

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## BOARD OF DIRECTORS REGULAR MEETING AGENDA

February 28, 2003 (Fourth Friday of Each Month)

\* CITY HALL COUNCIL CHAMBERS\*

\*809 CENTER STREET\*

SANTA CRUZ, CALIFORNIA

9:00 a.m. - Noon

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION
  - a. A. M. Stickel RE: MetroBase Project
  - b. R. Paul Marcelin, MUG RE: Metro Users Group Committee
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 JANUARY 10 AND JANUARY 24, 2003  
Minutes: Attached
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS  
Report: Attached
- 7-3. ACCEPT AND FILE JANUARY 2003 RIDERSHIP REPORT  
Report: Attached
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claims of: Jason Joseffer, Claim #03-0003, Kevin Dysle, Claim #03-0004, Ethan Miller, Claim #03-0005  
Claims: Attached  
Miller Claim Materials are included in the Add-On Packet

\* Please note: Location of Meeting Place

- 7-5. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF FEBRUARY 20, 2003 AND MINUTES OF THE JANUARY 16, 2003 MEETING  
Agenda/Minutes: Attached
- 7-6. ACCEPT AND FILE AGENDA FOR THE MUG COMMITTEE MEETING OF FEBRUARY 19, 2003 AND MINUTES OF THE JANUARY 15, 2003 MEETING  
Minutes: Attached
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR DECEMBER 2002  
Staff Report: Attached
- 7-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR NOVEMBER 2002  
Staff Report: Attached
- 7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR DECEMBER 2002  
Staff Report: Attached
- 7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE  
Staff Report: Attached
- 7-11. CONSIDERATION OF AUTHORIZATION OF DISPOSAL OF VEHICLE #893, **AND TWENTY (20) FOOTHILL BUSES**  
Staff Report: **Amended Staff Report is included in the Add-On Packet**
- 7-12. CONSIDERATION OF AMENDMENT TO CONTRACT WITH ORION BUS INDUSTRIES FOR THE PURCHASE OF DIESEL, HIGH-FLOOR SUBURBAN BUSES THAT CAN BE CONVERTED TO COMPRESSED NATURAL GAS (CNG)  
Staff Report: **Revised Page 11-B-5 is included in the Add-On Packet**  
**(Moved to Consent Agenda at the February 14, 2003 Board Meeting. Staff report retained original numbering as Item #11)**
- 7-13. CONSIDERATION OF AMENDING DAY WIRELESS SYSTEMS CONTRACT  
Staff Report: **Revised Page 12-1 is included in the Add-On Packet**  
**(Moved to Consent Agenda at the February 14, 2003 Board Meeting. Staff report retained original numbering as Item #12)**
- 7-14. CONSIDERATION OF APPROVAL TO PAY FOR ADDITIONAL WORK PERFORMED ON CONTRACT FOR RETROFITTING THE MINOR MAINTENANCE FACILITY  
Staff Report: Attached  
**(Moved to Consent Agenda at the February 14, 2003 Board Meeting. Staff report retained original numbering as Item #13)**

- 7-15. RECONSIDERATION OF BOARD OF DIRECTORS' DIRECTION TO ISSUE A REQUEST FOR PROPOSALS FOR CONSTRUCTION, OPERATION AND MAINTENANCE OF A KIOSK FOR THE OPERATION OF A NEW RESTAURANT BUSINESS AT THE WATSONVILLE TRANSIT CENTER  
Staff Report: Attached  
**(Moved to Consent Agenda at the February 14, 2003 Board Meeting. Staff report retained original numbering as Item #14)**
- 7-16. CONSIDERATION OF AUTHORIZATION TO PURCHASE PARATRANSIT AND FIXED ROUTE MID-SIZE BUSES USING STATE CONTRACT  
Presented by: Mark Dorfman, Assistant General Manager  
**(Moved to Consent Agenda at the February 14, 2003 Board Meeting. Staff report retained original numbering as Item #15)**
- 7-17. **CONSIDERATION OF BUS ADVERTISING STATUS REPORT**  
Presented by: Mark Dorfman, Assistant General Manager

#### **REGULAR AGENDA**

8. CONSIDERATION OF PRESENTATION OF EMPLOYEE LONGEVITY AWARDS  
Presented by: Chairperson Reilly  
Staff Report: Attached
9. CONSIDERATION OF APPROVING THE UPDATE TO THE EQUAL EMPLOYEE OPPORTUNITY PLAN (EEOP)  
Presented by: Robyn Slater, Interim Human Resources Manager  
Staff Report: Attached
10. **DELETED**
11. **MOVED TO CONSENT AGENDA AS ITEM #7-12**
12. **MOVED TO CONSENT AGENDA AS ITEM #7-13**
13. **MOVED TO CONSENT AGENDA AS ITEM #7-14**
14. **MOVED TO CONSENT AGENDA AS ITEM #7-15**
15. **MOVED TO CONSENT AGENDA AS ITEM #7-16**
16. **CONSIDERATION OF RESOLUTION OF APPRECIATION FOR TIM FITZMAURICE**

Presented by: Les White, General Manager  
Staff Report: **Materials are included in the Add-On Packet**

17. CONSIDERATION OF RESOLUTION CERTIFYING THE FINAL ENVIRONMENTAL IMPACT REPORT (EIR) FOR THE METROBASE PROJECT, AND ADOPTION OF LEGAL FINDINGS AND MITIGATION MEASURES AND MITIGATION MONITORING AND REPORTING PROGRAM

Presented by: Les White, General Manager  
Staff Report: Attached

18. CONSIDERATION OF APPROVAL OF THE METROBASE PROJECT

Presented by: Les White, General Manager  
Staff Report: Attached

19. **CONSIDERATION OF REMOVAL OF OWNER FROM LEASE FOR TENANT'S BUSINESS AT WATSONVILLE TRANSIT CENTER**

Presented by: Margaret Gallagher, District Counsel  
Staff Report: **Materials are included in the Add-On Packet**

20. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN EXTENSION TO THE CURRENT LEASE FOR THE PROPERTY LOCATED AT 111 DUBOIS STREET FOR AN ADDITIONAL ONE-YEAR PERIOD**

Presented by: Margaret Gallagher, District Counsel  
Staff Report: **Materials are included in the Add-On Packet**

21. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN ADDENDUM TO THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S LEASE WITH FREDERICK ELECTRONICS CORPORATION, DATED DECEMBER 1, 2000 TO LEASE AN ADDITIONAL 1,000 SQUARE FEET OF SPACE**

Presented by: Margaret Gallagher, District Counsel  
Staff Report: **Materials are included in the Add-On Packet**

22. **CONSIDERATION OF AUTHORIZING THE BOARD CHAIR TO TRANSMIT A LETTER TO THE CONGRESSIONAL DELEGATION EXPRESSING THE BOARD'S DISAPPROVAL OF THE BUSH ADMINISTRATION'S PROPOSED CHANGES IN THE STRUCTURE OF THE FEDERAL TRANSIT PROGRAM**

Presented by: Les White, General Manager  
Staff Report: **Materials are included in the Add-On Packet**

23. **CONSIDERATION OF AMENDING MEMORANDUM OF UNDERSTANDING BETWEEN THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND THE SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU) LOCAL 415**

Presented by: Bryant Baehr, Operations Manager  
Staff Report: **Materials are included in the Add-On Packet**

24. **CONSIDERATION OF AWARD OF CONTRACT FOR LEGAL SERVICES IN THE AREA OF WORKER'S COMPENSATION**

Presented by: Tom Stickel, Fleet Maintenance Manager  
Staff Report: **Materials are included in the Add-On Packet**

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

26. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

**SECTION II: CLOSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(Pursuant to Subdivision (a) of Section 54956.9)

- a. Name of Case: Frank Cousins vs. Santa Cruz Metropolitan Transit District  
(before the Workers' Compensation Appeals Board)
- b. Name of Case: Carrie Weech Rose vs. Santa Cruz Metropolitan Transit District  
(before the Workers' Compensation Appeals Board)
- c. Name of Case: Steve Davidson vs. Santa Cruz Metropolitan Transit District  
(before the Workers' Compensation Appeals Board)
- d. Name of Case: Soretta Chatman vs. Santa Cruz Metropolitan Transit District  
(before the Workers' Compensation Appeals Board)

**SECTION III: RECONVENE TO OPEN SESSION**

27. REPORT OF CLOSED SESSION

**ADJOURN**

**NOTICE TO PUBLIC**

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

When addressing the Board, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.

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

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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 28, 2003  
**TO:** Board of Directors  
**FROM:** General Manager  
**SUBJECT: ADDITIONAL MATERIAL TO THE FEBRUARY 28, 2003 BOARD MEETING AGENDA**

## SECTION I:

**ADD TO ITEM #2** ORAL AND WRITTEN COMMUNICATION  
a. A. M. Stickel RE: MetroBase Project  
b. R. Paul Marcelin, MUG RE: Metro Users Group Committee  
**(Insert written communications)**

## CONSENT AGENDA:

**ADD TO ITEM #7-4** CONSIDERATION OF TORT CLAIMS: Deny the claims of: Ethan Miller, Claim #03-0005  
**(Insert Claim)**

**ADD TO ITEM #7-11** CONSIDERATION OF AUTHORIZATION OF DISPOSAL OF VEHICLE #893, AND TWENTY (20) FOOTHILL BUSES  
**(Insert Revised Staff Report and Attachment)**

**ADD TO ITEM #7-12** CONSIDERATION OF AMENDMENT TO CONTRACT WITH ORION BUS INDUSTRIES FOR THE PURCHASE OF DIESEL, HIGH-FLOOR SUBURBAN BUSES THAT CAN BE CONVERTED TO COMPRESSED NATURAL GAS (CNG)  
**(Insert Revised Page 11-B-5 – This item was moved from Regular Agenda to Consent Agenda. Staff Report retained original numbering as Item #11)**

**ADD TO ITEM #7-13** CONSIDERATION OF AMENDING DAY WIRELESS SYSTEM CONTRACT  
**(Insert Revised Page 12-1 – This item was moved from Regular Agenda to Consent Agenda. Staff Report retained original numbering as Item #12)**

**ADD TO ITEM #7-17** CONSIDERATION OF BUS ADVERTISING STATUS REPORT  
**(Insert Staff Report)**

**REGULAR AGENDA:**

- DELETE ITEM #10** CONSIDERATION OF AMENDING CONTRACT FOR THE CONSTRUCTION OF A COMPRESSED NATURAL GAS (CNG) FUEL STATION  
**(Information pending – Will be brought back to Board in March)**
- DELETE ITEM #16** CONSIDERATION OF APPROVAL OF INITIATING A LOCAL PLANNING PROCESS TO ACHIEVE PUBLIC PARTICIPATION IN REVISING THE CALL STOP LIST  
**AND.... (Action was taken at the 2/14/03 meeting)**
- REPLACE WITH NEW STAFF REPORT** CONSIDERATION OF RESOLUTION OF APPRECIATION FOR TIM FITZMAURICE  
**(Replace deleted Call Stop List staff report with Resolution of Appreciation as Item #16 for 2/28/03 Board meeting)**
- ADD TO ITEM #19** CONSIDERATION OF REMOVAL OF OWNER FROM LEASE FOR TENANT'S BUSINESS AT WATSONVILLE TRANSIT CENTER  
**(Add Staff Report)**
- ADD TO ITEM #20** CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN EXTENSION TO THE CURRENT LEASE FOR THE PROPERTY LOCATED AT 111 DUBOIS STREET FOR AN ADDITIONAL ONE-YEAR PERIOD  
**(Add Staff Report)**
- ADD TO ITEM #21** CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN ADDENDUM TO THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S LEASE WITH FREDERICK ELECTRONICS CORPORATION, DATED DECEMBER 1, 2000 TO LEASE AN ADDITIONAL 1,000 SQUARE FEET OF SPACE  
**(Add Staff Report)**
- ADD TO ITEM #22** CONSIDERATION OF AUTHORIZING THE BOARD CHAIR TO TRANSMIT A LETTER TO THE CONGRESSIONAL DELEGATION EXPRESSING THE BOARD'S DISAPPROVAL OF THE BUSH ADMINISTRATION'S PROPOSED CHANGES IN THE STRUCTURE OF THE FEDERAL TRANSIT PROGRAM  
**(Add Staff Report)**

**ADD TO ITEM #23**

CONSIDERATION OF AMENDING MEMORANDUM OF UNDERSTANDING BETWEEN THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND THE SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU) LOCAL 415  
**(Add Staff Report)**

**ADD TO ITEM #24**

CONSIDERATION OF AWARD OF CONTRACT FOR LEGAL SERVICES IN THE AREA OF WORKER'S COMPENSATION  
**(Add Staff Report)**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## BOARD OF DIRECTORS REGULAR MEETING AGENDA

FEBRUARY 14, 2003 (Second Friday of Each Month)

\*SCMTD ENCINAL CONFERENCE ROOM

\*370 ENCINAL STREET, SUITE 100

SANTA CRUZ, CALIFORNIA

9:00 a.m. - Noon

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION
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 JANUARY 10 AND JANUARY 24, 2003  
Minutes: Attached
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS  
Report: Attached
- 7-3. ACCEPT AND FILE JANUARY 2003 RIDERSHIP REPORT  
Report: Attached
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claims of: Jason Joseffer, Claim #03-0003, Kevin Dysle, Claim #03-0004  
Claims: Attached
- 7-5. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF FEBRUARY 20, 2003 AND MINUTES OF THE JANUARY 16, 2003 MEETING  
Agenda/Minutes: Attached
- 7-6. ACCEPT AND FILE AGENDA FOR THE MUG COMMITTEE MEETING OF FEBRUARY 19, 2003 AND MINUTES OF THE JANUARY 15, 2003 MEETING  
Minutes: Attached

\* Please note: Location of Meeting Place

- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR DECEMBER 2002  
Staff Report: Attached
- 7-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR NOVEMBER 2002  
Staff Report: Attached
- 7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR DECEMBER 2002  
Staff Report: Attached
- 7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE  
Staff Report: Attached
- 7-11. CONSIDERATION OF AUTHORIZATION OF DISPOSAL OF VEHICLE #893  
Staff Report: Attached

#### **REGULAR AGENDA**

- 8. CONSIDERATION OF PRESENTATION OF EMPLOYEE LONGEVITY AWARDS  
Presented by: Chairperson  
Staff Report: Attached  
**THIS PRESENTATION WILL TAKE PLACE AT THE FEBRUARY 28, 2003 BOARD MEETING**
- 9. CONSIDERATION OF APPROVING THE UPDATE TO THE EQUAL EMPLOYEE OPPORTUNITY PLAN (EEOP)  
Presented by: Robyn Slater, Interim Human Resources Manager  
Staff Report: Attached
- 10. CONSIDERATION OF AMENDING CONTRACT FOR THE CONSTRUCTION OF A COMPRESSED NATURAL GAS (CNG) FUEL STATION  
Presented by: Tom Stickel, Fleet Maintenance Manager  
Staff Report: **WILL BE PRESENTED FOR CONSIDERATION AT THE FEBRUARY 28, 2003 BOARD MEETING**
- 11. CONSIDERATION OF AMENDMENT TO CONTRACT WITH ORION BUS INDUSTRIES FOR THE PURCHASE OF DIESEL, HIGH-FLOOR SUBURBAN BUSES THAT CAN BE CONVERTED TO COMPRESSED NATURAL GAS (CNG)  
Presented by: Tom Stickel, Fleet Maintenance Manager  
Staff Report: Attached
- 12. CONSIDERATION OF AMENDING DAY WIRELESS SYSTEMS CONTRACT

Presented by: Tom Stickel, Fleet Maintenance Manager  
Staff Report: Attached

13. CONSIDERATION OF APPROVAL TO PAY FOR ADDITIONAL WORK PERFORMED ON CONTRACT FOR RETROFITTING THE MINOR MAINTENANCE FACILITY

Presented by: Tom Stickel, Fleet Maintenance Manager  
Staff Report: Attached

14. RECONSIDERATION OF BOARD OF DIRECTORS' DIRECTION TO ISSUE A REQUEST FOR PROPOSALS FOR CONSTRUCTION, OPERATION AND MAINTENANCE OF A KIOSK FOR THE OPERATION OF A NEW RESTAURANT BUSINESS AT THE WATSONVILLE TRANSIT CENTER

Presented by: Margaret Gallagher, District Counsel  
Staff Report: Attached

15. CONSIDERATION OF AUTHORIZATION TO PURCHASE PARATRANSIT AND FIXED ROUTE MID-SIZE BUSES USING STATE CONTRACT

Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: Attached

16. CONSIDERATION OF APPROVAL OF INITIATING A LOCAL PLANNING PROCESS TO ACHIEVE PUBLIC PARTICIPATION IN REVISING THE CALL STOP LIST

Presented by: Bryant Baehr, Operations Manager  
Staff Report: Attached

**ACTION IS REQUIRED AT THE FEBRUARY 14, 2003 BOARD MEETING**

17. CONSIDERATION OF RESOLUTION CERTIFYING THE FINAL ENVIRONMENTAL IMPACT REPORT (EIR) FOR THE METROBASE PROJECT, AND ADOPTION OF LEGAL FINDINGS AND MITIGATION MEASURES AND MITIGATION MONITORING AND REPORTING PROGRAM

Presented by: Les White, General Manager  
Staff Report: Attached

18. CONSIDERATION OF APPROVAL OF THE METROBASE PROJECT

Presented by: Les White, General Manager  
Staff Report: Attached

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

20. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

**SECTION II: CLOSED SESSION**

1. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

- a. Agency Negotiator: Bryant Baehr, Operations Manager
  1. Employee Organization: Service Employees International Union (SEIU), Local 415
2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Pursuant to Subdivision (a) of Section 54956.9)
  - a. Name of Case: Ramon Martinez vs. Santa Cruz Metropolitan Transit District
3. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (Initiation of Litigation Pursuant to Government Code Section 54956.9)
  - a. Number of Cases: One

### **SECTION III: RECONVENE TO OPEN SESSION**

21. REPORT OF CLOSED SESSION

### **ADJOURN**

### **NOTICE TO PUBLIC**

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To: dcarr@scmtd.com  
Date: Tue, 18 Feb 2003 17:48:23 -0800  
Subject: Letter Supporting Metro Base/Resent  
X-Mailer: Juno 5.0.33  
From: "Anne M. Stickel" <tstickl@juno.com>

Written & e-mailed to D. Carr on 02.18.03 (FOR THE BOARD MEETING on 02.28.2003):

Having read Pat Spence's letter in the 02.15.03 Register-Pajaronian, I want to add my voice to hers. In light of the CARB mandate to convert from diesel to clean-burning fuels, we need to move ahead with a new fueling/maintenance facility at the proposed River Street/Golf Club Drive site. The elimination of local transit and paratransit in 2005 is an unfeasible alternative for our county. Too many of us riders depend on the system for our survival as citizens here, whether for health care, school, jobs or just getting from point A to point B. Those who are able to (or choose to) drive themselves also depend on transit to give them more room on the roads. Folks who ride buses pay taxes, buy locally, and contribute to our community. We will be unable to do so without transit. Not only seniors, but juniors, ride to and from class and appointments. These young people are our future. By honoring our elders in providing them reasonable transit, we will likewise be assuring our future as a community by offering youth safe passage. In the long run, our total ecology, partnering man and nature, will be improved by our use of transit. PLEASE MAKE METRO BASE HAPPEN.

Sincerely,

A.M. Stickel, Artist and Poet,  
30+ year Santa Cruz County Resident  
Retired Public Health Laboratorian  
U.C. Davis Alumnus

TO THE BOARD OF DIRECTORS:

## Metro and the Charade of Rider Representation

The voice of the ordinary rider is just about the only voice not being heard at Metro today. Senior citizens and the disabled account for 15% of ridership, but they seem to have a majority on every committee. I am the first to say that minority voices *should* be heard. That's one reason why the Board of Directors recognizes the Metro Accessible Services Transit Forum (MASTF), an independent committee for elderly and/or disabled riders.

Staff claim that the proposed Call Stop Committee represents "a good cross section" of riders. Not so. If we leave out transit industry representatives (staff, union, etc.), nine positions remain. At least 5 (55%) and as many as 7 (77%) of the 9 "core" members will be drawn from, or will officially represent, the senior/disabled community. It makes sense for seniors and the disabled to dictate call stop policy: the Talking Bus is of particular importance to them. They should not, however, monopolize general forums.

The Metro Users Group (MUG) is a case in point. If we exclude transit industry representatives (union, board, TMA, TAPS), there are 9 "core" members. Fully 66% (6) of these are seniors and/or disabled people. It happens that 5 are also members of MASTF!

MUG is the only general advisory committee for Metro riders. The seniors and disabled people who control MUG refuse to accommodate ordinary Metro riders. Most riders are at school or at work during the day, and would actually be penalized for attending a MUG meeting. When I suggested, last year, that we meet in the evening, everyone else — even the *chairperson* — gave excuses. I could not have secured passage of this year's meeting schedule without maintaining the afternoon meeting time. Some people need an incentive to attend meetings. I produced a written proposal for membership incentives last November. The chairperson asked that the discussion be continued at the next meeting. Twice she "forgot", and now the proposal can't be revisited until April. In the meantime, members of MASTF's executive committee (busy representing 15% of riders) will continue to receive bus passes while members of MUG (busy representing 100% of riders) go without.

Staff, too, exert considerable influence over MUG. My proposal for posters is a good example. Staff suggested, and the senior/disabled bloc agreed, that headlines meaningful to ordinary riders should be watered down. Two months later, staff finally posted the slogans, "Got a bus idea?" and "Do you ride the bus?" inside our buses.

Metro's Board of Directors has sole authority over appointments to MUG. Does the Board value the opinions of ordinary riders, the folks who account for 85% of rides and pay 95% of fares? If so, the Board will (a) stipulate that anyone who is a member of MASTF is ineligible for simultaneous membership in MUG; (b) stipulate that the composition of MUG will henceforth reflect Metro's ridership; (c) stipulate that staffs role in MUG meetings is to support and inform, but not to influence; and (d) oblige staff to provide recruitment support.

— R. Paul Marcellin  
Member,  
Metro Users Group  
2003 February 21

The 85/15 statistic is approximate, and reflects a combination of ridership data and pass sales data

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

January 10, 2003

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A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, January 10, 2003 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice-Chairperson Reilly called the meeting to order at 9:01 a.m.

## **SECTION 1: OPEN SESSION**

### **1. ROLL CALL:**

#### **DIRECTORS PRESENT**

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

#### **DIRECTORS ABSENT**

Jeff Almquist  
Ana Ventura Phares

#### **STAFF PRESENT**

Bryant Baehr, Operations Manager	Elisabeth Ross, Finance Manager
John Daugherty, Accessible Svcs. Coord	Robyn Slater, Interim H.R. Manager
Mark Dorfman, Asst. General Manager	Tom Stickel, Fleet Maint. Manager
Margaret Gallagher, District Counsel	Les White, General Manager

#### **EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT**

April Axton, Community Bridges	Manny Martinez, PSA
Sharon Barbour, MASTF	Bonnie Morr, UTU
Carolyn Chaney, Federal Legislative Rep.	Karena Pushnik, SCCRTC
Tom Hiltner, SEA	Will Regan, VMU
Paul Marcelin, MUG	

### **2. ORAL AND WRITTEN COMMUNICATION**

- |    |                                  |                                    |
|----|----------------------------------|------------------------------------|
| a. | Pam Greeninger, City of Capitola | RE: SCMTD Board Member             |
| b. | Sharon Barbour, Chair, MASTF     | RE: Fare Increase/Convenience Pass |

c. Scott Bugental, E/D TAC

RE: ADA/504 Grievance Procedure &  
Potential Fare Alternatives

**3. LABOR ORGANIZATION COMMUNICATIONS**

None.

**4. METRO USERS GROUP (MUG) COMMUNICATIONS**

None

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

MASTF Chair, Sharon Barbour distributed and explained a letter from MASTF to the Board of Directors regarding MASTF's election of officers and MASTF's relationship with the District. Ms. Barbour stated that currently, officers are allowed to vote at MASTF elections, but that MASTF would address this issue soon. Ms. Barbour's letter is attached to these minutes.

**DIRECTOR FITZMAURICE ARRIVED**

Margaret Gallagher confirmed that MASTF was subject to the Brown Act because they are an advisory group to the District and meet the criteria in the statute. Ms. Gallagher went on to say that any group that meets certain criteria set forth in the statute would be subject the Brown Act.

**EX-OFFICIO DIRECTOR WES SCOTT ARRIVED**

Vice-Chairperson Reilly welcomed new Ex-Officio Director Wes Scott, who introduced himself as the Director of Transportation & Parking at UCSC.

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

Les White stated that two recent newspaper articles regarding VTA's fares had been distributed to the Board in connection with Agenda Item #12 which are attached to these minutes.

**CONSENT AGENDA**

**7-1. APPROVE REGULAR BOARD MEETING MINUTES OF December 13, 2002**

Director Spence noted two errors in the attendance section. Michael Bradshaw should be changed from "Rider" to "CCCIL" and "Mike Edwards, Rider", is not listed.

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

Mark Dorfman clarified that the third item on page five labeled "Dell Marketing - 2 Dell Computers" was actually for 2 servers.

Les White clarified that the payment to “Bustichi” was for the CNG Minor Maintenance Retrofit construction.

**7-3. ACCEPT AND FILE NOVEMBER AND DECEMBER 2002 RIDERSHIP REPORT**

The December Ridership report will be presented for consideration at the January 24, 2003 Board Meeting.

No questions or comments.

**7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claims of: Henry Gamble, #02-0036 & Carolyn Gamble, #02-0037**

No questions or comments.

**7-5. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF JANUARY 16, 2003 AND MINUTES OF THE DECEMBER 19, 2002 MEETING**

No questions or comments.

**7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF December 18, 2002**

Minutes will be presented for consideration at the January 24, 2003 Board Meeting

**7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR NOVEMBER 2002, APPROVAL OF BUDGET TRANSFERS**

No questions or comments.

**7-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR OCTOBER 2002**

No questions or comments.

**7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR NOVEMBER 2002**

No questions or comments.

**7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE**

Bryant Baehr stated that there were only 16 school days on November 2002 as opposed to 17 school days in November 2001, which makes it appear as a ridership decrease this year.

**7-11. ACCEPT AND FILE METROBASE STATUS REPORT**

Les White reported that the Board would receive public comments on the EIR and the District's responses at the January 24, 2003 Board meeting and that the Board would consider certifying the EIR on February 28, 2003.

**7-12. CONSIDERATION OF NAME CHANGE FOR TENANT’S BUSINESS AT THE WATSONVILLE TRANSIT CENTER**

No questions or comments.

**7-13. CONSIDERATION OF REVISIONS OF ADA/504 POLICY AND PROCEDURE**

Ms. Gallagher confirmed that modifications requested by the Board at last month’s meeting had been incorporated into the policy. Specifically, Section 3.03 encourages employees to report any non-compliance and Section 6.01 is modified to add the word “authorized” which modifies “representative” and examples are given for whom would be thought of as an authorized representative of a potential complainant.

Ms. Gallagher expressed appreciation for the efforts of Bryant Baehr and John Daugherty in developing this policy.

**DIRECTOR BEAUTZ ARRIVED**

Bonnie Morr inquired about employee training. Ms. Gallagher replied that Robyn Slater is currently working on a training module for the ADA/504 Policy.

**REGULAR AGENDA**

**8. CONSIDERATION OF ELECTION OF DIRECTORS TO SERVE AS BOARD MEMBERS FOR THE YEAR 2003, TRANSPORTATION COMMISSION AND METRO USERS GROUP CHAIRPERSON ASSIGNMENTS**

THIS ELECTION WILL TAKE PLACE AT THE JANUARY 24, 2003 BOARD MEETING

No questions or comments.

**9. CONSIDERATION OF PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**  
THIS PRESENTATION WILL TAKE PLACE AT THE JANUARY 24, 2003 BOARD MEETING

No questions or comments.

**10. UPDATE FROM CAROLYN CHANEY ON FEDERAL LEGISLATIVE ISSUES**

Carolyn Chaney introduced herself as being the District’s Federal Legislative Representative since 1995. Ms. Chaney reviewed some highlights of what is happening in Washington DC. Appropriations are currently being organized for the next congress session. This year the Transportation issue will be the TEA-21 Reauthorization, a process that is undertaken every 5-6 years. The District was successful in having a study done in the original TEA-21 five years ago, regarding a Transit High-Intensity Tier. This means any system which is under 200,000 population has only been able to get formula money through population and population density, rather than using service criteria. The study results showed that Santa Cruz scored well in every category. Les White worked very hard in the APTA process to make sure that there was recognition that there was a need for this Transit High-Intensity Tier and that funding would be

immediately available if there was any additional money in the bill. APTA approved this at their Legislative Committee meeting, so we are now in a position now to go to the hill and lobby to get this put into the TEA-21 bill. All of this is based on whether we are able to grow the program, despite the budget problems at the local, state and federal levels and the threat of war. The good news is the Authorization Bill is based mostly on Trust Fund money which is generated from gas tax, and not part of the regular budget. The Transportation Infrastructure Committee, which is the committee that usually generates a bill on the house side, is trying to grow the program and call it “user fees” instead of “gas tax.” They are talking about a \$72.5 billion program per year, which would mean that we would be able see growth in the Transit High-Intensity Tier. The transportation program may be caught dead in the water if the Administration does not want any growth and decides to cut it.

Les White reported that we requested in the APTA program that the program be initially funded in FY 2004 at \$35 million nationally and that it grow with a growth factor of the program to \$54 million nationally by 2009. That would yield to us, assuming that all the factors remain the same, approximately \$967,000 in additional formula capital money in FY 2004, which would become available October 1, 2003. It would grow incrementally over the period of the authorization to \$2.1 million in supplemental capital funding by FY 2009.

Ms. Chaney reported on the Metro Center Project. She spoke with Sam Farr’s local office yesterday and got their views. Their initial reaction was very positive and the possibility of having the administrative offices there was positive. Ms. Chaney feels there is a potential for us to go forward with this project through appropriations rather than TEA-21. The opportunity is also possible to have funding come out of the authorization bill and once they put that in the authorization bill it is earmarked and the appropriators do fund it, even though they don’t like it.

Ms. Chaney was asked if it is a problem that MetroBase funds have not been used yet.

Ms. Chaney is a little concerned because we have the MetroBase funding and staffers will ask, “Well what are you doing with MetroBase?” She is happy that the District is moving forward. Senator Feinstein’s office was very clear a couple years ago that they wanted to see progress on the MetroBase project. Ms. Chaney believes they will have the same staff and raise that question and we are going to have to deal with this issue. But the opportunity is also there if we need extra money for MetroBase, that if we have Metro Center to push, we can maybe get money for both.

Emily Reilly asked if there was anything we could do to improve our chances with the project. Ms. Chaney said the name Metro Center is confusing and it would be better if we could talk about a multi-modal mixed-use development or something shorter that describes it better.

Being able to show real progress would do it.

Les White said if the EIR is certified on February 28, when the District representatives go back to the APTA Legislative Conference in March, they can present this and be able to say we are now in the implementation phase. The next phases are Right of Way acquisition, design process and final design of phase 1 of MetroBase.

Ms. Chaney was asked if there was a difference between the TEA money going to the RTC and the TEA money for us. Ms. Chaney said these are totally different funding sources

11. **CONSIDERATION OF AMERICAN PUBLIC TRANSPORTATION ASSOCIATION REAUTHORIZATION PROPOSAL**

**ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR TAVANTZIS**

**Move this item to the Consent Agenda.**

**Motion passed with Directors Almquist, Fitzmaurice and Phares being absent.**

12. **FARE ALTERNATIVES FOR BOARD CONSIDERATION**

**Summary:**

Mark Dorfman and Paul Marcelin gave a presentation outlining various fare increase alternatives and potential ridership loss vs. increased revenue. Examples included a 35% increase that approximates the change in the CPI since the last fare increase, a 25% increase, a 50% increase and the possibility of additional charges for premium ADA services. In addition, information on a reduction for monthly passes was included with a \$1.50 fare level.

Vice-Chairperson Reilly directed the Board to review the Staff Report and contact Staff with any questions prior to the January 24, 2003 Board meeting.

13. **CONSIDERATION OF CHANGE ORDER TO ORION CONTRACT FOR DIESEL HIGH-FLOOR BUSES FOR HIGHWAY 17 THAT CAN BE CONVERTED TO COMPRESSED NATURAL GAS (CNG)**

**WILL BE PRESENTED FOR CONSIDERATION AT THE NOVEMBER 22, 2002 BOARD MEETING**

14. **CONSIDERATION OF APPROVAL OF A RESOLUTION AUTHORIZING AN AMENDMENT TO THE CALPERS CONTRACT TO PROVIDE SECTION 21023.5 (PUBLIC SERVICE CREDIT FOR PEACE CORPS OR AMERICAORPS: VISTA SERVICE)**

**ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR TAVANTZIS**

**Move this item to the Consent Agenda.**

**Motion passed with Directors Almquist, Fitzmaurice and Phares being absent.**

15. **CONSIDERATION OF REJECTION OF BUS ADVERTISING COUNTER PROPOSAL FORM PRINCETON MEDIA, INC.**

**ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR TAVANTZIS**

**Move this item to the Consent Agenda.**

**Motion passed with Directors Almquist, Fitzmaurice and Phares being absent.**

**16. CONSIDERATION OF APPOINTMENT OF STUART ROSENSTEIN TO THE METRO USERS GROUP UNDET HE MEMBERSHIP CATEGORY OF “TRANSIT USERS”**

**ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR TAVANTZIS**

**Move this item to the Consent Agenda.**

**Motion passed with Directors Almquist, Fitzmaurice and Phares being absent.**

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

Margaret Gallagher reported that the Board would be discussing existing litigation and working with the labor negotiator regarding issues relevant to SEIU.

**18. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION**

None

**SECTION II: CLOSED SESSION**

Vice-Chairperson Reilly adjourned to Closed Session at 10:02 a.m. Chairperson Ainsworth reconvened to Open Session at 10:45 a.m.

**SECTION III: RECONVENE TO OPEN SESSION**

**19. REPORT OF CLOSED SESSION**

There was nothing to report at this time.

**ADJOURN**

There being no further business, Chairperson Ainsworth adjourned the meeting at 10:45 a.m.

Respectfully submitted.

Cindi Thomas  
Administrative Secretary

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

January 24, 2003

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A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, January 24, 2003 at the City Hall Council Chambers, 809 Center Street, Santa Cruz, California.

Chairperson Ainsworth called the meeting to order at 9:10 a.m.

## **SECTION 1: OPEN SESSION**

### 1. **ROLL CALL:**

#### **DIRECTORS PRESENT**

Sheryl Ainsworth  
Jan Beautz (arrived after Roll Call)  
Michelle Hinkle  
Mike Keogh  
Dennis Norton  
Ana Ventura Phares  
Emily Reilly  
Mike Rotkin  
Ex-Officio Wes Scott  
Pat Spence  
Marcela Tavantzis

#### **DIRECTORS ABSENT**

Jeff Almquist

#### **STAFF PRESENT**

Bryant Baehr, Operations Manager  
John Daugherty, Access. Svcs. Coord.  
Margaret Gallagher, District Counsel  
Elisabeth Ross, Finance Manager

Robyn Slater, Interim H.R. Manager  
Tom Stickel, Fleet Maint. Manager  
Les White, General Manager

#### **EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT**

April Axton, Community Bridges  
Sharon Barbour, MASTF  
Tom Hiltner, SEA  
Jake Hurley, SEIU

Paul Marcelin, MUG  
Manny Martinez, PSA  
Bonnie Morr, UTU  
Will Regan, VMU

### 2. **ORAL AND WRITTEN COMMUNICATION**

- |    |                                  |                                                               |
|----|----------------------------------|---------------------------------------------------------------|
| a. | Pam Greeninger, City of Capitola | RE: SCMTD Board Member                                        |
| b. | Sharon Barbour, Chair, MASTF     | RE: Fare Increase/Convenience Pass                            |
| c. | Scott Bugental, E/D TAC          | RE: ADA/504 Grievance Procedure & Potential Fare Alternatives |

- d. **Tim Fitzmaurice, City Council** **RE: Letter of Resignation from Board**

**3. LABOR ORGANIZATION COMMUNICATIONS**

Bonnie Morr, Chair of UTU Local 23, introduced two newly appointed officers of UTU: Sandra Lipperd and Armond Levesque. She also stated that UTU would start focusing on PERS, Retirement Benefits, concerns about internal issues that have been on hold, such as health and safety, repairs needed, interpretations on contractual agreements. She added that she wants to ensure that UTU can count on the Board's support and wants to move forward on some of the labor issues that have been pending because of a need to put them on a back burner.

