See Note 25
Service Reserve	\$ 150,000	\$ 150,000	\$ -	\$ -	0.0%	
Transfer to Capital	\$ -	\$ -	\$ -	\$ -	0.0%	
Pass Through Programs	\$ 450,000	\$ 450,000	\$ -	\$ -	0.0%	
	\$ 1,133,164	\$ 1,133,164	\$ 38,914	\$ 52,015	4.6%	
Total Operating Expense	\$ 28,731,000	\$ 28,731,000	\$ 1,687,640	\$ 1,717,139	6.0%	

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

1. Passenger fares (farebox and pass sales) are \$10,044 or 4% over the budgeted amount for the year to date. Special transit fares (contracts) are \$1,988 or 5% over the budgeted amount. Highway 17 Express revenue is \$752 or 1% over the year to date budgeted amount. Together, all four passenger revenue accounts are over the budgeted amount for the first month of the fiscal year by a net \$12,784 or 3%.
2. Advertising income is \$12,000 below budget because the OBIE payment was received after the month closed.
3. Interest income is \$21,080 or 26% over the budgeted amount for the year to date, due to a higher treasury balance than projected.
4. Sales tax income is \$18,900 or 2% over budget for the first month of the fiscal year due to high advance payments.
5. Retired employee benefit expense is at 8.7% of the budget due to adjustments for medical premiums for last year.
6. Administration non-personnel expense is at 9.1% of the budget due to the annual payment of California Transit Association dues.
7. Finance non-personnel expense is at 26.0% of the budget due to the annual payment of insurance premiums.
8. Human Resources non-personnel expenses are at 8.7% of the budget due to use of temporary help during recruitment of the Benefits Coordinator.
9. Information Technology non-personnel expenses are at 11.4% of the budget due to purchase of computer supplies.
10. Paratransit program expense is only at 1.2% of the budget because the July billing was not submitted by Food & Nutrition by the report deadline.
11. 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.
12. Other overtime is at 10.3% of the budget due to high overtime in Operations as a result of Transit Supervisor absences. Total payroll for non-Operators is within budget.
13. Medicare/Social Security expense is at 8.4% of the budget. This account will be monitored.
14. Life insurance is at 13.3% of the budget due to payment of August premiums in July.

15. Long-term disability insurance is at 13.8% of the budget due to payment of August premiums in July.
16. Absence with pay is at 9.0% of the budget due to higher usage of vacation during the summer. Total payroll is within budget.
17. Temporary help is at 11.9% of the budget due to hire of temporary workers during recruitment of new employees in the departments of Human Resources and Facilities Maintenance.
18. Security services are only at .2% of the budget since the July bill from First Alarm was not yet received and processed.
19. 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.
20. Postage and Mailing/Freight expenses are at 12.0% of the budget due to volume purchase of postage.
21. 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.
22. Taxes are at 11.1% of the budget due to the quarterly payment of fuel taxes.
23. Dues and subscriptions are at 9.5% of the budget due to annual renewals.
24. Employee Incentive Program expense is at -0.6% of the budget due to a credit that exceeds the year to date expenses.
25. Leases and rentals are at 9.8% of the budget due to the payment of some August rents in July.

FY 00-01 BUDGET TRANSFERS
7/1/00 - 9/30/00

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # 01-001			
TRANSFER FROM:	1400509123	Travel	\$ (4,000)
TRANSFER TO:	1100-509123	Travel	\$ 4,000
REASON:	To centralize all travel expenses associated with conferences and training in Administration.		
TRANSFER # 01-002			
TRANSFER FROM:	1500-509011	Dues & Subscriptions	\$ (6,800)
TRANSFER TO:	1500-503031	Prof/Technical	\$ 6,800
REASON:	To change budgeted items to correct accounts.		
TRANSFER # 01-003			
TRANSFER FROM:	1100-502081	Workers Compensation	\$ (30,000)
	1200-502081	Workers Compensation	\$ (20,000)
	3200-502081	Workers Compensation	\$ (80,000)
	3300-502081	Workers Compensation	\$ (70,000)
			\$ (200,000)
TRANSFER TO:	1300-502081	Workers Compensation	\$ 59,000
	1400-502081	Workers Compensation	\$ 17,000
	4100-502081	Workers Compensation	\$ 124,000
			\$ 200,000
REASON:	Reallocation of workers compensation budget to reflect current claims activity.		
TRANSFER # 01-004			
TRANSFER FROM:	1400-501021	Other Salaries	\$ (7,500)
TRANSFER TO:	1400-503041	Temporary Help	\$ 7,500
REASON:	To cover account overrun in Human Resources Department.		
TRANSFER # 01-005			
TRANSFER FROM:	1700-501021	Other Salaries	\$ (8,000)
TRANSFER TO:	1700-503041	Temporary Help	\$ 8,000
REASON:	To cover temporary clerical/investigative help in the Legal Department.		
TRANSFER # 01-006			
TRANSFER FROM:	4100-501021	Other Salaries	\$ (30,310)
TRANSFER TO:	4100-503041	Temporary Help	\$ 30,310
REASON :	To cover cost overruns for the Fleet Maintenance Dept.		

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 20, 2000
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
SUBJECT: AUTHORIZATION FOR DISPOSAL OF ASSETS

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- In accordance with the District's policy on disposal of fixed assets and inventoriable items, at least once per year the Finance Manager shall recommend to the Board of Directors a list of items to be declared excess with appropriate action for disposal.
- The vehicles and other items listed on Attachment A are either obsolete or not economically repairable (NER) and are of no useful value to the District.

III. DISCUSSION

The estimated current market value of the three vans recommended for disposal is \$500 each. The other items have no resale value.

Upon the Board's declaration of the vehicles as excess, they will be offered for sale by the District's Purchasing Office. The other items will be disposed of by the Facilities Maintenance Department through recycling or at a County disposal site.

IV. FINANCIAL CONSIDERATIONS

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

V. ATTACHMENTS

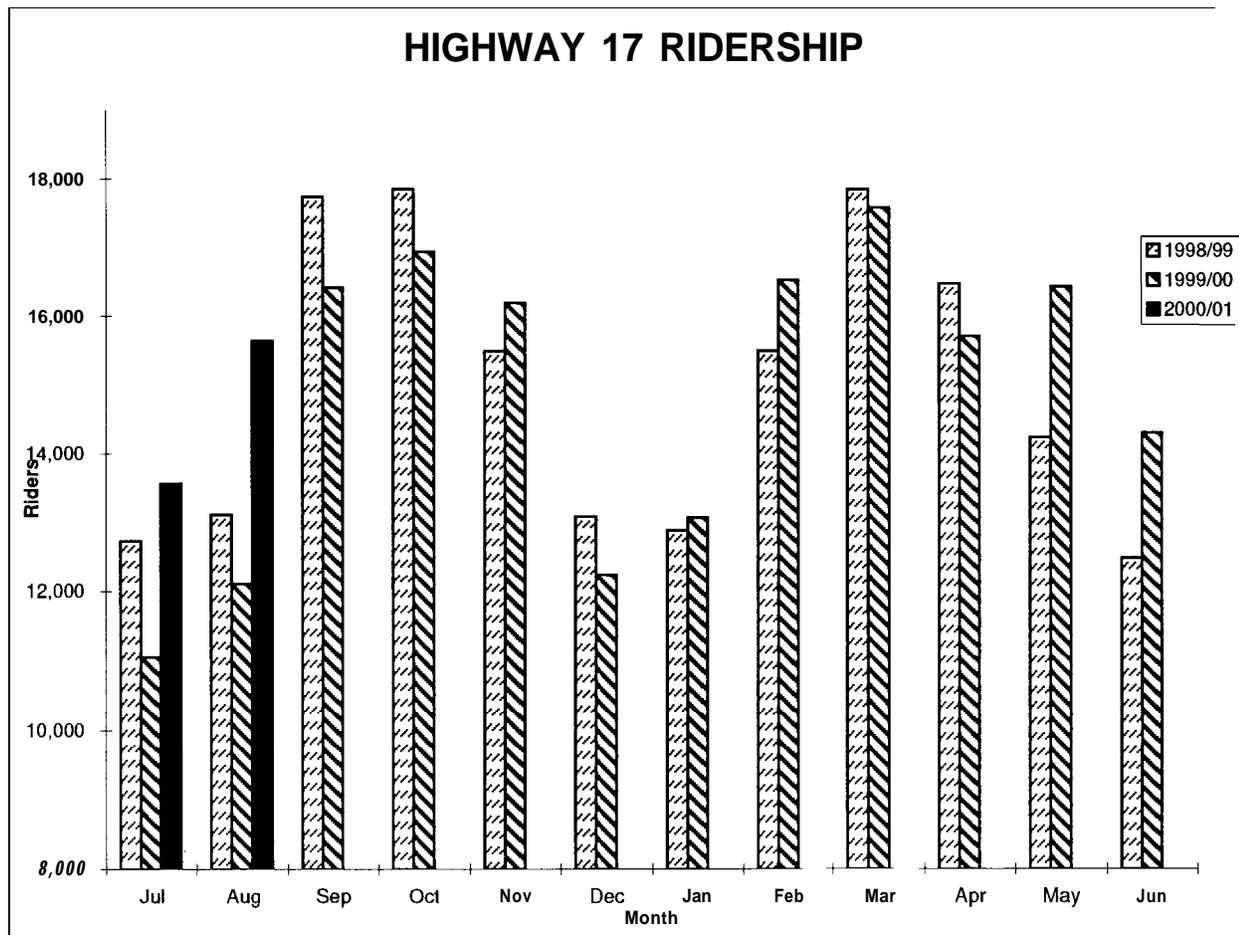
Attachment A: List of Assets Designated for Disposal as of October 20, 2000.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
Assets Designated For Disposal As Of October 20, 2000

ASSET NUMBER	DESCRIPTION	PURCHASE DATE	ACQUISITION COST	NET BOOK VALUE	MARKET VALUE	REASON FOR DISPOSAL
00873.00A	Printer Pacemark	07/06/83	\$2,236.50	\$0.00	\$0.00	OBSOLETE
00910.00A	Desk Lamp	07/29/83	\$81.26	\$0.00	\$0.00	OBSOLETE
00934.00A	Calculator	08/05/83	\$91.54	\$0.00	\$0.00	OBSOLETE
01315.00A	Microwave RF963	11/16/84	\$61.54	\$0.00	\$0.00	OBSOLETE
01315.00D	Microwave RF963	11/16/84	\$237.73	\$0.00	\$0.00	OBSOLETE
01379.00A	Typewriter	02/01/85	\$217.91	\$0.00	\$0.00	OBSOLETE
01379.00D	Typewriter	02/01/85	\$841.77	\$0.00	\$0.00	OBSOLETE
01970.00A	Printer SD15	04/18/86	\$503.75	\$0.00	\$0.00	OBSOLETE
02129.00A	Printer Laserwriter	12/19/86	\$3,932.90	\$0.00	\$0.00	OBSOLETE
02354.00A	Printer 320	03/17/89	\$445.38	\$0.00	\$0.00	OBSOLETE
02514.00A	Printer Laser	08/28/90	\$3,176.99	\$0.00	\$0.00	OBSOLETE
02557.00A	Pyramid Expnsn Cab	03/06/90	\$11,021.20	\$0.00	\$0.00	OBSOLETE
02557.00H	Pyramid Expnsn Cab	03/06/92	\$2,540.69	\$0.00	\$0.00	OBSOLETE
02557.01A	Hard Drive, 676 MB	08/10/92	\$1,495.19	\$0.00	\$0.00	OBSOLETE
02558.00A	Pyramid Main Cabinet	03/06/90	\$34,680.70	\$0.00	\$0.00	OBSOLETE
02558.00H	Pyramid Main Cabinet	03/06/90	\$7,997.99	\$0.00	\$0.00	OBSOLETE
02558.01A	CPU Upgrade	12/31/91	\$2,706.25	\$0.00	\$0.00	OBSOLETE
02570.00A	Monitor - PC Pivot	11/04/91	\$864.92	\$0.00	\$0.00	OBSOLETE
02571.00A	Computer Mac	11/04/91	\$2,288.38	\$0.00	\$0.00	OBSOLETE
02578.00A	CRT - Video 7	09/09/92	\$204.59	\$0.00	\$0.00	OBSOLETE
02590.00A	Printer. 840	09/18/92	\$1,982.81	\$0.00	\$0.00	OBSOLETE
02636.00A	Monitor - 15" SVGA	10/01/93	\$440.00	\$0.00	\$0.00	OBSOLETE
02637.00A	Computer - 486 PC	10/01/93	\$2,560.68	\$0.00	\$0.00	OBSOLETE
02637.01A	3 in 1 Lan Card	08/24/93	\$81.19	\$0.00	\$0.00	OBSOLETE
02638.00A	Computer - 486/33 PC	10/01/93	\$2,341.32	\$0.00	\$0.00	OBSOLETE
02638.01A	3 in 1 Lan Card	08/24/93	\$81.19	\$0.00	\$0.00	OBSOLETE
02639.00A	Compter 486/33 PC	09/10/93	\$1,774.10	\$0.00	\$0.00	OBSOLETE
02639.01A	SW, Lantastic For Wi	09/15/93	\$579.65	\$0.00	\$0.00	OBSOLETE
02639.02A	Hub, Telesis 10BT	10/14/93	\$430.83	\$0.00	\$0.00	OBSOLETE
02639.03A	Term Emul TCP/IP	12/1 0193	\$1,086.41	\$0.00	\$0.00	OBSOLETE
02639.04A	3 in 1 Lan Card	08/24/93	\$81.19	\$0.00	\$0.00	OBSOLETE
02639.05A	Server, SCO Open	06/01/94	\$1,949.17	\$0.00	\$0.00	OBSOLETE
02639.06A	Hard Drive, 1GB	05/20/94	\$750.02	\$0.00	\$0.00	OBSOLETE
02639.07A	Ram. 4MB 70NS SIMS	05/24/94	\$963.01	\$0.00	\$0.00	OBSOLETE
02640.00A	Monitor 14" VGA	09/10/93	\$284.70	\$0.00	\$0.00	OBSOLETE
02724.00A	Printer S/Alrm System	10/30/90	\$350.00	\$0.00	\$0.00	OBSOLETE
03038.00A	CRT	09/30/91	\$1,500.00	\$0.00	\$0.00	OBSOLETE
03041.00A	Modem 9600 Baud	05/06/92	\$531.01	\$0.00	\$0.00	OBSOLETE
03042.00A	Modem 9600 Baud	05/06/92	\$531.01	\$0.00	\$0.00	OBSOLETE
03045.00A	Server - Pyr 3	08/29/91	\$2,000.00	\$0.00	\$0.00	OBSOLETE
03065.00A	Computer	06/29/90	\$1,923.44	\$0.00	\$0.00	OBSOLETE
03065.01A	Upgrade To Computer	02/11/93	\$622.25	\$0.00	\$0.00	OBSOLETE
03065.02A	3 in 1 Lan Card	08/24/93	\$81.19	\$0.00	\$0.00	OBSOLETE
03065.03A	SW, WordPerfect 5.2	07/01/93	\$312.84	\$0.00	\$0.00	OBSOLETE
03074.00A	Printer (Okidata)	11/03/89	\$433.25	\$0.00	\$0.00	OBSOLETE
03221.00A	Modem, 28.8KG	01/30/95	\$194.52	\$0.00	\$0.00	OBSOLETE
03587.00A	Monitor, 15" Color	07/24/97	\$54.00	\$0.00	\$0.00	OBSOLETE
03587.00H	Monitor, 15" Color	07/24/97	\$216.00	\$0.00	\$0.00	OBSOLETE
03588.00A	Monitor, 15" Color	07/24/97	\$54.00	\$0.00	\$0.00	OBSOLETE
03588.00H	Monitor, 15" Color	07/24/97	\$216.00	\$0.00	\$0.00	OBSOLETE
03759.00A	Monitor, 17" Color X	06/11/98	\$170.00	\$0.00	\$0.00	OBSOLETE
03759.00H	Monitor, 17" Color X	06/11/98	\$680.00	\$0.00	\$0.00	OBSOLETE
C0892.00B	1980 Ford Van	08/01/80	\$8,004.55	\$0.00	\$500.00	BEYOND USEFUL LIFE
C8011.00A	1981 Dodge Van	03/20/81	\$9693.21	\$0.00	\$500.00	BEYOND USEFUL LIFE
C8033.00A	1987 Chevy Van	06/30/87	\$11,603.89	\$0.00	\$500.00	BEYOND USEFUL LIFE
TOTALS			\$130,294.61	\$0.00	\$1,500.00	