**4. METRO USERS GROUP (MUG) COMMUNICATIONS**

Michelle Hinkle reported that MUG's motion to the Board at its December meeting was to move forward with MetroBase as soon as possible to preserve bus service.

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

Sharon Barbour, Chair of MASTF, reported that the following two motions were made at their January meeting:

- 1) MASTF recommends that METRO adjust weekend routes in South County to provide Route 79 service once in the morning before 9:00 a.m. and once in the afternoon after 4:00 p.m.
- 2) MASTF supports a price increase for the discount fare monthly pass from \$14 to \$16, but not above that amount.

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

**SECTION I:**

**ADD TO ITEM #2** ORAL AND WRITTEN COMMUNICATION  
**(Add Letter as Item 2d.)**

**CONSENT AGENDA:**

**ADD TO ITEM #7-3** ACCEPT AND FILE NOVEMBER & DECEMBER RIDERSHIP  
REPORT  
**(Insert December 2002 reports)**

**ADD TO ITEM #7-4** CONSIDERATON OF TORT CLAIMS: Deny the claims of: Mary V.  
Walsh, #02-0035, Mary Bruggeman, #03-001, Christobal Fernandez  
Rocha, #03-002  
**(Insert Claims)**

**ADD TO ITEM #7-6** ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING  
OF DECEMBER 18, 2002  
**(Insert Minutes)**

**REGULAR AGENDA:**

**DELETE ITEM #10** UPDATE FROM CAROLYN CHANEY ON FEDERAL LEGISLATIVE  
ISSUES  
**(Presentation was given at the January 10, 2003 Board Meeting)**

**DELETE ITEM #13** CONSIDERATION OF CHANGE ORDER TO ORION CONTRACT  
FOR DIESEL HIGH-FLOOR BUSES FOR HIGHWAY 17 THAT CAN  
BE CONVERTED TO COMPRESSED NATURAL GAS (CNG)  
**(Staff is waiting for further information)**

**ADD TO ITEM #17** CONSIDERATION OF APPROVAL OF LEASE FOR  
WATSONVILLE TRANSIT CENTER KIOSK #6 FOR A NEW  
BUSINESS  
**(Add Staff Report)**

**ADD TO ITEM #18** CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER  
TO EXECUTE AN AMENDMENT TO LEASE FOR THE  
WATSONVILLE TRANSIT CENTER KIOSK #5 TO LETICIA  
LEDESMA AND TOMAS SANCHEZ TO EXTEND THE TERM  
**(Add Staff Report)**

**ADD TO ITEM #19** A. CONSIDERATION OF APPROVING THE TRANSFER OF  
THE LEASE AGREEMENT WITH KAROL AND MIROSLAVA  
MORELUND, DBA STORTI'S PIZZERIA, TO ANDREW AND ALICIA  
FRANASZEK, FOR THE KIOSK SPACE AT THE SANTA CRUZ  
METRO CENTER, EFFECTIVE JANUARY 24, 2003

B. CONSIDERATION OF REQUEST OF ANDREW AND ALICIA  
FRANASZEK TO REDUCE RENT  
**(Add Staff Report)**

**ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR ROTKIN**

**Pull Item #7-13 from the Consent Agenda and place on the Regular Agenda for  
discussion.**

**Motion passed unanimously with Directors Almquist and Beautz being absent.**

**DIRECTOR BEAUTZ ARRIVED**

## CONSENT AGENDA

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF DECEMBER 13, 2002
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
- 7-3. ACCEPT AND FILE NOVEMBER & DECEMBER RIDERSHIP REPORT
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claims of: Henry Gamble, #02-0036 & Carolyn Gamble, #02-0037 (attached), Mary V. Walsh, #02-0035, Mary Bruggeman, #03-001, Christobal Fernandez Rocha, #03-002 (included in the Add-On Packet)
- 7-5. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF JANUARY 16, 2003 AND MINUTES OF THE DECEMBER 19, 2002 MEETING
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF DECEMBER 18, 2002
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR NOVEMBER 2002, APPROVAL OF BUDGET TRANSFERS
- 7-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR OCTOBER 2002
- 7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR NOVEMBER 2002
- 7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE
- 7-11. ACCEPT AND FILE METROBASE STATUS REPORT
- 7-12. CONSIDERATION OF NAME CHANGE FOR TENANT'S BUSINESS AT THE WATSONVILLE TRANSIT CENTER
- 7-13. MOVED TO REGULAR AGENDA FOR DISCUSSION PURPOSES.
- 7-14. CONSIDERATION OF AMERICAN PUBLIC TRANSPORTATION ASSOCIATION REAUTHORIZATION PROPOSAL  
(Moved to Consent Agenda at the January 10, 2003 Board Meeting. Staff report retained original numbering as Item #11)
- 7-15. CONSIDERATION OF APPROVAL OF A RESOLUTION AUTHORIZING AN AMENDMENT TO THE CALPERS CONTRACT TO PROVIDE SECTION 21023.5 (PUBLIC SERVICE CREDIT FOR PEACE CORPS OR AMERICORPS: VISTA SERVICE)  
(Moved to Consent Agenda at the January 10, 2003 Board Meeting. Staff report retained original numbering as Item #14)
- 7-16. CONSIDERATION OF REJECTION OF BUS ADVERTISING COUNTER PROPOSAL FROM PRINCETON MEDIA, INC.  
(Moved to Consent Agenda at the January 10, 2003 Board Meeting. Staff report retained original numbering as Item #15)
- 7-17. CONSIDERATION OF APPOINTMENT OF STUART ROSENSTEIN TO THE METRO USERS GROUP UNDER THE MEMBERSHIP CATEGORY OF "TRANSIT USERS"  
(Moved to Consent Agenda at the January 10, 2003 Board Meeting. Staff report retained original numbering as Item #16)

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEAUTZ**

Approve the Consent Agenda with the exception of Item #7-13 and with a unanimous roll call vote for Item #7-15.

**Motion passed unanimously with Director Almquist being absent and with Directors Norton, Phares, Tavantzis and Rotkin abstaining from voting on Item #7-1 since they were absent from the December 13, 2002 Board meeting.**

## **REGULAR AGENDA**

### **8. CONSIDERATION OF ELECTION OF DIRECTORS TO SERVE AS BOARD MEMBERS FOR THE YEAR 2003, TRANSPORTATION COMMISSION AND METRO USERS GROUP CHAIRPERSON ASSIGNMENTS**

#### **Summary:**

Chairperson Ainsworth reviewed the list of nominations as follows:

Emily Reilly, Chair

Mike Keogh, Vice Chair

Michelle Hinkle, MUG Chair

SCCRTC Representatives: Directors Keogh, Reilly and Spence

SCCRTC Alternates: Directors Phares, Hinkle and Tavantzis, respectively

**ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR SPENCE**

**Elect all Directors in their nominated positions as outlined in the staff report.**

**Motion passed unanimously with Director Almquist being absent.**

**DIRECTOR AINSWORTH TURNED OVER THE MEETING TO NEWLY ELECTED CHAIRPERSON REILLY AT THIS POINT.**

Director Beautz thanked Director Ainsworth for fulfilling her duties as Chairperson for the last two years.

**CHAIRPERSON REILLY MOVED ITEM #19A. AND B. UP ON THE AGENDA TO BE TAKEN AFTER ITEM #9. ITEM #7-13 WAS MOVED FROM THE CONSENT AGENDA TO THE END OF THE AGENDA AS ITEM #20.**

### **9. CONSIDERATION OF PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**

#### **Summary:**

The following employee was acknowledged with a longevity certificate for his years of service:

**TWENTY-FIVE YEARS**

Floyd Crawford, Transit Supervisor

19. **A. CONSIDERATION OF APPROVING THE TRANSFER OF THE LEASE AGREEMENT WITH KAROL AND MIROSLAVA MORELUND, DBA STORTI'S PIZZERIA, TO ANDREW AND ALICIA FRANASZEK, FOR THE KIOSK SPACE AT THE SANTA CRUZ METRO CENTER, EFFECTIVE JANUARY 24, 2003**

**B. CONSIDERATION OF REQUEST OF ANDREW AND ALICIA FRANASZEK TO REDUCE RENT**

**Summary:**

Margaret Gallagher reported that the Morelands have sold their business, Storti's Pizza, to Andrew and Alicia Franaszek. After reviewing the Franaszek's documentation, staff recommends that the transfer of the lease take place. The Franaszeks are, however, requesting reduced rent to assist them in starting their business. Staff is recommending that no rent reduction be given at this time but that the Franaszeks can again request a reduction in six months if the business is not successful. The current lease will expire in 2004.

**Discussion:**

Mr. Franaszek spoke to the Board and requested a rent reduction due to the poor economy and stated that according to the listing broker, the rent is higher than another business he just sold in the area. Several Directors support maintaining the current rent but allowing the tenant to return in six months with this request to reduce the rent. It was pointed out that a business in the transit center has the benefit of much transient traffic. Margaret Gallagher stated that the Board should direct staff to review the lease situations at all the transit centers in regards to rent and terms and conditions overall rather than on an individual basis.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEAUTZ**

**Approve the lease transfer of the kiosk space from Karol and Miroslava Morelund to Andrew and Alicia Franaszek; deny the request for reduced rent, and direct staff to review the rent structure overall on METRO properties and return to the Board in six months to review the structure of all rents.**

**Motion passed unanimously with Director Almquist being absent.**

10. **DELETED**

11. **MOVED TO CONSENT AGENDA AS ITEM #7-14**

12. **FARE ALTERNATIVES FOR BOARD CONSIDERATION**

**Summary:**

Elisabeth Ross, Finance Manager, and Paul Marcelin-Sampson of MUG made a presentation to the Board on fare alternatives. The presentation included information on the following:

- Previous fare increases
- METRO's budget gap
- Goals of a fare increase
- Requested information from Board members
- Costs per ride vs. subsidies
- Current fares for adults, youths, senior/disabled, paratransit
- Proposed 25% increase, 35% increase, 50% increase, 50% increase & monthly discount
- ADA paratransit & paratransit premium options
- Revenue Gain vs. Ridership Loss
- Mitigation of cost impacts
- What other agencies charge

### **Discussion:**

It was determined that either fares need to be increased or service needs to be cut to bridge the budget deficit. Mr. White stated that the anticipated loss of ridership would be between 24-36 months before ridership generally comes back up. Ms. Ross added that the goal of \$750,000 in increased revenue would be achievable without too much impact on the riders; however, Mr. White stated that a 5% cut in service would still be needed. Rather than cutting routes, frequency and shortened routes would take place.

### **DIRECTOR AINSWORTH LEFT THE MEETING.**

Staff is asking for direction on which option(s) to pursue and which should be discarded. Public Hearings will be scheduled and staff will return to the Board in April. The schedule of events is as follows: 1) public meetings would be held in February and March, 2) information would be brought back to the Board in April, 3) a final public hearing would be held in May, 4) adoption of the new fare ordinance with implementation of the new fare structure effective July 1, 2003.

Director Spence expressed concern about families with more than one child riding the bus and inquired about a youth pass discount for multiple riders; she was informed that this would be very difficult for the bus operators to administer. Director Norton inquired about ways of increasing ridership rather than raising the fares. Mr. Marcelin has some calculations, particularly with the cash fares, and will share these with Director Norton. Director Phares was assured that public input would be considered and possibly rolled into the analysis brought back to the Board.

Mr. White also addressed the Board about regular fare increases on a 24-month basis in order to keep each increase lower but with more frequency. There was discussion regarding a fare increase that would be in usable increments (i.e. the least amount of coins). Director Beautz would like this information available to the public during the public hearings. She added that the cost of inflation should be automatically included in the fare increase. Les White thanked Mark Dorfman, Elisabeth Ross and Paul Marcelin-Sampson for their many hours of work on the fare increase proposal.

Sharon Barbour spoke regarding the increase to the senior/disabled community and asked the Board to consider not raising base fares and senior/disabled passes at the same time. She also suggested doing a “scale” increase to low-income families for youth fares. Mr. White added that this would require a third-party administrator to verify their low-income status. He further added that there should be a “sunset provision” which would require the low-income status to be refreshed periodically, however, the cost of doing this paperwork might counter balance any benefit. Bonnie Morr pointed out that Santa Cruz is out of sync with the entire Bay Area: MST charges \$6.50 for a day fare for their entire system while Santa Cruz only charges \$3.00.

There was discussion regarding extra paratransit fees and whether METRO should absorb extra costs when the fault lies with the rider. Director Spence is in favor of “will call” rides being for medical appointments only. Ex-Officio Director Scott pointed out that UCSC students have already voted for a \$10 per quarter transportation fee and they have limited ability to take on a rate increase.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR PHARES**

**Direct staff to bring back proposals for necessary rate increases on the schedules presented, but eliminate the 25% increase by itself. The 25% would be part of a “ramping-up” with additional increases; the lowest increase would be 35% if a one-time increase. Do not mention specific cutbacks by location but show “order of magnitude”. Take into account comments made by Directors. The long-term ideas about ways to increase ridership should be presented to the public but made clear that these are long-term and would not fix the problems the District is currently experiencing.**

**Motion passed unanimously with Directors Ainsworth and Almquist being absent.**

13. **DELETED**

14. **MOVED TO CONSENT AGENDA AS ITEM #7-15**

15. **MOVED TO CONSENT AGENDA AS ITEM #7-16**

16. **MOVED TO CONSENT AGENDA AS ITEM #7-17**

17. **CONSIDERATION OF APPROVAL OF LEASE FOR WATSONVILLE TRANSIT CENTER KIOSK #6 FOR A NEW BUSINESS**

**ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR ROTKIN**

**In one Motion, there was approval of staff recommendations for Items 17 and 18.**

**Authorize the General Manager to execute a one-year lease for the Watsonville Transit Center Kiosk #6 with Romualdo Palacios dba Santa Martha with options to extend the lease for four one-year lease terms.**

18. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDMENT TO LEASE FOR THE WATSONVILLE TRANSIT CENTER KIOSK #5 TO LETICIA LEDESMA AND TOMAS SANCHEZ TO EXTEND THE TERM**

Authorize the General Manager to execute an amendment to lease for the Watsonville Transit Center Kiosk space #5 to Leticia Ledesma and Tomas Sanchez to extend the term.

Motion passed unanimously with Directors Ainsworth and Almquist being absent.

20. **CONSIDERATION OF REVISIONS OF ADA/504 POLICY AND PROCEDURE**

ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR ROTKIN

Revise the ADA/504 Policy and Procedure, which includes a Grievance Procedure. Change the evaluation period of the services, program and activities from 12 months to 36 months.

Motion passed unanimously with Directors Ainsworth and Almquist being absent.

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

Margaret Gallagher reported that the litigation matter of Esengil v. Meral Jensen, et al would be discussed as well as a potential litigation case of Richard Castro vs. METRO.

22. **ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION**

None

**SECTION II: CLOSED SESSION**

Chairperson Reilly adjourned to Closed Session at 11:19 a.m. and reconvened to Open Session at 11:32 a.m.

**SECTION III: RECONVENE TO OPEN SESSION**

23. **REPORT OF CLOSED SESSION**

There was nothing to report at this time.

**ADJOURN**

There being no further business, Chairperson Reilly adjourned the meeting at 11:32 a.m.

Respectfully submitted.

DALE CARR

Administrative Services Coordinator

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

DATE: 01/01/03 THRU 01/31/03

CK SER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
8667	01/03/03	490.73	001	81015	DEC	PHONE LINES	490.73	
				81016	DEC	PHONE LINES	379.15	
8668	01/03/03	97741.66	001043	81017	JAN	VISION INSURANCE	97741.66	
8669	01/03/03	82.47	001229	81018		SUBSTANCE ABUSE	82.47	
8670	01/03/03	609.00	001257	81019	NOV	DRUG TESTING	609.00	
8671	01/03/03	63.85	001292	81020	NOV	LAWS OF CA	63.85	
8672	01/03/03	378.32	001315	81021	DEC	MT HERMON/KINGS	378.32	
				81022	DEC	KINGS VILLAGE	135.40	
				81023	JAN-MAR	LONDND/HWY	34.80	
				81024	JAN-MAR	BIG BASIN/HY	34.30	
				81025	JAN-MAR	AIRPORT/FREE	137.55	
8673	01/03/03	284.53	001433	81026	OCT	REPAIR EQUIPMENT	284.53	
8674	01/03/03	4,499.67	001745	81027	JAN	LIFE/AD&D INS	4,499.67	
8675	01/03/03	1,263.69	001812	81028	OCT	REPAIR/#8026	1,263.69	
8676	01/03/03	139.23	001237	81029		OFFICE SUPPLIES/PT	139.23	
8677	01/03/03	1,355.85	002028	81030		PROF/TECH SVCS	1,355.85	
8678	01/03/03	32.71	002053	81031		LOCAL MEETINGS EXP	32.71	
				81032		PHOTO PROCESS/OPS	17.00	
8679	01/03/03	235.00	002448	81033	WTC	WINDOW CLEANING	235.00	
8680	01/03/03	48,431.15	002624	81034	6	PCMCIA CARDS 540	48,431.15	
				81035		"TALKING BUS "	47,887.50	
8681	01/03/03	2,298.75	002686	81036	PROF	SVCS TO 11/22	2,298.75	
8682	01/03/03	20.18	002689	81037		REPAIRS/MAINTENANCE	20.18	
8683	01/03/03	325.75	002707	81038	12/30-3/30	RENTAL	325.75	
8684	01/03/03	52.70	013	81039		REV VEH PARTS	52.70	
8685	01/03/03	247.32	045	81040		MISC SUPPLIES/TOOLS	247.32	
8686	01/03/03	169.00	056	81041		HAZ WASTE DISPOSAL	169.00	
8687	01/03/03	21.95	057	81042		4251-2400-0554-7229	21.95	
8688	01/03/03	263.29	081	81043		REV VEH PARTS	263.29	
8689	01/03/03	229.55	097	81044		EMP INCENTIVE 225	229.55	
8690	01/03/03	1,517.40	117	81045		REV VEH PARTS	1,517.40	
8691	01/03/03	87.95	166	81046		REPAIRS/MAINTENANCE	87.95	
8692	01/03/03	347.77	186	81047		REPAIRS/MAINTENANCE	347.77	
8693	01/03/03	1,166.95	221	81048		REV VEH PARTS 1167	1,166.95	
				81049		REV VEH PARTS 822	821.98	
8694	01/03/03	480.00	249	81050		TOWING/#842	480.00	
8695	01/03/03	5,716.00	341	81051		OCT REPAIR BLDGS/IMP	5,716.00	
8696	01/03/03	11,250.00	413	81052		BUS SHELTERS 11250	11,250.00	
8697	01/03/03	615.46	418	81053		CNG FUEL	615.46	
8698	01/03/03	53.47	445	81054		MT. BIEWLASKI	53.47	
8699	01/03/03	94.13	436	81055		NOV ACCESS CHGS	94.13	
8700	01/03/03	196,808.90	502	81056		JAN MEDICAL INS	196,808.90	
8701	01/03/03	20,455.20	508	81057		REBUILT ENGINE	20,455.20	
8702	01/03/03	349.25	511	81058		REV VEH PARTS 322	349.25	
8703	01/03/03	1,027.00	531	81059		OCT REPAIR BLDGS/IMP	1,027.00	
8704	01/03/03	360.00	571	81060		PROF/TECH SVCS	360.00	
8705	01/03/03	220.32	622	81061		PRINTING	220.32	
8706	01/03/03	616.50	690	81062		PROF/TECH FEES	616.50	
8707	01/03/03	300.00	719	81063		PROF SVCS 11/26	300.00	
8708	01/03/03	937.50	722	81064		PROF SVCS	937.50	

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REF	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	TRANSACTION COMMENT
8709	01/03/03	297.85	794 MCBRIDE & ASSOCIATES		81065	TRANSCRIPT	297.85	
8710	01/03/03	21.68	806 CHANCE COACH, INC.		81066	REV VEH PARTS 22	21.68	
8711	01/03/03	50.00	8001 AINSWORTH, SHERYL		81078	DEC BOARD MEETING	50.00	
8712	01/03/03	50.00	8002 ALMQUIST, JEFF		81077	DEC BOARD MEETING	50.00	
8713	01/03/03	50.00	8003 BEAUTZ, JAN		81080	DEC BOARD MEETING	50.00	
8714	01/03/03	50.00	8004 FITZMAURICE, TIM		81081	DEC BOARD MEETING	50.00	
8715	01/03/03	50.00	8006 HINKLE, MICHELLE		81082	DEC BOARD MEETING	50.00	
8716	01/03/03	50.00	8007 KEOGH, MICHAEL		81083	DEC BOARD MEETING	50.00	
8717	01/03/03	50.00	8001 REILLY, EMILY		81084	DEC BOARD MEETING	50.00	
8719	01/03/03	50.00	8012 SPENCE, PAT		81085	DEC BOARD MEETING	50.00	
8719	01/03/03	32.99	E 387 FLAGG, PAULA R.		81071	LOCAL MTG EXPENSE	32.99	
8720	01/03/03	44.00	E171 HARRELL, LAURA		81067	DMV/VTT FEES	44.00	
8721	01/03/03	16.00	E210 PEREZ, JOHN		81068	OTHER, RENEETT	16.00	
8722	01/03/03	300.00	E239 SLATER, ROBYN		81069	MEDICAL INS WAIVER	300.00	
8723	01/03/03	300.00	E255 MCCABE, MARGARET		81070	MEDICAL INS WAIVER	300.00	
8724	01/03/03	300.00	E390 CANALES, DONNA		81072	MEDICAL INS WAIVER	300.00	
8725	01/03/03	300.00	E394 MILBURN, PETER		81073	MEDICAL INS WAIVER	300.00	
8726	01/03/03	300.00	E409 TRAYLOR, SOOZIE		81074	MEDICAL INS WAIVER	300.00	
8727	01/03/03	44.00	E424 POLANCO, JOSE		81075	DMV/VTT FEES	44.00	
8728	01/03/03	44.00	E475 MAHAN, DAVID		81076	DMV/VTT FEES	44.00	
8729	01/03/03	7.15	E490 MOORE, CAROL		81077	SUPP LIFE/AD&D INS	7.15	
8730M01/10/03		316,234.00	086 NEW FLYER OF AMERICA		81169	40' BUS CONVERTIBLE	316,234.00	MANUAL
8731M01/10/03		316,234.00	086 NEW FLYER OF AMERICA		81170	40' BUS CONVERTIBLE	316,234.00	MANUAL
8732M01/10/03		316,234.00	086 NEW FLYER OF AMERICA		81171	40' BUS CONVERTIBLE	316,234.00	MANUAL
8733M01/10/03		316,234.00	086 NEW FLYER OF AMERICA		81172	40' BUS CONVERTIBLE	316,234.00	MANUAL
8734M01/10/03		316,234.00	086 NEW FLYER OF AMERICA		81173	40' BUS CONVERTIBLE	316,234.00	MANUAL
8735M01/10/03		316,234.00	086 NEW FLYER OF AMERICA		81174	40' BUS CONVERTIBLE	316,234.00	MANUAL
8736M01/10/03		316,234.00	086 NEW FLYER OF AMERICA		81175	40' BUS CONVERTIBLE	316,234.00	MANUAL
8737M01/10/03		316,234.00	086 NEW FLYER OF AMERICA		81176	40' BUS CONVERTIBLE	316,234.00	MANUAL
8738M01/10/03		316,234.00	086 NEW FLYER OF AMERICA		81177	40' BUS CONVERTIBLE	316,234.00	MANUAL
8739M01/10/03		212,852.88	080 STATE BOARD OF EQUALIZATION		81178	SALES TAX 9 BUSES	212,852.88	MANUAL
8740	01/10/03	6,210.62	001063 NEW FLYER INDUSTRIES LIMITED		81086	REV VEH PARTS 783	783.00	
					81087	REV VEH PARTS 2844	2,844.77	
					81088	REV VEH PARTS 2469	2,469.12	
					81089	PARTS/SUPPLIES 100	114.73	
8741	01/10/03	185.37	001072 BETSON WEST		81090	REPAIR COIN CHANGER	185.37	
8742	01/10/03	1,538.94	001230 CAPITOL CLUTCH AND BRAKE, INC		81091	REV VEH PARTS	1,538.94	
8743	01/10/03	78,879.83	001316 DEVCO OIL		81092	DEC FUEL	78,879.83	
8744	01/10/03	1,165.19	001335 BAY CITIES BATTERY SERVICE		81093	REV VEH PARTS	1,165.19	
8745	01/10/03	2,182.30	001344 CITY OF SANTA CRUZ		81094	PARKING DEF FEES	1,182.30	
					81095	02/03 COOP RETL MGMT	1,273.88	
8746	01/10/03	390.00	001492 EVERGREEN DU, INC.		81096	HAZ WASTE DISPOSAL	390.00	
8747	01/10/03	35,987.45	001616 UNUM		81097	JAN LTD INSURANCE	35,987.45	
8748	01/10/03	210,143.50	001762 COMMUNITY BRIDGES		81098	NOV ADA PARATRANSIT	210,143.50	
8749	01/10/03	356.79	001900 AM-SAFE COMM. PRODUCTS INC.		81099	REV VEH PARTS 344	356.79	
8750	01/10/03	533.47	001976 SPORTWORKS NORTHWEST, INC.		81100	REV VEH PARTS 519	533.47	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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8751	01/10/03	82.54 001996	JAMES PUBLISHING, INC	81101	MED EVIDENCE SUPP	82.54	
8752	01/10/03	2,902.22 002005	TRANSIT RESOURCES, INC.	81102	REV VEH PARTS	246.84	
				81103	REV VEH PARTS	659.00	
				81104	REV VEH PARTS	2,016.38	
8753	01/10/03	160.45 002028	WESTCOAST LEGAL SERVICE	81105	PROF/TECH SVCS	160.45	
8754	01/10/03	7.62 002063	COSTCO	81106	PHOTO PROCESS/RISK	7.62	
8755	01/10/03	3,600.57 002192	BAY EQUIPMENT & REPAIR	81107	OUT REPAIR/#9823	3,600.57	
8756	01/10/03	569.89 002278	CHEMSEARCH	81108	SHREWSH SYSTEMS	569.89	
8757	01/10/03	10,423.14 002227	CALIFORNIA SERVICE EMPLOYEES	81109	JAN MEDICAL	10,423.14	
8758	01/10/03	531.36 002458	EASTERDAY JANITORIAL SUPPLY CO	81110	CLEANING SUPPLIES	531.36	
8759	01/10/03	429.17 002459	SCOTT'S VALLEY WATER DISTRICT	81111	10/9-12/9 KINGS VLG	29.12	
				81112	10/9-12/9 KINGS VLG	400.05	
8760	01/10/03	610.36 002504	TIFCO INDUSTRIES	81113	PARTS & SUPPLIES	610.36	
8761	01/10/03	1,062.72 002609	CLEANSOURCE	81114	CLEANING SUPPLIES	1,062.72	
8762	01/10/03	202.26 002639	NEXTEL COMMUNICATIONS	81115	11/26-12/25 PHONES	202.26	
8763	01/10/03	768.11 002713	SANTA CRUZ AUTO TECH, INC	81116	OUT REPAIR/#909	401.57	
				81117	OUT REPAIR/#9700	366.54	
8764	01/10/03	25.79 004	NORTH BAY FORD LINCOLN-MERCURY	81118	REV VEH PARTS	25.79	
8765	01/10/03	372.76 007	UNITED PARCEL SERVICE	81119	FREIGHT OUT	372.76	
8766	01/10/03	1,428.36 013	MCI SERVICE PARTS, INC.	81120	REV VEH PARTS	249.00	
				81121	REV VEH PARTS	1,179.36	
8767	01/10/03	2,687.51 018	SALINAS VALLEY FORD SALES	81122	REV VEH PARTS	681.49	
				81123	OUT REPAIR/#002	2,056.02	
8768	01/10/03	145.00 020	ADT SECURITY SYSTEMS	81124	METRO TELCOM SVC	145.00	
8769	01/10/03	2,518.72 043	PALACE ART & OFFICE SUPPLY	81125	OFFICE SUPPLIES	2,518.72	
8770	01/10/03	972.00 059	BATTERIES USA, INC.	81126	REV VEH PARTS	972.00	
8771	01/10/03	459.12 067	ROTO-ROOTER SEWER/PLUMBING	81127	OUT REPAIR BLDGS/INF	459.12	
8772	01/10/03	131.22 104	STATE STEEL COMPANY	81128	PARTS & SUPPLIES	131.22	
8773	01/10/03	3,607.82 117	GILLIG CORPORATION	81129	REV VEH PARTS	2,172.59	
				81130	REV VEH PARTS	1,435.23	
8774	01/10/03	710.00 150	UC REGENTS, UNIV EXT	81131	SQL SVR CLASS /GLATT	710.00	
8775	01/10/03	1,501.63 156	PRINT GALLERY, THE	81132	PRINT COPY STICKERS	1,501.63	
8776	01/10/03	184.29 166	HOSE SHOP, INC., THE	81133	REPAIRS/MAINTENANCE	184.29	
8777	01/10/03	633.60 215	IKON OFFICE SOLUTIONS	81134	10/9-11/9 MAINT	211.20	
				81135	11/9-12/9 MAINT	211.20	
				81136	12/9-1/9 MAINT	211.20	
8778	01/10/03	90.12 288	MUNCIE TRANSIT SUPPLY	81137	REV VEH PARTS	90.12	
8779	01/10/03	140.00 291	STANLEY ACCESS TECHNOLOGIES	81138	REPAIR METRO DOOR	140.00	
8780	01/10/03	131.86 372	FEDERAL EXPRESS	81139	NOV/DEC MAILINGS	131.86	
8781	01/10/03	1,784.11 378	STEWART & STEVENSON	81140	REV VEH PARTS	1,784.11	
8782	01/10/03	555.12 389	KENS AUTO PARTS, INC.	81141	CLEANING SUPPLIES	555.12	
8783	01/10/03	31.13 394	APPLIED DIGITAL SOLUTIONS	81142	PRINTER MAINTENANCE	31.13	
8784	01/10/03	1,267.22 395	APPLIED GRAPHICS, INC.	81143	PAYROLL ENVELOPES	1,267.22	
8785	01/10/03	58.03 405	JOHN'S ELECTRIC MOTOR	81144	REPAIR VENTILATN FAN	58.03	
8786	01/10/03	2,327.58 410	TRANSIT INFORMATION PRODUCTS	81145	GRAPHIC SERVICES	1,493.55	
				81146	GRAPHIC SERVICES	834.03	
8787	01/10/03	313.63 426	AMERICAN VACUUM COMPANY	81147	REPAIRS/MAINT #97	313.63	
8788	01/10/03	157.88 434	VERIZON WIRELESS PAPERS	81148	JAN PAPERS	157.88	
8789	01/10/03	160.00 481	PIED PIPER EXTERMINATORS, INC.	81149	DEC PEST CONTROL	160.00	
8790	01/10/03	1,217.75 511	LUMINATOR	81150	CABLE ASSEMBLY 1205	1,217.75	

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3791	01/10/03	112.05	520	BLOCK AND COMPANY, INC.	81151	DEPOSIT SLIPS/MET	112.05	
3792	01/10/03	1,189.00	592	R & S ERECTION OF	81152	OUT REPAIR BLDGS/IMP	1,189.00	
3793	01/10/03	83.99	669	COMPUTER BOOK DIRECT	81153	BOOKS/IT B4	83.99	
3794	01/10/03	8,250.00	683	TRISTAR RISK MANAGEMENT	81154	JAN WD SVD.FEE	8,250.00	
3795	01/10/03	175.00	692	ISAACSON, JOSEPH, MD/FACP/FACR	81155	PROF/TECH SVCS	175.00	
3796	01/10/03	9.40	693	DIMMITT & OWENS FINANCIAL, INC	81156	PARTS/SUPPLIES 9	9.40	
3797	01/10/03	870.00	733	CLAREMONT BEHAVIORAL SERVICES	81157	JAN EAP PREMIUM	870.00	
3798	01/10/03	16,498.77	735	DRAESER SAFETY, INC.	81158	METHANE DETECTN SYS	16,498.77	
3799	01/10/03	286.22	779	STAR MACHINE & TOOL CO.	81159	PARTS/SUPPLIES 281	286.22	
3800	01/10/03	13,432.00	804	ORTHOPAEDIC HOSPITAL	81160	NOV PROF/TECH SVCS	13,432.00	
3801	01/10/03	44,550.00	834	ALLIUM CORPORATION	81161	CNG FUEL STN/PMT #1	44,550.00	
3802	01/10/03	4,080.00	847	ROMA DESIGN GROUP	81162	NOV PROF /TECH SVCS	4,080.00	
3803	01/10/03	1,085.16	851	I.H.P.A.C. GOVERNMENT SERVICES	81163	405501926031220	1,085.16	
3804	01/10/03	19.87	932	A.L. LEASE COMPANY, INC.	81164	REPAIRS/MAINTENANCE	19.87	
3805	01/10/03	44.00	E115	BLAKE, BENEVA	81165	DMV/VTT FEES	44.00	
3806	01/10/03	31.04	E176	DAUGHERTY, JOHN	81166	OFFICE SUPPLY/MASTF	31.04	
3807	01/10/03	39.00	E469	SCHNEITER, RICHARD	81167	SUPP LIFE INSURANCE	39.00	
3812	01/24/03	979.46	001	SBC CALIFORNIA	81179	JAN LINE - IT	590.25	
					81180	JAN PHONE LINES	389.21	
3813	01/24/03	140.68	001052	MID VALLEY SUPPLY	81181	PARTS & SUPPLIES	140.68	
3814	01/24/03	5,526.59	001063	NEW FLYER INDUSTRIES LIMITED	81182	REV VEH PARTS 750	764.70	
					81183	REV VEH PARTS 2947	2,947.02	
					81184	REV VEH PARTS 415	415.24	
					81185	REV VEH PARTS 1159	1,159.07	
					81186	REV VEH PARTS 221	220.56	
3815	01/24/03	1,407.05	001119	MADERICH PARTNERSHIP LP	81187	FEB - CAPITOLA MALL	1,407.05	
3816	01/24/03	1,653.88	001230	CAPITOL CLUTCH AND BRAKE, INC	81188	REV VEH PARTS	1,653.88	
3817	01/24/03	9,467.86	001346	CITY OF SANTA CRUZ	81189	OCT-DEC OFFICER MET	9,467.86	
3818	01/24/03	159.15	001471	CALIFORNIA CHAMBER OF COMMERCE	81190	EMPLOYEE POSTERS/HR	159.15	
3819	01/24/03	130.00	001492	EVERGREEN OIL INC.	81191	HAZ WASTE DISPOSAL	130.00	
3820	01/24/03	198.00	001523	SANTA CRUZ MEDICAL CLINIC	81203	NOV MEDICAL EXAMS	198.00	
3821	01/24/03	27.63	001648	STEVE'S UNION	81192	DEC FUEL	27.63	
3822	01/24/03	351.97	001711	MOHAWK MFG. & SUPPLY CO.	81193	REV VEH PARTS 475	475.29	
					81194	REV VEH PARTS (123)	-123.32	
3823	01/24/03	2,529.00	001800	THERMO KING OF SALINAS, INC	81195	OUT REPAIR/#8106	2,529.00	
3824	01/24/03	224.01	001812	KURTT INTERNATIONAL TRUCKS	81196	REV VEH PARTS	224.01	
3825	01/24/03	160.00	001817	SOCIETY FOR HUMAN RESOURCE	81197	MEMBERSHIP 3/03-2/04	160.00	
3826	01/24/03	399.04	001856	BAY COMMUNICATIONS	81198	OUT REPAIR EQUIPMENT	399.04	
3827	01/24/03	399.92	001936	WORLDCOM TECHNOLOGIES, INC.	81199	DEC LONG DISTANCE	399.92	
3828	01/24/03	114.90	001996	JAMES PUBLISHING, INC	81200	PERSONL INJURY CASES	114.90	
3829	01/24/03	2,073.92	0019	PACIFIC BELL/WORLDCOM	81201	DEC PHONE LINE	91.85	
					81202	DEC PHONES	1,982.07	
3830	01/24/03	1,343.26	002005	TRANSIT RESOURCES, INC.	81203	REV VEH PARTS	1,343.26	
3831	01/24/03	324.06	002026	WESTCOAST LEGAL SERVICE	81204	PROF/TECH SVCS	324.06	
3832	01/24/03	205.21	002063	COSTCO	81205	PHOTO SUPPLY/OPS	56.96	
					81206	PHOTO PROCESS/OPS	21.43	
					81207	OFFICE SUPPLIES/FIN	113.71	
					81208	LOCAL MEETING EXP	13.17	
3833	01/24/03	4,682.00	002104	SELF- INSURANCE PLANS	81209	CA W/C FEE ASSESSMNT	4,682.00	
3834	01/24/03	3,320.03	002106	AMERICAN SUPPLY COMPANY	81210	CLEANING SUPPLIES	3,320.03	