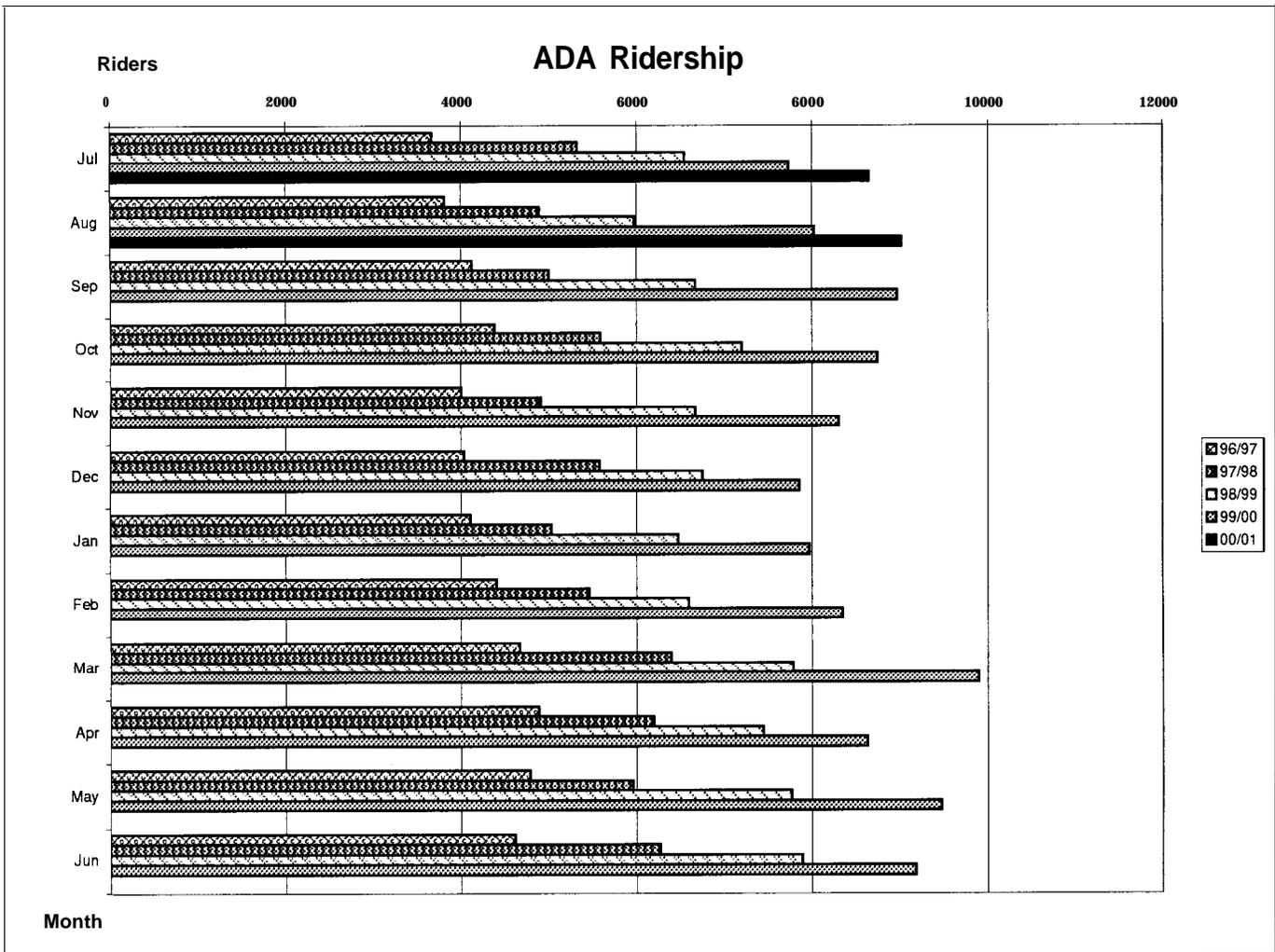
HIGHWAY 17 - AUGUST 2000

	August			YTD		
	2000/01	1999/00	%	2000/01	1999/00	%
FINANCIAL						
Cost	\$ 114,676	\$ 131,066	(12.5%)	\$ 214,394	\$ 255,147	(16.0%)
Farebox	\$ 32,669	\$ 27,400	19.2%	\$ 60,522	\$ 55,182	9.7%
Operating Deficit	\$ 81,080	\$ 103,020	(21.3%)	\$ 152,945	\$ 199,320	(23.3%)
Santa Clara Subsidy	\$ 40,540	\$ 51,510	(21.3%)	\$ 76,472	\$ 99,660	(23.3%)
METRO Subsidy	\$ 40,540	\$ 94,609	(57.2%)	\$ 76,472	\$ 183,173	(58.3%)
San Jose State Subsidy	\$ 927	\$ 645	43.7%	\$ 927	\$ 645	43.7%
STATISTICS						
Passengers	15,639	12,098	29.3%	29,207	23,158	26.1%
Revenue Miles	34,414	31,421	9.5%	64,339	61,346	4.9%
Revenue Hours	1,338	1,323	9.5%	2,502	2,386	4.9%
PRODUCTIVITY						
Cost/Passenger	\$ 7.33	\$ 10.83	(32.3%)	\$ 7.34	\$ 11.02	(33.4%)
Revenue/Passenger	\$ 2.09	\$ 2.26	(7.8%)	\$ 2.07	\$ 2.38	(13.0%)
Subsidy/Passenger	\$ 5.24	\$ 8.57	(38.8%)	\$ 5.27	\$ 8.63	(39.0%)
Passengers/Mile	0.45	0.39	18.0%	0.45	0.38	20.3%
Passengers/Hour	11.69	9.90	18.0%	11.67	9.71	20.3%
Recovery Ratio	28.5%	20.9%	36.3%	78.7%	71.6%	30.5%



ADA Paratransit Program Monthly Status Report

	This August	Last August	% Change	This YTD	Last YTD	% Change
Cost	\$ 206,031	\$ 172,157	19.7%	\$ 402,790	\$ 341,166	18.1%
Revenue	\$18,018	\$16,038	12.3%	\$35,306	\$31,512	12.0%
Subsidy	\$188,013	\$156,119	20.4%	\$367,484	\$309,654	18.7%
Passengers	9,009	8,019	12.3%	17,653	15,756	12.0%
Cost/Ride	\$22.87	\$21.47	7.2%	\$22.82	\$ 21.65	5.9%
Subsidy/Ride	\$20.87	\$19.47	7.2%	\$20.82	\$19.65	5.9%
Operating Ratio	8.7%	9.3%	-6.1%	8.8%	9.2%	-5.1%
% Rides on Taxi	68.3%	72.7%	-6.1%	68.4%	73.1%	-6.4%
Program Registrants	7,725	6,253	23.5%	7,725	6,253	23.5%
Rides/Registrant	1.2	1.3	-9.1%	2.3	2.5	-9.3%



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 20, 2000
TO: Board of Directors
FROM: Paul C. Chandley, Human Resources Manager
SUBJECT: CONSIDERATION OF WORKERS' COMPENSATION EXCESS
INSURANCE CONTRACT RENEWAL

I. RECOMMENDED ACTION

It is recommended that the Board of Directors approve a one-year amendment renewal of the District's workers' compensation excess contract with EOS Claims Services.

II. SUMMARY OF ISSUES

- The District obtains excess insurance for its self-funded workers' compensation insurance program for claims exceeding \$350,000.
- In 1997 the District awarded a contract after soliciting competitive proposals for excess insurance to FIRM Solutions, who have now changed their name to EOS Claims Services.
- The excess insurance will continue to be underwritten by Employers Reinsurance Corporation, a company rated A++ by A.M. Best Rating Service.
- The renewal rate will be 0.2492 per \$100 of payroll; this is approximately an 8.0% increase over the current rate of 0.2308 per \$100 of payroll.

III. DISCUSSION

The District selected FIRM Solutions, now EOS Claims Services, in 1997 to provide excess workers' compensation insurance as underwritten by Employers Reinsurance Corporation. The contract allows for four additional one-year renewals. This renewal would be the third of four possible one-year renewals. Although the rate increase this year is approximately 8.0%, the District did not experience a rate increase for the current year and for the prior year a 2.0% decrease.

IV. FINANCIAL CONSIDERATIONS

None

V. SUMMARY OF ATTACHMENTS

Attachment A: Renewal Notice from EOS Claims Service

SERVICE INTERRUPTION SUMMARY REPORT 09/01/2000 TO 09/30/2000 printed 10/02/2000

DATE	BLOCK	ROUTE	TIME	DIRBUS	REASON	N:BUS	A:BUS	HR:MN	MILE
09/18/2000	6507	66	0546P	IB8084	DRIVER ILL ON ROUTE	9834		00:25	6.52
								00:25	06.52
								AM Peak	00:00 00.00
								Midday	00:00 00.00
								PM Peak	00:25 06.52
								Other	00:00 00.00
								Weekday	00:25 06.52
								Saturday	00:00 00.00
								Sunday	00:00 00.00

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 20, 2000
TO: Board of Directors
FROM: Bryant J. Baehr, Manager of Operations
SUBJECT: UNIVERSITY OF CALIFORNIA – SANTA CRUZ SERVICE UPDATE

I. RECOMMENDED ACTION

This report is information only. No action is required.

II. SUMMARY OF ISSUES

- UCSC service started on September 18, 2000.
- There are several issues relating to the service that we provide to the university. They include: construction projects, bi-directional service, bus stop capabilities, service that UCSC is providing, enrollment composition, and ridership.
- This report is for discussion only. No action is required.

III. DISCUSSION

Full transit service to the University of California – Santa Cruz started on September 18, 2000. Classes started on September 21, 2000. Full service to the campus starts earlier than classes so students and faculty can become familiar with the service. Several issues have arisen and are described below.

Construction Projects

Currently, Mission Street and High Street are under construction. Mission Street is currently being widened causing traffic delays and High Street is restricted to one (1) lane between Storey and Laurent. The Mission Street-Widening Project will be an issue for the next year or so and the Storey construction is scheduled to be completed by December 2000. These projects have caused major delays for vehicles traveling through the area, including buses. Buses have reported being stalled in traffic for up to 35 minutes during peak travel times.

Bi-directional Service

Meetings with UCSC occurred in mid-1999 investigating the possibility of bi-directional service. The meetings were attended by UCSC staff and a member of the disabled community. The end result was that UCSC was going to invest in upgrading the bus stops on campus to ADA standards. This is significant when you look at the number of buses and trips the District

provides to UCSC. There are 181 trips scheduled through UCSC per day. We use 22 buses to accomplish those trips.

Current Campus Bus Stop Capability

Many of the bus stops on campus only have the capability of holding one or two buses. If the bus stop is being occupied with another bus or campus shuttle, cue lines form in the street. District safety policy prohibits the boarding / deboarding of passengers in the street.

UCSC Shuttle Service

As reported by UCSC staff, the on-campus shuttle program has been reduced by \$150,000. It was reported that the reduction occurred on non-effective routes.

Enrollment

According to the Registrar's office, it appears that student enrollment has increased by 300 students. The Registrar's office reported that there is some student fluctuation due to it being the first several weeks of school. There are no final numbers detailing the relationship between the number of Freshman / Sophomore versus Junior / Senior students.

Ridership

The first ten (10) days of 1999 UCSC service compared to the first ten (10) days of UCSC 2000 service is listed below.

	<i>1999</i>	<i>2000</i>	<i>Difference</i>
Students	76,070	75,921	-149
Faculty	3,937	4,641	+704
Total Ridership	80,007	80,562	+555

Overall, ridership has increased by a total of 549 trips in a ten (10) day period.

III. FINANCIAL CONSIDERATIONS

NONE

IV. ATTACHMENTS

NONE

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 20, 2000

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF APPROVAL OF LEASE FOR WATSONVILLE METRO CENTER KIOSK FOR TAQUERIA EL DANDY AND DIRECTION TO STAFF REGARDING OUTDOOR IMPROVEMENTS FOR THE TAQUERIA

I. RECOMMENDED ACTION

Approve the 5-year lease for the Watsonville Metro Center Kiosk #9 by Juan and Maria de Lourdes Valdivia and Maria Uribe dba Taqueria El Dandy

II. SUMMARY OF ISSUES

- Taqueria El Dandy has been in operation at the Watsonville Metro Center for 18 months.
- David Konno advertised for leased space at the Watsonville Metro Center.
- Taqueria El Dandy is interested in continuing its relationship with the Metro at the Watsonville Metro Center.

III. DISCUSSION

Taqueria El Dandy is a small business operated by Juan and Maria de Lourdes Valdivia and Maria Uribe. They have been in business at the Watsonville Metro Center for the last 18 months. They have a good business with a lot of happy customers. At this time they would like to enter into a five-year lease for the space with rent to begin at \$681.12 with cost of living increases between 1% and 5% annually thereafter.

David Konno, the Facilities Maintenance Manager, advertised the spaces at the Watsonville Metro Center but there has not been much interest until recently.

Additionally, Ms. Valdivia is interested in providing an outdoor dining area with permanent tables and a skylight type roof for her customers. She is interested in knowing whether the Metro would be willing to fund some of the anticipated expenses. At a minimum, an engineer would be necessary to design the roof structure and to determine whether it is even feasible.

IV. FINANCIAL CONSIDERATIONS

The yearly rent for the Taqueria is \$8,173.44

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 20, 2000

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF APPROVAL OF LEASE FOR WATSONVILLE METRO CENTER KIOSK #6 FOR FLOR BELLA

I. RECOMMENDED ACTION

Approve the 1-year lease for the Watsonville Metro Center Kiosk #6 by Eulalio Abrego dba Flor Bella

II. SUMMARY OF ISSUES

- Eulalio Abrego recently moved to Watsonville from Washington State. He has been working at Taqueria El Dandy and is interested in leasing Kiosk space to operate a children's clothing store.
- David Konno advertised for leased space at the Watsonville Metro Center.

III. DISCUSSION

Eulalio Abrego recently moved to Watsonville from Washington State. He had been in the clothing business. Since he moved to Watsonville he has been working at Taqueria El Dandy which is owned and operated by his sister, Maria de Lourdes Valdivia. At this time Mr. Abrego is interested in leasing kiosk #6 to operate a children's clothing store. He would also sell miscellaneous clothing accessories for children and women.

David Konno, the Facilities Maintenance Manager, advertised the spaces at the Watsonville Metro Center but there has not been much interest until recently.

Because Mr. Abrego's business is new it is recommended that the term of the lease be limited to only one year and that it be at a rate of \$300 per month. This will enable Mr. Abrego to attempt to grow his business. The kiosk space has been vacant for over a year so the Metro will receive at least some income during this initial period of time.

This is the first time that a kiosk would be leased to some type of business other than a food vender. It is thought that having a children's clothing outlet will draw people to the Watsonville Metro Center who hopefully will take advantage of the other businesses at the Center as well as become familiar with and use the Metro's transit services.

IV. FINANCIAL CONSIDERATIONS

The yearly rent for the Flor Bella would be \$3600.

V. ATTACHMENTS

None

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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

**RESOLUTION OF APPRECIATION FOR THE
HONORABLE SENATOR BRUCE McPHERSON
FOR HIS EFFORTS IN OBTAINING FUNDING TO IMPROVE
THE QUALITY OF PUBLIC TRANSIT SERVICE IN
SANTA CRUZ COUNTY**

WHEREAS, the Honorable Senator Bruce McPherson provides strong, steady leadership and representation on behalf of the people of Santa Cruz County and consistently advocates for measures which improve the quality of public transit services; and

WHEREAS, Senator Bruce McPherson recognized the hardship imposed on people with disabilities by restrictive regulations on bus service in the San Jose/Santa Cruz corridor; and

WHEREAS, Senator Bruce McPherson did introduce, advocate, and secure passage of legislation providing open access to people with disabilities and providing \$4.75 million dollars for new buses and Santa Cruz Metro center renovations, thus improving the quality of public transit service; and

WHEREAS, the advocacy of Senator Bruce McPherson has resulted in the Santa Cruz Metropolitan Transit District having the means to implement significant public transit service improvements in the San Jose/Santa Cruz corridor; and

WHEREAS, the implementation of the services funded by the legislation secured by Senator McPherson will vastly enhance the mobility of all citizens in Santa Cruz County.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby commend Senator Bruce McPherson for his superior efforts, strong leadership and effective advocacy on behalf of the improvement of public transit service to the citizens of Santa Cruz County.

BE IT FURTHER RESOLVED, that the Board of Directors present this resolution to commend Senator Bruce McPherson in appreciation of his outstanding representation of the needs of the Santa Cruz Metropolitan Transit District and the people of Santa Cruz County.

PASSED AND ADOPTED this 20th day of October 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 Adopted:

**RESOLUTION OF APPRECIATION FOR THE HONORABLE
FRED KEELEY FOR HIS EFFORTS IN IMPROVING
THE QUALITY OF PUBLIC TRANSIT SERVICE IN
SANTA CRUZ COUNTY**

WHEREAS, the Honorable Fred Keeley, Speaker Pro Tem of the Assembly of the California State Legislature representing the 27th District, does provide strong, steady leadership on behalf of the people on Santa Cruz County to advocate for measures which improve the quality of public transit services; and

WHEREAS, Assemblymember Fred Keeley did recognize that the initial transportation proposal from Governor Gray Davis did not address the critical equipment needs of the Santa Cruz Metropolitan Transit District; and

WHEREAS, through the continued advocacy of Assemblymember Fred Keeley the Governor's Traffic Congestion Reduction Program (TCRP) was modified to provide \$3 million dollars in State funding for the acquisition of new, low emission buses for Santa Cruz; and

WHEREAS, the enactment of the Governor's Traffic Congestion Reduction Program, with this funding, will allow the Santa Cruz Metropolitan Transit District to replace obsolete diesel buses with clean, low emission vehicles, thereby improving air quality; and

WHEREAS, the implementation of new equipment in Santa Cruz will improve the quality and reliability of public transit, thus increasing ridership and reducing traffic congestion.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby commend Assemblymember Fred Keeley for his superior efforts, strong leadership and effective advocacy on behalf of the improvement of public transit service to the citizens of Santa Cruz County.

BE IT FURTHER RESOLVED, that the Board of Directors present this resolution to commend Assemblymember Fred Keeley in appreciation of his outstanding service and leadership in representing the Santa Cruz Metropolitan Transit District and all of the people of Santa Cruz County.

Resolution No. _____

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PASSED AND ADOPTED this 20th day of October 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

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 20, 2000
TO: Board of Directors
FROM: Elisabeth Ross, Finance Manager
SUBJECT: RESOLUTION REVISING FY 2000-01 BUDGET

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors adopt the attached resolution revising the FY 2000-01 budget in accordance with Exhibit A.

II. SUMMARY OF ISSUES

- As a result of a net increase in operating funding and required adjustments to operating expenses, the operating budget is recommended to be increased by a net \$600,000 for a new total of \$9,331,000.
- The two largest changes in operating funding are increases in two revenue sources: interest income and the special Transportation Development Act (TDA) allocation.
- A number of expense adjustments are required at this time, as delineated in Attachment A. Every adjustment is an expense increase, with the exception of the reduction in settlement costs resulting from the increase in the settlement reserve fund.
- The \$349,889 increase in the special TDA allocation will assist in covering the projected increase in diesel fuel costs; the reduction in settlement costs covers the additional \$150,000 in service improvements; two mechanic positions are necessary to maintain the fleet; and most of the rest of the adjustments are based on actual year-to-date expense trends or carryover projects.
- Updating the capital improvement program results in a net increase of \$2,957,549. The major increase is the engine repower project in the amount of \$2,730,000 to be funded from FTA Section 5307 funds and District reserves. The revised capital improvement program totals \$21,014,584.

III. DISCUSSION

A. Operating Budget

The detailed list of changes to the FY 2000-01 operating revenues is shown on Attachment A, Exhibit A, following the budget resolution. The largest revenue increase is for an increase in the TDA special allocation, in the amount of \$349,889. The next largest increase is in interest

income. Due to the delays in several capital projects, the general fund balance is higher than projected, resulting in a projected increase in interest income of \$136,000 for the year.

Increases in other revenue sources include regular passenger fares based on year-to-date trends, and rent income due to a new tenant in the restaurant at Metro Center and the renewal of the Transmart lease at Watsonville Transit Center. TDA demonstration funds are covering the costs of two pass-through projects. Finally, the FTA planning grant to fund a service and marketing plan is being added.

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

- Bus Operator pay is being increased for the new service improvements.
- Medicare expense is being increased to include overtime expenses.
- Two mechanic positions are being added, effective 1/1/01 to assist with maintaining the bus fleet to ensure full pullout .
- Professional and technical services are being increased for the grant-funded service and marketing plan and for final payment of the Highway 17 study.
- Temporary help is being increased to assist in closing the FEMA files.
- Fuel expense for both revenue vehicles and non-revenue vehicles is being increased substantially due to the extreme increase in diesel and gasoline prices. It appears that prices will remain significantly over the prices in the original budget for the foreseeable future.
- Baserock needs to be added to bus parking areas so that buses can be parked in the lots when the winter rains arrive.
- Settlement costs are being reduced by \$150,000 since the case for which these funds were budgeted is now being funded from the insurance reserve.
- Media advertising is being added to promote the District in recruitment activities to attract new employees for the District's vacant positions.
- A total of \$30,000 is being added in expenses for the two pass-through studies funded 100% by TDA demonstration funds.

B. Capital Improvement Program

Six capital projects are being added to the capital improvement program. The engine rebuild project and engine repower project are required to maintain District services. The HASTUS software cost increase is due to licensing and maintenance fees and will complete the runcut/scheduling project. The grant-funded Talking Bus project was not paid for until August, which necessitates a carryover from FY 99-00 in both revenue and expense. The Scotts Valley Transit Center fencing was completed last fiscal year, so the project is being changed to construction of terminal improvements at a reduced cost. Finally, the installation of the yield to bus signs will increase the cost of the project by \$23,000. Originally, the signs were to be installed by District mechanics.

The District has been notified that the State Transit Assistance (STA) allocation is being increased by \$39,640.

IV. FINANCIAL CONSIDERATIONS

Adoption of the resolution will increase the total FY 2000-01 operating budget by \$600,000, and increase the capital improvement program by \$2,957,549.

V. ATTACHMENTS

Attachment A: Resolution Authorizing a Revision to the FY 2000-01 Budget, followed by a list of specific changes (Exhibit A).

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

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

**A RESOLUTION OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AUTHORIZING A REVISION TO THE FY 2000-2001 BUDGET**

WHEREAS, it is necessary to revise the adopted 2000-2001 budget of the Santa Cruz Metropolitan Transit District to provide for changes in operating revenue, operating expense, and the capital improvement program.

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

PASSED AND ADOPTED this 20th day of October, 2000, by the following vote:

AYES: Directors -
NOES: Directors -
ABSENT: Directors -
ABSTAIN: Directors -

Approved _____
JAN BEAUTZ
Chairperson

Attest _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

Margaret Gallagher
District Counsel

EXHIBIT A
RECOMMENDED BUDGET REVISIONS
FY 00-01

	DEPT	ACCOUNT	AMOUNT	TOTALS
<u>OPERATING REVENUE</u>				
Increase passenger fares			\$ 37,911	
Increase rent income			\$ 11,200	
Increase interest income			\$ 136,000	
Increase special TDA allocation to \$649,889			\$ 349,889	
Add TDA demo funds (pass-through)			\$ 30,000	
Increase FTA Sec 5303, Service & Mktg Plan			\$ 35,000	
TOTAL				\$ 600,000
<u>OPERATING EXPENSE</u>				
Increase bus op pay for service imprvmts	3300	501011	\$ 150,000	
Increase Medicare expense		502011	\$ 14,500	
Add two mechanic positions (6 months)	4100		\$ 66,000	
Increase prof services for Service & Mktg Plan	9014	503031	\$ 43,750	
Increase prof services for Hwy 17 study	9028	503031	\$ 9,996	
Increase temp help for closing FEMA files	9015	503041	\$ 6,754	
Increase non-revenue vehicle fuel expense	4100	504011	\$ 20,000	
Increase revenue vehicle fuel expense	4100	504012	\$ 400,000	
Add baserock for bus parking lot	2200	504409	\$ 6,000	
Reduce settlement costs	1700	506123	\$ (150,000)	
Add media advertising for recruitments	1400	509081	\$ 3,000	
Add Cabrillo Transport Study (pass-through)		503031	\$ 10,000	
Add ibus Feasibility Study (pass-through)		503031	\$ 20,000	
TOTAL				\$ 600,000

11-A-2

**EXHIBIT A
RECOMMENDED BUDGET REVISIONS
FY 00-01**

	DEPT	AMOUNT	TOTALS
<u>CAPITAL FUNDING</u>			
Add FTA Sec 5307 funding for engine work		\$ 912,000	
Increase FTA Sec 5307 for Talking Bus		\$ 3,200	
Add SCCRTC demo funds for Talking Bus		\$ 481	
Increase STA allocation to \$826,838		\$ 39,640	
Increase funding from District reserves		<u>\$ 2,002,228</u>	
TOTAL			\$ 2,957,549
<u>CAPITAL PROJECTS</u>			
Add engine rebuild project	100001	\$ 200,000	
Add engine repower project	100001	\$ 2,730,000	
Increase Hastus software for license/maint fees	160004	\$ 7,500	
Add carryover project for Talking Bus	904100	\$ 4,500	
Change SVTC Fencing to Construction, reduce	952603	\$ (7,451)	
Add installation of yield signs for buses	20594	<u>\$ 23,000</u>	
TOTAL			\$ 2,957,549

11-A-3

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 20, 2000
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
SUBJECT: REAPPOINTMENT OF DIRECTORS TO SANTA CRUZ CIVIC IMPROVEMENT CORPORATION

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors appoint five members to the Santa Cruz Civic Improvement Corporation (SCCIC) Board of Directors, each for a two-year term.

II. SUMMARY OF ISSUES

- The Santa Cruz Civic Improvement Corporation (SCCIC) is an independent non-profit organization established by the Transit District to assist the District in financial transactions.
- The Board of Directors of the Transit District is the appointing authority for the Board of Directors of the SCCIC.
- The two-year terms of the current SCCIC Board members are expiring and reappointment of the Directors is required at this time.
- While SCCIC Board members are not required to be members of the SCMTD Board, the Board has historically appointed its own Directors to serve on the SCCIC Board.

III. DISCUSSION

The bylaws of the Santa Cruz Civic Improvement Corporation (SCCIC) provide for the Board of Directors of the Santa Cruz Metropolitan Transit District to appoint the Directors to the SCCIC Board. Due to the expiration of the terms of the current Directors, the District Board must now consider the reappointment of the Directors to the SCCIC Board.

The current members of the SCCIC Board are: Jan Beautz, Katherine Beiers, Bart Cavallaro, Oscar Rios, and Mike Rotkin. Since the SCCIC is currently inactive, Directors are only required to attend the annual meeting of the SCCIC, which falls in October of each year. This year, the meeting is scheduled for 10:00 a.m., Friday, October 20, 2000.

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

None.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 20, 2000

TO: Board of Directors

FROM: Tom Stickel, Manager of Fleet Maintenance

SUBJECT: CONSIDERATION OF AMENDING AWARD OF CONTRACT FOR FURNISHING ONE CNG PASSENGER VAN

I. RECOMMENDED ACTION

District staff is recommending that the Board authorize the General Manager to enter into an amended contract with Lasher Auto Center for purchase of one (1) CNG Passenger Van.

II. SUMMARY OF ISSUES

- The District has Air District Grant funding for purchase of alternative fuel vehicles.
- The Purchasing Office sent out an Invitation for Bid 00-02, and received responses from two firms to provide one CNG passenger van.
- The Board approved a contract to purchase this vehicle on August 18, 2000 and a contract was mailed to Lasher Auto Center for signature.
- Upon receipt of the contract for signature, Lasher Auto Center discovered a computer error in the factory pricing for this vehicle and notified the Purchasing Office immediately.
- With receipt of complete documentation regarding the error from Lasher Auto Center, and review with District Counsel, District staff recommends that the Board authorize the General Manager to enter into an amended contract with Lasher Auto Center.