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8835	1/24/03	29,768.12	002116	HINSHAW EDWARD & BARBARA		81211	FEB - 120 DUBOIS	6,066.98	
						81212	FEB - 370 ENCINAL	23,701.77	
8836	1/24/03	13,767.50	002117	IULIANO NICK		81213	FEB - 111 DUBOIS	10,529.37	
						81214	2002 UTILITIES/TAX	3,238.43	
8837	01/24/03	362.88	002214	SSI CORP.		81214	REPAIRS/MAINTENANCE	362.88	
8838	01/24/03	146.00	002223	MTA US&C		81215	MEMBERSHIP DUES	146.00	
8839	01/24/03	2,000.00	002267	SHAW & YODER, INC.		81216	NOV LEGISLATIVE SVCS	2,000.00	
8840	01/24/03	3,750.00	002346	CHANEY, CAROLYN & ASSOC., INC.		81217	JAN LEGISLATIVE SVCS	3,750.00	
8841	01/24/03	135.00	002380	MOBILE STORAGE GROUP, INC.		81218	12/16-1/13 CONTAINER	135.00	
8842	01/24/03	104.00	002388	DOBERRA'S		81219	OUT REPAIR/#8111	104.00	
8843	01/24/03	164.46	002389	DARCO PRINTING		81220	OFFICE SUPPLIES/OPS	164.46	
8844	01/24/03	98.09	002447	SETON IDENTIFICATION PRODUCTS		81221	NAME PLATES	98.09	
8845	01/24/03	667.75	002504	TIFCO INDUSTRIES		81222	PARTS & SUPPLIES	667.75	
8846	01/24/03	31.85	002514	APEX WELDING SUPPLIES, INC.		81223	REPAIRS/MAINTENANCE	31.85	
8847	01/24/03	1,100.00	002541	TINO'S PLUMBING		81224	PLUMBING REPAIRS/WTC	1,100.00	
8848	01/24/03	2,374.22	002610	FREDERICK ELECTRONICS CORP.		81225	FEB - 375 ENCINAL	2,374.22	
8849	01/24/03	253.80	002643	IOS CAPITAL		81226	1/22-2/21 CANNON RENT	253.80	
8850	01/24/03	232.46	002713	SANTA CRUZ AUTO TECH, INC		81227	OUT REPAIR/#909	108.35	
						81228	OUT REPAIR/#8035	124.11	
8851	01/24/03	2,937.40	004	NORTH BAY FORD LINC-MERCURY		81229	OUT REPAIR/#8111	2,937.40	
8852	01/24/03	14,065.52	009	PACIFIC GAS & ELECTRIC		81230	11/27-12/28 RODRIGUEZ	1,432.69	
						81231	11/27-12/28 RODRIGUEZ	205.06	
						81232	12/6-12/28 SAKATA	10.78	
						81233	11/26-12/26 SAKATA	11.00	
						81234	11/28-12/28 BEACH ST	100.60	
						81235	10/31-12/30 HARVEY	22.98	
						81236	12/3-12/31 GOLF CLUB	1,550.54	
						81237	12/3-12/31 RIVER ST	1,651.35	
						81238	12/3-12/30 111 DUBOIS	534.31	
						81239	10/31-12/30 111 DUB	1,937.67	
						81240	10/31-12/31 RIVER ST	261.12	
						81241	12/3-12/30 370 ENC	1,651.47	
						81242	10/31-12/30 370 ENC	922.70	
						81243	10/31-12/31 GOLF CLB	956.45	
						81244	12/6-1/4 PACIFIC AVE	1,276.62	
						81245	12/6-1/4 PACIFIC AVE	493.51	
						81246	12/6-1/4 PACIFIC AVE	217.93	
						81247	12/12-1/9 KINGS VLG	519.92	
						81248	12/12-1/9 KINGS VLG	126.16	
						81249	12/12-1/9 KINGS VLG	88.39	
						81250	12/14-1/13 PAUL SWT	71.02	
						81251	11/31-12/31 CNG	23.05	
8854	01/24/03	341.48	020	APT SECURITY SYSTEMS		81252	JAN ALARMS	341.48	
8855	01/24/03	1,726.11	039	KINKO'S INC.		81253	DEC PRINTING	1,726.11	
8856	01/24/03	2,432.19	041	MISSION UNIFORM		81254	DEC UNIFORMS/LAUNDRY	462.06	
						81255	DEC UNIFORMS/LAUNDRY	1,970.13	
8857	01/24/03	421.38	042	ORCHARD SUPPLY HARDWARE		81256	REPAIRS/MAINTENANCE	421.38	
8858	01/24/03	376.12	045	ROYAL WHOLESALE ELECTRIC		81257	REPAIRS/MAINTENANCE	289.27	
						81258	REPAIRS/MAINTENANCE	86.85	
8859	01/24/03	1,218.25	056	GREEN LINE		81259	HAZ WASTE DISPOSAL	1,218.25	

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

DATE: 01/01/03 THRU 01/31/03

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
8661	01/24/03	308.50	REGISTER PAJARONIAN		81260	CLASSIFIED ADS	308.50	
8661	01/24/03	223.47	KENWILF & SONS LOCKSMITH		81261	DEC LOCKS/KEYS	223.47	
8662	01/24/03	659.85	COAST PAPER & SUPPLY INC.		81262	CLEANING SUPPLIES	659.85	
8663	01/24/03	11,577.70	SANTA CRUZ MUNICIPAL UTILITY		81263	10/30-12/26 PACIFIC	63.56	
					81264	10/30-12/26 PACIFIC	3,648.12	
					81265	10/29-12/24 GOLF CLB	1,501.94	
					81266	10/29-12/24 ENCINAL	1,552.20	
					81267	10/29-12/24 ENCINAL	167.64	
					81268	10/29-12/24 RIVER ST	3,351.84	
					81269	10/29-12/24 111 DUB	1,278.40	
					81270	DEC LANDFILL	14.00	
8664	01/24/03	2,521.00	STATE BOARD OF EQUALIZATION		81271	OCT-DEC USE TAX	2,521.00	
8665	01/24/03	2,155.41	STATE BOARD OF EQUALIZATION		81272	OCT-DEC FUEL TAX	2,155.41	
8666	01/24/03	10.09	STATE BOARD OF EQUALIZATION		81273	2002 STOR TANK FEE	10.09	
8667	01/24/03	2,136.00	STATE BOARD OF EQUALIZATION		81274	ANNUAL FUEL TAX CNG	2,136.00	
8668	01/24/03	431.99	STATE BOARD OF EQUALIZATION		81275	CNG USER USE TAX	431.99	
8669	01/24/03	118,251.60	STATE BOARD OF EQUALIZATION		81276	SALES TAX 5 BUSES	118,251.60	
8670	01/24/03	391.00	THYSSENKRUPP ELEVATOR -042		81277	JAN-MAR ELEV SVC	391.00	
8671	01/24/03	14,298.66	DIXON & SON TIRE, INC.		81278	OUT REPAIR REV VEH	342.00	
					81279	DEC TIRES/TUBES	13,956.66	
8672	01/24/03	281.50	CRYSTAL SPRINGS WATER CO.		81280	DEC WATER FLEET	281.50	
8673	01/24/03	748.81	SAN LORENZO LUMBER CO., INC.		81281	REPAIRS/MAINTENANCE	748.81	
8674	01/24/03	2,305.76	JESSICA GROCERY STORE, INC.		81282	FES CUSTODIAN SVCS	2,305.76	
8675	01/24/03	199.16	GILLIG CORPORATION		81283	REV VEH PARTS	199.16	
8676	01/24/03	93.63	WATSONVILLE CITY WATER DEPT.		81284	12/1-1/1 SAKATA LN	13.09	
					81285	12/1-1/1 RODRIGUEZ	9.25	
					81286	12/2-1/2 SAKATA LN	71.29	
8677	01/24/03	5,993.29	DAY WIRELESS SYSTEMS		81287	OUT REPAIR EQUIPMENT	5,993.29	
8678	01/24/03	1,213.35	SANTA CRUZ AUTO PARTS, INC.		81288	REV VEH PARTS/SUPPLY	1,213.35	
8679	01/24/03	79.00	ZEE MEDICAL SERVICE		81289	SAFETY SUPPLIES	79.00	
8680	01/24/03	1,158.30	ZEP MANUFACTURING COMPANY		81290	CLEANING SUPPLIES	1,158.30	
8681	01/24/03	119.56	SANTA CRUZ SENTINEL		81291	DEC ADVERTISING	119.56	
8682	01/24/03	236.80	OCEAN CHEVROLET INC		81292	REV VEH PARTS	236.80	
8683	01/24/03	937.95	HOSE SHOP, INC., THE		81293	REV VEH PARTS/SUPPLY	937.95	
8684	01/24/03	1,094.24	TOWNSEND'S AUTO PARTS		81294	REV VEH PARTS/SUPPLY	1,094.24	
8685	01/24/03	64.37	WILSON, GEORGE H., INC.		81295	REPAIRS/MAINTENANCE	64.37	
8686	01/24/03	1,510.34	GOLDEN GATE PETROLEUM		81296	DEC FUEL - GLEET	1,510.34	
8687	01/24/03	28.38	ALWAYS UNDER PRESSURE		81297	REPAIRS/MAINTENANCE	28.38	
8688	01/24/03	345.14	IKON OFFICE SOLUTIONS		81298	1/9-2/9 MAINT	211.20	
					81299	COPIER STAPLES/MET	133.94	
8689	01/24/03	2,460.94	JONES COMPANY, THE ED		81300	SAFE DRIVER PANELS	2,460.94	
8690	01/24/03	4,584.11	VEHICLE MAINTENANCE PROGRAM		81301	REV VEH PARTS 790	789.84	
					81302	REV VEH PARTS 1683	1,682.64	
					81303	REV VEH PARTS 2112	2,111.63	
8691	01/24/03	1,488.52	MISSION PRINTERS		81304	PRINT BUS PASSES	1,488.52	
8692	01/24/03	32.35	SCOTT'S VALLEY SPRINKLER		81305	BUS WASHER SOLENOID	32.35	
8693	01/24/03	233.28	GRAINGER INC. W.W.		81306	REV VEH PARTS	233.28	
8694	01/24/03	788.16	ANDY'S AUTO SUPPLY		81307	REV VEH PARTS/SUPPLY	788.16	
8695	01/24/03	1,776.44	APPLIED GRAPHICS, INC.		81308	PRINTING/OPS	1,776.44	
8696	01/24/03	92.89	JOHN'S ELECTRIC MOTOR		81309	OUT REPAIR EQUIPMENT	92.89	

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

DATE: 01/01/03 THRU 01/31/03

CHK USER	CHECK DATE	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	TRANSACTION COMMENT
8897	01/24/03	972.03	416	COUNTY OF SANTA CRUZ	81310	CNG FUEL	972.03	
8898	01/24/03	2,171.24	433	AMPAD BUILDING MAINTENANCE	81311	DEC CUSTODIAL SVCS	2,171.24	
8899	01/24/03	157.85	435	WEST GROUP PAYMENT CTR	81312	DEC ACCESS CHGE	157.85	
8900	01/24/03	3,482.22	461	VULTRON INC.	81313	REV VEH PARTS	3,011.33	
					81314	REV VEH PARTS	470.89	
8901	01/24/03	810.00	475	TRAFEZE SOFTWARE GROUP, INC.	81315	SW MAINT/FLEET	810.00	
8902	01/24/03	1,965.60	480	DIESEL MARINE ELECTRIC	81316	REV VEH PARTS	1,965.60	
8903	01/24/03	21,662.74	500	PAIGE'S SECURITY SERVICES, INC	81317	DEC SECURITY	21,662.74	
8904	01/24/03	81,820.80	508	COMPLETE COACH WORKS	81318	4 REBUILT ENGINES	81,820.80	
8905	01/24/03	191.92	510	ASCOM HASLER LEASING	81319	FEB EQUIP RENTAL	191.92	
8906	01/24/03	131.39	546	GRANITE ROCK COMPANY	81320	REPAIRS/MAINTENANCE	131.39	
8907	01/24/03	220.73	566	CALISTOGA SPRING WATER CO.	81321	DEC WATER ADMIN	142.98	
					81322	DEC WATER PLANG	77.75	
8908	01/24/03	2,084.06	664	BAY COUNTIES PITCOCK PETROLEUM	81323	FUEL - FLEET	2,084.06	
8909	01/24/03	41.48	669	COMPUTER BOOK DIRECT	81324	LINUX FIREWALLS 41	41.48	
8910	01/24/03	4,390.29	675	RIVKIN RADLER LLP	81325	LEGAL SERVICES	4,390.29	
8911	01/24/03	365.76	691	EAGLE AUTOMOTIVE	81326	OUT REPAIR OTHER VEH	365.76	
8912	01/24/03	34,318.35	705	BUSTICHI CONSTRUCTION, INC.	81327	MMF CONST/RETROFIT	34,318.35	
8913	01/24/03	802.82	724	NAPA AUTO PARTS	81328	REV VEH PARTS	802.82	
8914	01/24/03	87.91	731	KENT-MOORE TOOL GROUP	81329	CDROM UPGRADE/FLEET	87.91	
8915	01/24/03	34,195.86	800	DELTA DENTAL PLAN	81330	JAN DENTAL	34,195.86	
8916	01/24/03	84.42	806	CHANCE COACH, INC.	81331	REV VEH PARTS 84	84.42	
8917	01/24/03	359,271.04	854	ALLSUP CORPORATION	81332	CNG FUEL STN/PNT #2	104,940.00	
					81333	CNG FUEL STN EQUIP	254,331.04	
8918	01/24/03	900.00	840	BOUCHARD, BRENT	81334	FEB - VERNON LOT	900.00	
8919	01/24/03	12,285.00	847	ROMA DESIGN GROUP	81335	DEC PROF/TECH SVCS	12,285.00	
8920	01/24/03	570.00	950	PARADISE LANDSCAPE	81336	DEC MAINTENANCE	570.00	
8921	01/24/03	187,657.89	975	TRISTAR RISK MANAGEMENT NO. 2	81337	DEC TRUST ACCOUNT	187,657.89	
8922	01/24/03	5,779.00	976	TRISTAR INSURANCE SERVICES	81338	AUDIT 10/24/00-01	5,779.00	
8923	01/24/03	100.00	E027	MAWSON, MICHAEL	81339	OTHER FRINGE BENEFIT	100.00	
8924	01/24/03	44.00	E144	WOOD, JOSEPH	81340	DMV/VTT FEES	44.00	
8925	01/24/03	10.00	E154	MARTINEZ, MANUEL	81341	VTT FEES	10.00	
8926	01/24/03	296.00	M001	HORTON, JOSEPH	81344	FEB MEDICAL PREMIUM	296.00	
8927	01/24/03	504.00	M002	RACKLEY, EARL	81345	FEB MEDICAL PREMIUM	504.00	
8928	01/24/03	252.00	M003	WYANT, JUDI	81346	FEB MEDICAL PREMIUM	252.00	
8929	01/24/03	252.00	M005	ROSS, EMERY	81347	FEB MEDICAL PREMIUM	252.00	
8930	01/24/03	655.00	M006	VAN DER ZANDE, ED	81348	FEB MEDICAL PREMIUM	655.00	
8931	01/24/03	496.00	M007	BLAIR-ALWARD, GREGORY	81349	FEB MEDICAL PREMIUM	496.00	
8932	01/24/03	496.00	M008	CAMPOS, ARVILLA	81350	FEB MEDICAL PREMIUM	496.00	
8933	01/24/03	825.00	M009	FREEMAN, MARY	81351	FEB MEDICAL PREMIUM	825.00	
8934	01/24/03	288.00	M010	SHORT, SLOAN	81352	FEB MEDICAL PREMIUM	288.00	
8935	01/24/03	88.00	M011	LAWSON, LOTS	81353	FEB MEDICAL PREMIUM	88.00	
8936	01/24/03	88.00	M012	ROSE, JACK	81354	FEB MEDICAL PREMIUM	88.00	
8937	01/24/03	238.00	M013	JAHNKE, EILEEN	81355	FEB MEDICAL PREMIUM	238.00	
8938	01/24/03	88.00	M015	HETH, KATHRYN	81356	FEB MEDICAL PREMIUM	88.00	
8939	01/24/03	44.00	M016	HICKLIN, DONALD KENT	81357	FEB MEDICAL PREMIUM	44.00	
8940	01/24/03	44.00	M017	PORTILLA, EARLENE	81358	FEB MEDICAL PREMIUM	44.00	
8941	01/24/03	44.00	M018	SANDRETTI, ALFRED	81359	FEB MEDICAL PREMIUM	44.00	
8942	01/24/03	80.00	M019	WILLIAMS, ROBERT	81360	FEB MEDICAL PREMIUM	80.00	
8943	01/24/03	28.00	M021	BAKER, DALE	81361	FEB MEDICAL PREMIUM	28.00	

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

DATE: 01/01/02 THRU 01/31/03

CK SER	CHECK DATE	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
3944	01/24/03	94.86	M022	CAPELLA, KATHLEEN	81342	FEB MEDICAL PREMIUM	94.86	
3945	01/24/03	250.00	R385	RUELAS, VICKI AND	81342	SETTLEMENT CLAIM	250.00	
3946	01/24/03	2,500.00	R386	CARLOTTA, NINA	81343	SETTLEMENT CLAIM	2,500.00	
AL		4,909,722.15		COAST COMMERCIAL BANK		INTELL CHECKS	275	4,909,722.15

**Santa Cruz METRO  
January 2003 Ridership Report**

FAREBOX REVENUE AND RIDERSHIP SUMMARY BY ROUTE

ROUTE	REVENUE	RIDERSHIP	UC Student	UC Staff Faculty	Day Pass	S/D Riders	W/C	S/D Day Pass	Cabrillo	Bike	Monthly Pass
10	\$ 2,232.64	29,996	24,200	1,990	37	36	10	10	46	587	1,560
13	\$ 751.08	15,717	13,945	1	-	-	-	-	-	-	1
15	\$ 2,439.63	41,459	35,792	4	-	-	-	-	1	2	2
16	\$ 6,327.55	87,100	74,669	675	10	9	1	-	10	270	350
19	\$ 1,854.86	26,475	22,300	2,009	37	38	9	9	40	757	1,213
2	\$ 1,925.46	6,550	2,203	3,161	120	114	20	15	139	1,707	2,934
3A	\$ 1,173.62	3,419	367	929	39	62	7	30	35	549	1,370
3B	\$ 1,998.19	5,007	680	241	79	57	7	19	44	143	2,204
3N	\$ 141.64	371	55	144	50	92	12	41	44	59	1,704
4	\$ 964.60	4,169	101	164	127	112	8	36	24	102	2,285
7	\$ 657.03	1,985	73	21	-	2	-	-	9	16	143
7N	\$ 2,169.96	4,208	508	14	31	138	30	48	30	40	2,849
8	\$ 1,256.98	4,663	841	9	42	64	15	85	48	19	1,209
9	\$ 49.90	115	23	60	23	47	6	12	56	139	1,417
12A	\$ 390.06	5,766	4,901	119	65	99	11	68	41	53	2,321
12B	\$ 276.40	4,198	3,552	4	1	-	-	-	3	1	38
20	\$ 327.10	6,973	5,852	385	20	1	1	2	17	119	113
22	\$ 278.02	4,700	4,052	249	3	4	-	-	5	64	124
31	\$ 2,105.32	4,389	171	24	169	486	10	49	305	370	7,144
32	\$ 797.35	1,249	22	531	4	5	-	-	28	101	232
33	\$ 289.07	493	-	177	3	2	-	1	19	115	181
34	\$ 244.00	557	8	-	-	-	-	-	-	-	11
35	\$ 26,017.46	44,696	863	13	50	47	16	53	25	179	2,122
36	\$ 430.69	938	76	5	10	20	11	2	9	16	408
40	\$ 1,157.73	1,940	66	1	11	-	-	-	-	6	217
41	\$ 1,005.66	1,902	290	3	2	3	-	-	-	1	298
42	\$ 599.36	1,049	112	342	806	530	76	260	246	1,280	18,131
52	\$ 908.08	1,839	29	87	27	29	-	4	25	24	340
54	\$ 2,381.05	4,607	39	23	67	18	1	21	2	25	825
55	\$ 654.69	1,585	18	74	30	3	1	11	5	186	558
58	\$ 146.11	366	4	21	14	7	-	3	5	79	338
59	\$ 98.42	255	23	13	34	119	22	42	34	18	856
60	\$ 276.79	543	4	25	127	171	14	63	358	238	1,978
63	\$ 780.45	1,572	5	3	18	51	5	17	111	61	816
65	\$ 3,521.41	7,969	652	-	1	-	1	-	1	2	215
66	\$ 10,003.34	19,060	1,161	3	5	16	3	10	1	8	131
67	\$ 5,057.08	11,108	982	-	12	8	13	6	13	12	268
69	\$ 7,252.49	15,552	1,683	-	36	92	96	53	9	10	622
69A	\$ 12,055.75	22,050	1,477	108	84	172	70	71	96	182	3,637
69N	\$ 1,673.75	3,355	441	253	414	337	146	143	200	479	8,036
69W	\$ 15,112.03	27,781	1,476	270	218	189	98	85	141	317	4,946
70	\$ 2,442.57	5,501	235	369	255	319	93	135	187	401	6,307
71	\$ 45,061.11	77,315	2,272	262	359	337	110	186	219	523	8,409
72	\$ 4,708.92	7,366	9	56	5	45	19	5	55	122	1,101
73	\$ 4,546.27	6,747	5	272	295	387	129	184	1,028	768	9,916
75	\$ 5,789.62	8,462	9	59	83	113	22	30	693	168	2,074
78	\$ 94.17	143	-	-	-	-	-	-	-	-	-
79	\$ 1,690.70	2,828	4	742	1,047	1,469	364	647	2,322	2,145	27,215
91	\$ 4,320.02	7,733	922	39	187	193	10	108	46	51	2,841
Unknown	142.62	1458	286	11	-	1	3	1	62	4	111
<b>TOTAL</b>	<b>\$ 186,578.80</b>	<b>545,279</b>	<b>207,464</b>	<b>13,985</b>	<b>5,057</b>	<b>6,056</b>	<b>1,470</b>	<b>2,565</b>	<b>6,895</b>	<b>12,544</b>	<b>132,329</b>

ROUTE	REVENUE	RIDERSHIP	VTA/SC Day Pass	CalTrain	17 Day Pass	S/D Riders	W/C	None	ECO Pass	Bike	Monthly Pass
17	\$ 11,428.74	10,864	25	24	169	486	10	49	305	370	7,144

RIDERSHIP	
Night Owl	2,080
Holiday Shuttle	-
<b>TOTAL</b>	<b>2,080</b>

<b>January Ridership</b>	<b>558,223</b>
<b>January Revenue</b>	<b>\$ 198,255.76</b>

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

VEHICLE CATEGORY	TOTAL BUSES	AVG # DEAD IN GARAGE	AVG #AVAIL. FOR SERVICE	AVG # IN SERVICE	AVG # SPARE BUSES	AVG # LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLYER/HIGHWAY 17 - 40'	7	1	6	4	2	4	100%
FLYER/LOW FLOOR - 40'	12	1	11	10	1	10	100%
FLYER/LOW FLOOR - 35'	18	3	15	15	0	15	100%
FLYER/HIGH FLOOR - 35'	25	4	21	19	2	19	100%
GILLIG/SAM TRANS - 40'	10	2	8	6	2	6	100%
GILLIG/FOOTHILL - 40'	20	3	17	9	8	9	100%
GMC/HIGHWAY 17 - 40'	8	2	6	2	4	2	100%
CHAMPION	4	1	3	1	2	1	100%
TROLLEY	1	1	0	0	0	0	100%

Service Interruption Summary Report  
Lift Problems  
01/01/2003 to 01/31/03

<b>AM Peak Hour/Mile</b>	<b>Midday Hour/Mile</b>	<b>PM Peak Hour/Mile</b>	<b>Other Hour/Mile</b>	<b>Weekday Hour/Mile</b>	<b>Saturday Hour/Mile</b>	<b>Sunday Hour/Mile</b>
00: 0010	01:30/12.83	00:00/0	00:00/0	01:30/12.83	00:00/0	00:00/0

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PASSENGER LIFT PROBLEMS

MONTH OF JANUARY, 2003

BUS#	DATE	DAY	REASON
8076F	01/03/03	FRIDAY	Lift ramp not operating safely
8078F	01/29/03	WEDNESDAY	No Power to lift
8080F	01/13/03	MONDAY	Lift slows way down when platform returning to step
8089F	01/02/03	THURSDAY	Problem with the lift
8089F	01/03/03	FRIDAY	Lift doesn't come out or stow easily on it's own
8089F	01/17/03	FRIDAY	Lift stayed in the down position
8090F	01/15/03	WEDNESDAY	Kneel does not hold every time
8093F	01/24/03	FRIDAY	Lift won't go all the way out so it hits the steps
8098F	01/27/03	MONDAY	Kneel out of service
8100F	01/15/03	WEDNESDAY	Bus won't stay in keel, air pressure decreases
8103F	01/23/03	THURSDAY	Kneel not working properly
8906G	01/09/03	THURSDAY	Barrier doesn't go down
891 OG	01/16/03	THURSDAY	Lift would not respond to the platform command
8911G	01/06/03	MONDAY	Passenger lift down. Platform was stuck out
8911G	01/24/03	FRIDAY	Front door doesn't open far enough, catches on lift, delays kneel
8911G	01/28/03	TUESDAY	Lift got hung up on the right front door
8912G	01/03/03	FRIDAY	Lift won't go out
8912G	01/23/03	THURSDAY	Kneel won't work
89156	01/29/03	WEDNESDAY	Lift will not go back into steps
89166	01/16/03	THURSDAY	Problem with the lift
8919G	01/07/03	TUESDAY	No Power to lift
8919G	01/13/03	MONDAY	Lift won't work with passenger loaded
9823LF	01/30/03	THURSDAY	Platform would not deploy completely
9823LF	01/15/03	WEDNESDAY	Lift is creaking a lot
9835G	01/02/03	THURSDAY	Lift won't stow

F New Flyer  
 G Gillig  
 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: Jason Joseffer Received: 01/24/03 Claim #: 03-0003  
Date of Incident: 01/21/03 Occurrence Report No.: SC 01-03-12

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

B y Margaret Gallagher  
Margaret Gallagher  
DISTRICT COUNSEL

Date: January 30, 2003.

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 February 14 & 28, 2003.

\_\_\_\_\_  
Dale Carr  
Recording Secretary

\_\_\_\_\_  
Date

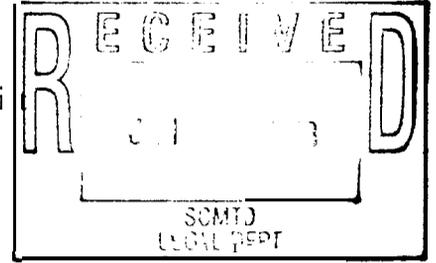
MG/hp

370 Encinal Street, Suite 100, Santa Cruz, CA 95060 (831) 426-6080 FAX (831) 426-6117  
METRO OnLine at <http://www.scmtd.com>

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

(Pursuant to Section 910 et Seq., Government Code

Claim # ~~SC 01-0372~~  
03-0003



TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit Distri

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

1. Claimant's Name: Jason Gabriel Joseffer

Claimant's Address/Post Office Box: 129 Nevada st.  
Santa Cruz, CA 95060

Claimant's Phone Number: (831) 425-5380

2. Address to which notices are to be sent: 129 Nevada st.  
Santa Cruz, CA 95060

3. Occurrence: Side of bus hit my front drivers side bumper  
and dislodged it out of place.

Date: 1/21/03 Time: 6:20 pm Place: Elm and center st.

Circumstances or occurrence or transaction giving rise to claim: I was stopped  
at the corner of Elm st. + Center st. the bus, which was  
on the extreme left end of the street began moving forward then  
turning right hit the side of my bumper causing it to  
be pushed out of place.

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is  
k n o w n : The drivers side front of my bumper has been pushed  
out of place. In the front it is now somewhere between 1/2  
an inch to a full inch away from the body. The bumper now has a hole  
in it. The part above the wheel is sticking out as well.

5. Name or names of public employees or employees causing injury, damage, or loss, if known:  
Tom Phillips (bus driver)

6. Amount claimed now... \$ 630.30 - 673.35  
Estimated amount of future loss, if known... \$ N/A  
TOTAL... \$ 630.30 - 673.35

7. Basis of above computations: Estimates from two auto body specialist  
in the city of Santa Cruz.

Jason Joseffer

1/23/03  
DATE

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

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

## CHRIS BORDNER AU70 BODY

130 CENTER STREET SANTA CRUZ, CA 95060  
 (831) 423-1301  
 Fax: (831) 423-3469  
 Tax ID: 770535741

Damage Assessed By: BORDNER

Condition Code: Good  
 Payer: Customer

Type of Loss: Collision  
 Deductible: UNKNOWN

Insured: JASON JOSEFFER  
 Address: 129 NEVADA ST. SANTA CRUZ, CA 95060  
 Telephone: Home Phone: (831) 4255380

Mitchell Service: 910750

Description: 1990 Toyota Corolla  
 Body Style: 4D Sed  
 VIN: JT2AE91A9L3346738  
 Mileage: 134,600  
 OEM/ALT: 0  
 Color: BURG MET C/C

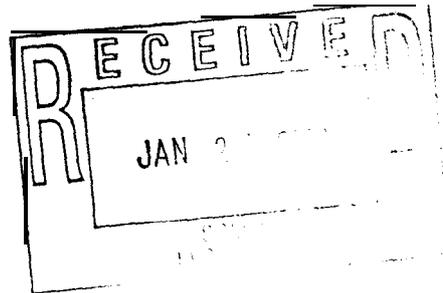
Drive Train: 1.6L Inj 4 Cyl 3A  
 License: 2SBG716 CA

Search Code: None

"All Crash parts on this estimate are "new" original equipment manufacturer parts, unless otherwise specified. Parts described as rechromed, recored, remanufactured or, reconditioned are considered "rebuilt" parts. Crash parts described as "quality replacement part" are non-original equipment manufacturer aftermarket new parts."

Line Item	Entry Number	Labor Type	Operation	Line Item Description	Part Type/ Part Number	Dollar Amount	Labor Units
1	AUTO	BDY	OVERHAUL	FRT COVER ASSY			1.9 #
2	001220	BDY	REMOVE/REPLACE	FRT BUMPER COVER	52119-1A320	221.18	INC #
3	001400	BDY	REMOVE/REPLACE	FRT BUMPER IMPACT BAR	52021-02030	221.78	INC
4	001620	BDY	REMOVE/REPLACE	FRT UPR CTR BUMPER COVER RETAINER	52521-12080	31.58	INC

# - Labor Note Applies



ESTIMATE RECALL NUMBER: 1/23/03 14:13:54 4488

Mitchell Data Version: JAN-03-A  
 UltraMate Version: 4.8.012

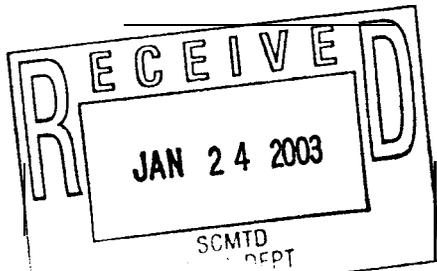
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 All Rights Reserved

I. Labor Subtotals	Units	Rate	Add'l Labor Amount	Sublet Amount	Totals	II. Part Replacement Summary	Amount
Body	1.9	62.00	0.00	0.00	117.80	Taxable Parts	474.54
						Sales Tax @ 8.000%	37.96
					117.80	Total Replacement Parts Amount	512.50
Labor Summary	1.9				117.80		
 						IV. Adjustments	Amount
III. Additional Costs					Amount	Customer Responsibility	0.00
Total Additional Costs					0.00		
 						I. Total Labor:	117.80
 						II. Total Replacement Parts:	512.50
 						III. Total Additional Costs:	0.00
 						Gross Total:	630.30
 						IV. Total Adjustments:	0.00
 						Net Total:	630.30

**This is a preliminary estimate.**  
**Additional changes to the estimate may be required for the actual repair.**

Point(s) of Impact  
 11 Left Front Corner (P)

WARNING: Accidental air bag deployment is possible. Personal injury may result. Avoid area near steering wheel and instrument panel even if air bags have deployed. Dual-stage air bag modules may be present that could contain an undeployed stage. When disposing of a deployed dual-stage air bag, always treat it as a "live" module. See appropriate MITCHELL@ AIR BAG SERVICE & REPAIR MANUAL, or OEM information.



ESTIMATE RECALL NUMBER: 1/23/03 14:13:54 4498

Mitchell Data Version: JAN-03-A  
 UltraMate Version: 4.8.012

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# CITY AUTO BODY

Federal Tax ID: 77-0444146  
 980 17Th Ave Ste E1  
 Santa Cruz, CA 95062  
 Phone #: (831) 479-1717  
 Fax #: (831) 479-9736

Customer No: 1781  
 Report No: 1821  
 Claim #:  
 Assign No:

## Estimate

1/22/2003

E-Mail: [cityautoleocortes@hotmail.com](mailto:cityautoleocortes@hotmail.com)

### Vehicle Information

1990 Toyota Corolla Sedan  
 Style: 4d Sedan  
 Color: Red  
 Color Code:  
 Production Date: 12/89  
 License: 2SBG716 State: CA  
 VIN: JT2AE91A9L3346738  
 Miles In: 0  
 Miles Out: 0  
 Condition: Fair  
 Estimator: Leo cortes

### Insurance Company

Phone #: -  
 Fax #: -  
 Date Assigned: 1/22/2003  
 Options: **W/** Ac, Toyota, Corolla

### Owner - Jason Joseffer

129 Nevada St  
 Santa Cruz, CA 95060  
 Home Phone: (831) 4255380  
 Work Phone: (831) -  
 Fax#: (831) -

### Insured -

Home Phone: (831) -  
 Work Phone: (831) -  
 Fax #: (831) -

### Insurance Information

Adjuster.  
 Claim #:  
 Policy #:  
 Deductible: \$0.00  
 Claim Rep:  
 Date of Loss: 1/22/2003

### Accident Location

Phone #1: -  
 Phone #2: -

### Claimant -

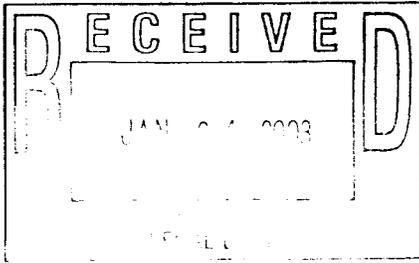
Home Phone: (831) -  
 Work Phone: (831) -  
 Fax #: (831) -

### Appraisal Company

Phone #: -  
 Fax #: -  
 Date of Inspection: 1/22/2003

Description of Work	Part Number	Price	Labor	Paint	Other
<b>FRONT BUMPER - FRONT BUMPER SEDAN. FWD STATION WAGON.</b>					
1 Overhaul bumper assy			2.8 body		
2 Replace Aftermarket BPR CVR, FR, FWD, <b>W/O</b> MLDG.88-92 COROL +Clearcoat (1.2')	T4039 <sup>†</sup>	\$106.70 .	Included	2.3	
3 Replace Aftermarket BPR REIN,FR,COROLLA SDN/WAG,88-92	T4147 <sup>†</sup>	\$85.40 .	Included	1.2	
<b>Other operations</b>					
4 . Flex Agent					\$10.00* taxed
<b>DEFAULT CHARGES</b>					
5 . Hazardous Waste Disposal					\$4.00* nontaxed
<b>Sub Totals</b>		\$192.10	2.8	3.5	

THANK YOU FOR LETTING US SERVE YOU



	Hours	Rate	Total
Aftermarket Park			\$192.10 t
Paint Supplies	3.5hrs	\$26.00/hr	\$91.00 t
Misc Taxed			\$10.00 †
Body Labor	2.8hrs	\$56.00/hr	\$156.80
Paint Labor	3.5hrs	\$56.00/hr	\$196.00
Misc Non-Taxed			\$4.00
Tax		\$293.10 @ 8.0000%	\$23.45
<b>Grand Total</b>			<b>\$673.35</b>

Estimate based on MOTOR CRASH GUIDE (AEM8407). 9/02

. Indicates Estimator's Judgment  
 † Indicates Taxed Item

!-Indicates aftermarket part taken from Auto Body Panels, Louisville pricing guide. Call (800) 883-2277 to order.