III. DISCUSSION

On July 12, 2000, an Invitation for Bid, 00-02, was released for the purchase of one (1) CNG passenger van. On August 18, 2000, the Board approved a contract to purchase said vehicle from Lasher Auto Center in the amount of \$ 19,800.72. Upon receipt of the contract for signature, Lasher Auto Center discovered that a computer error had occurred in the factory pricing for this vehicle and notified the Purchasing Office immediately. Factory computer pricing had a cost for the CNG engine at \$0 in July when the bid was prepared for the District. The correct price for the CNG engine is \$3,668. District staff reviewed the situation with District Counsel. Complete documentation from Lasher Auto Center of the pricing error was requested and received. In an effort to make amends for the error, Lasher Auto Center has offered State contract pricing of \$21,880 plus tax for a total price of \$23,630.40. This is \$1,625 lower than the second bid received. District staff recommends that the Board approve the amended contract.

IV. FINANCIAL CONSIDERATIONS

The total cost of the vehicle requested is \$23,630.40. Grant funds are available for this purchase.

V. ATTACHMENTS

Letter from Lasher Auto Center dated September 27, 2000.



LASHER AUTO CENTER



September 27, 2000

Lloyd Longnocker
Santa Cruz Metropolitan Transit District
120 Du Bois Street
Santa Cruz, CA 95060
(831) 469-1954

Re: Pricing Error on CNG Van

Dear Lloyd,

As we have outlined in our past two letters, an error was made on our quotation. The pricing sheet listed the engine at no cost, when in fact the price of the engine is \$3,668. I have included the pricing sheet from July 17 that shows the error and the pricing sheet from today that shows the engine at the correct price.

We will be able to supply the van at the current state contract price of \$21,880 plus tax. We also allow a \$500 discount if payment is made within 20 days. Due to the error, there will be no additional charge for delivery.

If you have any questions, please feel free to contact me at (916) 421-9260 extension 298.

Sincerely,

Dwane Galatti

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 20, 2000
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
SUBJECT: CONSIDERATION OF AMENDED AWARD OF CONTRACT FOR FURNISHING PORTABLE VEHICLE HOISTS

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to amend the contract with Stertil-Koni for furnishing portable vehicle hoists to include lighting options.

II. SUMMARY OF ISSUES

- The District has received the portable vehicle hoists ordered from Stertil-Koni with lighting options that were not ordered but installed by the factory in error.
- District staff requests the Board of Directors approve an amendment to the contract with Stertil-Koni to allow for the purchase of the optional equipment installed on the delivered units.

III. DISCUSSION

On May 12, 2000, the Board of Directors approved a contract to purchase portable vehicle hoists from Stertil Koni. A contract was processed and ten portable vehicle hoists were delivered with optional fluorescent lighting installed but not ordered by the District. After discovery of the error Stertil-Koni offered to remove the optional light fixtures at no additional cost to the District. Fleet Maintenance has observed that the lighting option provides improved visibility of the work area and therefore provides a safer working environment for the mechanics. Purchasing has negotiated a discounted price for keeping the lighting options if approved by the Board of Directors. District staff requests the Board of Directors approve an amendment to the contract with Stertil-Koni to allow for the purchase of the optional equipment installed on the delivered units.

IV. FINANCIAL CONSIDERATIONS

The negotiated total cost of the lighting option is \$3,382.50. There are sufficient funds in the budget to cover this added feature.

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 20, 2000
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
SUBJECT: CONSIDERATION OF CONTRACT EXTENSION WITH BAY EQUIPMENT AND REPAIR (98-17)

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors approve an extension of the contract with Bay Equipment and Repair for vehicle body repair and paint services for an additional one-year period.

II. SUMMARY OF ISSUES

- On November 7, 1998 the Board of Directors authorized the execution of a contract with Bay Equipment and Repair for vehicle body repair and paint services. This contract was for a one-year period with two additional one (1) year terms under the same terms, conditions, and at the same price upon mutual written consent.
- The Board of Directors approved the first extension of the contract on November 8, 1999.
- The Purchasing Office has received correspondence from Bay Equipment and Repair agreeing to extend the contract one additional year under the same terms, conditions, and at the same price.
- It is requested that the Board of Directors approve this contract extension and authorize the General Manager to execute the necessary contract amendment.

III. DISCUSSION

On November 7, 1998 the Board of Directors authorized the execution of a contract with Bay Equipment and Repair for vehicle body repair and paint services based on an Invitation for Bids 98-17. The contract was for a one-year period with two additional one (1) year terms under the same terms, conditions, and at the same price upon mutual written consent. Bay Equipment and Repair has provided good service over the past two years and an additional one-year extension under the same terms, conditions, and price schedule (\$38.00/hour) is of benefit to the District. District Staff recommends that the Board of Directors approve this contract extension and authorize the General Manager to execute the necessary contract amendment. This would be the final year of the contract.

IV. FINANCIAL CONSIDERATIONS

Funds for this work are contained in the Fleet Maintenance operating budget.

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 20, 2000

TO: Board of Directors

FROM: Tom Stickel, Manager of Fleet Maintenance

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

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors 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.

II. SUMMARY OF ISSUES

- On November 1, 1996 the Board of Directors authorized the execution of a contract with Devco Oil, Inc. for diesel and unleaded gasoline fuels. This contract was for a three year period with two additional one (1) year extensions under the same terms, conditions, and at the same add-on price schedule upon mutual written consent.
- The Board of Directors approved the first extension of the contract for November 1, 1999.
- The Purchasing Office has received correspondence from Devco Oil, Inc. agreeing to extend the contract one additional year under the same terms, conditions, and at the same add-on price schedule per last year's amendment.
- It is requested that the Board of Directors approve this contract extension and authorize the General Manager to execute the necessary contract amendment.

III. DISCUSSION

On November 1, 1996 the Board of Directors authorized the execution of a contract with Devco Oil, Inc. for diesel and unleaded gasoline fuels based on an Invitation for Bids 97-08. The contract was for a three year period with two additional one (1) year terms under the same terms, conditions and upon mutual written consent of both parties. The format of the contract is that the District pays the OPIS-Pad Price for diesel and unleaded gasoline fuel for the area and Devco Oil, Inc. adds a cost for administration, use of their facilities, profit, etc. The District currently pays an add-on price of \$.0725 per gallon for diesel and .0675 per gallon for unleaded gasoline.

Devco Oil, Inc. has provided good service and easy access for the District's fueling needs over the past four years and an additional one year extension under the same terms, conditions, and add-on price schedule is of benefit to the District. District Staff recommends that the Board of Directors approve this contract extension and authorize the General Manager to execute the necessary contract amendment. This will be the last year of the contract.

IV. FINANCIAL CONSIDERATIONS

The budget for this fiscal year for diesel and unleaded gasoline fuels for both revenue and non-revenue vehicles is \$1,186,754. The budget revision going to the Board of Directors for consideration will increase the amount budgeted for fuel.

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 13, 2000

TO: Board of Directors

FROM: Paul C. Chandley, Human Resources Manager

SUBJECT: CONSIDERATION OF APPROVAL OF AN INTERNAL REVENUE CODE SECTION 125 CAFETERIA PLAN

I. RECOMMENDED ACTION

It is recommended that the Board of Directors approve an Internal Revenue Code (IRC) Section 125 H-Care: Health Care Reimbursement Plan as attached.

II. SUMMARY OF ISSUES

- The Internal Revenue Code permits employers to establish a pre-tax health care reimbursement plan under Section 125. These plans are commonly called cafeteria plans or flexible spending accounts.
- Cafeteria plans can be established to allow participating employees to pay monthly medical premiums with pre-tax earnings.
- The County of Santa Cruz performs the payroll service for the District and has a cafeteria plan, H-Care: Health Care Reimbursement Plan, in place for County employees.
- Some District employees may be paying monthly medical premiums for the first time beginning next year.
- The Santa Cruz County Auditor-Controller is prepared to extend the H-Care Health Care Reimbursement Plan program to the District as part of its payroll services.
- The proposed District H-Care Health Care Reimbursement Plan has been developed to mirror the County's Plan.

III. DISCUSSION

The CalPERS medical premiums for next year will be exceeding the maximum contributions paid by the District for some employees. In order to minimize the impact on those employees, a medical reimbursement plan allowed under IRC Section 125 is recommended. The District's H-Care: Health Care Reimbursement Plan will allow participating employees to pay monthly medical premiums with pre-tax earnings. This is the same plan currently in place for Santa Cruz County employees and the County's Auditor-Controller is prepared to administer this plan for the District as part of the payroll services.

V. FISCAL IMPACT

One-time setup charges and monthly administrative fees charged by the County are available within the Human Resources Department budget.

V. ATTACHMENTS

A. H-Care: Health Care Reimbursement Plan

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

H-CARE: HEALTH CARE REIMBURSEMENT PLAN

ARTICLE I ESTABLISHMENT AND INTENT OF PLAN

1.1. Establishment of Plan. The Santa Cruz Metropolitan Transit District (District) is hereby establishing a cafeteria plan for its eligible employees. This plan known as the H-Care: Health Care Reimbursement Plan shall be effective January 2001, and shall continue yearly hereafter until terminated in accordance with Article VII. The plan is designed to provide eligible employees a means of making employee health care contributions in a manner permitted by the Internal Revenue Service.

1.2 Legal Intent. Under this Plan, eligible employees will have the choice between cash compensation and a nontaxable benefit in the form of health care coverage where there is an employee contribution due. Thus, this Plan will constitute a "cafeteria plan" within the meaning of the Internal Revenue Code Section 125.

ARTICLE II DEFINITIONS

2.1. Definitions. For purposes of the Plan, the terms below have the following meanings:

(a) "Code" means the Internal Revenue Code of 1986, as amended from time to time.

(b) "District" means the Santa Cruz Metropolitan Transit District.

(c) "Dependent" means an individual who is deemed eligible for coverage under a Group Medical Plan available to employees through the District due to his/her relationship to the employee.

(d) "Effective Date" means the first day of the first pay period of January 2001 and the first day of Pay Period One of each subsequent Plan Year thereafter.

(e) "Election" means a written statement signed by the employee on a form prescribed by the Human Resources Manager and submitted to the Employee Benefits Section of the Human Resources Department stating the employee wishes to enroll in the Plan.

(f) "Employee" means an individual employed by the District in a "budgeted position" who performs a combination of duties requiring not less than 20 hours of work each week, and who is either enrolled or eligible for enrollment in a CalPERS Medical Plan or another group medical plan available through employment with the District.

(g) "Enrollment Period" means: (1) for existing employees, the two pay periods immediately preceding the beginning of the Plan Year; or (2) the first-full-pay period of employment for employees hired after the annual enrollment period.

(h) "Group Medical Plan" means any of the group medical plans available through employment with the District.

(i) "Participant" means an eligible employee who has elected to participate in the Plan.

(j) "Plan" means the Santa Cruz Metropolitan Transit District Health Care Reimbursement Plan (H-Care) adopted herein and as amended from time to time.

(k) "Plan Year" means those District pay periods which constitute each tax year, commencing with Pay Period one and ending with Pay Period twenty-six of 2001, and each year thereafter.

(l) "Pay Period" means that period consisting of two consecutive weeks, commencing on Thursday and ending the second Wednesday thereafter. Each succeeding pay period runs in bi-weekly cycles.

(m) "PERS Medical Plans" means the medical plans provided to District employees and eligible dependents through the Public Employees' Medical and Hospital Care Act as authorized by Resolutions of the Board of Directors of the Santa Cruz Metropolitan Transit District.

2.2. Notice. All notices and/or other documents including elections under this plan are required to be delivered in person or by U.S. mail and must be actually received by the Human Resources Department/Employee Benefit Section of the District prior to the dates prescribed by this plan.

ARTICLE III ELIGIBILITY AND PARTICIPATION

3.1. Initial Eligibility. An employee hired prior to or during the 2000 annual enrollment period shall be eligible to participate in the Plan beginning on January 2001. An employee hired subsequent to the annual enrollment period shall be eligible to participate in the Plan the first day of the first full pay period after the individual becomes an employee and enrolled in a group medical plan available through his/her employment with the District.

3.2. Failure to Make Contributions. Should an employee fail to make required contribution payments for medical coverage in a Group Medical Plan for any reason, participation in the Plan ceases and the employee will not be permitted to elect to participate in the Plan for the remainder of the Plan Year.

3.3. Duration. An Employee will become a Participant in the Plan provided that the employee has executed and delivered to the District an election to participate in accordance with Article IV. The employee will continue to be a Participant until the earlier of:

- (a) the date the individual no longer is an employee, or
- (b) the Participant no longer has an election in effect, as provided in Article IV, or
- (c) the employee's participation ceases pursuant to Section 3.2

3.4. Eligibility Upon Rehire. Rehired employees shall be treated as new employees under the Plan, provided, however, that an individual who terminates employment and is reemployed during the same Plan Year shall not be eligible to become a Participant until the beginning of the Plan Year following reemployment.

ARTICLE IV ELECTIONS TO PARTICIPATE

4.1. Initial Salary Conversion Election. There will be an enrollment period during which an eligible employee can elect to convert a portion of the employee's wages to pay for health care coverage for the employee and any Dependents of the employee enrolled in a Group Medical

Plan. The District will provide the employee with an election form that must be returned to the District no later than the date set forth in the election form. Any election by such an employee shall be effective and continue until the last day of the Plan Year to which it relates and will not be revocable except as provided in Sections 4.5 and 4.6. The execution and delivery by an eligible employee of an election form shall result in a salary conversion of an amount necessary to provide medical coverage for the employee and any Dependents enrolled in a Group Medical Plan as selected by the Employee. The employee will forfeit any unused amounts at the end of the Plan Year.

4.2. Effective Date of Initial Election. For employees who became eligible prior to the beginning date of the Plan Year, their election shall apply to the Plan Year immediately following the date of the election. For employees who become eligible after the beginning of the Plan Year, their election shall apply for the remainder of the Plan Year to which it relates.

4.3. Election for Enrollment in Subsequent Years. Prior to the beginning of each Plan Year, there will be a designated enrollment period selected by the District during which all eligible employees will have an opportunity to elect new or different coverage and corresponding contribution levels for the subsequent Plan Year.

4.4. Failure to Elect. If an employee fails to return the election form prior to the date designated on the form, the employee will not be eligible to participate in the subsequent Plan Year. However, an employee will be permitted to make an election prior to each succeeding Plan Year during the periods designated by the District.

4.5. Revocation/Elections During Plan Year. Requests to increase or decrease contributions will be permitted only if the requested election and/or revocation is made on account of and consistent with any of the following changes in the employee's employment or family status. Such changes will be reflected in the contributions due after the written election is received in the Human Resources Department, Employee Benefits Section.

(a) (1) An employee who is a Participant may increase the employee's contribution if the employee marries and enrolls the spouse of the employee in a Group Medical Plan within a time period ending sixty calendar days after the marriage and proof of marriage is provided within such time.