**GOVERNMENT TORT CLAIM**

**RECOMMENDED ACTION**

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Kevin Dysle Received: 01/27/03 Claim #: 03-0004  
Date of Incident: 11/20/02 Occurrence Report No.: SC 11-02-22B

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

By Margaret Gallagher  
Margaret Gallagher  
DISTRICT COUNSEL

Date: January 30, 2003

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 February 14 & 28, 2003.

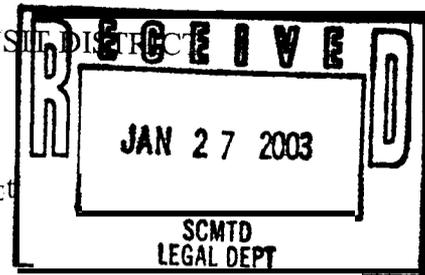
\_\_\_\_\_  
Dale Carr  
Recording Secretary

\_\_\_\_\_  
Date

MG/hp

370 Encinal Street, Suite 100, Santa Cruz, CA 95060 (831) 426-6080 FAX (831) 426-6117  
METRO OnLine at <http://www.scmttd.com>

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: Kevin Dysle

Claimant's Address/Post Office Box: 4300 Soquel Dr. #212  
Soquel, CA 95073

Claimant's Phone Number: (831) 479-9935

2. Address to which notices are to be sent: 4300 Soquel Dr. #212 Soquel CA 95073

3. Occurrence: Raymond Mattos ran a red light.

Date: 3:30-4:00pm Time: 3:30-4:00pm Place: Soquel Dr X 41st Ave

Circumstances of occurrence or transaction giving rise to claim: Raymond Mattos ran a red light and caused my son, Kevin Dysle, to sustain trauma to his head.

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: My two and a half year old son, Kevin Dysle, now associates riding the transit bus with a ride in the ambulance to go to the hospital

5. Name or names of public employees or employees causing injury, damage, or loss, if known: Raymond Mattos

6. Amount claimed now: \$ 500.00  
Estimated amount of future loss, if known: \$ 500.00  
TOTAL: \$ 1000.00

7. Basis of above computations: Kevin Dysle needs special pediatric counseling which I can not afford.

Angela Dysle (Mother)  
CLAIMANT'S SIGNATURE OR  
COMPANY REPRESENTATIVE'S SIGNATURE OR  
PARENT OF MINOR CLAIMANT'S SIGNATURE

1-20-03  
DATE

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

P  
6  
1  
5  
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0  
1  
2

**Party # 1 (P-1, Mattos)** related in essence that he was driving V-1 eastbound on Soquel Dr. approaching 41<sup>st</sup> Ave., at approximately 25 miles per hour in the # 2 lane. V-1 entered the intersection when the traffic signal was yellow but the light quickly changed to red. After V-1 was already in the intersection P-1 noticed V-2 approaching from his right and tried to stop V-1. P-1 was not able to stop before colliding with the front of V-2. P-1 then moved V-1 out of the intersection and parked on the south shoulder of Soquel Dr. just east of 41<sup>st</sup> Ave. and waited for CHP to arrive.

**Party # 2 (P-2, Hutchinson)** related in essence that he was stopped in V-2 in the # 2 lane of northbound 41<sup>st</sup> Ave. at Soquel Dr. The traffic signal for P-2 was red and P-2 was waiting for it to change to green. The signal changed to green and P-2 began to pull forward to make a left turn traveling westbound on Soquel Dr. As V-2 entered the intersection, P-2 noticed V-1 approaching from his left and tried to stop V-2. P-2 could not stop in time and the front of V-2 struck the front of V-1. After the collision, P-2 drove V-2 to the north shoulder of Soquel Dr. and waited for CHP to arrive.

**Passenger # 1 (P-1, K. Dysle)** did not provide a statement.

**Passenger # 2 (P-2, Randall)** did not provide a statement.

**Passenger # 3 (P-3, A. Dysle)** contacted the Santa Cruz Area CHP Office by phone on 11-22-02. I re-contacted P-3 later that evening by phone when she related the following statement; Pass-3 was holding her son (Pass-1) and had just notified the bus driver that she wanted to exit at the next stop.

PREPARED BY	I.D. NUMBER	DATE	REVIEWER'S NAME	DATE
J G GODMAN	16339	11/30/2002		

STATE OF CALIFORNIA

**NARRATIVE/SUPPLEMENTAL**

PAGE 8 OF 8

DATE OF INCIDENT	TIME	NCIC NUMBER	OFFICER I.D.	NUMBER
11/20/2002	1405	9720	16339	

1 The next stop was approximately 100 yards beyond the intersection where the collision occurred.  
2 Pass-3 was watching the traffic signal from her seat in the bus. Pass-3 could see that the traffic signal  
3 controlling the direction the bus was traveling was red prior to entering the intersection. Pass-3 also  
4 stated that P-1 actually slammed on the accelerator in V-1 in what she felt was an effort to cross the  
5 limit line prior to the traffic signal turning red. After V-1 entered the intersection traffic from 41<sup>st</sup>  
6 Ave. had already started to move. P-1 then slammed on V-1's brakes but was unable to stop before  
7 colliding with V-2. After the collision, Pass-3 and her son (Pass-1) were transported to Dominican  
8 Hospital for minor injuries.  
9

10 **OPINIONS AND CONCLUSIONS**

11  
12 **SUMMARY:** P-2 was stopped in V-2 northbound on 41<sup>st</sup> Ave. in the # 2 lane at the red stop light at  
13 Soquel Dr. waiting to make a left turn. P-1 was driving V-1 eastbound on Soquel Dr. approaching  
14 the intersection at 41<sup>st</sup> Ave. in the # 2 lane. The traffic signal in front of V-2 turned green and P-2  
15 started to enter the intersection. The signal in front of V-1 turned to red but P-1 failed to stop V-1  
16 and entered the intersection traveling directly towards V-2. P-1 applied V-1's brakes but was not  
17 able to stop before the right front corner of V-1 struck the left front corner of V-2. Both vehicles  
18 came to rest within the intersection of Soquel Dr. at 41<sup>st</sup> Ave. After the collision, P-1 and P-2 drove

# ALLIANCE

01

## DOMINICAN SANTA CRUZ HOSPITAL

PATIENT MR#:28-56-29 ACCT#: 3446379-4 XR#: 52-35-32  
 DYSLE, KEVIN BRUCE Type: 7 Service: E/R Category:  
 Prev. Name: DYSOE, KEVIN E/R N/A  
 Rm: ED -AF Nurs Sta: ED Accom: 1 FC: 52  
 DOB: 4/13/00 Marital Stat: S Race: C Lang: 000 ENGLISH  
 Age: 2Y SEX M Birthplace: CA MMN:  
 SS#: -00-0000 Religion: CHR - CHRISTIAN  
 PREV. IP: 4/13/00 OP: 6/24/02 ER: 10/25/01  
 Address Employment Employment Status: 3  
 4300 SOQUEL DR APT #212 UNEMPLOYED Emplr#: 10105  
 SOQUEL, CA 95073  
 Ph: OCC: CHILD

Ph: 831-479-9935

### PHYSICIANS

Attend: 78 CHRISTENSEN, JOHN B 1555 SOQUEL DR 462-7710  
 Refer: 8887 DOMINICAN PEDIATRIC, PR610 FREDERICK ST 457-7103

### VISIT INFORMATION

Admit DX/Complaint: MVA HEAD PAIN

Admit: 11/20/02 15:09 Route: 1 Source: 7 Brought by: AMR  
 Disch: Disp:  
 Acc desc: AUTO VS BUS Accident location: 41ST & SOQUEL  
 Acc date: 11/20/02 OOS: LMP:  
 Notes: POSS 3RD PARTY LIABILITY  
 STATES MCAL

### SPOUSE/PARENT

ENGQUIST-DYSLE, ANGELA C MOTHER DOB: 6/21/74  
 4300 SOQUEL DR #212 Home: 831-479-9935  
 SOQUEL, CA 95073 Work:

### RELATIVE

DOB: 0/00/00  
 Home:  
 Work:

### GUARANTOR

ENGQUIST-DYSLE, ANGELA C MOTHER DOB: 6/21/74 SS#: 477-80-083  
 4300 SOQUEL DR #212 Employer: UNEMPLOYED  
 SOQUEL, CA 95073 Occ: HOMEMAKER Emp. Status: 3  
 Ph: 831-479-9935 Work:

### INSURANCE

5200 CENTRAL COAST ALLIANCE Plan #: Contr:  
 FOR HEALTH Pac#:  
 375 FUNDICINAL STREET SANTA CRUZ, CA 95060  
 Policy#: 97416317D Group name: 44 3N  
 Subscr: DYSLE, KEVIN BRUCE SS#: DOB: 4/13/00

### PEDIATRICS

BY C Terry New PW  
 DATE 11/26/02

*MAD* 920  
 E818.

PRINTED: 11/20/02 15:10 BY ERMARYN

ORIGINAL EMERGENCY REGISTER

DYSLER, KEVIN B  
 34463794  
 B04/13/2000 M  
 11/20/2002

MR 20-SS-29  
 DR 0078  
 J CHRISTENSEN



1555 Soquel Drive, Santa Cruz, CA 95065-1794  
 (831) 462-7710

EMERGENCY DEPT/  
 URGENTCARE

*YH*

*Dysler, Kevin*

TIME	T	P	BP	O <sub>2</sub> SAT	PAIN 0-10	MEDS AND DOSAGE	PMO: <i>Dom Peds</i>	<input type="checkbox"/> NONE <input type="checkbox"/> OUT OF TOWN
<i>1500</i>	<i>36</i>	<i>90</i>	<i>18</i>			<i>None</i>		
ALLERGIES: <i>NKA</i>							ARRIVAL: <input type="checkbox"/> AMBULANCE <input type="checkbox"/> SELF <input type="checkbox"/> POLICE <input type="checkbox"/> OTHER	TRIAGE TIME: <i>1500</i>
LATEX <input type="checkbox"/> YES <input type="checkbox"/> NO							TRIAGE NOTES: <i>Hit head on back of seat in front of his seat while on roller on bus that was hit by car</i>	
WGT: _____			LMP: -		TETANUS YEAR: <i>070</i>			

TIME WRITTEN	PHYSICIAN'S ORDERS	TIME SEEN	NURSE'S SIGNATURE
<i>1530</i>	<input type="checkbox"/> EKG <input type="checkbox"/> CXR-2 VIEW <input type="checkbox"/> CBC <input type="checkbox"/> PT <input type="checkbox"/> PTT <input type="checkbox"/> PANEL 7 <input type="checkbox"/> COMP. CHEM <input type="checkbox"/> AMYLASE <input type="checkbox"/> LIPASE <input type="checkbox"/> CPK <input type="checkbox"/> TROPONIN I  <input type="checkbox"/> UA <input type="checkbox"/> CATH <input type="checkbox"/> DIP ONLY  <input type="checkbox"/> IV    @ _____ CC/HR <input type="checkbox"/> SALINE LOCK <input type="checkbox"/> NEB: _____	<i>1510</i>	<i>Car assumed, pt palpable lumps on scalp, alert, calm &amp; responsive - to DC in Stroller instructions go mother, bus pass given.</i>
<i>1530</i>	<i>EMW</i>	<i>1540</i>	<i>[Signature]</i>

CONTINUED ON NURSING NARRATIVE  YES  NO

CONDITION <input checked="" type="checkbox"/> GOOD <input type="checkbox"/> FAIR <input type="checkbox"/> POOR	DISPOSITION OF PATIENT <input checked="" type="checkbox"/> HOME <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> BHU	<input type="checkbox"/> ADMITTING M.D.	<input type="checkbox"/> TRANSFERRED TO: _____	ACUITY A <i>2</i>	MI COMP. <i>6</i>
PHYSICIAN'S SIGNATURE: <i>[Signature]</i>		NURSE'S SIGNATURE: <i>[Signature]</i>		Primary Nurse Completed	Desk Nurse Completed <i>[Signature]</i>

1121 (8/02)

MEDICAL RECORDS - ORIGINAL COPY



DOB: KEVIN B  
34463794  
BO4/13/2000 M  
11/20/2002

MR 28-36-00  
CROCK  
J CHRISTENSEN

SHX: MARITAL STATUS:  UNOBTAINABLE  
ETOH: TOBACCO: DRUGS: IVD  
 LIVES WITH FAMILY  FRIEND  ALONE  INSTITUTION  HOMELESS  
ALLERGY: None

ARRIVAL:  AMBULANCE  FAMILY/FRIEND  AMBULATORY  POLICE  
HISTORIAN:  PATIENT  FAMILY/FRIEND  PARAMEDICS/POLICE  TRANSLATOR

CHIEF C/O: Head injury

HPI: AGE: 2 1/2 GENDER: M:  F:

TIME OF ONSET/INJURY:

Pt on bus c now, bus driver pulled into intersection. Slammed on brakes, pt was sleeping in rear seats - hit head on seat in front of him - Cried + 5 mi. Prognosis because he was unable to localize pain - obviously: Actively now.

PMH:  NO SERIOUS ILLNESSES  UNOBTAINABLE  
 HTN  ANGINA  CHF  CABG  PTCA  MI  AFIB  CVA  
 COPD  ASTHMA  GERD  MIGRAINE "A"  
 IDDM  NIDDM  SEIZURES  
 ARTHRITIS  SPINAL PROBLEMS  
 CANCER:  
 SURGERY:  
 OLD CHART REVIEWED:

FMH:  NAUNK  NO CURRENT ILLNESS  UNOBTAINABLE:

ROS: C UNOBTAINABLE  
CIRCLE POSITIVE RESPONSES  
+ -  
 GEN: FEVER - WT LOSS - WEAKNESS  
 EYES: ACUITY CHANGE - PAIN - DISCHARGE - REDNESS  
 ENT: EARACHE - SORETHROAT - NASAL D/C  
 PULM: SOB - COUGH - PRURU'ENT SPUTUM - WHEEZING  
 CV: CHEST PAIN - PALPITATIONS - ORTHOPNEA  
 GI: NAUSEA VOMITING - DIARRHEA - PAIN - MELENA  
 GU: DYSURIA FREQUENCY - INCONTINENT - ABNORMAL BLEEDING  
 NEURO: SYNCOPE - HEADACHE - DIZZINESS - SEIZURE  
 M/S: ARTHRALGIA - MYALGIA - SPINAL PROBLEMS - TRAUMA  
 HEME: UNEXPLAINED BRUISING - BLEEDING - ADENOPATHY  
 SKIN: RASH LESIONS  
 ENDO: IDDM - NIDDM - THYROID PROBLEMS  
 PSYCH: PRIOR HX - DEPRESSION  
 IMMUNE: URTICARIA - ENVIRON. ALLERGY. IMMUNOCOMPROMISE

EASE STATION DIRECTION BY MD:

PHYSICIAN L EXAM  
CONST:  NURSING NOTES REVIEWED  + ORTHOSTATICS O<sub>2</sub>Sat  
VS:  NL EXCEPT: T: P: BP: RR:  
 WELL DEV.  OBESE  THIN  CACHECTIC  ILL-APPEARING  TOXIC  
 COOPERATIVE  UNCOOPERATIVE  VIOLENT OTHER:  
DISTRESS:  NONE  MILD  MOD  SEVERE

PSYCH:  ORIENTED  CONFUSED  NON-VERBAL SEE SECT. B (PAGE 2)  
AFFECT:  NRML  DEPRESSED  ANGRY  ANXIOUS  PARANOID  MANIC

EYES: PUPILS:  PERRL  DILATED  PINPOINT IRREG: SEE SEC% B  
 UNEQUAL R: L: NYSTAGMUS:

FUNDI:  NRM'  CANT VISUALIZE DETAIL:  
LIDS:  NRM'  SWOLLEN  RED  
CONJ:  NRML  ICTERIC  RED DISCHARGE:

HEENT: SCALP:  NRML  TENDER  SWELLING  WOUND SEE SECT. B  
FACE:  NRML  TENDER SWELLING WOUND DETAIL:  
EARS:  NRML CANALS:  NRML  CERUMEN  SWOLLEN  
TM'S: L:  RED  DULL  BULGING  RETRACTED  
R:  RED  DULL  BULGING  RETRACTED  
NOSE: ;ML  ABNL:  
MOUTH:  NRML  ABNL:  
TEETH:  NRML  ABNL:  
GUMS:  NRML  ABNL:  
THROAT:  NRML  ABNL:

NECK:  FROM/SUPPLE THYROID:  NORMA'  ABNL: SEE SECT. B  
 NONTENDER  RIGIDITY  TENDER:

CHEST:  NRML/NONTENDER  TENDER: SEE SECT. B

RESP: EFFORT:  NRML  LABORED CYANOSIS  SEE SECT. B  
STRIDOR:  RETRACTIONS:  GRUNTING:   
LUNGS:  CLEAR  DIMINISHED  RALES  WHEEZES  RHONCHI  
DETAIL:

CV:  JVD  BRUITS: B: SEE SECT. B  
HEART SOUNDS:  REG RATE  IRREGULAR: CONSTANT  OCCASIONAL  
MURMUR:  NONE  SYSTOLIC: DIASTOLIC:  
GALLOP:  NONE  S3  S4 PEDAL EDEMA:  1+  2+  3+  4+  
PULSES:  NRML  DIMINISHED:

GI: ABDOMEN:  SOFT  RIGID  DISTENDED SEE SECT. B  
BOWEL SOUNDS:  NML  INCREASED  DECREASED  ABSENT  
TENDERNESS:  1+  2+  3+  4+ LOCATION:  
GUARDING:  REBOUND:   
PERCUSSION:  NRML  TYMPANITIC  DULL  
LIVER:  NRM'  ENLARGED  TENDER  
MESPALABLE:  SPLEED PALPABLE:  
RECTAL:  NRML  ABNL:  STOOL GUIAIC  ✓ = OC PASSED

SKIN: RASH:  LESIONS:  SEE SECT. B  
 ERYTHEMA  MACULAR  PAPULAR  CRUSTED  WEEPING

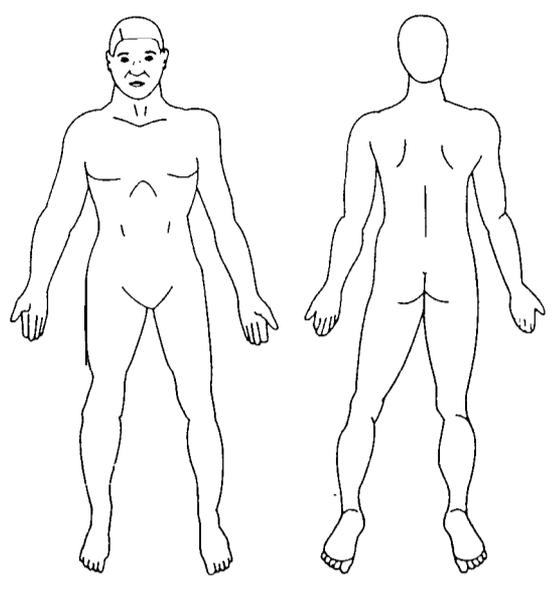
LYMPH: ADENOPATHY:  NONE SEE SECT. B

DISCH. REV IN B  
34403794  
R04/13/2000 M  
11/20/2002

MR 28-34 29  
OR0078  
J CHRISTENSEN



SECTION 8:



G/U: MALE:  NRML ABNL:  CVA TENDERNESS:

FEMALE:  NRML EXAM  DISCHARGE

BLEEDING:  C-1  C-2  C-3  C-4  CERVIX CLOSED  N

TENDERNESS:  NONE  CMT ADNEXA  Y  N  DETAIL:

MS: BACK:  FROM  DEC. ROM  TENDER:

PELVIS:  NRML ABNL:

EXTREM:  NRMIABNL:

WOUNDS  DISTAL CMS INTACT

NEURO:  ALERT  SOMNULENT  COMATOSE

SENSORY:  NRML ABNL  R  L  GAIT:  NRML  ABNL

STRENGTH:  NRML ABNL  R  L  SPEECH:  NRML  ABNL

COORD:  NRMIABNL  R  L  NERVES:  NRML  ABNL

BABINSKY:  NRML ABNL  R  L  ROMBERG:  NRML  ABNL

REFLEXES:  NRML/SYMMETRIC  ABNL

ED TREATMENT AND MEDICAL DECISION MAKING

TREATMENTS GIVEN:	DURATION:	RESPONSE:
IV FLUIDS: _____	<input type="checkbox"/> IMPROVED <input type="checkbox"/> NONE:	
IV DRIP: _____	<input type="checkbox"/> IMPROVED <input type="checkbox"/> NONE:	
MEDS: _____	<input type="checkbox"/> IMPROVED <input type="checkbox"/> NONE:	
MEDS: _____	<input type="checkbox"/> IMPROVED <input type="checkbox"/> NONE:	
HH NEB: <input type="checkbox"/> ALB <input type="checkbox"/> ATROV _____	<input type="checkbox"/> IMPROVED <input type="checkbox"/> NONE:	
	<input type="checkbox"/> SEE ACR FORM OR <input type="checkbox"/> OBS CARE FORM	
TIME	INTERVENTION	RESULT / COMMENT
		PE EXAM

BLOOD: CBC:  NORMAL  EXCEPT: (LIST ABNORMAL VAL)

WBC: \_\_\_\_\_ HGB: \_\_\_\_\_ HCT: \_\_\_\_\_ PLT: \_\_\_\_\_

BAND: \_\_\_\_\_ SEGS: \_\_\_\_\_ LYM: \_\_\_\_\_ MON: \_\_\_\_\_

PT: \_\_\_\_\_ PTT: \_\_\_\_\_

CHEM:  NORMAL EXCEPT:

NA: \_\_\_\_\_ K: \_\_\_\_\_ BUN: \_\_\_\_\_ GLUC: \_\_\_\_\_

CL: \_\_\_\_\_ CO2: \_\_\_\_\_ CR: \_\_\_\_\_ FSBS: \_\_\_\_\_

CK: \_\_\_\_\_ %MB: \_\_\_\_\_ TROP: \_\_\_\_\_ DIG: \_\_\_\_\_

BILI: \_\_\_\_\_ AST: \_\_\_\_\_ ALT: \_\_\_\_\_ ALKP: \_\_\_\_\_

CA: \_\_\_\_\_ PHOS: \_\_\_\_\_ AMYL: \_\_\_\_\_ LIP: \_\_\_\_\_

HCG: \_\_\_\_\_ ETOH: \_\_\_\_\_ TOX: \_\_\_\_\_

OTHER: \_\_\_\_\_

UA:  DIP:  LAB:  NORMAL:

LEUK: \_\_\_\_\_ RBC: \_\_\_\_\_ NIT: \_\_\_\_\_ KET: \_\_\_\_\_ BILI: \_\_\_\_\_

OTHER: \_\_\_\_\_

MICRO: WBC: \_\_\_\_\_ ABC: \_\_\_\_\_ CASTS: \_\_\_\_\_

CARDIAC MCNITOR:  NSR  A-FIB  NOECTOPY

RATE: \_\_\_\_\_

PREVIOUS TRACING REVIEWED: \_\_\_\_\_

ABG: O2 SAT: \_\_\_\_\_% FIO2: \_\_\_\_\_

PH \_\_\_\_\_ PCO2 \_\_\_\_\_ PO2 \_\_\_\_\_ FIO2 \_\_\_\_\_

XRAY:  EDMDOF

PMD: \_\_\_\_\_  DISCUSSED TIME \_\_\_\_\_  SAW PT TIME: \_\_\_\_\_

CONSULTANT: \_\_\_\_\_  DISCUSSED TIME \_\_\_\_\_  SAW PT TIME: \_\_\_\_\_

CRITICAL CARE: \_\_\_\_\_ MIN (less time spent for specific procedures) REASON: \_\_\_\_\_

MD EVALUATED PATIENT AND VERIFIED FINDINGS  DIRECTED PATIENT CARE  DISCUSSED CASE WITH PMD

PLAN:  ADMIT BY DR. \_\_\_\_\_  SAW PATIENT IN ED  PHONE ORDERS

MSS/OBS  D/C  FOLLOW-UP PRN  SCHEDULED \_\_\_\_\_

PATIENT INSTRUCTED TO RETURN IF \_\_\_\_\_

DX:

1. trulp cortexia 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

MD: [Signature] PA: \_\_\_\_\_ DATE: 11/20/02

WOUND CARE: ANESTH:  LOCAL  DIG  REC

MED:  LIDO  BUPIV  W/EPI%: \_\_\_\_\_

PREP:  SCRUBBED  IRRIG  DEBRIDED

EXPLORED  FB FOUND  Y  N

REPAIR:  TAPE  GLUE  SUTURES

SO: \_\_\_\_\_ X \_\_\_\_\_

SKIN: \_\_\_\_\_ X \_\_\_\_\_

EMERGENCY DEPARTMENT (831) 462-7710  ED CLINIC (831) 462-7664

SPORTS MEDICINE CENTER (831) 462-7775

**Emergency Department Aftercare Instructions Given:**

**Diagnosis:** Scalp Contusion

**Follow-up Instructions:**

For follow-up care you have been referred to: Your Dr. Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Follow-up date: As needed You are responsible for making your own appointment. **Please call as soon as possible to schedule appointment.**

**Return here if your condition worsens.**  Return to Registration for co-pay \_\_\_\_\_

**Special Instructions:**

See printed instructions

Dominican Hospital's Emergency Department exists to serve your needs for emergency medical treatment. The treatment rendered is not intended to provide complete medical care, which should be done through your own physician. These instructions are intended to provide general information and guidelines to follow at home to properly care for your particular medical problem. If you have any questions regarding these instructions, direct them to the Emergency Department nurse before you leave or contact your doctor. "X-rays are interpreted in the emergency department on a preliminary basis only. A radiologist will formally review the X-rays. If the final interpretation differs from the preliminary interpretation and requires a change in your treatment, the emergency department will contact you."  
**I hereby certify that I have received the above instructions and that all of my concerns/questions regarding this visit have been adequately answered.**

X [Signature]  
 Patient or Representative

X [Signature]  
 ED Staff Member

X [Signature]  
 Physician

X \_\_\_\_\_  
 PA/NP

**PRESCRIPTION (R)**

Occupational  Label in Spanish

Drug Name	D i s p .	Sig.
/		
/		
/		
/		

Alan Buchwald, MD G34226 | A87563196  
 John Christensen, MD G33311 | AC7435159  
 John Fust, MD G47866 / AF9606655  
 Tony Musielewicz, MD G074503 | BM6283953

Terry Lapid, MD A34113 | AL9441293  
 David Kassel, MD G43690 | AK1042530  
 Brad Whaley, MD G065157 / BW6292560  
 Greg Whitley, MD A61740 / BW5264407  
 Matthew Wiesinger, MD A066549 | BW6136994

Andrew Nevitt, MD G43463 | AN9790367  
 Michael Dunn, DO 20A6814/BD4851576  
 Marc Yellin, MD G53415 | AY2756556  
 Richard Hencke, MD G27500/AH6088771

PHYSICIAN SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ No Phone Refills

07510. KEVIN 3  
 11063794  
 11/23/2000 H  
 11063794  
 MR 06-06-20  
 DR 0000  
 CHRISTENSEN

**Dominican Hospital**  
 **CHW**  
 1555 Soquel Drive, Santa Cruz, CA 95065  
 (831) 462-7710 (831) 462-7664  
**EMERGENCY DEPARTMENT  
 AFTERCARE INSTRUCTIONS**

<b>Santa Cruz Metro</b> <b>Day Pass</b>	
<b>WED</b> <b>NOV</b> <b>20</b> <b>2002</b>	<b>REDUCED FARE</b>
<b>BUS INFORMATION</b> <b>425-8600</b>	
<small>           Good for unlimited rides by original purchaser on lines of Santa Cruz Metro Transit District on date shown. If punched, valid only for Seniors and Disabled with Metro ID. Not transferable. Not refundable. Subject to rules and regulations.         </small>	
<b>05402</b>	

DILLINGHAM TICKET CO., L.A.

DYSLE, KEVIN B  
 34-33794  
 B04/13/2000 M  
 11/20/2002

MR28-56 5  
 DRO078 29  
 J CHRISTENSEN

PRECISION DYNAMICS CORP SAN FRANCISCO

**GOVERNMENT TORT CLAIM**



**RECOMMENDED ACTION**

TO: Board of Directors  
FROM: District Counsel  
RE: Claim of: Ethan Miller      Received: 01/31/03      Claim #: 03-0005  
Date of Incident: 12/06/02      Occurrence Report No.: SC 12-02-05

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

By Margaret Gallagher  
Margaret Gallagher  
DISTRICT COUNSEL

Date: February 12, 2003

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 February 28, 2003.

\_\_\_\_\_  
Dale Carr  
Recording Secretary

\_\_\_\_\_  
Date

MG/hp

370 Encinal Street, Suite 100, Santa Cruz, CA 95060 (831) 426-6080 FAX (831) 426-6117  
METRO OnLine at <http://www.scmtd.com>

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: Ethan P. MILLER

Claimant's Address/Post Office Box: 819 R. vers. de ave., Santa Cruz, CA.  
95060

Claimant's Phone Number: (831) 458-6259

2. Address to which notices are to be sent: \_\_\_\_\_

3. Occurrence: Metro Bus had a collision with my parked vehicle.

Date: 12/6/02 Time: 6:10pm Place: greyhound parking/Metro Bus parking @ the  
Circumstances of occurrence or transaction giving rise to claim: \_\_\_\_\_  
downtown  
Santa Cruz

Metro Bus ran into my parked car, causing damage.

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: \_\_\_\_\_

- see descriptions on attached estimates.

5. Name or names of public employees or employees causing injury, damage, or loss, if known: \_\_\_\_\_

6. Amount claimed now ..... \$ approx. \$1760.00  
Estimated amount of future loss, if known ..... \$ \_\_\_\_\_  
TOTAL ..... \$ \_\_\_\_\_

7. Basis of above computations: \_\_\_\_\_

estimates from Scotts Body Shop and Perricos Body Shop and  
a receipt for 60.00 adjustment that was  
necessary as a result of  
collision.

Ethan P. Miller

Jan 28, 2003  
DATE

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

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

**PERRIGO'S AUTO BODY, INC.**

251 WASHINGTON ST SANTA CRUZ. CA 95060  
 (831) 423-3251  
 Fax: (831) 423-3257  
 BAR #: AE205067

Damage Assessed By: DAN FOY

Deductible: UNKNOWN

Insured: ETHAN MILLER  
 Telephone: Home Phone: (831) 458-0259

Mitchell Service: 910130

Description: 1993 Honda Accord LX  
 Body Style: 4D Sed Drive Train: 2.2L Inj 4 Cyl 5M  
 VIN: 1HGCB7557PA176392  
 Options: AIR CONDITIONING, POWER STEERING, POWER WINDOWS, POWER DOOR LOCKS  
 TILT STEERING WHEEL, CRUISE CONTROL, ELECTRIC DEFOGGER, AM-FM STEREO  
 POWER DRIVER SEAT

**\*\*SPECIAL PARTS NOTICE: "All crash parts on this estimate are "new" original equipment manufacturer parts, unless otherwise specified. Parts described as rechromed, recored, remanufactured or, reconditioned are considered "rebuilt" parts. Crash parts described as "quality replacement part" are non-original equipment manufacturer aftermarket new parts.\*\***

Line Item	Entry Number	Labor Type	Operation	Line Item Description	Part Type/ Part Number	Dollar Amount	Labor Units
1	AUTO	BDY	OVERHAUL	FRT COVER ASSY			0.8 #
2	001620	BDY	REMOVE/REPLACE	FRT BUMPER COVER	71101-SM4-A10ZZ	205.97	INC #
3	AUTO	REF	REFINISH	FRT BUMPER COVER			C 2.4
4	002710	BDY	REMOVE/REPLACE	R FRT COMB LAMP ASSEMBLY	33100-SM4-A04	188.82	1.6 #
5	AUTO	BDY	CHECK/ADJUST	HEADLAMPS			0.4
6	005830	BDY	REMOVE/REPLACE	R FENDER PANEL	60211-SM4-A01ZZ	228.31	1.4 #
7	AUTO	REF	REFINISH	R FENDER OUTSIDE			C 2.3
8	AUTO	REF	REFINISH	R FENDER EDGE			c 0.5
9	005880	BDY	REMOVEREPLACE	R FENDER BRACE	60212-SM4-000ZZ	3.67	
10	023840	REF	BLEND	R FRT DOOR OUTSIDE			c 0.9
11	000073	BDY	REMOVEINSTALL	R FRT DOOR TRIM PANEL			0.4
12	900500	MCH'	ALIGN	SPECIAL	Sublet	65.00 *	0.0'
13	027330	BDY	REMOVEINSTALL	R FRT DOOR OUTSIDE HANDLE	Existing		0.2-r
14	AUTO	REF	ADD'L OPR	CLEAR COAT			1.7
15	933018	REF	ADD'L OPR	MASK FOR OVERSPRAY		5.00 *	0.3
16	AUTO		ADD'L COST	PAINT/MATERIALS		195.00 *	
17	AUTO		ADD'L COST	HAZARDOUS WASTE DISPOSAL		3.00 *	

ESTIMATE RECALL NUMBER: 12/30/02 15:17:08 3053

Mitchell Data Version: DEC\_02\_A  
 UltraMate Version: 4.8.012

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. - Judgement Item  
 # - Labor Note Applies  
 C - Included in Clear Coat Calc

I. Labor Subtotals		Units	Rate	Add'l Labor Amount	Sublet Amount	Totals	II. Part Replacement Summary		Amount
Body		5A	60.00	0.00	0.00	324.00	Taxable Parts		370.57
Refinish		9.4	60.00	0.00	0.00	664.00	Sales Tax	@ 8.000%	29.65
Mechanical		1.3	60.00	0.00	0.00	78.00	Non-Taxable Parts		20.00
Non-Taxable Labor						966.00	Total Replacement Parts Amount		420.22
Labor Summary	16.1					966.00			
III. Additional Costs						Amount	IV. Adjustments		Amount
Taxable Costs						263.20	Customer Responsibility		0.00
Sales Tax						21.06			
Non-Taxable Costs						5.00			
Total Additional Costs						289.26			
							I. Total Labor:		966.00
							II. Total Replacement Parts:		420.22
							III. Total Additional Costs:		289.26
							Gross Total:		1,675.48
							IV. Total Adjustments:		0.00
							Net Total:		1,675.48

This is a preliminary estimate.

Additional changes to the estimate may be required for the actual repair.

THIS IS A PRELIMINARY ESTIMATE. THERE COULD BE ADDITIONAL ITEMS OF REPAIR NECESSARY AFTER TEARDOWN. PARTS PRICES ARE SUBJECT TO INVOICES. THANK YOU!

WARNING: Accidental air bag deployment is possible. Personal injury may result. Avoid area near steering wheel and instrument panel even if air bags have deployed. Dual-stage air bag modules may be present that could contain an undeployed stage. When disposing of a deployed dual-stage air bag, always treat it as a "live" module. See appropriate MITCHELL® AIR BAG SERVICE & REPAIR MANUAL, or OEM information.

ESTIMATE RECALL NUMBER: 1/27/03 12:25:15 2316

Mitchell Data Version: JAN-03-A  
 UltraMate Version: 48.012

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**GO TIRES**  
 1025 WILSON STREET  
 SANTA CRUZ, CA 95062  
 (831) 429-9989

**\*\*\* INVOICE \*\*\***  
 Invoice# 1-21817  
 S 12/09/02 E 12/09/02  
 Page: 1

**NO REFUNDS ON DEPOSITS  
 OR SPECIAL ORDERS**  
 NATIONAL CUSTOMER SERVICE  
 PHONE # 800 321-2446  
 CUSTOMER MUST PRESENT COPY  
 OF INVOICE FOR ANY WARRANTY

Sold To  
**MILLER, ETHAN**

Veh: 9 3 HONDA ACCORD  
 Lic: 3FCZ397

Bar ID: AH223543  
 EPA ID: CAL000221882  
 Ship To

Unit#  
 Miles: 126,064/0

H 831-458-0259

Other Information  
 Emp: 1-10 / 1-10  
 PO#:

Sls#	Mech	Part #	QTY	Description	Parts	Labor	FEI	Total
10		LBAL4W	1.00	ALIGNMENT 4 WHEEL	0.00	59.99	0.00	59.99

THE VEHICLE ALIGNMENT PERFORMED BY THIS BIG O STOKE IS WARRANTED. SEE BACK OF THIS INVOICE FOR DETAILS.

**Cross Carcase** **WORMS** **WHA**  
 This vehicle has been inspected and found to be in good condition. The engine, transmission, and other major components are in good working order. The tires are in good condition and the brakes are in good working order. The vehicle is in good condition and is ready for sale.

**SWIRLTO 283JKU 283JKU 0001 HITOMO 5 YUARIWA 7 JYAKUZO**  
**Peak: 1.155**  
**0.000**

**Actual Before**  
 This vehicle has been inspected and found to be in good condition. The engine, transmission, and other major components are in good working order. The tires are in good condition and the brakes are in good working order. The vehicle is in good condition and is ready for sale.

**ATMERA 7 0THAL 00012340 TUTE 2 2 0000 2 2 0000**  
 This vehicle has been inspected and found to be in good condition. The engine, transmission, and other major components are in good working order. The tires are in good condition and the brakes are in good working order. The vehicle is in good condition and is ready for sale.

**Cash** **Check** **Charge** **Card**

0.00 0.00 0.00 59.99

**Subtotal: 59.99**

**Sales Tax: 0.00**

**Total: 59.99**

**General Warranty:** All parts and labor will have a 90 day or 10,000 mile warranty, whichever comes first. (Excludes tires and fluids.)

*[Faint, mostly illegible text, likely a receipt or additional invoice details.]*

I ACKNOWLEDGE NOTICE AND ORAL APPROVAL OF ANY INCREASE IN THE ORIGINAL ESTIMATED PRICE.  TERMS: (NET 30) UNLESS OTHERWISE SPECIFIED) PAST DUE CHARGE IS COMPUTED BY A PERIODIC RATE OF 1.5% PER MONTH ON UNPAID BALANCE WHICH IS AN ANNUAL PERCENTAGE RATE OF 18%. IF NECESSARY TO INSTITUTE LEGAL ACTION TO ENFORCE COLLECTION OF THE AMOUNT DUE UNDER THIS INVOICE, BUYER AGREES TO PAY ALL NECESSARY COSTS AND ATTORNEY'S FEES.  TERMS ACKNOWLEDGED & RECEIVED BY

**TIRES WHEELS BRAKES SHOCKS STRUTS ALIGNMENT**

# SCOTT'S BODY SHOP

140 CENTER STREET SANTA CRUZ, CA 95060  
 (831) 426-1800  
 Fax: (831) 426-1889  
 BAR #: AD 172322 EPA #: CAD683662016

FAMILY OWNED AND OPERATED  
 QUALITY COLLISION REPAIRS

Damage Assessed By: BOB SCOTT

Deductible: UNKNOWN

Insured: ETHAN MILLER  
 Address: 819 RIVERSIDE AVE SANTA CRUZ, CA 95060  
 Telephone: Home Phone: (831) 4586259

Mitchell Service: 910130

Description: 1993 Honda Accord LX  
 Body Style: 4D Sed  
 VIN: 1HGCB7557PA176392  
 Color: SILVER

Drive Train: 2.2L Inj 4 Cyl 5M  
 License: 3FCZ397 C A

ALL CRASH PARTS ON THIS ESTIMATE ARE NEW-OEM UNLESS OTHERWISE SPECIFIED. PARTS DESCRIBED AS RECHROMED, RECORDED OR REMANUFACTURED ARE EITHER RECONDITIONED OR REBUILT. PARTS THAT ARE DESCRIBED AS QUAL REPL PART AND QRP CAPA ARE NON-OEM CRASH PARTS.

Line Item	Entry Number	Labor Type	Operation	Line Item Description	Part Type/ Part Number	Dollar Amount	Labor Units
1	001470	BDY	REMOVE/INSTALL	FRT BUMPER ASSY			INC #
2	001620	BDY	REPAIR	FRT BUMPER COVER	Existing		1.5* #
3	AUTO	REF	REFINISH	FRT BUMPER COVER			C 2.4
4	003120	BDY	REMOVE/REPLACE	R PARK/MARKER LAMP LENS	34301-SM4-A03	26.73	INC
5	900500	BDY *	REMOVE/REPLACE	R FRT TIRE/185/70 R14 88S	New	78.50	0.0*
6	900500	BDY'	REMOVE/REPLACE	TALON 2000	New		0.0*
7	900500	MCH'	OVERHAUL	UNT/BALANCE	sublet	20.00	0.0*
8	005830	BDY	REMOVE/REPLACE	R FENDER PANEL	60211-SM4-A01ZZ	228.31	2.4 #
9	AUTO	REF	REFINISH	R FENDER OUTSIDE			C 2.3
10	AUTO	REF	REFINISH	R FENDER EDGE			c 0.5
11	005900	BDY	REMOVE/REPLACE	R FENDER SPLASH SHIELD	74101-SM4-010	37.03	0.4 #
12	009120	MCH	ALIGN	FRONT SUSPENSION	-M		1.3
13	023840	REF	REFINISH	R FRT DOOR OUTSIDE			c 1.8
14	027330	BDY	REMOVE/INSTALL	R FRT DOOR OUTSIDE HANDLE	Existing		0.8* #
15	AUTO	REF	ADD'L OPR	CLEAR COAT			1.9*
16	933003	REF	ADD'L OPR	TINT COLOR			0.5*
17	AUTO		ADD'L COST	PAINT/MATERIALS		263.20 *	
18	AUTO		ADD'L COST	HAZARDOUS WASTE DISPOSAL		5.00 *	

ESTIMATE RECALL NUMBER: 1/27/03 12:25:15 2316

Mitchell Data Version: JAN-03-A  
 UltraMate Version: a.012

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- . - Judgement item
- # - Labor Note Applies
- C - Included in Clear Coat Calc

I. Labor Subtotals	Units	Rate	Add'l Labor Amount	Sublet Amount	Totals	II. Part Replacement Summary	Amount
Body	4.a	53.00	0.00	0.00	278.40	Taxable Parts	526.77
Refinish	8.1	53.00	5.00	0.00	474.30	Sales Tax @ 3.000%	50.14
Mechanical	0.0	80.00	0.00	65.00	65.00	Total Replacement Parts Amount	676.91
Non-Taxable Labor					818.20		
Labor Summary	12.9				818.20		
III. Additional Costs					Amount	IV. Adjustments	Amount
Taxable Costs					195.00	Customer Responsibility	0.00
Sales Tax @ 3.000%					15.60		
Non-Taxable Costs					3.00		
Total Additional Costs					213.60		
						I. Total Labor:	818.20
						II. Total Replacement Parts:	676.91
						III. Total Additional Costs:	213.60
						Gross Total:	1,708.71
						IV. Total Adjustments:	0.00
						Net Total:	1,708.71

This is a preliminary estimate.

Additional changes to the estimate may be required for the actual repair.

SOMETIMES AFTER THE WORK HAS BEEN STARTED, ADDITIONALLY DAMAGED OR WORN P-PARTS ARE DISCOVERED WHICH WERE NOT EVIDENT ON FIRST INSPECTION. THIS DAMAGE REPORT DOES NOT COVER OR INCLUDE ANY ADDITIONAL PARTS OR LABOR WHICH MAY BE REQUIRED. ALL PARTS PRICES ARE SUBJECT TO INVOICE.

PERRIGO'S AUTO BODY GUARANTEES THE AUTO BODY REPAIRS TO YOUR VEHICLE FOR AS LONG AS YOU OWN YOUR CAR; PAINT GUARANTEED FOR FIVE YEARS UNDER NORMAL USE AND WEAR.

CUSTOMERS NAME \_\_\_\_\_

DATE OF ISSUE: \_\_\_\_\_

DATE OF COMPLETION: \_\_\_\_\_

ESTIMATE RECALL NUMBER: 12/30/02 15:17:08 3053

Mitchell Data Version:  
UltraMate Version:

DEC\_02\_A  
4.8.012

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**Metro Accessible Services Transit Forum (MASTF)\***  
(\*An official Advisory group to the Metro Board of Directors  
and the ADA Paratransit Program)  
**Thursday February 20, 2003 2:00-4:00 p.m.**  
**The NIAC Building in the Board Room**  
**333 Front Street, Santa Cruz, CA.**

**“AGENDA”**

**ELIGIBLE VOTING MEMBERS FOR THIS MEETING:**

April Axton, Sharon Barbour, Ted Chatterton, Connie Day, Shelley Day, Dianna Dunn, Kasandra Fox, Norm Hagen, Michelle Hinkle, Ed Kramer, Deborah Lane, Brad Neily, Rhianan Neily, Thom Onan, Pop Papadopulo, Gary Peterson, Camille Pierce, Barbie Schaller, Patricia Spence, Link Spooner, Devon Swedmark, David Taylor, John Wood and Lesley Wright.

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

- I. Call to Order and Introductions
- II. Approval of the January 16, 2003 MASTF Minutes
- III. Amendments to this Agenda
- IV. Oral Communication and Correspondence

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

- V. Ongoing Business
  - 5.1 Weekend Bus Service in South County (Bryant Baehr)
  - 5.2 Metro Fare Structure Changes (Mark Dorfman)
  - 5.3 Use of Convenience Cards for Paratransit Fare (Bryant Baehr)
  - 5.4 MASTF Calendar Layout (John Daugherty)
- VI. New Business
  - 6.1 Available Bus Seating for Persons with Disabilities and Seniors (Camille Pierce and Lesley Wright)
  - 6.2 Location and Accessibility of Outbound Daubenbiss Bus Stop (Ed Kramer)
  - 6.3 Metro Base: How Can We Help?  
MASTF COMMITTEE REPORTS
  - 6.4 Training and Procedures Committee Report (Lesley Wright)
  - 6.5 Bus Service Committee Report (Connie Day)
    - a) Metro Users Group (MUG) Report
    - b) Service Planning and Review Committee (SPARC) Report – Action Item
  - 6.6 Bus Stop Improvement Committee Report (Ed Kramer)
  - 6.7 Paratransit Services Committee Report (Kasandra Fox)

OTHER REPORTS

- 6.8 Paratransit Update
  - a) Paratransit Report (April Axton or Link Spooner)
  - b) CCCIL Transportation Advocacy (Thom Onan)
- 6.9 UTU Report (Pete Legorreta)
- 6.10 SEIU/SEA Report (Eileen Pavlik)
- 6.11 Next Month's Agenda Items

VII. Adjournment

Note: This meeting is held at a location that is accessible to persons using wheelchairs. If you have questions about MASTF, please phone John Daugherty at (831) 423-3868.

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 January 16, 2003 in the Board Room of the NIAC Building, 333 Front Street, Santa Cruz CA.

MASTF MEMBERS PRESENT: April Axton, Sharon Barbour, Ted Chatterton, Connie Day, Shelley Day, Kasandra Fox, Norm Hagen, Ed Kramer, Thom Onan, Camille Pierce, Barbie Schaller, Patricia Spence, Link Spooner, David Taylor, John Wood and Lesley Wright.

METRO STAFF PRESENT:

Bryant Baehr, Operations Department Manager  
A. John Daugherty, Accessible Services Coordinator

BOARD MEMBERS PRESENT:

Patricia Spence

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

- 1) MASTF recommends that METRO adjust weekend routes in South County to provide Route 79 service once in the morning before 9:00 a.m. and once in the afternoon after 4:00 p.m.
- 2) MASTF supports a price increase for the Discount Fare monthly pass from \$14 to \$16, but not above that amount.

RELEVANT ATTACHMENTS FORWARDED TO THE BOARD: None.

**\*MASTF MOTIONS RELATED TO METRO MANAGEMENT**

- 1) MASTF recommends that METRO adjust weekend routes in South County to provide Route 79 service once in the morning before 9:00 a.m. and once in the afternoon after 4:00 p.m.
- 2) MASTF recommends that the use of Regular Fare Convenience Cards be extended to pay for paratransit trips.

I. CALL TO ORDER AND INTRODUCTIONS

Chairperson Sharon Barbour called the meeting to order at 2:05 p.m.

II. APPROVAL OF THE DECEMBER 19, 2002 MASTF MINUTES

The following corrections and clarification were presented:

- 1) John Daugherty noted an omission in the Motion to approve the October 17, 2002 Minutes "as corrected." The Motion, presented on Page Three, did not include the information that Brad Neily had made the Motion and that Connie Day had seconded the Motion.

- 2) Patricia Spence discussed and provided a written copy (Attachment A) of the following information “for clarification”:

Discussion of the November 14, 2002 MASTF Minutes includes the following paragraph on Page Two of the December 19, 2002 MASTF Minutes:

“Patricia Spence requested clarification on whether the “committee” noted in the section on “MASTF Review and Vote on Metro ADA/504 Policy” was created by MASTF or Metro. Ms. Spence noted that previous MASTF Minutes had not shown MASTF taking action to create a committee. John Daugherty noted that Bryant Baehr had asked him to join the committee.”

Ms. Spence presented the following changes:

“...Ms. Spence noted that previous MASTF Minutes had not shown MASTF taking action to create a committee. John Daugherty noted that Bryant Baehr asked him to form the committee that consisted of Brad Neily, Deborah Lane, Bryant Baehr, Peg Gallagher and myself. Ms. Spence added that in Robert’s Rules of Order (it) states that “The president cannot appoint any committee except those authorized by the by-laws or by a vote of the assembly.”

- 3) Barbie Schaller noted that she was not listed among “MASTF MEMBERS PRESENT” on the first page of the Minutes. Ms. Schaller pointed out that she was present at the December 19, 2002 MASTF meeting.

The following Motion emerged from discussion:

**MASTF Motion: To approve the December 19, 2003 MASTF Minutes as corrected.  
M/S/C: Fox, C. Day (By affirmative voice vote: no votes opposed and one abstention)**

Discussion of this topic included the observation from Mr. Daugherty that his recollection differed from the written information presented by Ms. Spence. Ms. Barbour suggested that he “double check” the audiotape record of the meeting. Mr. Daugherty responded that he would check the record and then report back to the group.

### III. AMENDMENTS TO THE AGENDA

Ms. Barbour shared that she had received a request to table the second New Business Agenda item, “Presentation on Designs for New Santa Cruz Metro Center” until the MASTF meeting in March. She also noted that the presentation could take one hour of meeting time.

### IV. ORAL COMMUNICATION AND CORRESPONDENCE

Ms. Schaller reported that she recently asked fellow members of the Santa Cruz County Seniors Commission “to write a letter to make sure they pass the EIR.” Ms. Schaller noted that commissioners decided to lobby for people they represent separately.

Camille Pierce reported on her observations during a recent bus ride from Capitola Mall. “ Ms. Pierce shared: “There were five walkers on that particular route... (It) does raise the issue of what happens to a

person ... who wants and needs to ride the bus – first of all people with disabilities, secondly seniors – when there are no seats available...”

Highlights of discussion on this topic included:

- 1) Bryant Baehr shared: “I don’t know if I have an answer (for) you other than we’re trying to identify where service is, and where it is used. But the current fiscal situation doesn’t lend itself to throwing another bus out there, right now.”
- 2) In response to questions from Thom Onan, Ms. Pierce explained that the bus operator had to leave the driver’s seat to help rearrange passenger seating. Ms. Pierce described availability of seating as an accessibility issue.
- 3) Lesley Wright shared: “This is probably a training issue, as well as an issue of courtesy.” Ms. Wright also shared that she will work to see that the issue is addressed when training resumes.
- 4) Ms. Barbour suggested that the issue be placed on the Agenda for the meeting next month.

Mr. Baehr shared that “wrapping up” of the METRO ParaCruz Customer’s Guide might be completed by the end of February. He asked if any MASTF members wanted to help finish the Guide from a “readability perspective.” A few persons raised their hands. Ms. Barbour asked that those persons meet with Mr. Baehr after the meeting today.

Ms. Barbour explained why she addressed persons by their last names today. She shared: “... There has been some conflict in the recent past. And I am doing this to help remind us that even though we are not all agreeing with one another, we need to treat each other with respect.”

Mr. Daugherty described three items of correspondence received since the last MASTF meeting:

- 1) An Agenda for the January 9, 2002 meeting of the Santa Cruz County Regional Transportation Commission (SCCRTC).
- 2) A letter to MASTF from SCCRTC Executive Director Linda Wilshusen. The letter describes a transportation funding opportunity.
- 3) The recent *Central Coast Reporter* newsletter published by the Association of Monterey Bay Area Governments (AMBAG).

Mr. Daugherty offered to place the correspondence into a folder for circulation to the group.

Ms. Barbour shared that two recent letters sent to the Metro Board (Attachments B and C) would also be included in the folder being circulated. John Wood wrote one letter. Ms. Barbour wrote the other letter. Both letters regarded the November MASTF elections.

Ms. Barbour recalled that a piece of paper had been circulated last month to allow interested persons to put their names and contact information (email address and phone number) on it. Mr. Daugherty

brought out the list and circulated it again. Ms. Schaller offered to contact interested persons by phone in the future.

Mr. Wood described a letter he wrote to MASTF and an attached resource list. Mr. Wood shared highlights from the letter and resource list (Attachment D).

He shared: "... The following three pages are a list of fourteen free programs available online from Easter Seals Project ACTION ... I would like to note particular publication #97-0144 *ADA Announcement Program – Training Transit Operators and Supervisors on Calling Out Stops: Final Report and Training Modules*. The information in this training course is complete and well established in the field... I am committed to providing "best practices" for clients and shareholders in my community. The resources provided by Project ACTION are recognized to be of quality by the profession..."

Ms. Barbour shared that Internet access was available at public libraries for persons who do not have Internet access at home.

## V. ONGOING BUSINESS

### 5.1 Weekend Bus Service in South County (Norm Hagen)

Norm Hagen read from and circulated a statement (Attachment E) that introduced this issue. His statement notes, in part: "... There is a complete lack of service for the Southeast section of Watsonville which includes the entire area of Pajaro. Watsonville is the second largest city in the county, yet it receives the least service in the county – even (Bonny) Doon gets more service on the weekends! Considering the ridership in this city, it is a major affront to all who live in this area..."

Mr. Hagen made a Motion that was seconded by Ms. Schaller. Highlights of discussion included:

- 1) Mr. Hagen noted that he hoped for an adjustment of current service. He pointed out that he did not expect additional buses or additional service.
- 2) Mr. Baehr noted that he hoped to provide a "viability answer" about the Motion by the next MASTF meeting.

The following Motion to Board and Management emerged from discussion:

**MASTF Motion: MASTF recommends that METRO adjust weekend routes in South County to provide Route 79 service once in the morning before 9:00 a.m. and once in the afternoon after 4:00 p.m.**

**M/S/C: Hagen, Schaller (By affirmative voice vote: no votes opposed and one abstention)**

## VI. NEW BUSINESS

### 6.1 Formation of Ad Hoc MASTF By Laws Review and Revision Committee (Sharon Barbour)

“I am hoping to do this in a way that feels fair to everybody,”

Ms. Barbour explained. She offered several suggestions, including a proposed time line, for the group to consider and comment upon.

A Motion was made by Mr. Hagen and seconded by Ms. Wright to accept the suggestions from Ms. Barbour. Highlights of discussion included:

- 1) Mr. Onan asked if there was flexibility in the timeline proposed. Ms. Barbour responded that there was flexibility since membership could decide to carry over discussion from one meeting to another meeting.
- 2) Ms. Spence noted that “your schedule may be too aggressive.” She also noted that the proposal “seems rushed.”
- 3) Ms. Spence also shared that she has been studying Robert’s Rules of Order. She noted her discoveries included background information on Robert’s Rules of Order and a suggested outline for By Laws. She gave several pages of the information she found (that could be placed in the MASTF packet) to Mr. Daugherty.

She also circulated a list of web sites for persons interested in more information. The slip of paper with web site information reads:

“WEB SITES ROBERT’S RULES OF ORDER AND  
STANDARD PARLIMENTARY PROCEDURE BY ALICE STURTGIS

<http://www.constitution.org/rror/rror-00.htm> – Robert’s Rules of Order full text

<http://www.robertsrules.com/> - “Official Robert’s” web site with a short history link

<http://www.jimslaughter.com/bylaws.htm> – Bylaws tips

[www.paulmclintock.com](http://www.paulmclintock.com) – Sample Bylaws, Frequently Asked Questions

<http://www.duvalpta.org/Parliamentary%20Procedure.htm> - Usual Order of Business”

- 4) Ms. Spence offered an amendment to the Motion being discussed. The amendment, seconded by Ms. Schaller, recommended that the ad hoc committee use the layout for By Laws suggested by Robert’s Rules of Order. Discussion of the amendment included comments on whether or not the ad hoc committee should suggest the layout for MASTF By Laws.

The following proposed amendment was withdrawn:

**MASTF Motion: For the ad hoc committee to use the layout for By Laws suggested by Roberts Rules of Order.**

**M/S/Withdrawn: Spence, Schaller**

Ms. Spence withdrew the Motion with the understanding that the ad hoc committee will look at the suggested layout for use with the MASTF By Laws.

5) The following Motion was approved:

**MASTF Motion: To accept the guidelines and timeline proposed by Ms. Barbour:**

- 1) That the current By Laws be included in the February MASTF meeting packet.
- 2) Those suggestions to revise the MASTF By Laws are sent to John Daugherty. Mr. Daugherty will remove the names attached to the suggestions before the suggestions are forwarded to members of the ad hoc committee.
- 3) The cut off date to submit suggestions to revise to the By Laws is the March MASTF meeting, March 20, 2003.
- 4) That the April MASTF meeting packet will contain recommendations from the ad hoc committee and all suggested revisions.
- 5) That discussion of ad hoc committee recommendations and all suggestions will be an Agenda item for the MASTF meeting on April 17, 2003.
- 6) Ad hoc committee recommendations and all suggestions for the MASTF By Laws could become an Agenda item for action and voting during the MASTF meeting on May 15, 2003.
- 7) The date for action and voting on ad hoc committee recommendations and all suggested changes to the MASTF By Laws will be adjusted if discussion during the MASTF meeting on April 17, 2003 is carried over to a future MASTF meeting.

**M/S/C: Hagen, Wright (By affirmative voice vote: no votes opposed and one abstention)**

Note: The current MASTF By Laws (Attachment F) are included in the February 2003 MASTF meeting packet.

The next issue discussed was the composition of the ad hoc committee. Ms. Barbour requested a show of hands from volunteers. Persons present at the meeting identified other committee participants (who were not present at the meeting).

The following Motion emerged from discussion:

**MASTF Motion: To accept the following volunteers as members of the ad hoc MASTF By Laws Review and Revision Committee: Norm Hagen, Kasandra Fox, David Taylor, Camille Pierce, Thom Onan, Ed Kramer, Michael Edwards, Brad Neily, Fahmy Ma'Awad and Sharon Barbour.**  
**M/S/C: Hagen, Wright (By affirmative voice vote: no votes opposed and one abstention)**

Ms. Barbour asked that committee volunteers meet in the meeting room just after the end of the MASTF meeting today.

6.2 Presentation on Designs for New Santa Cruz Metro Center

This Agenda item is tabled until the MASTF meeting on March 20, 2003.

6.3 METRO Fare Structure Changes

Mr. Baehr shared that he wanted to respond to two rumors being circulated:

- 1) Contrary to rumor, fares are not going to change in two weeks.
- 2) Contrary to rumor, change to Convenience Cards “isn’t going anywhere.”

Mr. Baehr shared: “What staff is saying to the Board of Directors is, “Here are some general ideas on how you can generate more money through the farebox.””

Mr. Baehr also shared that the Board could issue direction to staff during the Board meeting next Friday. Proposals endorsed by the Board would then go on a “road show” for public input that includes a presentation to MASTF.

Mr. Baehr suggested that interested persons attend the Board meeting next Friday. In response to questions from Ms. Barbour about the time line for input, Mr. Baehr noted that changes to the fare structure require first and second readings at separate Board meetings before changes occur. He guessed that a second reading might happen during the Board meeting in April or May.

Ms. Barbour shared that she had heard four proposals discussed during the Board meeting last week. She noted that one feature of the proposals was the raising of Senior and Disabled (Discount) Fare to the 50% of regular fare allowed by law. She noted that the Discount Fare is now approximately 40% of regular fare.

She described four proposals:

- 1) A 25% increase in all fares. Regular fare would change from \$1 to \$1.25.
- 2) A 35% increase in all fares.
- 3) A 50% increase in all fares. Ms. Barbour noted that if the cost of the current Regular Monthly bus pass increased from \$40 to \$60, the cost of the current Senior and Disabled (Discount) Monthly bus pass would increase from \$14 to \$30.
- 4) A combination of the first three proposals.

Ted Chatterton made a Motion on this topic that was seconded by Ms. Pierce. Highlights of discussion on this topic included:

- 1) Ms. Barbour noted that the proposals she described were scenarios. She believed that MASTF members “need to be aware” of them.

- 2) Mr. Baehr shared: “The concern is there could be a lot of debate on something the Board won’t consider.” He noted that Mark Dorfman would present Board endorsed proposals to MASTF.
- 3) In response to questions from April Axton and Link Spooner, Mr. Baehr noted that there were also proposals to charge for “premium” paratransit services. Mr. Baehr noted that premium charges for services including dispatch of a second vehicle, door to door service and “will calls” have also been proposed at other transit districts, such as the Valley Transportation Authority (VTA) of Santa Clara County.
- 4) Ms. Spence noted that she was putting on her “Board hat.” She noted that there was a “state budget crunch.” She shared that sales tax revenue is down. In the last Board packet, she recalled, there were the following budget amounts recorded for October 2002: \$242, 000 expenditure for paratransit and \$198, 000 in ridership revenue from fixed route service.

She shared: “So you see there is quite a bit of difference there in income versus expenses. So hopefully there might be some way to level off, or raise the fares, so you’re meeting more of your expenses...”

- 5) Ms. Pierce noted that she lives on a fixed income. She shared: “If the prices are now raised to \$30 a month, even for a person with disability, I can’t afford it.”
- 6) Mr. Wood shared: “... I was in Washington DC. This is a nationwide problem. So it’s not just this room. So folks, don’t be so alarmed...”

The following Motion to the Board concluded discussion:

**MASTF Motion: MASTF supports a price increase for the Discount Fare monthly pass from \$14 to \$16, but not above that amount.**

**M/S/C: Chatterton, Pierce (By show of hands: six votes in favor, four votes opposed and three abstentions)**

Ms. Barbour asked if there were any MASTF Committee Reports. No reports were presented.

Due to time constraints, Mr. Baehr reported the following developments:

- 1) The Route 70 Cabrillo will not run during spring break. This service change will save METRO \$6,000 to \$10, 000.
- 2) Customers riding Route 69W buses will soon benefit from new bus stops installed at the *Target* store in Watsonville.
- 3) Michael Mawson, METRO’s Safety and Training Coordinator, has resigned. METRO will be hiring to fill his position.

6.4 Use of Discount Fare Convenience Cards for Paratransit Fare (Sharon Barbour)

Ms. Barbour noted that Convenience Cards are not available for paratransit users. She shared that paratransit users could benefit from extension of use of Convenience Cards.

Comments on this topic included the question from Mr. Spooner of what Lift Line would present to Metro when a passenger uses a Convenience Card. Mr. Baehr noted that staff could review such details.

The following Motion to Management was approved:

**MASTF Motion: MASTF recommends that the use of Regular Fare Convenience Cards be extended to pay for paratransit trips.**

**M/S/C: Fox, Taylor (By affirmative voice vote: no votes opposed and two abstentions)**

6.5 MASTF Calendar Layout

Mr. Daugherty shared that Mr. Chatterton suggested this Agenda item last month. He described a sample calendar used by members of the Metro Users Group (MUG) that had been handed to him today.

The following Motion emerged from discussion:

**MASTF Motion: To accept the (MUG calendar) idea. Mr. Daugherty will bring back a sample of a calendar with MASTF and METRO Board meeting dates for review next month.**

**M/S/C: Hagen, Schaller (By affirmative voice vote: no votes opposed and two abstentions)**

MASTF COMMITTEE REPORTS

6.6 Training and Procedures Committee Report (Lesley Wright)

6.7 Bus Service Committee Report

a) Metro Users Group (MUG) Report

b) Service Planning and Review Committee (SPARC) Report – Action Item

6.8 Bus Stop Improvement Committee Report (Ed Kramer)

6.9 Paratransit Services Committee Report (Kassandra Fox)

OTHER REPORTS

6.10 Paratransit Update

a) Paratransit Update (April Axton or Link Spooner)

b) CCCIL Transportation Advocacy (Thom Onan)

6.11 UTU Report

6.12 SEIU/SEA Report

The Agenda items above were either addressed briefly during the meeting today or tabled due to time constraints.

6.13 Next Month's Agenda Items

Mr. Wood requested five minutes on the Agenda next month to share information about programs that might benefit seniors and persons with disabilities.

Mr. Daugherty noted that review of Santa Cruz Metro Center designs was on the Agenda for the March MASTF meeting.

MASTF Minutes  
January 16, 2003  
Page Ten

Mr. Daugherty noted that METRO Fare Structure Changes and Availability of Seating for Persons with Disabilities were items on the Agenda for next month. Mr. Wood noted that he could share information during discussion of METRO Fare Structure Changes.

Ms. Pierce requested discussion of fare changes for seniors and persons with disabilities. Ms. Barbour noted that the topic of METRO Fare Structure Changes was on the Agenda for the meeting next month.

VII. ADJOURNMENT

**The meeting was adjourned at 4:05 p.m.**

**M/S/PU: Fox, Hagen**

Respectfully submitted by: A. John Daugherty, Accessible Services Coordinator

**NOTE: NEXT REGULAR MASTF MEETING IS: Thursday February 20, 2003 from 2:00-4:00 p.m., in the Board Room of the NIAC Building, 333 Front Street, Santa Cruz, CA.**

NOTE: NEXT S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday February 14, 2003 at 9:00 a.m. at the S.C.M.T.D. Administrative Offices, 370 Encinal Street, Santa Cruz, CA.

NOTE: THE FOLLOWING S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday February 28, 2003 at 9:00 a.m. in the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**Agenda-Metro Users Group**

**February 19, 2003**

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The METRO Users Group will meet on Wednesday, February 19, 2003 from 2:10 p.m. to 4:00 p.m. The meeting will be held in the Conference Room at the Metro Center, 920 Pacific Avenue, Santa Cruz.

The following topics will be discussed:

1. **CALL TO ORDER AND INTRODUCTION**
2. **ORAL AND WRITTEN COMMUNICATIONS AND ANNOUNCEMENTS**
3. **ADDITIONS AND DELETIONS TO THE AGENDA**

**MEMBERS ARE ASKED TO RESTRICT COMMENTS ON ITEMS NOT ON THE AGENDA TO TWO (2) MINUTES.**

4. **CONSENT AGENDA**  
Receive and Accept:
  - a) Minutes of January MUG Meeting  
(Attached)
  - b) Monthly Attendance Report  
(Attached)
  - c) Minutes of January Board Meeting  
(Attached)
  - d) December Ridership Report  
(Attached)
5. **ON-GOING ITEMS**
  - a) Review Current Board Agenda Items
  - b) Review of Headways Redesign Issues
    1. Recommendations for Next Headways
  - c) Service and Planning Update
  - d) Bus Procurement
6. **UPDATES**
  - a) MetroBase
  - b) Night Meeting
  - c) Fare Increase
7. **NEW BUSINESS**
  - a) Talking Bus
  - b) MUG Membership Incentives

c) Joint MUG/MASTF Meeting

**8. ITEMS FOR NEXT AGENDA**

**9. OPEN DISCUSSION**

**10. ADJOURNMENT**

**Distribution:**

Marc Adato, *City of SC Public Works Dept.*  
Bryant Baehr, *Operations Manager* – by email  
Sharon Barbour, *MASTF* – by email  
Ted Chatterton, *Transit User*  
Sandra Coley, *Pajaro TMA*  
Connie & Shelley Day, *Transit Users*  
Mark Dorfman, *Assistant General Manager*  
Ron Goodman, *Bicycle/Transit User* – by email  
Tom Hiltner, *SEA* – by email  
Michelle Hinkle, *Chair, Board Member*  
Virginia Kirby, *Transit User*  
David Konno, *Facilities Maint Manager* – by email  
Ian McFadden, *Transit Planner* – by email

Paul Marcelin, *Transit User* – by email  
Bonnie Morr, *UTU* – by email  
Carolyn O'Donnell, *Santa Cruz TMA*  
Manuel Osorio, *Cabrillo Student Services*  
Steve Paulson, *ParaCruz Administrator* – by email  
Karena Pushnik, *SCCRTC* – by email  
Stuart Rosenstein, *Transit User* – by email  
Barbara Schaller, *Seniors Commission*  
Michael & Janet Singer, *Transit Users* – by email  
Tom Stickel, *Fleet Maint Manager* – by email  
Jim Taylor, *UTU* – by email  
Candice Ward, *UCSC* – by email  
Leslie White, *General Manager*

If you would like to apply for membership to be on the Metro Users Group (MUG) Committee, please contact Dale Carr, Administrative Services Coordinator at 426-6080 for an application for membership.

# Santa Cruz Metropolitan Transit District

**Minutes-METRO Users Group**

**January 15, 2003**

The METRO Users Group met at 2:10 p.m., Wednesday, January 15, 2003, in the METRO Center Conference Room, 920 Pacific Avenue, Santa Cruz.

## **MEMBERS PRESENT**

Ted Chatterton, Transit User  
Sandra Coley, Pajaro TMA  
Connie Day, Transit User  
Shelley Day, Transit User  
Michelle Hinkle, Chair, Board Member  
Virginia Kirby, Transit User  
Paul Marcelin, Transit User

## **SCMTD STAFF PRESENT**

Bryant Baehr, Operations Manager

## **VISITORS PRESENT**

Joe Hall, City of SC Redevelopment Agency  
Stuart Rosenstein, Transit User  
Jim Taylor, Vice Chair, UTU Local 23

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## **MUG MOTIONS TO METRO BOARD OF DIRECTORS**

None

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## **MUG MOTIONS TO METRO MANAGEMENT**

None

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### **1. CALL TO ORDER AND INTRODUCTION**

Chair Michelle Hinkle called the meeting to order at 2:12 p.m.

### **2. ORAL AND WRITTEN COMMUNICATIONS AND ANNOUNCEMENTS**

Bryant Baehr announced that Joe Hall, Assistant Director of the City of Santa Cruz Redevelopment Agency, would be presenting information under the Service & Planning Update regarding the Metro Center Renovation Project.

### **3. ADDITIONS AND DELETIONS TO THE AGENDA**

None.

### **4. CONSENT AGENDA**

Receive and Accept:

- a) Minutes of December MUG Meeting
- b) Monthly Attendance Report
- c) Minutes of December Board of Directors Meeting
- d) November Ridership Report

**ACTION: MOTION: Connie Day  
APPROVE CONSENT AGENDA  
Motion passed unanimously**

**SECOND: Paul Marcelin**

## ITEM 5c WAS TAKEN OUT OF ORDER

### 5. ON-GOING ITEMS

#### 5c) Service & Planning Update

Joe Hall, Assistant Director of the City of Santa Cruz Redevelopment Agency introduced himself and explained that the Redevelopment Agency was working with the District on the Metro Center Renovation Project. He explained that the project has 2 parts; the first being the purchase of the Greyhound property to secure the future of the Metro Center, and the second part being the development of the combined Greyhound property and existing Metro Center property.

Mr. Hall explained how the California Transportation Commission has suspended allocation of all funds for projects in the Traffic Congestion Relief Program, which means that Metro will not receive the allocation of \$800,000 to buy the Greyhound property until the state's budget improves.

Mr. Hall then reported that the combined properties would equal roughly 1 ½ acres with buildings on each side, leaving no room for future expansion. Mr. Hall showed 2 design plan drafts being considered and explained that the priorities were: efficient use of space, safety, dedicated stops for the buses, and definite entrance and exit locations to avoid automobile traffic confusion. Mr. Hall said the existing Metro Center would be torn down and new buildings would be built along Pacific Avenue. These buildings could have multiple levels with parking on the second level, which would completely cover the bus lane area below. There were 2 different configurations for the bus lanes, with the diagonal design accommodating more buses and greater pedestrian safety, even though buses would have to back into spots.