(2) An employee who is not a Participant in the Plan can enroll in the Plan during the Plan Year if he/she marries and enrolls his/ her spouse in a Group Medical Plan within a time period ending sixty calendar days after their marriage and proof of marriage is provided within such time.

(b) (1) An employee who is a Participant may increase the employee's Contribution if he or she enrolls a new stepchild in a Group Medical Plan within a period ending sixty calendar days from the date of marriage to the stepchild's parent and proof of marriage and relationship of the child to the spouse is provided within such time.

(2) An employee who is not a Participant in the plan can enroll in the Plan during the Plan Year if he/she enrolls a new stepchild in a Group Medical Plan within a period ending sixty calendar days from the date of marriage to the stepchild's parent and proof of marriage and relationship of the child to the spouse is provided within such time.

(c) (1) An employee who is a Participant may increase the employee's contribution if he or she enrolls his or her newborn child in a Group Medical Plan within a period ending sixty calendar days after the birth of the child and a birth certificate is submitted within such time.

(2) An employee who is not a Participant in the Plan can enroll in the Plan during the Plan Year if he/she enrolls his or her new-born child in a Group Medical Plan within a period ending sixty calendar days after the birth of the child and a birth certificate is submitted within such time.

(d) (1) An employee who is a Participant may increase the employee's contribution upon adoption of a child if the employee enrolls the child in a Group Medical Plan within sixty calendar days from the adoption or placement for adoption and proof of this placement is submitted to the District within thirty-one calendar days.

(2) An employee who is not a Participant in the Plan can enroll in the Plan during the Plan Year if he/she enrolls an adopted child in a Group Medical Plan within a period ending sixty calendar days from the adoption or placement for adoption and proof of this adoption or placement is submitted to the District within thirty-one calendar days.

(e) (1) An employee who is a Participant may increase the employee's contribution if the employee enrolls his or her spouse in a Group Medical Plan within sixty days of the spouse's loss of coverage under another group medical plan and proof of loss of coverage is submitted to the District within such time.

(2) An employee who is not a Participant in the Plan can enroll in the Plan during the Plan Year if he/she enrolls his/her spouse in a Group Medical Plan within sixty days of the spouse's loss of coverage under another group medical plan and proof of loss of coverage is submitted to the District within such time.

(f) (1) An employee who is a Participant may increase the employee's contribution if the employee's spouse, who is also a District employee, terminates employment with the District and is thereafter enrolled as a Dependent of the employee in a Group Medical Plan without a break in coverage.

(2) An employee who is not a Participant in the Plan can enroll in the Plan during the Plan Year if the employee's spouse, who is also a District employee, terminates employment with the District and is thereafter enrolled as a Dependent of the employee in a Group Medical Plan without a break in coverage.

(g) An employee who is a Participant may decrease the employee's contribution upon the death of a Dependent who was enrolled in a Group Medical Plan on the date of death provided that the death of the Dependent decreases the employee's contribution to the Group Medical Plan.

(h) An employee who is a Participant may decrease the employee's contribution upon the dissolution of his or her marriage to his or her spouse who was enrolled in a Group Medical Plan on the date of the dissolution and the dissolution decreases the employee's contribution to the Group Medical Plan.

(i) An employee who is a Participant may decrease the employee's contribution at the time a Dependent, who is a child of the employee, becomes ineligible for coverage in a Group Medical Plan provided that the Dependent's ineligibility decreases the employee's contribution to the Group Medical Plan.

(j) An employee who is a Participant and whose spouse is enrolled in a Group Medical Plan as a Dependent may decrease the employee's contribution upon enrollment of the spouse in another Group Medical Plan as an employee if the spouse's enrollment decreases the employee's contribution to the Group Medical Plan.

(k) (1) An employee who is a Participant and takes a leave of absence for any reason, including Federal Family and Medical Leave Act of 1993, without pay for two full pay periods or longer may revoke participation in the Plan, provided the Employee makes the election by the end of the first pay period of the leave of absence without pay.

(2) Employees who meet the election requirements under K (1) above may elect to re-enroll in the Plan upon return from the leave of absence without pay, provided the election is made within the first full pay period after return from the leave and that the election is not otherwise prohibited under the Plan.

(l) An employee who is a Participant may decrease the employee's contribution at the time a Dependent who is enrolled in a Group Medical Plan becomes eligible for coverage under another group medical plan not available through the District.

(m) An employee who is a Participant may increase or decrease the employee's contribution if the employee changes membership between bargaining units during the Plan Year and the employee's required contribution amount for dependent coverage changes as a result.

(n) An employee who is a Participant may revoke an election if the employee's employment classification is changed during the Plan Year to a classification where no employee contribution is required for coverage under a Group Medical Plan.

(o) An employee who is a Participant may increase or decrease the employee's contribution if the employee changes to a classification during the Plan Year where a greater or lesser contribution is required to provide medical coverage.

(p) An employee who is a Participant may increase or decrease the employee's contribution to correspond to an increase or decrease in premium caused by an eligible family composition change in the District's Group Medical Plan.

4.6. Conditions for Mid Plan Year Revocations/Elections. No employee may change a previous election under this Plan unless the employee Elects to make the change within the time frames stated above. All notices and/or other documents including Elections required to be submitted under this Plan must be delivered in person or by U. S. mail and must be actually received by the Human Resources Department/Employee Benefits Section of the District prior to the time prescribed.

4.7. Amount of Salary Conversion. An Employee who elects to participate in the Plan must, subject to Section 4.3, elect to contribute the amount necessary to pay for the full amount of the employee contribution due for the medical coverage chosen by the employee. The amount of the required contribution shall be automatically increased or decreased to take into account any changes in the cost of the District's Group Medical Plan coverage elected by the Participant during the Plan Year.

4.8. District's Adjustment of Salary Conversion. The District maintains the right to adjust the amount of any election made under this Plan, if necessary, to ensure that the Plan complies with the requirements of law.

ARTICLE V PLAN BENEFITS

5.1. Benefits Under Plan. Any amount designated by a Participant in a salary conversion election may be used solely for the purpose of contributing to the cost of the employee's contribution/premium for health care coverage where there is an employee contribution/premium due under the District's Group Medical Plan.

5.2. No Coordination with Child and Dependent Care Reimbursement. The enrollment and termination of participation under any child care reimbursement program of the District shall in no way effect enrollment or termination of participation under this Plan.

ARTICLE VI PROCEDURES FOR RESOLUTION OF DISPUTES

6.1. Authority of District. The District shall have the exclusive power and authority to interpret the provisions of the Plan and to resolve any disputes arising under the Plan. Any dispute relating to the interpretation or administration of the Plan shall be resolved in accordance with the procedures set forth in this Article VI.

6.2. Filing a Complaint. If a Participant has any disagreement with a determination of the District relating to the interpretation or administration of the terms and conditions of the Plan, the Participant may file a complaint with the Human Resources Manger, 370 Encinal Street, Santa Cruz, California 95060, stating his or her objection to the determination and setting forth facts sufficient to apprise the District of the basis for the Participant's objection within ten days from the event or events giving rise to the complaint. A complaint will be considered only if it is in writing and delivered in person or by first class mail to the address above.

6.3. Denial of Complaint. If a complaint is wholly or partially denied, notice of the decision shall be furnished by the Human Resources Manger to the Participant within ninety days after actual receipt of the complaint by the Human Resources Manger. The Human Resources Manger may extend the time for responding to written complaints when necessary to fully review the complaint. Such extensions shall be furnished to the Participant prior to the end of the ninety-day period. The extension notice shall indicate the special circumstances requiring an extension of the time and the date by which the District expects to render the decision. The following information will be provided in a written notice to the Participant whose complaint has been denied:

- (a) specific reason(s) for the denial;
- (b) specific reference to pertinent Plan provisions, on which the denial is based;
- (c) a description of any additional material or information necessary for the Participant to perfect the complaint and an explanation of why such material or information is necessary;
- (d) appropriate information as to the steps to be taken if the Participant wishes to re-submit his or her complaint for review; and
- (e) that the Participant or his or her duly authorized representative has a reasonable opportunity to appeal the denial of a complaint, including but not limited to:
 - (1) requesting a review upon written application to the District's General Manger;
 - (2) reviewing pertinent documents;

(3) submitting issues and comments in writing.

The District's General Manger's decision on the appeal must be made not later than 60 days after the receipt of the request for review, unless special circumstances require an extension of time for processing, in which case the Participant shall be notified of the extension and a decision shall be rendered as soon as possible, and shall include the date by which the District's General Manger expects to render a final decision. The decision on the appeal will be in writing and will include specific reasons for the decision, and will contain specific references to the particular Plan provisions upon which the decision is based. The decision of the District's General Manger on the request for appeal shall be final.

ARTICLE VII AMENDMENT AND TERMINATION

7.1. Amendments. The District reserves the right to make from time to time any amendment or amendments to this Plan, provided, however, that the District may make any amendment it determines necessary or desirable, with or without retroactive effect, to comply with the law.

7.2. Termination of Plan. The District may terminate the Plan at any time. Upon termination of the Plan, the rights of all Participants affected thereby shall become payable as the District may direct.

ARTICLE VIII MISCELLANEOUS

8.1. Non-guarantee of Employment. Nothing contained in this Plan shall be construed as a contract of employment between the District and any employee, or as a right of any employee to be continued in the employment of the District, or as a limitation of the right of the District to discharge any of its employees, with or without cause.

8.2. Non-discrimination in Exercise of Authority. Any discretionary action by the District will be exercised in a non-discriminatory manner to ensure all employees similarly situated will receive substantially the same treatment.

8.3. Rights to District Assets. No employee or Dependent shall have any right to or interest in, any assets of the District upon termination of employment or otherwise, except as provided from time to time under this Plan, and then only to the extent of the benefits payable under this Plan to or for the benefit of such employee or Dependent.

8.4. Non-alienation of Benefits. Benefits payable under the Plan shall not be subject in any manner to anticipation, alienation, sale, transfer, assignment, pledge, encumbrance, charge, garnishment, execution, or levy of any kind, either voluntary or involuntary prior to being actually received by the person entitled to the benefit under the terms of the Plan: and any attempt to do so shall be void. The District shall not in any manner be liable for, or subject to, the debts, contracts, liabilities, engagements or torts of any person entitled to benefits hereunder.

8.5. Divestment of Benefits. Subject only to the specific provisions of the Plan, nothing shall be deemed to divest a Participant of a right to the benefit to which the Participant becomes entitled in accordance with the provisions of the Plan.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 20, 2000
TO: Board of Directors
FROM: Mark Dorfman, Assistant General Manager
SUBJECT: CONSIDERATION OF PURCHASE OF YIELD-TO-BUS SIGNS

I. RECOMMENDED ACTION

Staff is recommending that a contract award be made to Energy Control Group, Inc. in the amount of \$55,721.94 for the purchase of Yield-To-Bus signs for the District's fleet of buses subject to the vendor's agreement to honor all the required federal procurement clauses.

II. SUMMARY OF ISSUES

- Yield-to-Bus legislation was passed by the State for Santa Cruz Metro, VTA, OCTA, and AC Transit.
- VTA agreed to bid the purchase and installation of the equipment
- Bids have been received
- Low-bid is Energy Control Group, Inc. for the equipment and installation of the signs.

III. DISCUSSION

With the assistance of Assemblyman Fred Keeley, the District was able to secure the passage of Yield-to-Bus legislation. There are four areas of the state that are involved in the Demonstration Project to test the feasibility of the concept. These are Santa Cruz (SCMTD), Santa Clara (VTA), Orange County (OCTA) and Alameda County (AC Transit). Of these systems, only SCMTD and VTA are ready to proceed.

VTA in San Jose agreed to be the lead agency for the procurement of the signs and installation. They bid the signs for VTA, Santa Cruz METRO and AC Transit. On August 30, 2000, they took bids for the project. Bids were sent to seven (7) vendors and they received two (2) responses. The lowest responsive and responsible bidder on the project was Energy Control Group, Inc. The project was scheduled to be awarded by the VTA Board on October 5, 2000.

Attachment A shows the prices that were bid by Energy Control Group, Inc. for this project. The bid price was identical to the price offered to VTA for a quantity of 466 buses. The District will be purchasing 103 signs at a unit cost of \$290.98 for a total price of \$29,970.94. The installation cost for the signs is \$250 per sign or \$25,750, bringing the total award to \$55,721.94.

Since VTA does not accept Federal Operating Assistance, they are not required to utilize the federal procurement clauses the Santa Cruz METRO is required to comply with. As a result, it will be necessary for Energy Control Group, Inc. to agree to abide by the federal clauses before a purchase order can be issued to them for the procurement.

IV. FINANCIAL CONSIDERATIONS

Funds are available in the budget for this project.

V. ATTACHMENTS

Attachment A: VTA Bid Sheet – IFB #VTA-123240-PO6



SANTA CLARA
Valley Transportation Authority

CONTRACTS AND MATERIALS MANAGEMENT

**3331 North First Street, Bldg. A
 San Jose, CA 95134-1906**

INVITATION TO BID

#VTA-123240-P06

INSTRUCTIONS:

The enclosed Santa Clara Valley Transportation Authority (VTA) Conditions form an integral part of this bid. Prices must be F.O.B. destination, freight prepaid and allowed, unloaded to the dock unless otherwise specified. Cash discounts will be considered for evaluation in the event of a tie.

BUYER'S NAME	DATE MAILED	CLOSING DATE	BID #
William C. Niegel, C.P.M. Phone (408) 321-7193 Fax (408) 954-1360 E - Mail: william.niegel@vta.org .	8-16-00	8-30-00 QUOTATIONS WILL BE RECEIVED UNTIL 11 A.M.	#VTA-123240-P06

1. **GENERAL:**

Please quote price and delivery for the supply of "YIELD TO BUS" Sign System.

These Bid documents and responses will be considered for VTA and also, be used to evaluate possible procurements for AC Transit and Santa Cruz Metro.

2. **BID DOCUMENTS*** The following, in addition to this Invitation to Bid, constitute the bid documents and are the instructions and conditions listed in order of precedence should conflict arise.

- a) VTA Standard Terms and Conditions
- b) VTA Standard Bid Instructions
- c) Warranty/Quality Assurance requirements (dated 7/3 1/00)
- d) Technical Specification #VTA-123240-P06
- e) Bid Sheet #VTA- 123240-P06
- f) Insurance Exhibit M- 1

3. **FREIGHT TERMS:** Any Goods or Services ordered as a result of this bid process shall be provided with freight terms of Prepay and Allow (No cost to VTA).

4. **DELIVERY:** Any Goods or Services ordered as a result of this bid process shall be delivered to our designated VTA delivery site F.O.B. Destination.

5. **QUANTITY:** Prices quoted must be unit pricing per the quantity specified on the Technical Specification listed above.

18-A-1

6. **AWARD CRITERIA:**

Contract shall be awarded based on the following criteria as evaluated by VTA for VTA buses only:

Contract will be evaluated and awarded based on a per unit price. VTA may choose to award a contract to the lowest responsive and responsible bidder for the per unit materials only - or - if VTA decides to take advantage of the installation option a contract may be awarded to the lowest responsive and responsible bidder for the total per unit cost of materials & installation.

Santa Cruz Metro and AC Transit will use this bid package and bid responses to perform their own bid evaluation and potential award based on their own agency criteria.

7. **BIDS:**

All bids must be received in sealed envelopes with the bidder's company name, bid number, closing date and time noted on the outside of the envelope. (per Section 2 of the Standard Bid Instructions provided with the original IFB)

(MANDATORY: MUST USE SEALED BID LABEL PROVIDED WITH THIS INVITATION)

There will be a public bid opening at 11:00 a.m. on August 30, 2000.

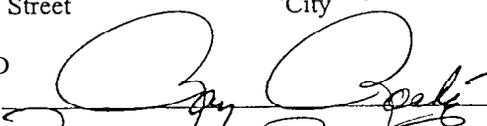
Bidder attendance at the public bid opening is optional and not a requirement for the award of any order which may occur as a result of this bid procedure.

8. **ESTABLISHING EQUALS:** In order to establish a basis for quality, certain materials, process types of machinery and equipment may be specified in the plans or specifications, either by description of process or by specifying a kind of material. It is not the intent of these specifications to exclude other processes, equipment, or materials of equal value, utility or merit which are approved by the VTA. In order for the VTA to properly establish the quality of an offered manufacturer's product for that specified, the supplier must furnish sufficient technical data, test results and other information to enable the VTA to determine whether the product in question is or is not equal to that specified. It should be understood further that specifying a brand name, components, and/or equipment in these specifications shall not relieve the supplier from its responsibility to produce the product in accordance with the performance warranty and contractual requirements stated herein. The VTA shall be the sole judge as to the equality and suitability of the proposed alternatives or equals.

BY SIGNING, THE BIDDER CERTIFIES THAT HE/SHE HAS READ AND UNDERSTOOD THE BID DOCUMENTS AND THAT HE/SHE OFFERS AND AGREES TO FURNISH THE GOODS AND/OR SERVICES SPECIFIED UNDER THE INSTRUCTIONS AND CONDITIONS STATED THEREIN.

COMPANY Energy Control Group, L.L.C. PHONE (503) 524-9677
(800) 284-6069

ADDRESS 14780 S.W. Osprey Drive/Suite #240 BEAVERTON, OR 97007-8424
 Street City State Zip Code

AUTHORIZED SIGNATURE 

PRINT NAME Raymond M. Roche DATE 8/25/00

18-A-2

VTA	
FLEET DESCRIPTION	QUANTITY
Gillig Low Floor	2
Gillig Phantom	143
Flxible Metro 1990, 1992, 1993	176
TMC-40	53
Flxible Metro 1986	92
Total Potential Quantity	466
	UNIT PRICE
MATERIAL	\$ 268.80 PER BUS
	TAX RATE= 8.25% (.0825)
TAX:	\$ 77.18 PER BUS
TOTAL MATERIAL COST PER UNIT	\$ 290.98 PER BUS
OPTIONAL INSTALLATION	\$ 750.00 PER BUS
TOTAL MATERIALS AND INSTALLATION OPTION	\$ 540.98 PER BUS

SANTA CRUZ METRO	
FLEET DESCRIPTION	QUANTIN
Gillig 1981, 1984	28
Flyer 1981, 1988, 1989, 1998	63
Champion	4
RTS	8
Total Potential Quantity	103
	UNIT PRICE
MATERIAL	\$ 268.80 PER BUS
	TAX RATE= 8.25 %
TAX:	\$ 22.18 PER BUS
TOTAL MATERIAL COST PER UNIT	\$ 290.98 PER BUS
OPTIONAL INSTALLATION	\$ 250.00 PER BUS
TOTAL MATERIALS AND INSTALLATION OPTION	\$ 540.98 PER BUS

AC TRANSIT	
FLEET DESCRIPTION	QUANTIN
VARIOUS BUS BUSES	130
Total Potential Quantity	130
	UNIT PRICE
MATERIAL	\$ 268.80 PER BUS
	TAX RATE= 8.75 %
TAX:	\$ 22.18 PER BUS
TOTAL MATERIAL COST PER UNIT	\$ 290.98 PER BUS
OPTIONAL INSTALLATION	\$ 750.00 PER BUS
TOTAL MATERIALS AND INSTALLATION OPTION	\$ 540.98 PER BUS

PAYMENT TERMS	5% 10 , Net 30
SHIPPING TERMS	PREPAY & ALLOW
F.O.B. POINT	DESTINATION
AVAILABLE DATE (DAYS ARO)	8 to 12 weeks

18-A-3

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 20, 2000

TO: Board of Directors

FROM: Mark Dorfman, Assistant General Manager

SUBJECT: CONSIDERATION OF AMENDMENT TO CONTRACT WITH GIRO FOR SCHEDULING SOFTWARE

I. RECOMMENDED ACTION

Staff is recommending that a contract amendments be made to increase the license fee by \$7,000 and the maintenance fee by \$770 for the contract with Giro for Scheduling Software.

II. SUMMARY OF ISSUES

- The District has used Giro Hastus software for scheduling purposes.
- The District upgraded the software in February of 1999.
- With the absorption of the Highway 17 Express service, the number of peak-hour buses has increased.
- Charges for the maintenance contract for the software increase from \$8,905 to \$9,675.
- Charges for the license fee increase a total of \$7,000 over the previous charge.

III. DISCUSSION

The District has used the Giro Hastus scheduling package for scheduling the service for years. In February of 1999 the District upgraded the software. Charges for the license fee for the software are based on the number of peak-hour vehicles operated. Since the time the license was paid, the District took over the operation of the Highway 17 Express. As a result, there is an increase of \$7,000 for the license fee for the program.

In addition, this change causes an increase in the annual maintenance contract for the software. This increase is from \$8,905 to \$9,675.

IV. FINANCIAL CONSIDERATIONS

Funds are available in the operating budget for this project for these increases.

V. ATTACHMENTS

Attachment A: September 26, 2000 Letter from GIRO



September 26, 2000

Mr. Terry Gale
Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz, CA
USA 95060

Dear Sir:

Please find enclosed two duly signed copies of the amendment to the *HASTUS* licence and services agreement for the increase of the maximum of peak vehicles. We would appreciate it if you would sign both documents and return one to us as soon as possible.

You will also find attached our invoice #6517 for licence fees related to this amendment.

In our letter of September 13, 2000 concerning the renewal of the *HASTUS* maintenance and support contract, we indicated that, for the upgrade version, the maintenance fees for the period from January 1 to December 31, 2001 would be \$8,905 US. Since the number of peak vehicles authorized increased from 70 to 80, the new maintenance cost for the period from January 1 to December 31, 2001 is \$9,675 US.

Please find attached two new signed copies of the maintenance contract for version 5.9 of *HASTUS* and 80 peak vehicles. These copies cancel and replace the maintenance contracts sent with the renewal letter of September 13, 2000. We would appreciate it if you would sign both documents and return one copy to us as soon as possible.

Hoping this will be found satisfactory.

A handwritten signature in black ink, appearing to read "J. Blais", written over a faint circular stamp.

Joanne Blais
Vice President

JB:ND
Encl.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 20, 2000

TO: Board of Directors

FROM: Bryant J. Baehr, Manager of Operations

SUBJECT: CONSIDERATION OF SOLE SOURCE PROCUREMENT FOR FAREBOXES

I. RECOMMENDED ACTION

Staff is recommending that the Board of Directors authorize the General Manager to enter into an agreement with GFI Genfare for the purchase of fareboxes.

II. SUMMARY OF ISSUES

- Currently the District collects passenger fares using 1921(est.) Cleveland manual fareboxes. The District has a need to procure a more accurate farebox system capable of registering fares and ridership information.
- A pre-qualification test was developed to verify if speed and accuracy claims made by farebox manufactures were accurate and applicable to the District's operating environment.
- Three (3) farebox manufactures responded to the pre-qualification test announcement. Two (2) manufactures participated in the testing process. One (1) vendor withdrew prior to the test. Three different models of fareboxes were tested.
- GFI Genfare's "Cents a Bill" farebox was the only unit to pass the pre-qualification test.
- After the pre-qualification test was completed, GFI Genfare was invited to respond to a Request for Proposal (RFP), issued on August 31, 2000 due September 25, 2000 for the procurement of one hundred and eight (108) fareboxes and related accessories.
- Since there was only one proposal received, Federal Regulations require that the District do a cost analysis to determine that the prices proposed by the vendor are reasonable. This analysis was completed and has verified that the District is not being overcharged.

III. DISCUSSION

Currently the District collects fares from customers using 1921(est) Cleveland manual fareboxes. On June 16, 2000 the District issued a pre-qualification specification for the testing of farebox equipment. The pre-qualification was issued so District staff could evaluate the features of existing farebox technology and speed and accuracy claims made by farebox manufacturers. The

previous procurement attempt resulted in a protest being filed by one of the vendors who claimed that their product would meet the District's requirements.

Service provided by the District is rather unique; with 103 vehicles the District's ridership is approximately 8,000,000 passenger trips per year. The number of riders carried by the District is far above other Transit Systems of comparable size. The need to quickly board passengers is of utmost importance. Delays in boarding passengers could cause a schedule failure that would have significant ramifications throughout the system. A pre-qualification test was developed to ensure that the farebox procured could perform successfully in the District's service environment.

There are currently two (2) types of fareboxes in production. The types are:

Registering Fareboxes and Validating Fareboxes

The difference between the two models centers on currency verification. When currency is placed in the machine a registering farebox unit will measure the coin or bill and register the amount on a computer located inside the farebox. A validating farebox employs a computer to scan the coin or currency verifying that it is valid US currency prior to registering the transaction on the internal computer.

District staff using existing performance specifications advertised by a farebox manufacturer developed a pre-qualification test. District staff wanted to determine if fareboxes produced could perform as advertised. On July 16, 2000 pre-qualification information was mailed to eight (8) farebox manufactures. Responses were received from GFI Genfare, Agent Systems, Inc and Main Farebox. Main Farebox elected not to participate in the farebox pre-qualification test after a thorough review of the pre-qualification specifications made it clear that the District desired an electronic registering farebox rather than a mechanical non-registering farebox. Main farebox does not manufacture an electronic registering farebox.

On July 27, 2000 GFI Genfare Farebox equipment was tested. GFI Genfare brought two (2) different models for testing. The first unit was a GFI Genfare "Cents a Bill" and the other was the newer "Odyssey" farebox. The "Cents a Bill" is considered a registering farebox and the "Odyssey" a validating farebox. Several tests were performed and it was determined that the "Odyssey" farebox failed the pre-qualification test and the "Cents a Bill" passed.

On August 10, 2000 Agent Systems, Inc submitted one (1) farebox for testing. The "Agent" farebox is a validating farebox and after several tests were performed, the "Agent" failed the pre-qualification test.

Both vendors were notified on August 18, 2000 of the pre-qualification test results. GFI Genfare had one (1) farebox that passed the pre-qualification test and they were invited to submit a proposal for 108 fareboxes including accessories.

On September 25, 2000 the GFI Genfare bid was opened and the costs are attached as Attachment A. Since there was only one proposal received, the Federal regulations require that a

cost analysis be performed to determine that the prices proposed by the vendor are reasonable. Staff has performed this analysis and has determined the proposal to be fair.

Attachment A is a schedule of the items being procured by the District. The value of the procurement as required is \$927,420.84. As part of the negotiation process, the District is recommending that the payment schedule be altered and that the District take GFI up on their offer of \$64,124 of equipment. This change would mean that the payment schedule would be revised to:

- 85% on delivery of equipment
- 10% on installation
- 5% on acceptance

There are several items that have not been priced due to unknowns at this time. These include the movement of any stanchions to install the fareboxes, ballard installation, cable installation, shed – weather protection for the farebox pull station, security cameras and concrete work related to the installation of the data systems and vaults. For this reason, staff is requesting a contingency of \$50,000, for a total purchase authority of \$977,420.84.

In addition, funds are not available at this time to purchase the Ticket Receipt Issuing Machine (TRIM). The cost for this was bid at \$375,620. This was offered as an option and GFI has agreed to hold this option open until the end of the contract, which is the expiration of the warranty. Should funds come available for this in the future the District could exercise this option.

Staff is recommending that the Board of Directors authorize the General Manager to enter into an agreement with GFI Genfare for the purchase of 108 fareboxes including installation and related equipment in the amount of \$927,420.84 with a contingency for change orders limited to \$50,000.

III. FINANCIAL CONSIDERATIONS

Funds for this procurement are contained in existing capital grants, as well as the local share previously provided for in the old aggregate billing project.

IV. ATTACHMENTS

Attachment A: Schedule of Items to be Purchased

ATTACHMENT A

ITEMS TO BE PURCHASED

BASE ITEMS

Item	Quantity	Description	Unit Price	Total Price
1	108	Farebox, cashbox, and installation	\$ 4,716.00	\$509,328.00
2	21	Spare cashboxes	\$ 545.00	\$ 11,445.00
3	2	Revenue Collection Unit	\$35,650.00	\$ 71,300.00
4	2	Audit Unit	\$ 8,300.00	\$ 16,600.00
5	6	Electronic Key	\$ 825.00	\$ 4,950.00
6	1	Portable Data Unit	\$12,500.00	\$ 12,500.00
7	1	Garage Data System	\$37,500.00	\$ 37,500.00
8	Lot	Bus Operator / Supervisor Training	N/C	
9	3	Three (3) day on-site mechanic training	N/C	
10	Lot	Documentation	N/C	
11	8	Key Sets	N/C	
12	1	Coin Counter / Conveyor System	\$31,500.00	\$ 31,500.00
13	1	Currency Counter	\$ 1,500.00	\$ 1,500.00
14	1	Farebox Test Set	\$ 5,500.00	\$ 5,500.00
15	Lot	Factory Training for three (3) people - 3 days/4nights	N/C	
16	1	Spare Parts Allocation	\$50,000.00	\$ 50,000.00

OPTIONAL ITEMS

17	108	Magnetic Card Reader	\$ 825.00	\$ 89,100.00
17a	1	Software Upgrade for transactional database	\$17,500.00	\$ 17,500.00
			Subtotal	\$858,723.00
			Non-Taxable	\$ -
			Sales Tax	\$ 68,697.84
			Total	\$927,420.84

NEGOTIATED ITEMS

19	108	Passenger Displays	\$ 416.00	\$ 44,928.00
22	108	Cashbox ID	\$ 162.00	\$ 17,496.00
23	4	Mobile Bin Identification	\$ 425.00	\$ 1,700.00
			TOTAL	\$ 64,124.00

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 20, 2000
TO: Board of Directors
FROM: Mark J. Dorfman, Assistant General Manager
SUBJECT: ADOPTION OF THE ANNUAL DBE PARTICIPATION RATE OF 15% FOR FEDERALLY FUNDED PROCUREMENTS IN FY2001.