Discussion continued about the different possibilities. Mr. Hall said he would keep MUG informed as the project evolves and said he can be reached at 420-5154 with any questions or comments the committee may have. Copies of the design drafts are attached to these minutes.

Due to time constraints and no new information to report, Items 5b and 5d under On-Going Items, Items 6a and 6b under Updates, and Item 7a under New Business were tabled until next month's meeting.

**ACTION: MOTION: Connie Day SECOND: Paul Marcelin**  
**DUE TO TIME CONSTRAINTS AND NO NEW INFORMATION TO REPORT, TABLE ITEMS 5b AND 5d UNDER ON-GOING ITEMS, ITEMS 6a AND 6b UNDER UPDATES, AND ITEM 7a UNDER NEW BUSINESS UNTIL NEXT MONTH'S MEETING.**  
**Motion passed unanimously**

Bryant Baehr continued with Item 5c by reporting that Staff is recommending not running the Route 70 during Spring Break and adding a stop to the 69W Route in front of Target. Paul Marcelin suggested that the Route 10 also be cut during school breaks due to the low ridership he witnessed.

**5a) Review of Current Board Agenda Items**

Bryant Baehr reported that the Board had directed Staff to provide several different fare increase options. At the January 10, 2003 Board Workshop meeting, Mark Dorfman gave a presentation outlining various fare increase alternatives and potential ridership loss vs. increased revenue. His examples included a 35% (35 cent) increase that approximates the change in the CPI since the last fare increase 10 years ago, a 25% (25 cent) increase, a 50% (50 cent) increase and a 50% (50 cent) increase with a greater discount on monthly passes.

Bryant explained that the Board has not made any decisions yet as to which of these options they wish to consider. Bryant went on to say that the Board may want to look at something else, but whatever option the Board decides to consider further, Staff will be directed to present the information to both MUG and MASTF and hold public hearings prior to any fare increase being implemented. Discussion continued and the following motion was made:

**ACTION: MOTION: Paul Marcelin SECOND: Sandra Coley**  
**DUE TO TIME CONSTRAINTS STOP TODAY'S DISCUSSION OF THIS ITEM AND ADD THIS AS A REGULAR AGENDA ITEM GOING FORWARD.**  
**Motion passed unanimously**

**8. ITEMS FOR NEXT AGENDA**

Paul Marcelin asked about his proposal for membership incentives and MUG posters. Bryant replied that the posters are up in the buses and next month he would have more information regarding the possibility of holding a night meeting.

**9. OPEN DISCUSSION**

Connie Day asked about the funding for the new buses. Bryant Baehr replied that is an issue and the District's General Manager would be in Sacramento this Thursday and Friday discussing funding issues and trying to prevent the State from backing out of its commitment to pay for our new buses.

**10. ADJOURNMENT**

Chair Michelle Hinkle adjourned the meeting at 3:59 p.m.

Respectfully submitted,

Cindi Thomas  
Administrative Secretary

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 28, 2003

**TO:** Board of Directors

**FROM:** Elisabeth Ross, Finance Manager

**SUBJECT: MONTHLY BUDGET STATUS REPORT FOR DECEMBER 2002**

## I. RECOMMENDED ACTION

**None.**

## II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$15,004,357 or \$13,579 under the amount of revenue expected to be received during the first six months of the fiscal year, based on the budget revised in October.
- Total operating expenses for the year to date, in the amount of \$13,791,376, are at 44.4% of the revised budget.
- A total of \$4,419,973 has been expended through December 31<sup>st</sup> for the FY 02-03 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 02-03 budget as of December 31, 2002. The fiscal year is 50% elapsed.

### A. Operating Revenues

Revenues are \$13,579 under the amount projected to be received for the period. Passenger revenue is \$45,027 below budget projections due to lower ridership. Sales tax revenue is \$41,620 over the budgeted amount since the expected revenue amount was reduced in the October budget revision and the December wrap-up payment was higher than projected. Variances are explained in the notes following the report.

### B. Operating Expenses

Operating expenses for the year to date total \$13,791,376 or 44.4% of the revised budget, with 50% of the year elapsed. Variances are explained in the notes following the report.

February 28, 2003

Board of Directors

Page 2

**C. Capital Improvement Program**

For the year to date, a total of \$4,419,973 has been expended on the Capital Improvement Program. The largest expenditure was for the purchase of buses in the amount of \$3,226,319.

**IV. FINANCIAL CONSIDERATIONS**

None.

**V. ATTACHMENTS**

**Attachment A:** Revenue and Expense Report for December 2002

MONTHLY REVENUE AND EXPENSE REPORT  
 OPERATING REVENUE - DECEMBER 2002

Attachment **A**

Operating Revenue	FY 02-03	FY 02-03	FY 02-03	FY 01-02	FY 02-03	YTD Variance
	Budgeted for Month	Actual for Month	Budgeted YTD	Actual YTD	Actual YTD	from Budgeted
Passenger Fares	\$ 208,591	\$ 224,220	\$ 1,512,406	\$ 1,564,906	\$ 1,516,600	\$ 4,194
Paratransit Fares	\$ 19,375	\$ 16,848	\$ 98,963	\$ 90,567	\$ 93,854	\$ (5,109)
Special Transit Fares	\$ 92,165	\$ 71,213	\$ 739,369	\$ 747,722	\$ 748,714	\$ 9,345
Highway 17 Revenue	\$ 70,776	\$ 65,877	\$ 457,103	\$ 442,895	\$ 403,646	\$ (53,457)
Subtotal <i>Passenger Rev</i>	\$ 390,907	\$ 378,158	\$ 2,807,841	\$ 2,846,090	\$ 2,762,814	\$ (45,027) See Note 1
Advertising Income	\$ 15,000	\$ -	\$ 90,000	\$ 84,000	\$ 75,000	\$ (15,000) See Note 2
Other Aux Transp Rev	\$ 833	\$ 711	\$ 5,000	\$ 5,683	\$ 5,080	\$ 80
Rent Income	\$ 12,209	\$ 12,132	\$ 72,916	\$ 73,130	\$ 75,374	\$ 2,458
Interest - General Fund	\$ 42,118	\$ 35,323	\$ 246,643	\$ 456,047	\$ 236,605	\$ (10,038) See Note 3
Non-Transportation Rev	\$ 175	\$ 12,386	\$ 1,050	\$ 45,240	\$ 13,378	\$ 12,328 See Note 4
Sales Tax Income	\$ 1,504,429	\$ 1,543,903	\$ 7,890,029	\$ 8,321,328	\$ 7,931,649	\$ 41,620 See Note 5
TDA Funds	\$ 1,253,350	\$ 1,253,350	\$ 2,627,822	\$ 3,023,206	\$ 2,627,822	\$ -
Other Local Funding						
Other State Funding						
FTA Op Asst - Sec 5307	\$ -	\$ -	\$ 1,229,934	\$ 505,614	\$ 1,229,934	\$ -
FTA Op Asst - Sec 5311	\$ -	\$ -	\$ 46,701		\$ 46,701	\$ -
Other Federal Grants						
Other Revenue						
<b>Total Operating Revenue</b>	<b>\$ 3,219,021</b>	<b>\$ 3,235,963</b>	<b>\$ 15,017,936</b>	<b>\$ 15,361,138</b>	<b>\$ 15,004,357</b>	<b>\$ (13,579)</b>

**MONTHLY REVENUE AND EXPENSE REPORT  
OPERATING EXPENSE SUMMARY - DECEMBER 2002**

	FY 02-03 Final Budget	FY 02-03 Revised Budget	FY 01-02 Expended YTD	FY 02-03 Expended YTD	Percent Expended of Budget	
<b>PERSONNEL ACCOUNTS</b>						
Administration	\$ 617,973	\$ 618,414	\$ 256,069	\$ 281,250	45.5%	
Finance	\$ 526,788	\$ 526,479	\$ 233,373	\$ 235,376	44.7%	
Planning & Marketing	\$ 710,601	\$ 688,996	\$ 398,168	\$ 289,501	42.0%	
Human Resources	\$ 325,478	\$ 312,111	\$ 164,654	\$ 140,112	44.9%	
Information Technology	\$ 382,753	\$ 383,370	\$ 161,699	\$ 189,035	49.3%	
District Counsel	\$ 307,569	\$ 338,053	\$ 130,732	\$ 149,828	44.3%	
Risk Management	\$ -	\$ -	\$ -	\$ -	0.0%	
Facilities Maintenance	\$ 1,020,801	\$ 982,981	\$ 461,809	\$ 452,880	46.1%	
Paratransit Program	\$ 224,893	\$ 224,981	\$ -	\$ 89,964	40.0%	
Operations	\$ 1,873,101	\$ 1,864,430	\$ 881,771	\$ 867,403	46.5%	
Bus Operators	\$ 11,615,995	\$ 11,538,432	\$ 5,406,634	\$ 5,699,499	49.4%	
Fleet Maintenance	\$ 3,935,369	\$ 3,884,577	\$ 1,650,123	\$ 1,687,638	43.4%	
Retired Employees/COBRA	\$ 518,615	\$ 626,788	\$ 193,188	\$ 308,560	49.2%	
<b>Total Personnel</b>	<b>\$ 22,059,937</b>	<b>\$ 21,989,613</b>	<b>\$ 9,938,222</b>	<b>\$ 10,391,045</b>	<b>47.3%</b>	
<b>NON-PERSONNEL ACCOUNTS</b>						
Administration	\$ 546,487	\$ 539,527	\$ 265,254	\$ 250,749	46.5%	
Finance	\$ 728,785	\$ 707,015	\$ 282,181	\$ 325,070	46.0%	
Planning & Marketing	\$ 174,080	\$ 146,076	\$ 130,383	\$ 62,782	43.0%	
Human Resources	\$ 97,500	\$ 90,500	\$ 77,384	\$ 9,326	10.3%	See Note 6
Information Technology	\$ 113,025	\$ 106,875	\$ 72,453	\$ 23,144	21.7%	
District Counsel	\$ 26,007	\$ 24,707	\$ 72,289	\$ 5,478	22.2%	
Risk Management	\$ 269,455	\$ 255,982	\$ -	\$ 82,674	32.3%	
Facilities Maintenance	\$ 464,382	\$ 448,177	\$ 230,241	\$ 174,183	38.9%	
Paratransit Program	\$ 3,704,585	\$ 3,519,356	\$ 1,185,466	\$ 1,238,232	35.2%	See Note 7
Operations	\$ 470,079	\$ 459,779	\$ 182,151	\$ 190,743	41.5%	
Bus Operators	\$ 6,400	\$ 6,080	\$ 2,363	\$ 311	5.1%	
Fleet Maintenance	\$ 2,936,353	\$ 2,789,535	\$ 1,165,964	\$ 1,037,521	37.2%	
Op Prog/SCCIC	\$ 2,925	\$ 2,778	\$ 557	\$ 117	4.2%	
Prepaid Expense	\$ -	\$ -	\$ (70,531)	\$ -	0.0%	See Note 8
<b>Total Non-Personnel</b>	<b>\$ 9,540,063</b>	<b>\$ 9,096,387</b>	<b>\$ 3,596,157</b>	<b>\$ 3,400,331</b>	<b>37.4%</b>	
<b>Subtotal Operating Expense</b>	<b>\$ 31,600,000</b>	<b>\$ 31,086,000</b>	<b>\$ 13,534,379</b>	<b>\$ 13,791,376</b>	<b>44.4%</b>	
Grant Funded Studies/Programs	\$ -	\$ -	\$ -	\$ -	0.0%	
Transfer to/from Cap Program	\$ -	\$ -	\$ -	\$ -	0.0%	
Pass Through Programs	\$ -	\$ -	\$ -	\$ -	0.0%	
<b>Total Operating Expense</b>	<b>\$ 31,600,000</b>	<b>\$ 31,086,000</b>	<b>\$ 13,534,379</b>	<b>\$ 13,791,376</b>	<b>44.4%</b>	
<b>YTD Operating Revenue Over YTD Expense</b>				<b>\$ 1,212,981</b>		

**CONSOLIDATED OPERATING EXPENSE  
DECEMBER 2002**

	FY 02-03 Final Budget	FY 02-03 Revised Budget	FY 01-02 Expended YTD	FY 02-03 Expended YTD	% Exp YTD of Budget	
<b>LABOR</b>						
Operators Wages	6259873	\$ 6,211,208	\$ 2,922,997	\$ 2,807,304	45.2%	
Operators Overtime	\$ 968,512	\$ 968,512	\$ 509,809	\$ 501,371	51.8%	See Note 9
Other Salaries & Wages	\$ 6,153,470	\$ 6,057,082	\$ 2,617,536	\$ 2,574,342	42.5%	
Other Overtime	\$ 245,893	\$ 245,893	\$ 161,537	\$ 110,952	45.1%	
	\$ 13,627,748	\$ 13,482,695	\$ 6,211,879	\$ 5,993,969	44.5%	
<b>FRINGE BENEFITS</b>						
Medicare/Soc Sec	\$ 130,765	\$ 135,062	\$ 62,908	\$ 64,408	47.7%	
PERS Retirement	\$ 970,685	\$ 958,135	\$ 424,499	\$ 426,628	44.5%	
Medical Insurance	\$ 2,270,455	\$ 2,360,163	\$ 940,633	\$ 1,032,163	43.7%	
Dental Plan	\$ 414,391	\$ 431,387	\$ 234,733	\$ 205,542	47.6%	
Vision Insurance	\$ 113,077	\$ 128,401	\$ 56,108	\$ 59,260	46.2%	
Life Insurance	\$ 56,570	\$ 59,726	\$ 26,224	\$ 26,175	43.8%	
State Disability Ins	\$ 131,089	\$ 131,516	\$ 64,553	\$ 48,241	36.7%	
Long Term Disability Ins	\$ 509,251	\$ 508,264	\$ 212,162	\$ 218,864	43.1%	
Unemployment Insurance	\$ 26,316	\$ 26,402	\$ 1,918	\$ 7,070	26.8%	
Workers Comp	\$ 1,248,362	\$ 1,248,434	\$ 471,991	\$ 817,993	65.5%	See Note 10
Absence w/ Pay	\$ 2,532,354	\$ 2,488,830	\$ 1,221,252	\$ 1,483,064	59.6%	See Note 11
Other Fringe Benefits	\$ 28,874	\$ 30,598	\$ 9,379	\$ 7,666	25.1%	
	\$ 8,432,189	\$ 8,506,918	\$ 3,726,343	\$ 4,397,075	51.7%	
<b>SERVICES</b>						
Acctng/Admin/Bank Fees	\$ 289,500	\$ 285,500	\$ 131,531	\$ 134,571	47.1%	
Prof/Legis/Legal Services	\$ 479,720	\$ 460,920	\$ 108,859	\$ 181,651	39.4%	
Temporary Help	\$ -	\$ -	\$ 93,054	\$ -	0.0%	
Uniforms & Laundrv	\$ 35,300	\$ 34,980	\$ 13,886	\$ 14,877	42.5%	
Security Services	\$ 283,419	\$ 283,119	\$ 122,054	\$ 118,491	41.9%	
Outside Repair - Bldgs/Eqmt	\$ 174,450	\$ 163,495	\$ 86,387	\$ 71,245	43.6%	
Outside Repair - Vehicles	\$ 270,140	\$ 270,140	\$ 117,710	\$ 126,610	46.9%	
Waste Disp/Ads/Other	\$ 226,240	\$ 217,740	\$ 90,793	\$ 62,489	28.7%	
	\$ 1,758,769	\$ 1,715,894	\$ 764,274	\$ 709,934	41.4%	
<b>CONTRACT TRANSPORTATION</b>						
Contract Transportation	\$ 50	\$ 50	\$ -	\$ -	0.0%	
Paratransit Service	\$ 3,474,485	\$ 3,289,256	\$ 1,131,996	\$ 1,150,585	35.0%	See Note 7
	\$ 3,474,535	\$ 3,289,306	\$ 1,131,996	\$ 1,150,585	35.0%	
<b>MOBILE MATERIALS</b>						
Fuels & Lubricants	\$ 1,357,168	\$ 1,275,283	\$ 461,576	\$ 520,264	40.8%	
Tires & Tubes	\$ 150,000	\$ 113,182	\$ 57,258	\$ 56,205	49.7%	
Other Mobile Supplies	\$ 6,500	\$ 6,500	\$ 3,242	\$ 552	8.5%	
Revenue Vehicle Parts	\$ 645,000	\$ 615,000	\$ 278,459	\$ 109,751	17.8%	See Note 12
	\$ 2,158,668	\$ 2,009,965	\$ 800,534	\$ 686,771	34.2%	

**CONSOLIDATED OPERATING EXPENSE  
DECEMBER 2002**

	FY 02-03 Final Budget	FY 02-03 Revised Budget	FY 01-02 Expended YTD	FY 02-03 Expended YTD	% Exp YTD of Budget	
<b>OTHER MATERIALS</b>						
Postage & Mailing/Freight	\$ 21,990	\$ 25,447	\$ 8,719	\$ 10,211	40.1%	
Printing	\$ 130,729	\$ 95,135	\$ 46,860	\$ 29,008	30.4%	
Office/Computer Supplies	\$ 66,686	\$ 64,682	\$ 34,190	\$ 21,953	33.9%	
Safety Supplies	\$ 23,175	\$ 20,175	\$ 11,838	\$ 5,174	25.6%	
Cleaning Supplies	\$ 65,000	\$ 62,000	\$ 23,941	\$ 17,930	28.9%	
Repair/Maint Supplies	\$ 37,700	\$ 34,700	\$ 31,280	\$ 20,874	60.2%	See Note 13
Parts, Non-Inventory	\$ 50,000	\$ 50,000	\$ 26,442	\$ 22,623		
Tools/Tool Allowance	\$ 11,207	\$ 11,207	\$ 7,988	\$ 2,721	24.3%	
Promo/Photo Supplies	\$ 22,247	\$ 22,247	\$ 8,435	\$ 791	3.6%	
	\$ 428,734	\$ 385,810	\$ 199,694	\$ 131,283	34.0%	
<b>UTILITIES</b>	\$ 328,084	\$ 328,084	\$ 156,719	\$ 138,186	42.1%	
<b>CASUALTY &amp; LIABILITY</b>						
Insurance - Prop/PL & PD	\$ 429,000	\$ 415,000	\$ 89,497	\$ 189,682	45.7%	
Settlement Costs	\$ 100,000	\$ 100,000	\$ 16,082	\$ 42,290	42.3%	
Repairs to Prop	\$ -	\$ -	\$ (681)	\$ (11,401)	0.0%	See Note 14
Prof/Other Services	\$ 55,000	\$ 49,527	\$ 48,816	\$ 36	0.1%	
	\$ 584,000	\$ 564,527	\$ 153,714	\$ 220,606	39.1%	
<b>TAXES</b>	\$ 44,667	\$ 44,667	\$ 22,500	\$ 18,423	41.2%	
<b>MISC EXPENSES</b>						
Dues & Subscriptions	\$ 55,505	\$ 54,720	\$ 29,265	\$ 36,824	67.3%	See Note 15
Media Advertising	\$ 5,000	\$ 5,000	\$ 19,240	\$ 129	2.6%	
Employee Incentive Program	\$ 11,450	\$ 11,450	\$ 5,678	\$ 3,011	26.3%	
Training	\$ 45,290	\$ 45,090	\$ 11,670	\$ 3,376	7.5%	
Travel & Local Meetings	\$ 42,225	\$ 40,888	\$ 17,419	\$ 8,451	20.7%	
Other Misc Expenses	\$ 13,500	\$ 12,850	\$ 4,398	\$ 4,838	37.6%	
	\$ 172,970	\$ 169,998	\$ 87,673	\$ 56,630	33.3%	
<b>OTHER EXPENSES</b>						
Leases & Rentals	\$ 589,636	\$ 588,136	\$ 279,054	\$ 287,912	49.0%	
Repower Project Reserve	\$ -	\$ -	\$ -	\$ -	0.0%	
Transfer to Capital	\$ -	\$ -	\$ -	\$ -	0.0%	
Pass Through Programs	\$ -	\$ -	\$ -	\$ -	0.0%	
	\$ 589,636	\$ 588,136	\$ 279,054	\$ 287,912	49.0%	
<b>Total Operating Expense</b>	<b>\$ 31,600,000</b>	<b>\$ 31,086,000</b>	<b>\$ 13,534,379</b>	<b>\$ 13,791,376</b>	<b>44.4%</b>	

**MONTHLY REVENUE AND EXPENSE REPORT  
FY 02-03 CAPITAL IMPROVEMENT PROGRAM**

<b>CAPITAL PROJECTS</b>	<b>Program Budget</b>	<b>Expended in December</b>	<b>YTD Expended</b>
<b>Grant Funded Projects</b>			
Consolidated Operating Facility	\$ 7,948,083	\$ 3,696	\$ 187,084
Urban Bus Replacement	\$ 7,546,472		\$ 3,226,319
Talking Bus Equipment	\$ 700,000	\$ 49,877	\$ 562,796
CNG Facilities for SCM, Ops	\$ 802,574	\$ 142,394	\$ 278,862
Metro Center Renovation Project	\$ 200,000	\$ 4,080	\$ 66,000
Engine Repower Project (carryover)	\$ 125,000	\$ 20,455	\$ 20,455
ADA Paratransit Vehicle (carryover)	\$ 35,809		\$ 35,809
USL Financials Software (carryover)	\$ -		\$ 6,250
	\$ 17,357,938		
<b>District Funded Projects</b>			
Bus Stop Improvements	\$ 475,750	\$ 12,150	\$ 13,890
ADA Recertification Program	\$ 5,000		
IT - Giro Rostering Module	\$ 61,000		
IT - Servers	\$ 16,000	\$ 12,295	\$ 14,296
Automated Telephone Info System	\$ 35,000		
Facilities Repairs & Improvements	\$ 89,712		\$ 7,212
Machinery/Equip Repair & Improvements	\$ 24,000		
Non-revenue Vehicle Replacement	\$ 145,000		
Office Equipment	\$ 30,000		\$ 999
Transfer to Operating Budget	\$ 1,200,000		
	\$ 2,081,462		
<b>TOTAL CAPITAL PROJECTS</b>	\$ 19,439,400	\$ 244,947	\$ 4,419,973
<b>CAPITAL FUNDING SOURCES</b>			
	<b>Budget</b>	<b>Received in December</b>	<b>YTD Received</b>
Federal Capital Grants	\$ 13,553,939	\$ 325,930	\$ 2,981,349
State/Local Capital Grants	\$ 907,631	\$ 72,447	\$ 415,437
STA Funding	\$ 7,156	\$ 431,181	390,233
District Reserves	\$ 3,770,680		632,954
Transfer from Bus Stop Imp Reserve	\$ 400,000	\$ -	\$ -
<b>TOTAL CAPITAL FUNDING</b>	\$ 19,439,400	\$ 829,558	\$ 4,419,973

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

1. Passenger fares (farebox and pass sales) are \$4,194 or 0.3% over the revised budget amount for the year to date. Paratransit fares are \$5,109 under budget for the period since ridership is lower than expected. Special transit fares (contracts) are \$9,345 or 1.3% over the budgeted amount. Highway 17 Express revenue is \$53,457 or 11.7% under the year to date budgeted amount. Together, all four passenger revenue accounts are under the budgeted amount for the first six months of the fiscal year by a net \$45,027 or 1.6%.
2. Advertising income is \$15,000 below budget because OBIE Media had not yet made its final contractual guarantee payment for the month of November 2002 by the report deadline.
3. Interest income is \$10,038 below budget for the year-to-date due to continued low interest rates.
4. Non-transportation revenue is \$12,328 over budget primarily due to the one time annual adjustment from Community Bridges in the amount of \$10,870.
5. Sales tax income is \$41,620 over budget for the first six months since the budgeted revenue was reduced in the October budget revision, and the December wrap-up payment was higher than anticipated.
6. Human Resources non-personnel expense is only at 10.3% of the budget due to minimal employee training expense for the year to date, which is a significant part of the budget.
7. Paratransit program expense is only at 35.2% of the budget because the December billing was not submitted by the contractor by the report deadline.
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. Operators overtime is at 51.8% of the budget due to more operators than anticipated on medical leaves of absence.
10. Workers Compensation insurance is at 65.5% of the budget due to higher claims paid out during the first six months of the year than projected. The claims amount varies from month to month because the District is self-insured and there is no set premium amount.
11. Absence with pay is at 59.6% of the budget since more vacation time is taken in the summer months and many retirees were paid off for their accrued time when they separated from the District. Total payroll is within budget.
12. Revenue vehicle parts expense is only at 17.8% of the budget due to an October credit in the amount of \$124,777 for sale of excess inventory for the Gillig buses.

13. Repair and maintenance supplies are at 60.2% of the budget due to purchase of supplies for bus stop repairs.
14. Repairs to property is a casualty and liability account to which repairs to District vehicles and property are charged when another party is liable for the damage. All collections made from other parties for property repair are applied to this account to offset the District's repair costs. Collections exceed expenses so far this year because some payments were received in August for expenses incurred in the last fiscal year.
15. Dues and subscriptions are at 67.3% of the budget due to the annual payment of APTA dues, and other subscription renewals.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 28, 2003  
**TO:** Board of Directors  
**FROM:** Steve Paulson, Paratransit Administrator  
**SUBJECT: METRO PARACRUZ STATUS MONTHLY UPDATE**

## I. RECOMMENDED ACTION

**This report is for information only- no action requested**

## II. SUMMARY OF ISSUES

- Eligibility/Recertification Statistics through January 31st, 2003
- Operating Statistics are for the Month of November, 2002

## III. DISCUSSION

### CERTIFICATION UPDATE

A cumulative breakdown of eligibility determinations is attached.

#### **Recertification**

As of January 31st, 771 recertification assessments have been completed. The determination breakdown remains statistically consistent.

#### **New Applicants**

As of January 31st, 532 new applicants have been assessed for eligibility. 469 were approved for some level of eligibility. During the same period last fiscal year, 583 applicants were approved.

#### **Appeals**

As of January 31<sup>st</sup>, 21 appeals have been heard. In 3 cases, eligibility has been increased. There are 5 appeals pending.

**Operating Statistics**

	<b>This Nov</b>	<b>Last Nov</b>	<b>Change</b>	<b>YTD</b>	<b>Last YTD</b>	<b>Change</b>
Cost	\$225,931.50	\$185,094.03	+ \$40,837.47	\$1,150,505.08	\$913,236.89	+\$237,268.19
Revenue	\$15,788.00*	\$17,452.00	<\$1,664.00>	\$91,222.00*	\$89,140.00	+\$2082.00
Subsidy	\$210,143.50	\$167,642.03	+42,501.47	\$1,059,283.10	\$824,096.89	+235,186.20
Rides performed	8,768	8,726	+ 42	46,730	44,570	+2160
Number of Riders	1149	Data not available	Data not available	1693	Data not available	Data not available
Cost/ Ride	\$25.76	\$21.21	+4.55	\$24.62	\$20.39	+ \$4.23
Program Registrants	<b>7031</b>	9247	< <b>2216</b> >	<3021>	+ 380	
Productivity	1.803	Data not available	Data not available	1.88	Data not available	Data not available
On-time performance	94.0%	Data not available	Data not available	94.7%	Data not available	Data not available

\*revenue does not equal \$2.00/ride because no revenue is generated from rides to and from certification interviews.

**November 2002 areas on contract non-compliance:**

- 13 non-METRO ParaCruz trips in District vehicles, including 11 out-of-service area trips
- 31 missed trips- subject to penalty
- 44 excessively late scheduled trips- subject to penalty
- 41 excessively late will calls (over 100 minutes)- subject to penalty
- 332 pick ups earlier than contractually allowed
- no telephone service report was submitted. Contractor reports this was due to an equipment failure.

**IV. FINANCIAL CONSIDERATIONS**

Penalties totaling \$5,800.00 were levied for contract violations as noted above. The current contract does not have penalties specifically attached to the other non-compliance issues listed.

**V. ATTACHMENTS**

**ATTACHMENT A** METRO ParaCruz Rides by Month

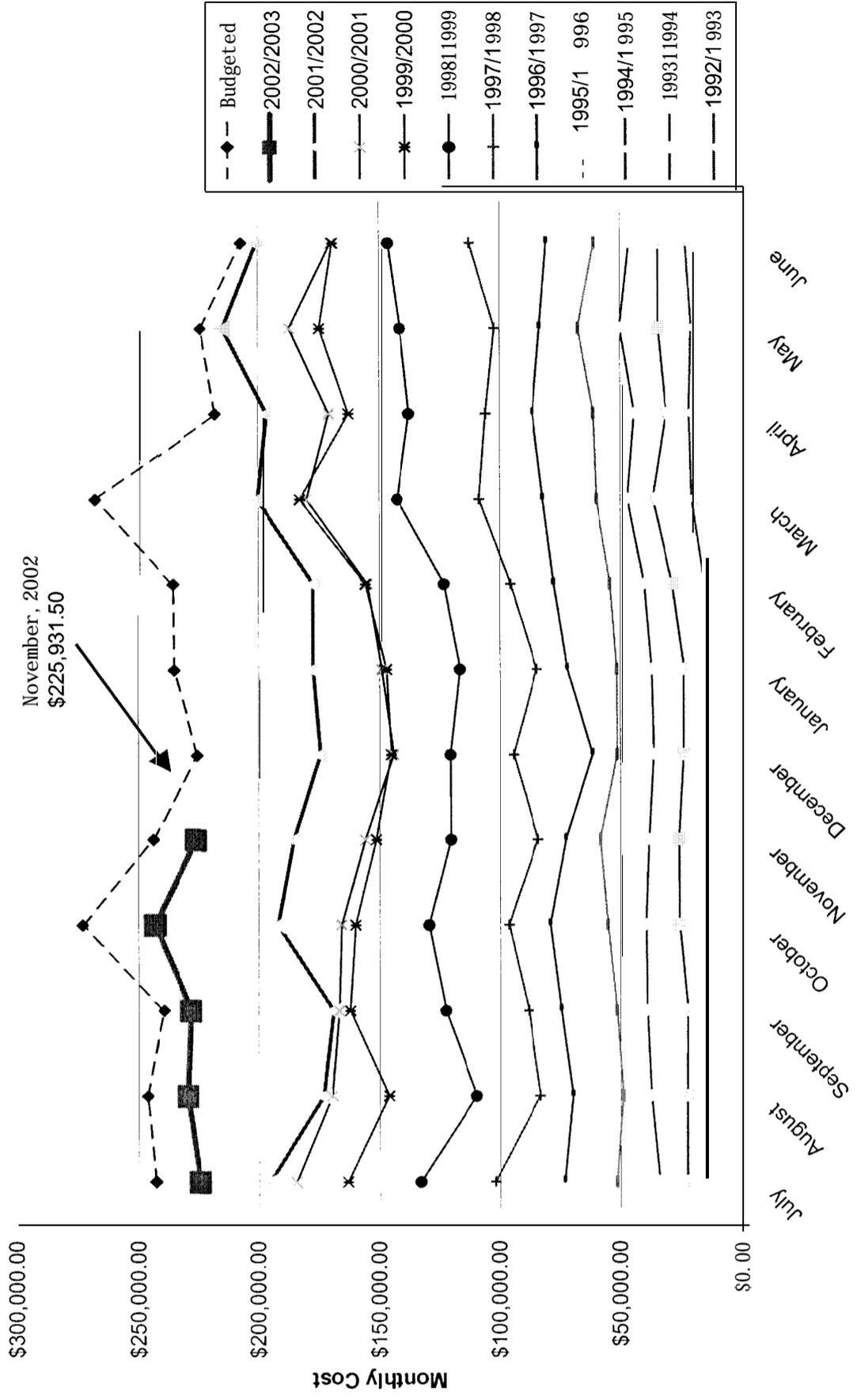
**ATTACHMENT B** METRO ParaCruz Cost by Month

**ATTACHMENT C** Recertification and New Applicant Eligibility Determination

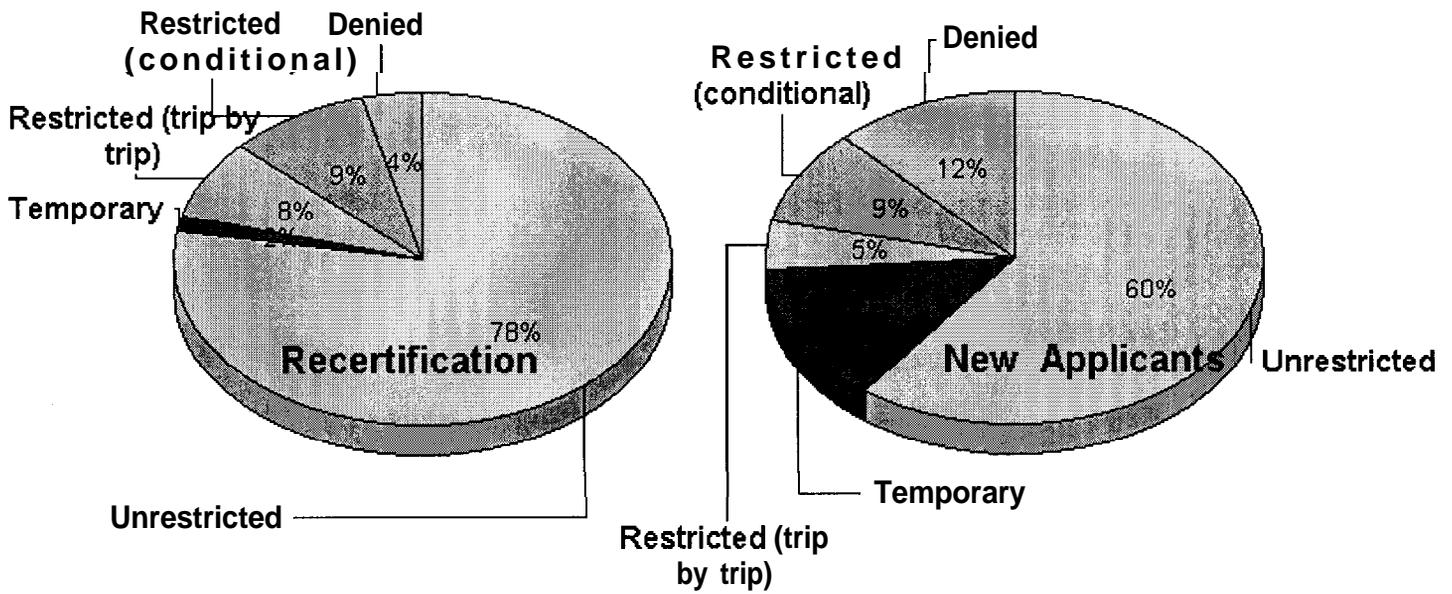
**ATTACHMENT D** METRO ParaCruz Registered Participants by Month