I. RECOMMENDED ACTION

Adopt the annual DBE participation rate of 15% for Fiscal Year 2001.

II. SUMMARY OF ISSUES

- The Department of Transportation requires the District to establish an annual goal for its Disadvantaged Business Enterprise (DBE) Program to ensure that small, minority- and women-owned businesses are not discriminated against in District procurements.
- The District solicited public comment on the proposed goal in national and local publications. No comments were received.
- The Annual DBE Program Goal for FY2001 establishes a goal of 15% for DBE participation based upon the number of willing and able DBE firms who would be expected to participate in METRO procurements in the absence of discrimination.

III. DISCUSSION

In 1983, the United States Congress enacted the first Disadvantaged Business Enterprise statutes to end discrimination in the award of federally-funded procurements. As required by the Department of Transportation since then, the Santa Cruz Metropolitan Transit District annually establishes a goal and tracks DBE participation in its own procurement activities. The intent of the goal is to attain the same rate of participation by small, minority and women-owned business in procurements which could be expected in the absence of discrimination. The District's DBE goals established since 1993 ranged from 10%-14%.

As part of the annual goal-setting process, the District solicits public comment for 45 days after calculating a new goal. Public comments and the District's response would be included in the annual goal statement submitted to the Federal Transit Administration for ultimate approval. Staff initiated outreach and public participation efforts on September 15 and will receive comments through October 30, 2000. The adopted goal may be revised to address public comments and/or FTA concerns.

The attached *Annual DBE Program Goals for Fiscal Year-2001* discusses the method used to set the DBE participation rate at 15%. Adopting the goal commits the District's procurement efforts to attain a DBE participation rate of at least 15%.

III. FINANCIAL CONSIDERATIONS

Adopting the *Annual DBE Program Goals for Fiscal Year-2000-2001* has no financial impact; however, contracts funded with FTA assistance will be monitored for DBE goal achievement.

V. ATTACHMENTS

Attachment A: *Santa Cruz Metropolitan Transit District Annual DBE Program Goals, Fiscal Year 200-2001*

Santa Cruz Metropolitan Transit District

Annual DBE Program Goals
Fiscal Year 2000-2001

September, 2000

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Introduction

The Santa Cruz Metropolitan Transit District (METRO) has maintained a Disadvantaged Business Enterprise (DBE) Program in accordance with the U.S. Department of Transportation (DOT) as required in 49 CFR Part 23. The purpose of the METRO DBE program is to ensure that small firms competing for DOT sponsored contracts were not disadvantaged by unlawful discrimination. Initially, the program applied to minority owned businesses. In 1987, Congress expanded the DBE program to include small women-owned businesses as well.

In February 1999, the U.S. Congress passed a new regulation for Disadvantaged Business Enterprises in response to the Supreme Court's 1995 opinion (*Adarand vs. Pena*) that affirmative action programs must be narrowly tailored to serve a compelling government interest. In order to streamline DBE program administration and to incorporate the new rules, the Department of Transportation codified the revised DBE requirements in a new section, 49 CFR 26.

The *Santa Cruz Metropolitan Transit District DBE Program - 49 CFR Part 26* contains the complete DBE program including policies, requirements, remedies, and records except for the amount of DBE participation to be determined each year. The *Program* conforms to *Participation by Disadvantaged Business Enterprises in Department of Transportation Programs; Final Rule* as published in the Federal Register of February 2, 1999. The SCMTD Board of Directors adopted the *Program* on July 21, 2000 and submitted it to the Federal Transit Administration for approval on July 25, 2000. The complete *Program* is available upon request from District's DBE Liaison Officer at the address listed on the last page of this *Annual Update*.

The *Santa Cruz Metropolitan Transit District Annual DBE Program Goals FY2000-2001* comprises part of the comprehensive *DBE Program* and is updated annually. Each year, the Santa Cruz Metropolitan Transit District will review its goal accomplishment for Disadvantaged Business Enterprise participation in DOT assisted contracts and recalculate the goal for the coming year, if indicated, based upon demonstrable evidence relevant to the District's marketplace. This document presents the annual goal, describes the methodology behind it and discusses race-neutral and race-conscious measures that the District anticipates using to reach the goal.

Declarations

The Santa Cruz Metropolitan Transit District receives Federal financial assistance from the Department of Transportation, and, as a condition of receiving this assistance, has signed an assurance that it will comply with 49 CFR Part 26. The Santa Cruz Metropolitan District will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE Program, the Santa Cruz Metropolitan Transit District will not, directly or through contractual or other arrangements use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

Annual Goal Methodology

The SCMTD annual goal-setting methodology follows the prescribed two-step method described in 49 CFR §26.45 and draws upon relevant market data particular to the geographic area in which SCMTD typically contracts. Step one uses the US Bureau of Census Women/Minority-owned business surveys and the County Business Patterns database. Appropriate historical data maintained as part of SCMTD's ongoing DBE Program is evaluated in Step two to adjust census data to local conditions and experience with DBE participation in DOT assisted contracts.

STEP 1: ESTABLISHING THE BASE FIGURE

In order to identify DBE availability relative to all business enterprises, staff first categorized previous contracting results into the Standard Industrial Classification System codes (SIC) revised in 1987¹. Minority and women-owned business firms could then be compared with all firms by SIC and by geographic area using US Census Data. Examination of METRO's previous DOT assisted contracts revealed that most contract work occurs in construction, paratransit service, wholesale procurement and business services. The SIC corresponding to these areas are: 15) Construction; 16) Heavy Construction; 17) Special trade contractors; 41) Transportation, passenger transit; 50) Wholesale trade, durable goods; 51) Wholesale trade, non-durable goods; 60) Fire, Insurance and Real Estate; 73) Business services; and 87) Engineering and management services. These SICs are used throughout the analysis across all geographic areas for the sake of consistency.

Next, staff established a benchmark of national DBE availability against which local DBE estimates could be measured. National DBE availability calculated from Census Bureau surveys and County Business Patterns would establish the most general measure of DBE availability in DOT-assisted contract categories. The benchmark estimates could also be used to validate local data from other sources or to estimate proportional allocation of firms to SICs within the broader major industrial classifications used by surveys of the US Bureau of the Census. Table 1 calculates the percentage of DBE firms nationwide in the 9 target SICs relative to all firms nationwide.

¹ www.census.gov/epce/www.sic.html

Table 1. DBEs Available Nationally

Industry Group:	Construct.	Trans.	Wholesale	Services	US Firms	US Firms
SIC:	15.16.17	41	50.51	60.73.87	in SICs	All SICs
DBE Firms: National						
Minority Owned(1)	166,411	33,207	44,841	494,582	739,041	2,149,184
Women Owned(2)	183,695	15,230	154,542	1800,336	2,153,803	5,888,883
-Minority Women Owned	-16,251	-4,402	-14,564	-193,514	-228,731	-717,435
Minority+Women Owned	333,855	44,035	184,819	2,101,404	2,664,113	7,320,632
# Firms in US(1)	1,829,620	85,188	538,339	5,044,690	7,497,837	17,253,143
%DBE Firms	18.2%	51.7%	34.3%	41.7%	35.5%	42.4%
% of all US Firms in SIC	10.6%	0.5%	3.1%	29.2%	15.4%	
% women Minority firms	-9.8%	-13.3%	-32.5%	-39.1%	-30.9%	-33.4%

In the four areas with contracting opportunities during the year: Construction; Transportation; Wholesale Trade; and Services, DBE firms nationwide represent 18%, 51%, 34% and 42%, respectively, of all firms in those SICs. Nationally, DBEs constitute approximately 42% of all firms.

According to geographic characteristics of the Survey of Minority- and Women-owned Businesses, California has the fourth largest proportion of minority firms behind Hawaii, Washington D.C. and New Mexico. To further refine the benchmark figures for California, staff next calculated the relative proportion of minority-and women-owned firms in state. As expected, the proportion of DBE firms in each SIC is higher in California than nationally.

Table 2. DBEs Available in California*

Industry Group:	Construct.	Trans.	Wholesale	Services	CA Firms	CA Firms
SIC:	15.16.17	41	50.51	60.73.87	in SICs	All SICs
Minority Owned	36,739	2,803	14,325	155,832	209,699	541,414
Women Owned	18,581	1,947	20,980	276,181	317,689	801,487
-Minority Women owned	-3,588	-372	-4,653	-60,972	-69,584	-190,330
Minority+Women Owned	48,144	4,378	26,000	310,068	388,591	1,152,571
# Firms in CA(3)	190,538	8,551	69,173	730,325	998,587	2,259,327
%DBE	25.3%	51.2%	37.6%	42.5%	38.9%	51.0%

In the next step, staff obtained US Bureau of Census County Business Patterns to calculate the relative availability of DBEs within the geographically delimited marketplace within which METRO typically contracts. The METRO market area is defined to include all of Alameda, Contra Costa, Monterey, San Francisco, Santa Clara and Santa Cruz Counties. Within this area lie the second and fourth largest cities in the State, San Jose and San Francisco. It seems logical to assess DBE availability within this defined region even if a fraction of contracts lie outside this area since, according to the national data, DBE firms constitute a larger percentage of firms within this area than in the nation as a whole. Table 3 calculates DBE availability for all firms within the defined market area.

Table 3. METRO Market Area DBE Availability*
All SICs

County	Minority	Women	Less 33% Wom.Min.	County ALL #DBE	Firms	Count-y %DBE
Alameda	4,983	4,422	-1,644	7,761	33,574	23.1%
Contra Costa	1,836	2,881	-606	4,111	20,535	20.0%
Monterey	890	1,110	-294	1,706	8,132	21.0%
San Francisco	4,631	3,728	-1,528	6,831	30,013	22.8%
Santa Clara	5,287	4,880	-1,745	8,422	39,682	21.2%
Santa Cruz	511	968	-169	1,310	6,492	20.2%
Total	18,138	17,989	-5,986	30,141	138,428	21.8%

Because the CBP data did not categorize minority business owners by gender, 33% of the number of minority-owned firms, the national average, was assumed to represent the proportion of firms owned by minority women. Since minority women business owners are also included in the survey of women-owned firms, subtracting 33% of the minority-owned businesses from the sum of women-owned and minority-owned businesses yields an estimated number of DBEs available in each county.

According to the County Business Patterns data for 1993 (Table 3), the percentage of DBE firms available in all SICs in the METRO market place (21.8%) is substantially lower than the percentage of DBEs available in all SICs in either the nation (42.4%) or in the State of California (51.0%). Furthermore, Tables 1 and 2 show that the percentage of DBEs available nationally (35.5%) and statewide (38.9%) in the SICs in which METRO typically contracts is somewhat lower than the combined percentage of DBEs available in all SICs nationally (42.4%) and statewide (51.0%). To derive a base figure of DBE firms available in the METRO marketplace, then, the total number of firms in the SICs in which METRO contracts is multiplied by the product of the ratio (.218/.510) of DBE vendors in the market to the DBE vendors available statewide and the percentage of DBE vendors available in those SICs statewide. This calculation yields the estimate of willing and able DBEs available in the METRO marketplace shown in Table 4.

² U.S. Bureau of the Census
 Survey of Minority-Owned Business Enterprises, 1992, U.S. GPO. 1996
 Survey of Women-Owned business Enterprises, 1992, U.S. GPO. 1996

**Table 4. METRO Market Area (4)
 by SIC**

County	Construction 15,16,17	Transport. 41	Wholesale 50,51	Services 60,73,87	#Firms in SICs	ALL Firms
Alameda	2,626	54	3,188	6,855	12,723	33,574
Contra Costa	2,170	33	1,201	5,385	8,789	20,535
Monterey	760	17	529	1,425	2,731	8,132
San Francisco	1,333	88	2,015	8,603	12,039	30,013
Santa Clara	3,148	71	3,396	9,550	16,165	39,682
Santa Cruz	785	7	274	1,128	2,194	6,492
Total	10,822	270	10,603	32,946	54,641	138,428
% all firms	7.82%	0.20%	7.66%	23.80%	39.47%	100.00%

Market Area DBEs in SIC	Construction 15,16,17	Transport. 41	Wholesale 50,51	Services 60,73,87	SUM DBEs	%Market
Alameda	283	12	511	1,242	2,049	6.10%
Contra Costa	234	7	193	976	1,410	6.87%
Monterey	82	4	85	258	429	5.27%
San Francisco	144	19	323	1,559	2,045	6.81%
Santa Clara	340	16	545	1,731	2,630	6.63%
Santa Cruz	85	2	44	204	335	5.15%
Total	1,167	59	1,701	5,970	8,897	6.43%
%DBE in SIC group	10.8%	21.9%	16.0%	18.1%	16.3%	

(4)Source: US Bureau of the Census, County Business Patterns, 1993, U.S. GPO, 1995

This estimate, based upon reasonable assumptions and data from the 1993 County Business Patterns and from the U.S. Bureau of the Census Survey of Minority/Women-Owned Business Enterprises, indicates the proportion of DBE firms which could be assumed willing and able to participate in DOT-assisted procurements in the METRO marketplace. From the last row of Table 4, then, the percentage of DBE participation which could be expected in each of the four SIC groups in the absence of discrimination would be: 10.8% for construction trades (SIC 15, 16, 17); 2.1% for contract transportation services (SIC 41); 16.0% for wholesale goods (SIC 50, 51); and 18.1% for services (SIC 60,73,87). The base rate and dollar amounts for DOT assisted contracts will be calculated using this estimate of DBE participation.

Table 5 derives the base figure for the overall METRO DBE participation goal by first distributing the operating budget available for procurement across the four SIC groups as shown beneath the Table. The ratio of funds available for procurement to the total operating budget is then applied to the amount of FTA operating assistance in order to calculate FTA dollars available for DBE vendor contracting. Given 24.9% of the entire operating budget for contract procurement, and given \$1,332,311 in FTA Operating Assistance for FY2001, \$331,249 could

be spent with DBE vendors. The \$33 1,249 in FTA contract funds was then divided among the SICs in the same proportion as the overall procurement budget.

Second, the entire amount of FTA funds available for non-vehicle procurement were then distributed across the SICs according to the capital improvement program, assuming that all capital dollars could be contracted by a DBE vendor. These dollar amounts were then added to the operating assistance amounts and entered into the respective SIC column in Table 5.

Third, the percentage of all FTA assistance in each of the four areas was then multiplied by the estimated percentage of available DBEs from Table 4 to yield a percentage participation rate in each SIC grouping. Finally these four percentages are added to arrive at an overall goal in accordance with 26 CFR \$26.45. This method obtains a base figure of 16.88% for DBE participation in FY 2001.