METRO ParaCruz Cost By Month



**METRO ParaCruz Eligibility Determinations  
- Aug 1 02 through Jan 31 03**



**Recertification**

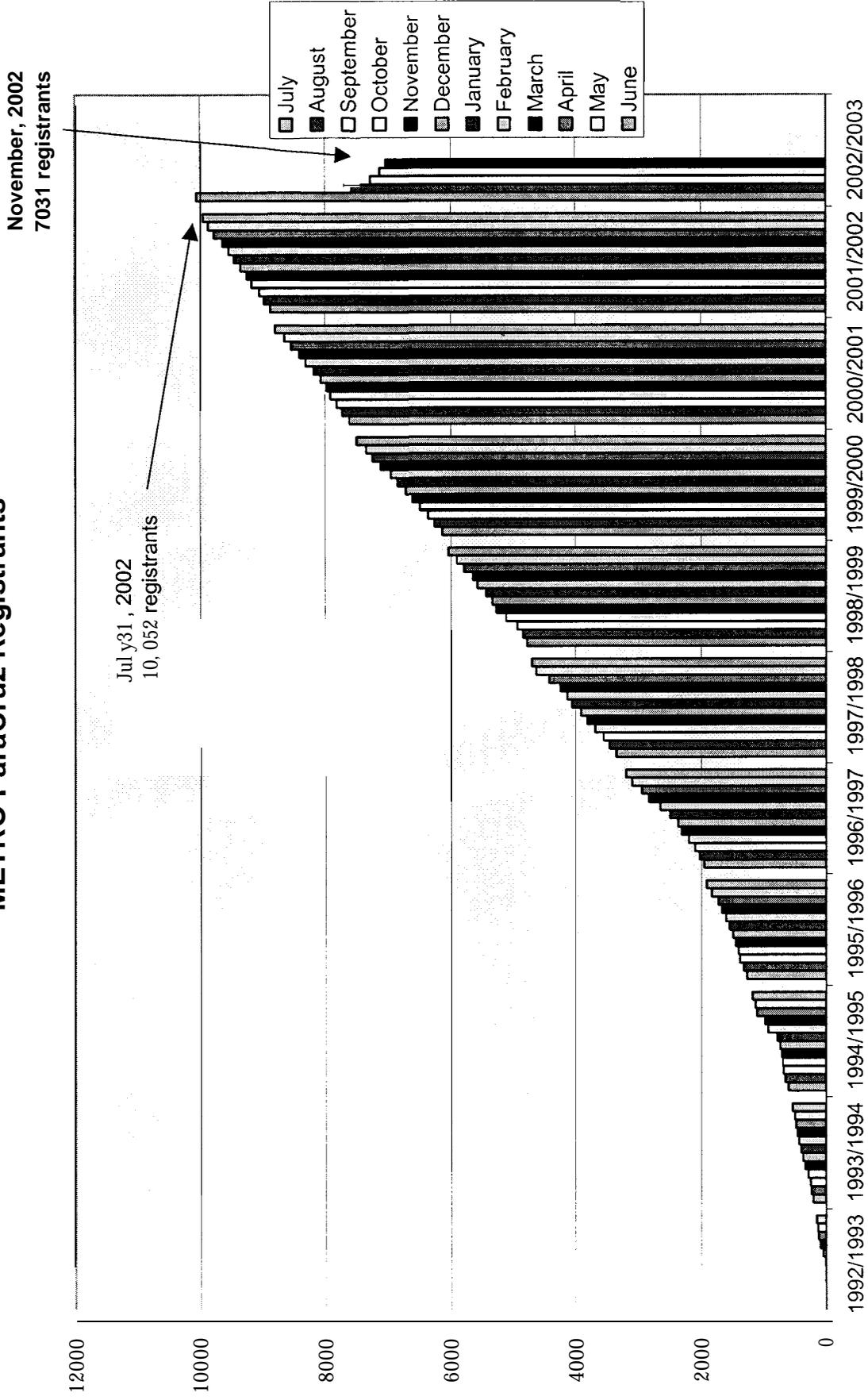
Unrestricted	599
Temporary	12
Restricted (trip by trip)	59
Restricted (conditional)	71
Denied	30
<b>Group Total:</b>	<u>771</u>

**New Applicant**

Unrestricted	320
Temporary	72
Restricted (trip by trip)	26
Restricted (conditional)	50
Denied	63
<b>Group Total:</b>	<u>532</u>

**Grand Total:** 1301

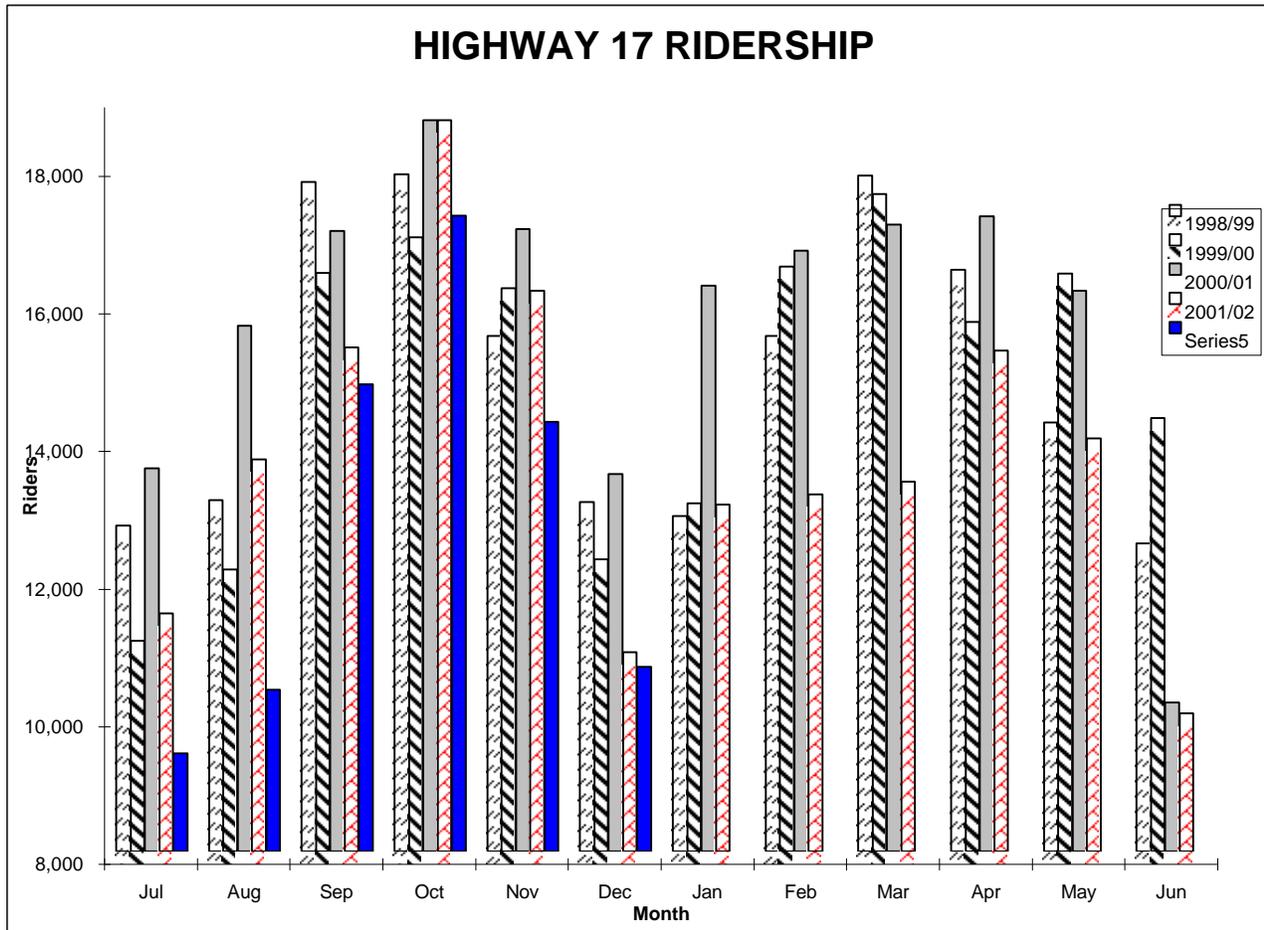
# METRO ParaCruz Registrants



Growth by Month Since Inception

# HIGHWAY 17 - DECEMBER 2002

	December			YTD		
	2002/03	2001/02	%	2002/03	2001/02	%
<b>FINANCIAL</b>						
Cost	\$ 100,449	\$ 105,915	(5.2%)	\$ 612,261	\$ 672,562	(9.0%)
Farebox	\$ 26,370	\$ 27,193	(3.0%)	\$ 184,890	\$ 195,657	(5.5%)
Operating Deficit	\$ 69,143	\$ 75,884	(8.9%)	\$ 408,517	\$ 463,090	(11.8%)
Santa Clara Subsidy	\$ 34,572	\$ 37,942	(8.9%)	\$ 204,259	\$ 231,545	(11.8%)
METRO Subsidy	\$ 34,572	\$ 37,942	(8.9%)	\$ 204,259	\$ 231,545	(11.8%)
San Jose State Subsidy	\$ 4,935	\$ 2,838	73.9%	\$ 18,853	\$ 13,815	36.5%
<b>STATISTICS</b>						
Passengers	10,686	10,896	(1.9%)	76,742	86,157	(10.9%)
Revenue Miles	31,421	29,925	5.0%	191,520	191,520	0.0%
Revenue Hours	1,222	1,164	5.0%	7,448	7,448	0.0%
<b>PRODUCTIVITY</b>						
Cost/Passenger	\$ 9.40	\$ 9.72	(3.3%)	\$ 7.98	\$ 7.81	2.2%
Revenue/Passenger	\$ 2.47	\$ 2.50	(1.1%)	\$ 2.41	\$ 2.27	6.1%
Subsidy/Passenger	\$ 6.93	\$ 7.22	(4.0%)	\$ 5.57	\$ 5.54	0.6%
Passengers/Mile	0.34	0.36	(6.6%)	0.40	0.45	(10.9%)
Passengers/Hour	8.74	9.36	(6.6%)	10.30	11.57	(10.9%)
Recovery Ratio	26.3%	25.7%	2.3%	30.2%	29.1%	3.8%



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 28, 2003  
**TO:** Board of Directors  
**FROM:** Bryant J. Baehr, Manager of Operations  
**SUBJECT:** UNIVERSITY OF CALIFORNIA - SANTA CRUZ SERVICE UPDATE

## I. RECOMMENDED ACTION

This report is for information purposes only. No action is required

## II. SUMMARY OF ISSUES

- Student billable trips for December 2002 decreased by (.37) versus December 2001. Year to date student billable trips have decreased by (1.7).
- Faculty / staff billable trips for December 2002 increased by 15.3% versus December 2001. Year to date faculty / staff billable trips have increased by 6.5%.
- Revenue received from UCSC for December 2002 was \$37,305.72 versus \$38,394 a decrease of (2.8%).

## III. DISCUSSION

Full school-term transit service to the University of California – Santa Cruz started on September 16, 2002. Attached are charts detailing student and faculty / staff billable trips. A summary of the results is:

- Student billable trips for the month of December 2002 were 32,406 vs. 32,526 for December 2001 a decrease of (.37%).
- Faculty / staff billable trips for the month of December 2002 were 6,765 vs. 5,868 for December 2001 a increase of 15.3%.
- Year to date Student billable trips decreased by (1.7%) and faculty / staff billable trips increased by 6.5%.
- In December 2002 the charge for service was \$37,305.72. The charge for December 2001 was \$38,394. This represents a (2.8%) decrease in revenue for December 2002 versus December 2001.

## IV. FINANCIAL CONSIDERATIONS

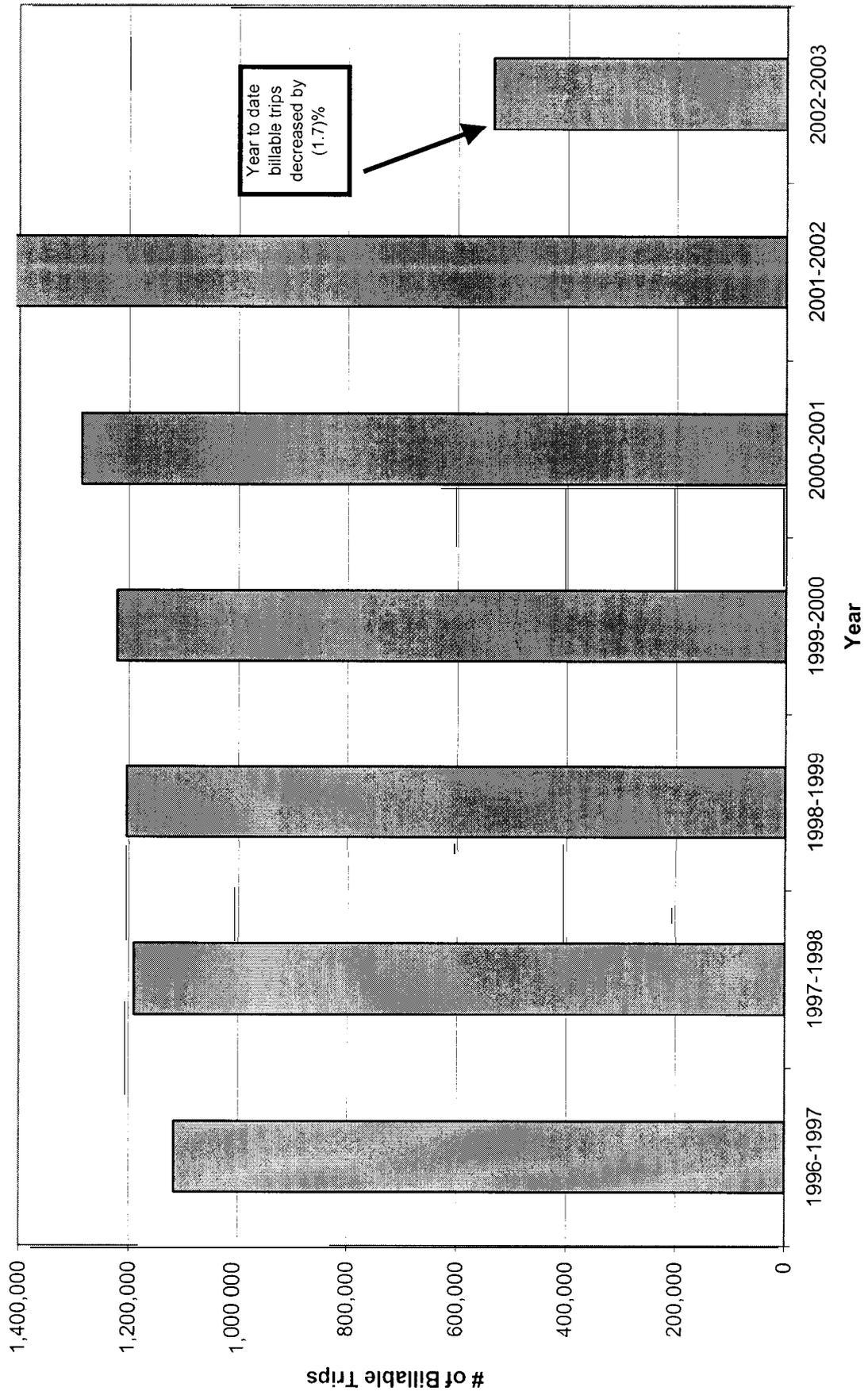
NONE

**V. ATTACHMENTS**

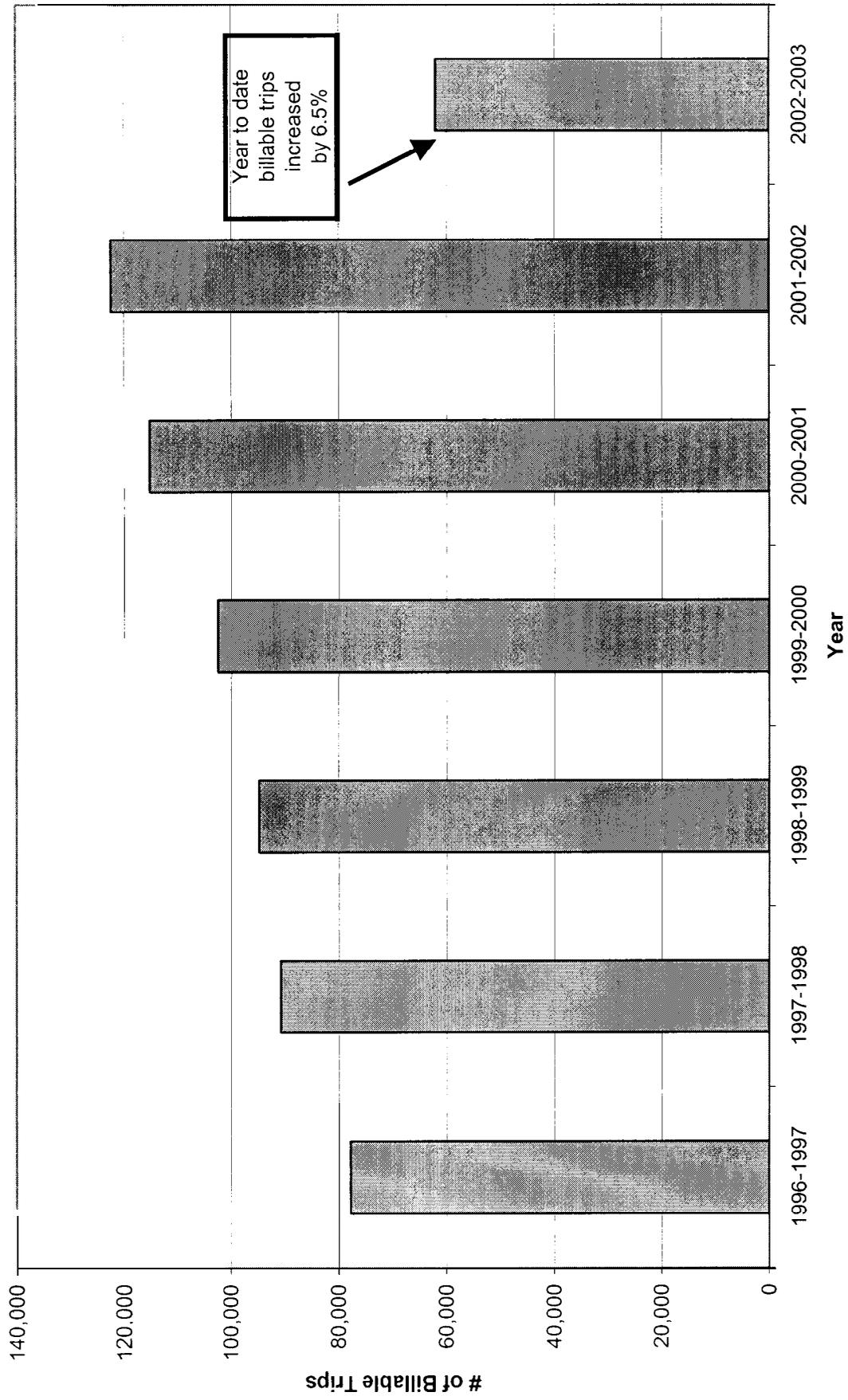
**Attachment A: UCSC Student Billable Trips**

**Attachment B: UCSC Faculty / Staff Billable Trips**

UCSC Student Billable Trips



UCSC Faculty / Staff Billable Trips



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 28, 2003

**TO:** Board of Directors

## AMENDED

**FROM:** Elisabeth Ross, Manager of Finance

**SUBJECT:** AUTHORIZATION FOR DISPOSAL OF VEHICLE #893 AND TWENTY (20) FOOTHILL BUSES

### I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors declare Vehicle #893 and twenty Foothill buses 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.
- Vehicle #893 is a 1982 Ford sedan assigned to the Fleet Maintenance Department. The vehicle has exceeded its useful life and is operable, but in poor condition, and is therefore recommended for disposal.
- The twenty Foothill buses listed on Attachment A were purchased used in 2001 from Foothill Transit to supplement the District's aging bus fleet during repowering of buses and purchase of new buses. With the arrival of newly manufactured replacement buses, and the completion of the repower project, the Foothill buses are now excess and can be sold.

### III. DISCUSSION

The estimated current market value of the vehicles recommended for disposal is \$500 each. Upon the Board's declaration of the vehicles as excess, they will be offered for sale by the District's Purchasing Office. Vehicle #893 has a recent smog certificate and is ready to be sent to auction.

### IV. FINANCIAL CONSIDERATIONS

The current net book value of Vehicle # 893 is zero. Any proceeds from that sale will be recorded as income to the District. The Foothill buses have a remaining book value of \$131,394.67. If revenue generated from the sale does not meet the book value, the difference will be recorded as a loss.

### V. ATTACHMENTS

**Attachment A:** List of Assets Designated for Disposal as of February 28, 2003

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**Assets Designated For Disposal As Of February 28, 2003**

<b>ASSET NUMBER</b>	<b>DESCRIPTION</b>	<b>PURCHASE DATE</b>	<b>ACQUISITION COST</b>	<b>NET BOOK VALUE</b>	<b>MARKET VALUE</b>	<b>REASON FOR DISPOSAL</b>
<b>C0893.00A</b>	1982 Ford Sedan	11/16/83	\$5,459.00	<b>\$0.00</b>	\$500.00	BEYOND USEFUL LIFE
<b>88901 .00F</b>	1989 Gillig BusNIN 83042	02/24/01	\$7,903.08	\$6,384.33	\$500.00	BEYOND USEFUL LIFE
<b>B8902.00F</b>	1989 Gillig BusNIN 83044	02/24/01	\$8,325.56	\$6,725.61	\$500.00	BEYOND USEFUL LIFE
<b>B8903.00F</b>	1989 Gillig BusNIN 83048	02/24/01	\$79786.54	\$6,290.19	\$500.00	<b>BEYOND USEFUL LIFE</b>
<b>B8904.00F</b>	1989 Gillig Bus/VIN 83050	02/24/01	\$8,142.97	\$6,578.12	\$500.00	<b>BEYOND USEFUL LIFE</b>
<b>B8905.00F</b>	1989 Gillig Bus/VIN 83052	02/24/01	\$7,989.98	\$6,454.52	\$500.00	<b>BEYOND USEFUL LIFE</b>
<b>B8906.00F</b>	1989 Gillig Bus/VIN 83054	02/24/01	\$8,229.86	\$6,648.31	\$500.00	BEYOND USEFUL LIFE
<b>B8907.00F</b>	1989 Gillig Bus/VIN 83056	02/24/01	\$9,356.93	\$7,558.79	\$500.00	<b>BEYOND USEFUL LIFE</b>
<b>B8908.00F</b>	1989 Gillig <b>BusNIN 83058</b>	02/24/01	\$7,998.94	\$6,461.76	\$500.00	BEYOND USEFUL LIFE
<b>B8909.00F</b>	1989 Gillig Bus/VIN 83062	02/24/01	\$8,042.80	\$6,497.20	\$500.00	BEYOND USEFUL LIFE
<b>B8910.00F</b>	1989 Gillig BusNIN 83063	02/24/01	\$7,845.04	\$6,337.44	\$500.00	<b>BEYOND USEFUL LIFE</b>
<b>B8911.00F</b>	1989 Gillig BusNIN 83065	02/24/01	\$7,915.13	\$6,394.06	\$500.00	<b>BEYOND USEFUL LIFE</b>
<b>B8912.00F</b>	1989 Gillig BusNIN 83068	02/24/01	\$7,820.73	\$6,317.80	\$500.00	<b>BEYOND USEFUL LIFE</b>
<b>B8913.00F</b>	1989 Gillig BusNIN 83070	02/24/01	\$7,934.77	\$6,409.93	\$500.00	<b>BEYOND USEFUL LIFE</b>
<b>B8914.00F</b>	1989 Gillig Bus/VIN 83072	02/24/01	\$7,969.61	\$6,438.07	\$500.00	BEYOND USEFUL LIFE
<b>B8915.00F</b>	1989 Gillig BusNIN 83086	02/24/01	\$7,899.71	\$6,381.61	\$500.00	BEYOND USEFUL LIFE
<b>B8916.00F</b>	1989 Gillig Bus/VIN 83087	02/24/01	\$8,532.39	\$6,892.70	\$500.00	BEYOND USEFUL LIFE
<b>B8917.00F</b>	1989 Gillig Bus/VIN 83088	02/24/01	\$8,835.20	\$7,137.32	\$500.00	BEYOND USEFUL LIFE
<b>B8918.00F</b>	1989 Gillig BusNIN 83090	02/24/01	\$7,862.75	\$6,351.75	\$500.00	<b>BEYOND USEFUL LIFE</b>
<b>B8919.00F</b>	1989 Gillig BusNIN 83092	02/24/01	\$8,414.47	\$6,797.44	\$500.00	BEYOND USEFUL LIFE
<b>B8920.00F</b>	1989 Gillig BusNIN 83093	02/24/01	\$7,845.39	\$6,337.72	\$500.00	BEYOND USEFUL LIFE

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 28, 2003  
**TO:** Board of Directors  
**FROM:** Mark J. Dorfman, Assistant General Manager  
**SUBJECT: CONSIDERATION OF BUS ADVERTISING STATUS REPORT**

## I. RECOMMENDED ACTION

**This report is for informational purposes only. Staff will return in March with alternatives for Board consideration.**

## II. SUMMARY OF ISSUES

- At the last Board Meeting the Board directed staff to reject the counter-proposal from Princeton Media
- Staff has remained in contact with Obie Media regarding the close-out of the previous contract
- Staff is continuing to research various options for bus advertising for the Board
- A proposal from Obie Media has been provided for a new five year contract
- In March, staff will bring back potential alternatives for the Board to consider

## III. DISCUSSION

At the January Board of Directors meeting, staff recommended that the counter-proposal from Princeton Media Inc. be rejected. The Board approved this recommendation and asked that staff bring back some alternatives for the February Board Meeting.

Since that time, Monterey Salinas Transit has also cancelled their contract with Princeton Media. This brings up the possibility of a joint solution for both agencies. Staff has been researching in-house solutions that have been used at other transit agencies.

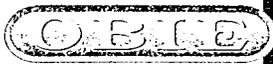
On January 31, 2003, Obie Media presented a proposal to the District for consideration. Staff will work to refine this proposal and include it in the options to be brought back to the Board. With this new proposal, staff has not yet been able to complete the work, and will return with alternatives for the March Meeting.

## IV. FINANCIAL CONSIDERATIONS

There are no financial impacts at this time.

**V. ATTACHMENTS**

**Attachment A:** Letter from Obie Media



# MEDIA

out-of-home advertising

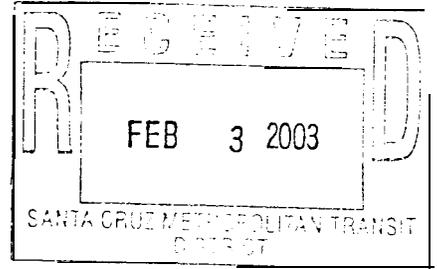
Attachment **A**

January 31, 2003

By FedEx

Santa Cruz Metropolitan Transit District  
370 Encinal Street, Suite 100  
Santa Cruz, California 95060

Attention: Mark J. Dorfman  
Assistant General Manager



Dear Mr. Dorfman:

Further to our telephone conversation of January 30, 2003, I write to set out a new proposal for extending the transit advertising partnership between Obie Media and your agency for 5 more years. First and foremost, I want to let you know as emphatically as I can that Obie Media wants to continue as Metro's transit advertising contractor.

While there have been bumps along the way in our relationship, Obie Media is confident that under the leadership of Amy Mahon, our California manager, we can move forward with Metro and operate the transit advertising contract on a basis that both parties can be proud of. If you need some confirmation that we are capable of improving a relationship with a transit agency, I urge you to contact Bill Draper at RT in Sacramento. We have a new contract in that market which is operating smoothly. In fact, the success Obie has had in reinvigorating our partnership with RT was the catalyst for our decision to make the financial proposal set out in this letter.

We believe that now that Metro has rejected previous offers from both Princeton Media and Obie, there is no legal impediment to your agency negotiating an extension to the existing contract with Obie. In this regard, I am enclosing a copy of the letter from Jennifer Dorn, FTA Administrator, dated May 29, 2002 to all transit agencies advising that the FTA had rescinded its oversight on transit revenue contracts exceeding 5 years in length.

Obie Media considers that the financial package set out below will provide the maximum possible revenue to your agency during difficult economic times. It has been constructed on the assumption that we will be able to sell our full range of signature advertising products in Santa Cruz and also be permitted to sell advertising on the Highway 17 buses. This proposal, if accepted by Metro, will also eliminate what could be a protracted dispute over paint damage to Metro vehicles.

4211 West 11th Avenue

Eugene, Oregon

97402



P (541) 686-8400

F (541) 345-4339

obie.com

Obie Media is prepared to enter into a 5-year contract extension with Metro having the following elements:

1. Yearly Revenue Guarantee

a) Year 1	\$100,000
b) Year 2	\$105,000
c) Year 3	\$110,000
d) Year 4	\$115,000
e) Year 5	<u>\$120,000</u>
5-Year Total	\$450,000

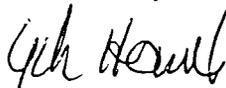
2. Bus Exterior Condition

In addition to the yearly minimum guarantee, Obie is prepared to pay Metro during each contract year, \$7500 to be used by your agency as it sees fit, to paint or repaint buses. Alternatively, we are prepared to offer Metro a production credit of \$10,000 per contract year for vinyl to Metro's color and design specifications. We have found that some transit agencies have concluded that vinyl is a cost effective way (as opposed to repainting) of dealing with graffiti, paint chipping and other exterior damage to buses.

As a sign of good faith, we are enclosing a check for \$15,000. The check represents the last monthly guarantee payment under the old contract.

I would be happy to elaborate on this proposal and answer any questions Metro may have. Amy Mahon would also be pleased to meet you in Santa Cruz at your convenience.

Yours sincerely,



York Haines  
Director of Transit & Community Relations

YH/ce  
Enc.

CC: Brian Obie  
Gary Livesay  
Sandy Trahan  
Tobin Robbins  
Amy Mahon

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 28, 2003  
**TO:** Board of Directors  
**FROM:** Robyn Slater, Interim Human Resources Manager  
**SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**

## **I. RECOMMENDED ACTION**

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

## **II. SUMMARY OF ISSUES**

- None.

## **III. DISCUSSION**

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

## **IV. FINANCIAL CONSIDERATIONS**

None.

## **V. ATTACHMENTS**

**Attachment A:** Employee Recognition List

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**EMPLOYEE RECOGNITION**

**TEN YEAR**

None

**FIFTEEN YEARS**

Pete Legorretta, Bus Operator

**TWENTY YEARS**

None

**TWENTY-FIVE YEARS**

Henry Lee, Lead Mechanic

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 28, 2003  
**TO:** Board of Directors  
**FROM:** Robyn D. Slater, Interim Human Resources Manager  
**SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY PLAN**

## I. RECOMMENDED ACTION

**Consider adoption of the Equal Opportunity Plan (EEO plan) for the Santa Cruz Metropolitan Transit District**

## II. SUMMARY OF ISSUES

- The Federal Transit Administration (FTA) requires the District to submit an updated EEO plan every three years for review and approval as part of federal funding requirements.
- The FTA last approved the District's EEO updated plan in 1999 and is now requiring the District to submit an updated plan by March 4, 2003.
- The District's plan has been updated based on workforce data through December 31, 2002.
- Employee representatives and management have reviewed the plan and offered recommendations.

## III. DISCUSSION

The goal of the District's EEO plan is to achieve a workforce that is represented in all occupational areas consistent with the percentage of females and minorities in the area workforce. The EEO plan examines the District's accomplishments in recruiting and hiring in an effort to achieve parity in the workforce and identifies occupations that are underutilized and establishes employment goals for the updated plan.

The District received 496 applications between January 1, 2000 and December 31, 2002. Of the applications received 42.7% of the applicants were females and 54.6% of the applicants were minorities. Of the 325 applicants determined to be qualified and placed on eligible lists, 35.4% were females and 33.8% were minorities. While these percentages indicate that the recruitment and hiring efforts have been successful for the organization when compared to the area workforce, continued efforts need to be made to bring up the percentages in several of the occupational job categories that have been underutilized.

District appointment goals for the updated EEO plan include 14 females and 3 minorities. While the District appointed more females and minorities than the goals from the previous EEO plan, the actual distribution to underutilized EEOC job categories was not met. One of the continued focuses will be the underutilization of females in skilled craft, service maintenance, and paraprofessionals. Representation of females also reflects underutilization in administrative support and officials and administrator categories. Our focus in minority recruitment will be for the job categories of officials and administrators, bus operators, and paraprofessionals.

#### **IV. FINANCIAL CONSIDERATIONS**

Costs associated with the EEO plan activities are included in the Human Resources Department budget.

#### **V. ATTACHMENTS**

**Attachment A:** Equal Employment Opportunity Plan

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

EQUAL EMPLOYMENT OPPORTUNITY  
PLAN

2003 -2005

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## EQUAL EMPLOYMENT OPPORTUNITY

### PLAN

2003 - 2005

#### BOARD OF DIRECTORS

Emily Reilly, Chair  
Mike Keogh, Vice Chair  
Sheryl Ainsworth  
Jeff Almquist  
Jan Beautz  
Michelle Hinkle  
Ana Ventura Phares  
Dennis Norton  
Mike Rotkin  
Pat Spence  
Marcela Tavantzis  
Wes Scott, Ex-Officio Director

Leslie White, Secretary/General Manager

Robyn D. Slater, Interim Human Resources Manager

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## I. EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Santa Cruz Metropolitan Transit District (District) Board of Directors hereby reaffirms the Equal Employment Opportunity Policy and practices of planning, implementing and administering its employment policies, procedures and programs without regard to race, color, ancestry, national origin, religious creed, sex, medical condition or disability, age, marital status, veteran status, or sexual orientation. This policy applies to all employees and applicants for employment and to all aspects of employment including recruitment, appointment, training, promotion, transfer, termination, layoff, recall, compensation and discipline.

The District's goal is to achieve a workforce that is represented in all occupational areas and at all employment levels by minorities and females in numbers consistent with the percentage of these groups represented in the area workforce. Through the establishment and implementation of this policy, it is the intent of the District Board of Directors to actively support and comply with the following laws and regulations: the Equal Pay Act of 1963; Title VII of the Civil Rights Act of 1964, as amended; Civil Rights Act of 1991; the Urban Mass Transportation Act of 1964, as amended; the Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; the Vietnam Era Veterans Readjustment Assistance Act of 1974; Americans with Disabilities Act of 1990; and the California Fair Employment and Housing Act.

The District recognizes that a prohibition of discriminatory employment practices alone will neither achieve this goal nor insure equal employment opportunity, but that the District must take affirmative action in order to overcome the effects of discrimination. Such affirmative action steps are designed to remove and prevent artificial barriers to employment and the benefits of employment and to correct the effects of any past practices that may have created such barriers.

## II. EEO POLICY STATEMENT FROM THE GENERAL MANAGER

As Secretary/General Manager of the Santa Cruz Metropolitan Transit District, I am committed to equal employment opportunity for all persons, regardless of race, color, ancestry, national origin, religious creed, sex, medical condition or disability, age, marital status, veteran status, or sexual orientation. I fully support the District's Equal Employment Opportunity Program, including the establishment of goals and timetables, in order to overcome the effects of past discrimination on minorities and females. The successful achievement of equal opportunity goals will provide benefits to the District through increased utilization, and development of previously underutilized human resources.

The responsibility for the implementation of the Equal Employment Opportunity Plan is assigned to the Human Resources Manager who serves as the District's Equal Employment Opportunity Officer. However, all District management shares in the responsibility for achieving the District's employment goals and will have the specific task to assure equal employment opportunity compliance. The performance by management and supervisory personnel will be evaluated on the success of the Equal Employment Opportunity Program the same way as their performance on other District goals.

An employee or applicant for employment who perceives that his/her civil rights have been violated may file a complaint with the General Manager or the Equal Employment Opportunity Officer.

February 28, 2003

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Leslie R. White  
Secretary/General Manager

### III. DISSEMINATION OF THE EEO POLICY

The EEO (Equal Employment Opportunity) Policy and Plan shall be publicized and disseminated to District employees, applicants seeking employment and the general public as follows:

#### Internal Dissemination

- ◆ The EEO Policy and Statement from the General Manager shall be posted on at least one bulletin board at each District facility where employees work; included in the District's administrative procedures manual; distributed to each new employee; and maintained in the Human Resources Department for distribution to employees as requested.
- ◆ Copies of the EEO Plan shall be distributed to members of the Board of Directors; District management personnel; the District's EEO Committee; and departments to be available for review by District employees.
- ◆ Informational and training sessions shall be offered in order for District management and supervisory personnel to participate in equal employment opportunity compliance training.

#### External Dissemination

- ◆ Posters explaining State and Federal non-discrimination laws will be displayed at District work facilities.
- ◆ The EEO Plan will be maintained in the Human Resources Department for review by applicants and the general public.
- ◆ District employment opportunity flyers and application forms will state that the District is an equal opportunity employer.
- ◆ Human Resources Department staff will inform outreach referral sources of the District's EEO Policy and request that these sources actively refer qualified applicants from protected classes.

#### IV. OBJECTIVES OF THE EQUAL EMPLOYMENT OPPORTUNITY PLAN

- A. To ensure equal employment opportunity in District employment, including recruitment, appointment, compensation, training, promotion, transfer, termination, layoff, recall and discipline.
- B. To recruit, appoint and promote qualified minorities and females in order to achieve a workforce representative of minorities and females in the area workforce.
- C. To achieve specific goals and timetables to correct underutilization of minorities and females.
- D. To ensure that the District does not discriminate against individuals based on race, color, ancestry, or national origin, religious creed, sex, medical condition (including life threatening illnesses) or disability, age, marital status, veteran status, or sexual orientation.
- E. To investigate and respond to complaints of discrimination and harassment and take corrective action when necessary.
- F. To ensure dissemination of the EEO Policy both internally and externally.
- G. To develop effective monitoring and reporting systems to assess program compliance and ensure that District employment procedures do not discriminate against protected classes.