Table 5: Base DBE Contract Goal

Available DBEs	Construction	Transport.	Wholesale	Services	SUM
	15,16,17	41	5031	60,73,87	TOTAL
METRO Market Area	10.78%	21.85%	16.04%	18.12%	
Amount FTA Capital for ROW Purchase				\$6,483,816	
Federal Contract \$ FY01	\$0	\$140,709	\$953,646	\$81,894	\$1,176,249
% of FTA Funds	0.00%	11.96%	81.08%	6.96%	
% Contracts * %DBE	0.00%	2.61%	13.01%	1.26%	16.88%
DBE	\$	\$ 3,678	\$ 124,039	\$ 1,033	\$ 128,751
METRO Ops. Procurement:	\$7,143,310	FTA Ops.:	\$1,332,311	FTA Cap	\$845,000
METRO Ops Budget:	\$28,731,000	Contract:	24.86%	FTA Op	\$331,249
% Contracts	24.9%	FTA amt:	\$331,249	Total FTA	\$1,176,249
construct 15,16,17			ops	cap	\$0
trans. 4100	3,034,366	0.42	\$140,709		\$140,709
whole/dur50,51	2,342,921	0.33	\$108,646	\$845,000	\$953,646
services 60,73,87	1,766,023	0.25	\$81,894		\$81,894
	7,143,310		\$33 1,249	\$845,000	\$1,176,249

Table 6: Adjusted DBE Contract Goal

Available DBEs	Construction	Transport.	Wholesale	Services	SUM
	15,16,17	41	50,51	60,73,87	TOTAL
METRO Market Area	10.78%	21.85%	16.04%	18.12%	
Amount FTA Capital for ROW Purchase				\$6,483,816	
Federal Contract \$ FY01	\$0	\$140,709	\$953,646	81,894	\$1,176,249
% of FTA Funds	0.00%	11.96%	81.08%	6.96%	
% Contracts * %DBE	0.00%	2.61%	11.12%	1.26%	15.00%
DBE \$	\$	-	\$ 3,678	\$ 106,045	\$ 1,033
					\$ 110,757

Annual Goal

Santa Cruz Metropolitan Transit District’s overall goal for FY 2001 is to extend 1.5 % of the Federal financial assistance we receive in DOT-assisted contracts to Disadvantaged Business Enterprises, excluding FTA funds used to purchase rolling stock. During FY2001, Santa Cruz Metropolitan Transit District expects to let \$1,176,249 in contracts using Federal Transit Administration funding. With a DBE participation rate of 15%, METRO will spend \$110,757 with DBE vendors during the fiscal year.

Breakout of Estimated Race-Neutral and Race-Conscious Measures

The U.S. DOT Regulations require that the maximum feasible portion of the DBE overall annual goal be met by using race-neutral methods. Race neutral methods include efforts made to assure that bidding and contracting requirements facilitate participation by DBE’s and other small businesses by unbundling large contracts to make them more accessible, encouraging prime contractors to subcontract portions of the work, and providing technical assistance, outreach and communications programs. Race-neutral DBE participation includes any time a DBE wins a prime contract through customary competitive procurement procedures, a DBE is awarded a subcontract on a prime contract that does not carry a DBE goal, or a DBE wins a subcontract, even if there is a DBE goal, from a prime contractor that did not consider its DBE status in making the award.

Because last year’s effort did not reach the DBE goal of 14% participation, METRO will use race-conscious measures or contract goals in FY2001. Assuming that 10% of the DBE goal can be reached with race neutral measures, contract goals would be needed for contracts representing 5% of the total value of DOT assisted procurement effort. However, since DBE vendor participation in durable and non-durable wholesale goods contracting fell below the rate which would be expected in the absence of discrimination, goals will be used in this largest segment of METRO procurement whenever a contract has sub-contracting opportunities.

METRO purchasing personnel will adjust the goal amount for each wholesale goods procurement contract based upon the DBE participation at the time in an effort to achieve the overall DBE participation rate of 15%. METRO will require documentation of Good faith efforts from prime bidders on procurements with subcontracting opportunities when the target rate of DBE participation cannot be reached by the lowest bidder in order to waive the contract goal.

METRO will monitor its progress toward reaching its DBE participation goal during the course of the year. As it reaches or approaches the overall spending goal for the year, METRO Purchasing personnel will reduce the use of contract goals and emphasize the race-neutral measures

Process

Santa Cruz Metropolitan Transit District will review the previous year's DBE achievement and submit an overall goal for the upcoming year to the DOT each year.

METRO will publish a notice of the proposed annual DBE goal to inform the public that the proposed goal and its rationale are available for inspection for 30 days following the date of the notice. METRO will accept comments on the goals for 45 days from the date of the notice. This notice will be published in the Santa Cruz Sentinel newspaper and in Passenger Transport. For FY 2001, this notice was published on September 15, 2000, and public comments will be accepted through October 30, 2000. The goal and methodology will be available at the Main Branch of the Santa Cruz Public Library and during business hours at 370 Encinal Street, Suite 100, Santa Cruz, California.

METRO's annual goal submission to the Federal Transit Administration will include a summary of comments received during this public participation process and METRO's responses.

We will begin using our overall goal on October 1 of the year in which the goal was adopted, unless we have received other instructions from DOT.

Comments

Please direct comments on the Annual DBE Goals or the SCMTD DBE Program to:

Mark J. Dorfman, Assistant General Manager
Santa Cruz Metropolitan Transit District
370 Encinal, Suite 100
Santa Cruz, CA 95060
83 1-426-6080
mdorfman@scmtd.com

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 20, 2000

TO: Board of Directors

FROM: Paul C. Chandley, Human Resources Manager

**SUBJECT: CONSIDERATION OF APPROVAL OF CALPERS RESOLUTIONS TO
FIX THE DISTRICT'S MEDICAL PREMIUM CONTRIBUTION RATES**

I. RECOMMENDED ACTION

It is recommended that the Board of Directors approve the attached Resolutions to establish a fixed contribution toward medical coverage for each of the District's three employee groups under the California Public Employees' Retirement System (CalPERS) medical insurance program.

II. SUMMARY OF ISSUES

- The District contracts with CalPERS to provide employee/retiree medical insurance coverage.
- In 1998 the District negotiated maximum monthly contributions toward medical premiums with employees represented by SEIU Local 415 beginning in 2001.
- In 1999 the District negotiated maximum monthly contributions toward medical premiums with employees represented by UTU Local 23 beginning in 2001.
- In 1999 the District established maximum monthly contributions toward medical premiums for management employees beginning in 2001.
- Separate resolutions are required by CalPERS in order to establish the maximum monthly premium contributions that the District will pay for each of its three employee groups.

III. DISCUSSION

The California Public Employees' Medical and Hospital Care Act requires local public agencies contracting with CalPERS for employee medical insurance to fix the amount of the employer's contribution. The District established a fixed maximum monthly contribution amount for each of its three employee groups – Management, SEIU Local 415, and UTU Local 23 - in 1998 and 1999. These fixed amounts will not be exceeded until January 2001. In order to submit these maximum monthly contributions to CalPERS, the attached Resolutions must be approved by the Board of Directors and submitted two months in advance to CalPERS.

The maximum monthly District contributions for each group are as follows:

<u>Enrollment</u>	<u>SCMTD EMPLOYEE GROUPS</u>		
	<u>Management</u>	<u>SEIU Local 415</u>	<u>UTU Local 23</u>
Employee/retiree only	296	296	600
Employee/retiree plus 1	592	592	600
Employee/retiree plus 2+	770	770	600

The District will continue to pay the any administrative fees and Contingency Reserve Fund Assessments which are currently set by CalPERS at an additional 0.5% of the monthly premium.

CalPERS recently announced the monthly premiums for 2001. These premiums represent a significant increase over year 2000 rates. Health Maintenance Organizations (HMOs) averaged 9.2% in premium increases and the two indemnity medical plans, PERSCare and PERSChoice, will increase 15.9% and 21.6%, respectively. CalPERS reports that up to 30% of the rate hike alone is due to the soaring cost of prescription drugs. If all District employees who are currently enrolled in the most expensive medical plan, PERSCare, continue in this plan next year, 14.4% of District employees will pay between \$47 per month for an employee only enrollment and \$292 per month for an employee enrolled with two or more dependents. Some District retirees enrolled in the same plans may pay less due to reduced premiums when coordinated with Medicare.

A comparison to two other local agencies contracting with CalPERS making the maximum monthly medical contributions are as follows:

<u>Enrollment</u>	<u>City of Santa Cruz</u>	<u>County of Santa Cruz</u>
Employee only	201	190
Employee plus 1	402	290
Employee plus 2+	523	374

Employees at the City and County in PERSCare with employee plus two or more coverage must pay between \$369 and \$518 a month in premium payments. The District will be paying between \$2,964 and \$4,752 next year more than the City and County, respectively, for each employee having the same PERSCare coverage. The District is also the only employer of the three that fully pays the family monthly premiums for all seven HMO plans for 2001.

While over 85% of District employees would not be required to make monthly premium payments next year, all employees living in Santa Cruz County will have the opportunity to change to medical plans (either PERS Choice or HMOs) that will be 100% paid by the District. Employees and retirees have the month of October 2000 to evaluate their medical plans and change to any one of the two indemnity-type plans or one of the seven HMO plans. During the month of October all employees receive CalPERS Open Enrollment Packets explaining the medical coverages and providing plan comparisons. Three Health Fairs have been schedule to allow employees to individually question medical plan representatives in person. Between

October 11 and October 12, the City of Santa Cruz, the County of Santa Cruz, and the District have scheduled different times and locations that any District employee and their family members may attend.

The District has also contacted the County of Santa Cruz and obtained permission to duplicate the County's Internal Revenue Code Section 125 Cafeteria Plan that allows for monthly payroll deductions for medical premium payments to be paid with pre-taxed earnings. This plan is submitted for Board consideration and approval this month under a separate Board Letter.

V. FISCAL IMPACT

The maximum monthly medical insurance contributions by the District for all groups are budgeted in the current fiscal year.

V. ATTACHMENTS

- A. Resolution establishing the maximum monthly contributions by the District for Management
- B. Resolution establishing the maximum monthly contributions by the District for SEIU Local 415 represented employees
- C. Resolution establishing the maximum monthly contributions by the District for UTU Local 23 represented employees

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

Resolution No. _____

On the Motion of Director _____

Duly seconded by Director _____

The following Resolution is Adopted:

**A RESOLUTION FIXING THE CONTRIBUTION UNDER THE
PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

WHEREAS, Government Code Section 22825.6 provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22825 of the Act; and

WHEREAS, Santa Cruz Metropolitan Transit District, hereinafter referred to as Public Agency, is a local agency contracting under the Act for participation by members in the nonrepresented Management Unit who are employees and annuitants of the agency; now, therefore be it

RESOLVED, that the employer's contribution for each employee or annuitant of the nonrepresented Management Unit shall be the amount necessary to pay a portion or full cost of his/her enrollment, including the enrollment of his/her eligible family members, in a health benefits plan up to a maximum of \$296.00 per month with respect to an employee/annuitant enrolled for self alone, \$592.00 per month with respect to an employee/annuitant enrolled for self and one eligible family member, and \$770.00 per month with respect to an employee/annuitant enrolled for self and two or more eligible family members; plus administrative fees and Contingency Reserve Fund Assessments.

BE IT FURTHER RESOLVED AND ORDERED, that the Board of Directors appoint and direct, and it does hereby appoint and direct the Human Resources Manager to file with the Board of Administration of the Public Employees' Retirement System a verified copy of this Resolution, and to perform on behalf of said Public Agency all functions required of it under the Act and Regulations of the Board of Administration; and

BE IT FURTHER RESOLVED AND ORDERED, that the maximum employer contribution for coverage under the Act shall be effective beginning January 1, 2001, for employees in and annuitants from the nonrepresented Management Unit.

PASSED AND ADOPTED at a regular meeting of the Santa Cruz Metropolitan Transit District, Santa Cruz, California, this 20th day of October 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 Adopted:

**A RESOLUTION FIXING THE CONTRIBUTION UNDER THE
PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

WHEREAS, Government Code Section 22825.6 provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22825 of the Act; and

WHEREAS, Santa Cruz Metropolitan Transit District, hereinafter referred to as Public Agency, is a local agency contracting under the Act for participation by members represented by the Service Employees International Union Local 415, who are employees and annuitants of the agency; now, therefore be it

RESOLVED, that the employer's contribution for each employee or annuitant of the Service Employees International Union Local 415 Unit shall be the amount necessary to pay a portion or full cost of his/her enrollment, including the enrollment of his/her eligible family members, in a health benefits plan up to a maximum of \$296.00 per month with respect to an employee/annuitant enrolled for self alone, \$592.00 per month with respect to an employee/annuitant enrolled for self and one eligible family member, and \$770.00 per month with respect to an employee/annuitant enrolled for self and two or more eligible family members; plus administrative fees and Contingency Reserve Fund Assessments.

BE IT FURTHER RESOLVED AND ORDERED, that the Board of Directors appoint and direct, and it does hereby appoint and direct the Human Resources Manager to file with the Board of Administration of the Public Employees' Retirement System a verified copy of this Resolution, and to perform on behalf of said Public Agency all functions required of it under the Act and Regulations of the Board of Administration; and

BE IT FURTHER RESOLVED AND ORDERED, that the maximum employer contribution for coverage under the Act shall be effective beginning January 1, 2001, for employees in and annuitants from the Service Employees International Union Local 415 Unit.

PASSED AND ADOPTED at a regular meeting of the Santa Cruz Metropolitan Transit District, Santa Cruz, California, this 20th day of October 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 Adopted:

**A RESOLUTION FIXING THE CONTRIBUTION UNDER THE
PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

WHEREAS, Government Code Section 22825.6 provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22825 of the Act; and

WHEREAS, Santa Cruz Metropolitan Transit District, hereinafter referred to as Public Agency, is a local agency contracting under the Act for participation by members represented by the United Transportation Union Local 23, who are employees and annuitants of the agency; now, therefore be it

RESOLVED, that the employer's contribution for each employee or annuitant of the United Transportation Union Local 23 Unit shall be the amount necessary to pay a portion or full cost of his/her enrollment, including the enrollment of his/her eligible family members, in a health benefits plan up to a maximum of \$600.00 per month with respect to an employee/annuitant enrolled for self alone, \$600.00 per month with respect to an employee/annuitant enrolled for self and one eligible family member, and \$600.00 per month with respect to an employee/annuitant enrolled for self and two or more eligible family members; plus administrative fees and Contingency Reserve Fund Assessments.

BE IT FURTHER RESOLVED AND ORDERED, that the Board of Directors appoint and direct, and it does hereby appoint and direct the Human Resources Manager to file with the Board of Administration of the Public Employees' Retirement System a verified copy of this Resolution, and to perform on behalf of said Public Agency all functions required of it under the Act and Regulations of the Board of Administration; and

BE IT FURTHER RESOLVED AND ORDERED, that the maximum employer contribution for coverage under the Act shall be effective beginning January 1, 2001, for employees in and annuitants from the United Transportation Union Local 23 Unit.

PASSED AND ADOPTED at a regular meeting of the Santa Cruz Metropolitan Transit District, Santa Cruz, California, this 20th day of October 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