## V. EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

In order to implement all aspects of the EEO Plan, responsibilities shall be as follows:

### Board of Directors

- To adopt the District's EEO Policy Statement and Plan.
- To publicly support the Equal Employment Opportunity Plan.
- To approve revisions and modifications to the Plan.
- To monitor Equal Employment Opportunity progress to ensure commitment by District management.

### General Manager

- To allocate adequate financial and staff resources to implement an effective Plan.
- To evaluate managers' performance in meeting departmental EEO goals.

### Equal Employment Opportunity Officer

- To update the Equal Employment Opportunity Plan every three years and submit the updated Plan to the Board of Directors.
- To submit the District's Equal Employment Opportunity Plan to FTA for approval every three years.
- To develop, recommend and implement the Equal Employment Opportunity Plan and internal and external communication procedures.
- To collect and analyze employment data and identify problem areas.
- To design, implement and monitor reporting systems to measure program effectiveness and to determine where further action is needed.
- To contact minority, disabled, and women's organizations, community groups and educational institutions to refer qualified minority, disabled, and female applicants for employment.
- To ensure that current legal information affecting Equal Employment Opportunity is communicated to appropriate District personnel.
- To ensure that employment practices are job related and free of adverse impact and adverse treatment.

- To investigate complaints of discrimination and harassment and recommend corrective action when necessary.
- To identify and recommend Equal Employment Opportunity training to supervisory and management personnel.
- To develop and recommend procedures and practices that ensure equal employment opportunity and affirmative action in all aspects of employment activities.
- To meet with and obtain input from an Equal Employment Opportunity Committee composed of employee representatives.

#### Managers and Supervisory Personnel

- To support and comply with the Equal Employment Opportunity Plan.
- To work with the Equal Employment Opportunity Officer to identify problem areas and review department goals.
- To monitor appointments together with Equal Employment Opportunity goals.
- To maintain a discrimination free work environment and to take immediate action to investigate and correct inappropriate behavior of subordinates.

#### Equal Employment Opportunity Committee

- To assist the Equal Employment Opportunity Officer in promoting an understanding and acceptance of the Plan.
- To express the concerns of District employees in terms of Equal Employment Opportunity and assist in resolving such concerns.
- To assist in Equal Employment Opportunity program activities.

#### All Employees

- To support and comply with the Equal Employment Opportunity Policy and Plan.

## **VI. REVIEW OF 2000 - 2002 STATISTICS**

### **Recruitments**

Chart 1 presents the applicant data for recruitments from January 1, 2000 through December 31, 2002. Of the 496 applications received, females comprised 42.7% (212) and minorities comprised 54.6% (271). A total of 325 persons were placed on eligible lists for all positions recruited, 35.4% (115) were female and 33.8% (110) were minorities. Of the 95 appointments made, 30.5% (29) were female and 26.3% (25) were minorities. These percentages show a slight decrease in the number of females and minorities hired since the last report was filed. The decrease in female hires may be due to the larger number of bus operators and service maintenance personnel hired during this period. The recruitment pool for females in these job classifications is smaller than the overall female population. Our hiring of minorities also decreased slightly but the districts minority population is still significantly higher than the area workforce.

The following is an overview of Chart 1:

- There were three recruitments for positions in the category of Officials and Administrators. 33 applications were received, 13 persons were placed on eligible lists, and two individuals were hired. Females constituted 57.6% (19) and minorities constituted 24.2% (8) of the total applications received. Of the two individuals hired one was female and one was over forty.
- There were eight recruitments for positions in the category of Professional. 68 applications were received, 38 persons were placed on eligible lists, and four individuals were hired. Females comprised 30.9% (21) and minorities comprised 23.5% (16) of the applications received. Out of those persons hired, females constituted 25% (1) and 50% (2) of the hires were over forty.
- There was one recruitment in the category of Technician. 9 applications were received, 4 persons were placed in the eligible list and one individual was hired. Females constituted 25% (1) and minorities constituted 0% of the applications received. The individual hired was a female over forty.
- There were three recruitments for positions in the category of Para Professional. 20 applications were received and 19 persons were placed on the eligible list and two individuals were hired. Females constituted 42.1% (8) and minorities constituted 36.8% (7) of the total applications received. Of the two individuals that were hired 50% (1) were female and 50% (1) were minority.
- There were sixteen recruitments in the category of Administrative Support. 113 applications were received, 82 persons were placed in the eligible list and 17 individuals were hired. Females constituted 88.5% (100) and minorities constituted 32.7% (37) of the applications received. Out of those persons hired 94.1% (16) were females and 17.6 (3) were minorities.
- There were several recruitments for the category of Service Maintenance (Bus Operators). 201 applications were received, 92 individuals were placed on the eligible lists, and 48 individuals were hired. Females constituted 21.9% (44) and minorities constituted 55.8% (112) of the total applications received. Of the 16 individuals hired, 16.7% (8) were females, 29.2% (14) were minorities, 2.1% (1) person with a disability and 47.9% (23) applicants over 40.
- There were nineteen recruitments for positions in the category of Service Maintenance (Bus Operators excluded). 161 applications were received, 90 persons were placed on the eligible list, and 21 individuals were hired. Females constituted 9.3% (15) and minorities constituted 54.7% (88) of the total applications received. Of the 13 individuals hired, 4.8% (1) were female and 38.1% (8) were minorities.

CHART 1

RECRUITMENT STATISTICS  
JANUARY 1, 2000 TO DECEMBER 31, 2002

<u>EEOC JOB CATEGORY</u>	<u>RECRUITMENT NUMBERS</u>	FEMALE		MINORITY		DISABLED		40+	
		#	%	#	%	#	%	#	%
Officials and Administrators									
Applications Received	33	19	57.6	8	24.2	4	12.1	56	75.8
Applicants Placed on Eligible List	13	5	38.5	0	0.0	3	23	13	100
Applicants Hired	2	1	50	0	0	0	0	1	50
Professionals									
Applications Received	68	21	30.9	16	23.5	5	7.40	44	64.7
Applicants Placed on Eligible List	38	10	26.3	6	15.8	2	5.3	27	71.1
Applicants Hired	4	1	25.0	0	0	0	0	2	50.0
Technicians									
Applications Received	9	4	44.4	2	22.2	0	0.00	5	55.6
Applicants Placed on Eligible List	4	1	25	1	25	0	0	4	44.4
Applicants Hired	1	1	100.0	0	0	0	0	1	100.0
Para Professionals									
Applications Received	20	9	45	8	4	0	0	14	70
Applicants Placed on Eligible List	19	8	42.1	7	36.8	0	0	13	65
Applicants Hired	2	1	50	1	50	0	0	0	0
Administrative Support									
Applications Received	113	100	88.5	37	32.7	3	2.7	52	46
Applicants Placed on Eligible List	82	76	92.7	27	32.9	1	1.2	30	36.6
Applicants Hired	17	16	94.1	3	17.6	0	0	6	35.3
Service Maintenance (Bus Operators)									
Applications Received	201	44	21.9	112	55.8	6	3	86	42.8
Applicants Placed on Eligible List	92	14	15.2	41	45.1	3	3.3	48	52.2
Applicants Hired	48	8	16.7	14	29.2	1	2.1	23	47.9
Service Maintenance (Bus Operators Excluded)									
Applications Received	161	15	9.3	88	54.7	1	0.6	97	60.2
Applicants Placed on Eligible List	90	1	1.1	35	38.9	1	1.1	65	72.2
Applicants Hired	21	1	4.8	8	38.1	0	0	13	61.9
TOTAL									
Applications Received	496	212	42.7	271	54.6	19	3.9	324	65.3
Applicants Placed on Eligible List	325	115	35.4	110	33.8	9	2.8	200	61.5
Applicants Hired	95	29	30.5	25	26.3	1	1.1	46	48.4

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## APPOINTMENTS

The following figures illustrate changes in the percentage of District appointments from 1993 to 2002. These figures represent the number of persons from new appointments, internal promotions, reemployment from layoff, return from furlough, provisional appointments, and demotions.

### CHART 2

#### APPOINTMENT PERCENTAGES

ETHNICITY OR GENDER	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	DISTRICT WORK FORCE	AREA WORK FORCE
WHITE	72.7%	57.1%	73.3%	56.3%	72.2%	55.2%	58.5%	66.7%	59.6%	74.3%	59.1%	75.1%
HISPANIC	18.2%	0.0%	20.0%	28.1%	11.1%	24.1%	29.2%	23.5%	38.3%	22.9%	28.7%	26.8%
BLACK	0.0%	14.3%	6.7%	6.3%	16.7%	13.8%	10.8%	2.0%	0.0%	2.9%	6.7%	1.0%
ASIAN/ PACIFIC ISLANDER	9.1%	28.6%	0.0%	0.0%	0.0%	6.9%	1.5%	5.9%	0.0%	0.0%	3.6%	3.5%
AMERICAN INDIAN/ ALASKAN	0.0%	0.0%	0.0%	9.4%	0.0%	0.0%	0.0%	2.0%	2.1%	0.0%	2.0%	1.0%
TOTAL MINORITIES	27.3%	42.9%	26.7%	43.8%	27.8%	44.8%	41.5%	33.3%	40.4%	25.7%	41.0%	24.9%
TOTAL FEMALE	45.5%	71.4%	86.7%	37.5%	44.4%	20.7%	30.8%	35.3%	21.3%	40.0%	29.4%	50.1%

### SEPARATIONS

Chart 3-A provides the number of separations from January 1, 2000 through December 31, 2002 by ethnicity and gender. The percentages for each category are compared with the District workforce percentages.

### TERMINATIONS FOR CAUSE

Chart 3-B provides the number of terminations for cause from January 1, 2000 through December 31, 2002 by ethnicity and gender. The percentages for each category are compared with the District workforce percentages.

### PROMOTIONS

Chart 3-C provides information on promotions from January 1, 2000 through December 31, 2002.

**CHART 3-A**

**2000 - 2002 SEPARATIONS**

<u>ETHNICITY/GENDER</u>	<u>TOTAL SEPARATIONS</u>	<u>DISTRICT % SEPARATIONS</u>	<u>WORKFORCE</u>
White	67	81.7%	59.1%
Hispanic	7	8.5%	28.7%
Black	2	2.4%	6.7%
Asian/Pacific Islander	5	6.1%	3.6%
American Indian/Alaskan	1	1.2%	2.0%
<b>Total Minorities</b>	<b>15</b>	<b>18.3%</b>	<b>41.0%</b>
<b>Total Females</b>	<b>29</b>	<b>35.4%</b>	<b>29.4%</b>
<b>Total Separations</b>	<b>a2</b>		

**CHART 3-B**

**2000 - 2002 SEPARATIONS FOR CAUSE**

<u>ETHNICITY / GENDER</u>	<u>TOTAL TERMINATIONS</u>	<u>DISTRICT % TERMINATIONS</u>	<u>WORKFORCE</u>
White	5	71.4%	59.1%
Hispanic	1	14.3%	28.7%
Black	1	14.3%	6.7%
Asian/Pacific Islander	0	0.0%	3.6%
American Indian/Alaskan	0	0.0%	2.0%
<b>Total Minorities</b>	<b>2</b>	<b>28.6%</b>	<b>41.0%</b>
<b>Total Females</b>	<b>2</b>	<b>28.6%</b>	<b>29.4%</b>
<b>Total Separations</b>	<b>7</b>		

CHART 3-C

2000- 2002 PROMOTIONS

<u>POSITION</u>	<u>EMPLOYEES PROMOTED</u>
Accounting Specialist	1 WHT (F)
Accounting Tech	1 AIA (F)
Admin Secretary/Sup	1 WHT (F)
Bus Operator	1 WHT (F)
	1 HIS(M)
Fac Maint Supervisor	1 WHT (M)
Fac Maint Wkr I	1 HIS(M)
Fac Maint Wkr II	1 HIS(M)
Fac Maint Wkr III	1 WHT (M)
Fleet Maint Manager	1 WHT (M)
FM Lead Mechanic	1 WHT (M)
FM Mechanic I	1 WHT (M)
FM Mechanic II	1 HIS(M)
	3 WHT (M)
FM Mechanic III	1 HIS(M)
	1 WHT (M)
Grants/Legis Analyst	1 WHT (M)
HR Specialist	1 WHT (F)
IT Technician	1 WHT (M)
Paratran Adminstr	1 WHT (M)
Paratran Elig Coord	1 WHT (F)
Schedule Analyst	1 WHT (F)
Sr IT Tech	1 WHT (M)
Transit Planner	1 WHT (M)
Transit Supervisor	1 WHT (F)
Vehicle Service Detailer	2 HIS (M)
Vehicle Service Wkr II	1 HIS(F)
	6 HIS (M)
	3 WHT (M)

<u>ETHNICITY / GENDER</u>	<u>TOTAL PROMOTIONS</u>	<u>PERCENT PROMOTIONS</u>	<u>DISTRICT WORKFORCE</u>
White	24	61.5%	59.1%
Hispanic	14	35.9%	28.7%
Black	0	0.0%	6.7%
Asian/Pacific Islander	0	0.0%	3.6%
American Indian/Alaskan	1	2.6%	2.0%
<b>Total Minorities</b>	<b>15</b>	<b>38.5%</b>	<b>41.0%</b>
<b>Total Females</b>	<b>9</b>	<b>23.1%</b>	<b>29.4%</b>
<b>Total Promotions</b>	<b>39</b>		

## **VII. WORKFORCE UTILIZATION ANALYSIS**

Workforce utilization analyses have been prepared in Charts 4 and 5 to determine where underutilization of protected classes exists in the District.

The current census data provides the percentages of availability of minorities and females within each EEOC job category in the labor force. The data provides a "utilization analysis" which consists of an analysis of the major EEOC job categories being underutilized when compared to their availability in the Santa Cruz County labor force.

The California Department of Fair Employment and Housing has required that an employer may not use the general labor force availability data for minorities and females. Instead we must use the County's availability percentages as broken down by ethnicity and females for each EEOC job category to establish the appointment goals listed in Chart 8.

Chart 4 shows the number and percent of protected class employees, as of December 31, 2002, in the District's workforce system-wide, classified by EEOC job category. Chart 5 lists, for each department, the number and percent of protected class employees by EEOC job category. Chart 6 shows the distribution of employees by job classification in each EEOC job category by gender and ethnicity and lists the salary range for each job classification.

### **District-Wide Analysis**

#### **Females**

Females represent 29.4% of the District's workforce, as compared to 50.1% of the area workforce. As Chart 4 indicates, the District meets or exceeds parity in the classifications of Bus Operators, Professionals, and Technicians. While still underutilized the District has improved the percentage of under utilization in the areas of Officials and Administrators, Service-Maintenance and Paraprofessionals. The job categories for targeted recruitment of females include Administrative Support, Skilled Craft, Officials and Administrators, Service-Maintenance and Paraprofessionals.

#### **Blacks**

Blacks represent 6.7% of the District's workforce, which exceeds the area workforce. The District meets or exceeds parity in all job categories.

#### **Hispanics**

Hispanics represent 28.7% of the District's workforce, which exceeds the area workforce. Hispanics are slightly underutilized, however, in the job categories of Officials and Administrators.

#### **Asian/Pacific Islanders**

Asian/Pacific Islanders represent 3.6% of the District's workforce, which exceeds the area workforce. The Asian/Pacific Islander category is underutilized by the District in the job category of Paraprofessionals.

#### **American Indians/Alaskan Natives**

American Indians/Alaskan Natives represent 2% of the District's workforce that exceeds the area workforce. The American Indian/Alaskan Native category is underutilized in the job category of Bus Operator.

#### **Total Minorities**

Minorities represent 41.0% of the District's workforce, as compared to 24.9% of the area workforce. Minorities are adequately represented in all job categories in the District except Technician.

## Department Analysis By Protected Class

### Females

In Administration and Operations, females are underutilized in the Paraprofessionals job category. In Fleet Maintenance, females are underutilized in the Administrative Support, Skilled Craft, Service-Maintenance and Professional categories. In Facilities Maintenance, females are underutilized in the Skilled Craft and Service-Maintenance and job categories. In Planning and Marketing, females are underutilized in the Paraprofessionals job category.

### Hispanics

In Administration, Fleet Maintenance and Planning and Marketing, Hispanics are adequately represented. In Operations, Hispanics are underutilized in Administrative Support. In Facilities Maintenance, Hispanics are underutilized in the Service Maintenance job category.

### Asian/Pacific Islanders

In Fleet Maintenance, Asian/Pacific Islanders are underutilized in the Service Maintenance job category. In all other categories the Asian/Pacific Islander category is adequately represented.

### Blacks

Blacks are adequately represented in all job categories.

### American Indians/Alaskan Natives

In Operations American Indian/Alaskan Native category is underutilized as Bus Operators. In all other departments American Indians/Alaskan Natives are adequately represented in all job categories.

## District-Wide Workforce Changes

A summary of District-wide workforce changes over the past ten years appears below:

	<u>1993</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>% Change 1993- 2002</u>
<b>Females</b>	33.3	32.4	33.1	31.3	31.6	34.1	31.7	30.4	29.6	29.4	- 3.9
<b>Hispanics</b>	18.3	19.2	19.6	21.2	20.2	19.7	22.0	23.7	25.7	28.7	+10.4
<b>Asian/Pacific Islanders</b>	4.3	4.5	4.0	3.8	3.9	4.5	4.0	4.9	4.7	3.6	- 0.7
<b>Blacks</b>	5.7	5.9	5.8	6.3	6.7	7.9	7.8	6.4	5.9	6.7	+1.0
<b>American Indian/ Alaskan Natives</b>	2.0	2.1	2.2	2.8	2.8	2.1	1.9	1.8	2.1	2.0	0.0
<b>Total Minorities</b>	<b>30.3</b>	<b>31.7</b>	<b>31.6</b>	<b>34.1</b>	<b>33.6</b>	<b>34.2</b>	<b>35.7</b>	<b>36.8</b>	<b>38.4</b>	<b>41.0</b>	<b>+10.7</b>

As indicated in the above table, the District has experienced a 10.7% increase in its representation of minority employees. There has been a 3.9% decrease in females that may be attributed to an increase in the number of Bus Operators, Mechanics and Vehicle Service Workers. Attention will continue to be given to the recruitment of qualified female and minority applicants.

CHART 4

WORK FORCE UTILIZATION ANALYSIS  
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 SYSTEM WIDE REPORT AS OF 12/31/02

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EEOC JOB CATEGORY	TOTAL EMP	FEMALE				BLACK				HISPANIC				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN / ALASKAN NATIVE			
		WORK FORCE	% AVAIL	UNDER UTILIZATION		WORK FORCE	% AVAIL	UNDER UTILIZATION		WORK FORCE	% AVAIL	UNDER UTILIZATION		WORK FORCE	% AVAIL	UNDER UTILIZATION		WORK FORCE	% AVAIL	UNDER UTILIZATION	
				#	%			#	%			#	%			#	%			#	%
ADMINISTRATIVE SUPPORT	32	25	19.1	1	1.6	0	1.1	0	1.1	6	12.8	0	0.0	2	3.5	0	0.0	2	0.5	0	0.0
SKILLED CRAFT	31	0	10.6	3	10.6	1	0.5	0	0.0	8	15.6	0	0.0	2	3.1	0	0.0	0	0.7	0	0.7
OFFICIALS & ADMINISTRATORS	10	3	43.1	1	13.1	0	0.6	0	0.6	0	6.7	1	6.7	1	2.8	0	0.0	0	0.8	0	0.8
SERVICE MAINTENANCE	23	2	26.6	4	17.9	3	0.8	0	0.0	14	39.0	0	0.0	1	3.9	0	0.0	0	0.8	0	0.8
BUS OPERATORS	176	49	18.1	0	0.0	13	1.8	0	0.0	53	19.0	0	0.0	5	1.0	0	0.0	4	2.9	1	0.6
PARA - PROFESSIONALS	14	5	69.5	5	33.8	3	1.3	0	0.0	4	10.1	0	0.0	0	3.9	1	3.9	0	0.0	0	0.0
PROFESSIONALS	10	3	21.0	0	0.0	0	0.2	0	0.2	1	6.3	0	0.0	0	4.4	0	4.4	0	0.2	0	0.2
TECHNICIANS	3	1	29.1	0	0.0	0	0.2	0	0.2	0	5.9	0	5.9	0	7.0	0	7.0	0	0.8	0	0.8
TOTALS	299	88		14		20		0		86		1		11		1		6		1	

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WORK FORCE UTILIZATION ANALYSIS  
 SANTA CRUZ MEROPELIAN TRRANIT DISTRICT  
 ADMINISTRATION REPORT AS OF 12/31/02

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EEOC JOB CATEGORY	TOTAL EMP	FEMALE				BLACK				HISPANIC				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN/ALASKAN NATIVE			
		WORK FORCE	UNDER		WORK FORCE	UNDR		WORK FORCE	UNDR		WORK FORCE	UNDR		WORK FORCE	UNDR		WORK FORCE	UNDR			
			AVAIL	% UTILIZATION		AVAIL	% UTILIZATION		AVAIL	% UTILIZATION											
ADMINISTRATIVE SUPPORT	11	10	79.7	0	0.0	0	1.1	0	1.1	1	12.8	0	0.0	0	3.5	0	3.5	0	0.5	0	0.5
SKILLED CRAFT	0	0	10.6	0	0.0	0	0.5	0	0.0	0	15.6	0	0.0	0	3.1	0	0.0	0	0.7	0	0.0
OFFICIALS & ADMINISTRATORS	6	3	43.1	0	0.0	0	0.6	0	0.6	0	6.7	0	0.0	0	2.8	0	2.8	0	0.8	0	0.8
SERVICE MAINTENANCE	0	0	26.6	0	0.0	0	0.8	0	0.0	0	39.0	0	0.0	0	3.9	0	0.0	0	0.8	0	0.0
BUS OPERATORS	0	0	18.1	0	0.0	0	1.8	0	0.0	0	19.0	0	0.0	0	1.0	0	0.0	0	2.9	0	0.0
PARA - PROFESSIONALS	1	0	69.5	1	69.5	0	1.3	0	1.3	1	10.1	0	0.0	0	3.9	0	3.9	0	0.0	0	0.0
PROFESSIONALS	4	1	21.0	0	0.0	0	0.2	0	0.2	0	6.3	0	0.0	0	4.4	0	0.4	0	0.2	0	0.2
TECHNICIANS	1	0	29.1	0	29.1	0	0.2	0	0.2	0	5.9	0	0.0	0	7.0	0	7.0	0	0.8	0	0.8
TOTALS	23	14		1		0		0		2		0		0		0		0		0	

CHART 4

WORK FORCE UTILIZATION ANALYSIS  
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FACILITIES MAINTENANCE REPORT AS OF 12/31/02

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EEOC JOB CATEGORY	TOTAL EMP	FEMALE				BLACK				HISPANIC				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN / ALASKAN NATIVE			
		WORK FORCE	AVAIL	UNDER UTILIZATION		WORK FORCE	AVAIL	UNDER UTILIZATION		WORK FORCE	AVAIL	UNDER UTILIZATION		WORK FORCE	AVAIL	UNDER UTILIZATION		WORK FORCE	AVAIL	UNDER UTILIZATION	
				#	%			#	%			#	%			#	%			#	%
ADMINISTRATIVE SUPPORT	0	0	79.7	0	0.0	0	1.1	0	0.0	0	12.8	0	0.0	0	3.5	0	0.0	0	0.5	0	0.0
SKILLED CRAFT	5	0	10.6	1	10.6	1	0.5	0	0.0	1	15.6	0	0.0	0	3.1	0	3.1	0	0.1	0	0.7
OFFICIALS & ADMINISTRATORS	1	0	43.1	0	43.1	0	0.6	0	0.6	0	6.7	0	6.7	1	2.8	0	0.0	0	0.8	0	0.8
SERVICE MAINTENANCE	9	1	26.6	1	15.5	2	0.8	0	0.0	3	39.0	1	5.7	1	3.9	0	0.0	0	0.8	0	0.8
BUS OPERATORS	0	0	18.1	0	0.0	0	1.8	0	0.0	0	19.0	0	0.0	0	1.0	0	0.0	0	2.9	0	0.0
PARA - PROFESSIONALS	0	0	69.5	0	0.0	0	1.3	0	0.0	0	10.1	0	0.0	0	3.9	0	0.0	0	0.0	0	0.0
PROFESSIONALS	0	0	21.0	0	0.0	0	0.2	0	0.0	0	6.3	0	0.0	0	4.4	0	0.0	0	0.2	0	0.0
TECHNICIANS	0	0	29.1	0	0.0	0	0.2	0	0.0	0	5.9	0	0.0	0	7.0	0	0.0	0	0.8	0	0.0
TOTALS	15	1		2		3	0			4	1			2	0			0	0		

CHART 4

WORK FORCE UTILIZATION ANALYSIS  
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FLEET MAINTENANCE REPORT AS OF 12/31/02

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EEOC JOB CATEGORY	TOTAL EMP	FEMALE				BLACK				HISPANIC				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN/ ALASKAN NATIVZ			
		WORK FORCE		% UTILIZATION		WORK FORCE		% UTILIZATION		WORK FORCE		% UTILIZATION		WORK FORCE		% UTILIZATION		WORK FORCE		% UTILIZATION	
		#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%		
ADMINISTRATIVE SUPPORT	7	4	79.7	2	22.6	0	1.1	0	1.1	1	12.8	0	0.0	1	3.5	0	0.0	1	0.5	0	0.0
SKILLED CRAFT	26	0	10.6	3	10.6	0	0.5	0	0.5	7	15.6	0	0.0	2	3.1	0	0.0	0	0.7	0	0.7
OFFICIALS 6 ADMINISTRATORS	1	0	43.1	0	43.1	0	0.6	0	0.6	0	6.7	0	6.7	0	2.8	0	2.8	0	0.8	0	0.8
SERVICE MAINTENANCE	14	1	26.6	3	19.5	1	0.8	0	0.0	11	39.0	0	0.0	0	3.9	1	3.9	0	0.8	0	0.8
BUS OPERATORS	0	0	18.1	0	0.0	0	1.8	0	0.0	0	19.0	0	0.0	0	1.0	0	0.0	0	2.9	0	0.0
PARA - PROFESSIONALS	0	0	69.5	0	0.0	0	1.3	0	0.0	0	10.1	0	0.0	0	3.9	0	0.0	0	0.0	0	0.0
PROFESSIONALS	3	0	21.0	1	21.0	0	0.2	0	0.2	0	6.3	0	6.3	0	4.4	0	4.4	0	0.2	0	0.2
TECHNICIANS	1	0	29.1	0	29.1	0	0.2	0	0.2	0	5.9	0	5.9	0	7.0	0	7.0	0	0.8	0	0.8
<b>TOTALS</b>	<b>52</b>	<b>5</b>		<b>9</b>		<b>1</b>		<b>0</b>		<b>19</b>		<b>0</b>		<b>3</b>		<b>1</b>		<b>1</b>		<b>0</b>	

CHART 4

WORK FORCE UTILIZATION ANALYSIS  
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 OPERATIONS REPORT AS OF 12/31/02

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EEOC JOB CATEGORY	TOTAL EMP	FEMALE				BLACK				HISPANIC				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN/ALASKANNATIVE			
		WORK FORCE	AVAIL	UNDER UTILIZATION		WORK FORCE	AVAIL	UNDER UTILIZATION		WORK FORCE	AVAIL	UNDER UTILIZATION		WORK FORCE	AVAIL	UNDER UTILIZATION		WORK FORCE	AVAIL	UNDER UTILIZATION	
				#	%			#	%			#	%			#	%			#	%
ADMINISTRATIVE SUPPORT	4	3	79.7	0	0.0	0	1.1	0	1.1	0	12.0	1	12.8	0	3.5	0	3.5	1	0.5	0	0.0
SKILLED CRAFT	0	0	10.6	0	0.0	0	0.5	0	0.0	0	15.6	0	0.0	0	3.1	0	0.0	0	0.7	0	0.0
OFFICIALS & ADMINISTRATORS	1	0	43.1	0	43.1	0	0.6	0	0.6	0	6.7	0	6.7	0	2.8	0	2.8	0	0.8	0	0.8
SERVICE MAINTENANCE	0	0	26.6	0	0.0	0	0.8	0	0.0	0	39.0	0	0.0	0	3.9	0	0.0	0	0.8	0	0.0
BUS OPERATORS	176	49	18.1	0	0.0	13	1.8	0	0.0	53	19.0	0	0.0	5	1.0	0	0.0	4	2.9	1	0.6
PARA - PROFESSIONALS	12	5	69.5	3	27.8	3	1.3	0	0.0	3	10.1	0	0.0	0	3.9	0	3.9	0	0.0	0	0.0
PROFESSIONALS	2	1	21.0	0	0.0	0	0.2	0	0.2	1	6.3	0	0.0	0	4.4	0	4.4	0	0.2	0	0.2
TECHNICIANS	1	1	29.1	0	0.0	0	0.2	0	0.2	0	5.9	0	5.9	0	7.0	0	7.0	0	0.8	0	0.8
<b>TOTALS</b>	<b>196</b>	<b>59</b>		<b>3</b>		<b>16</b>		<b>0</b>		<b>57</b>		<b>1</b>		<b>5</b>		<b>0</b>		<b>5</b>		<b>1</b>	

CHART 4

WORK FORCE UTILIZATION ANALYSIS  
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 PLANNING & MARKETING REPORT AS OF 12/31/ 02

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EEOC JOB CATEGORY	TOTAL EMP	FEMALE				BLACK				HISPANIC				ASIAN/PACIFIC ISLANDER				AMERICAN INDIAN/ALASKAN			
		WORK FORCE		% UTILIZATION		WORK FORCE		% UTILIZATION		WORK FORCE		% UTILIZATION		WORK FORCE		% UTILIZATION		WORK FORCE		% UTILIZATION	
		AVAIL	#	%		AVAIL	#	%		AVAIL	#	%		AVAIL	#	%		AVAIL	#	%	
ADMINISTRATIVE SUPPORT	10	8	79.7	0	0.0	0	1.1	0	1.1	4	12.8	0	0.0	1	3.5	0	0.0	0	0.5	0	50.0
SKILLED CRAFT	0	0	10.6	0	0.0	0	0.5	0	0.0	0	15.6	0	0.0	0	3.1	0	0.0	0	0.7	0	0.0
OFFICIALS & ADMINISTRATORS	0	0	43.1	0	0.0	0	0.6	0	0.0	0	6.7	0	0.0	0	2.8	0	0.0	0	0.8	0	0.0
SERVICE MAINTENANCE	0	0	26.6	0	0.0	0	0.8	0	0.0	0	39.0	0	0.0	0	3.9	0	0.0	0	0.8	0	0.0
BUS OPERATORS	0	0	18.1	0	0.0	0	1.8	0	0.0	0	19.0	0	0.0	0	1.0	0	0.0	0	2.9	0	0.0
PARA - PROFESSIONALS	1	0	69.5	1	69.5	0	1.3	0	1.3	0	10.1	0	10.1	0	3.9	0	3.9	0	0.0	0	0.0
PROFESSIONALS	0	0	21.0	0	0.0	0	0.2	0	0.0	0	6.3	0	0.0	0	4.4	0	0.0	0	0.2	0	0.0
TECHNICIANS	0	0	29.1	0	0.0	0	0.2	0	0.0	0	5.9	0	0.0	0	7.0	0	0.0	0	0.8	0	0.0
<b>TOTALS</b>	<b>11</b>	<b>8</b>		<b>1</b>		<b>0</b>		<b>0</b>		<b>4</b>		<b>0</b>		<b>1</b>		<b>0</b>		<b>0</b>		<b>0</b>	

SANTA CLARE METROPOLITAN TRANSIT DISTRICT  
 QUARTERLY WORK FORCE COMPOSITION  
 SYSTEMWIDE DISTRIBUTION BY GEOG JOB CATEGORY AND JOB TITLE  
 AS OF: 12/31/2002

CHART E

ADMINISTRATIVE SUPPORT

JOB CLASSIFICATION SALARY RANGE	TOTAL		WHITE		HISPANIC		ASIAN		BLACK		AM. INDIAN		TOTAL MIN.		TOTAL ALL		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
AC																	
\$3,832-\$3,874 ACCOUNTING SPECIALST	1		1														
\$2,642-\$3,371 ADDTAG TECH	2		1								1		1			2	
\$2,342-\$2,588 ADMIN CLERK I	1		1														
\$2,642-\$3,371 ADMIN SECRETARY	3		2		1								1		1		2
\$2,773-\$3,538 ADMIN SECRETARY SUP	2		2														2
\$3,529-\$4,510 ADMIN SERV COOR	1		1														1
\$3,261-\$3,907 BENEFITS COORDINATOR	1		1														
\$2,952-\$3,761 CUS SERV COORD																	
\$2,432-\$3,097 CUS SERV REP	3														2		3
\$3,061-\$3,907 HR SPECIALIST	1		1														
\$3,265-\$4,165 LEAD PARTS CLERK/CM	1		1														
\$2,855-\$3,650 LEGAL SECRETARY	2		2														2
\$2,642-\$3,342 PARTS CLERK	1				1												



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 QUARTERLY WORK FORCE COMPOSITION  
 SYSTEMWIDE DISTRIBUTION BY EEOC JOB CATEGORY AND JOB TITLE  
 AS OF: 12/31/2002

CHART 5

SKILLED CRAFT

JOB CLASSIFICATION SALARY RANGE	(TOTAL)	WHITE		HISPANIC		ASIAN		BLACK		AM. INDIAN		TOTAL MIN.		TOTAL ALL	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F
SC															
\$3,316-\$4,196 BODY REPAIR MECHANIC I	1	1													
\$3,730-\$4,756 FAC MAINT SUPERVISOR I	1	1													
\$2,914-\$3,729 FAC MAINT WKR II	3	1		1				1				2		3	
\$2,177-\$4,839 FAC MAINT WKR III	1	1													1
\$3,643-\$4,618 FM LEAD MECHANIC	6	4		1								2		6	
\$3,162-\$4,004 FM MECHANIC I	4	3		1								1		4	
\$3,316-\$4,196 FM MECHANIC II	11	9		2		1						3		11	
\$3,475-\$4,397 FM MECHANIC II I	4	2		2								2		4	
\$2,985-\$3,782 UPHOLSTERER II	1			1								1		1	
TOTAL	32	21		8		2		1				11		32	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 QUARTERLY WORK FORCE COMPOSITION  
 SYSTEMWIDE DISTRIBUTION BY EEOC JOB CATEGORY AND JOB TITLE  
 AS OF: 12/31/2002

CHART E

PERSONNEL SERVICES ADMINISTRATION

JOB CLASSIFICATION SALARY RANGE	TOTAL	WHITE		HISPANIC		ASIAN		BLACK		AM. INDIAN		TOTAL MIN.		TOTAL ALL	
		M	F	M	F	M	F	M	F	M	F	M	F		
D/A															
\$7,410-\$9,450 ASST GENERAL MANAGER	1	1												1	
\$5,070-\$6,451 ASST HR MANAGER	1		1												1
\$8,559-***** DISTRICT COUNSEL	1		1												1
\$4,926-\$6,266 FACIL MANCE MANAGER	1					1									1
\$6,067-\$7,722 FINANCE MANAGER	1	1													1
\$6,067-\$7,722 FLEET MANCE MANAGER	1	1													1
\$9,428-***** GENERAL MANAGER	1	1													1
\$6,067-\$7,722 INFO TECH MANAGER	1	1	1												1
\$6,067-\$7,722 OPERATIONS MANAGER	1	1	1												1
\$5,070-\$6,451 PARATRAN ADMINSTR	1	1	1												1
<b>TOTAL</b>	<b>10</b>	<b>6</b>	<b>3</b>			<b>1</b>								<b>7</b>	<b>3</b>

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 QUARTERLY WORK FORCE COMPOSITION  
 SYSTEMWIDE DISTRIBUTION BY EEOC JOB CATEGORY AND JOB TITLE  
 AS OF: 12/31/2002

CHART 5

SERVICE MAINTENANCE

JOB CLASSIFICATION SALA RANGE	TOTAL	WHITE		HISPANIC		ASIAN		BLACK		AM. INDIAN		TOTAL MIN.		TOTAL ALL	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F
S/M	1														
\$2,071-\$3,768 BUS OPERATOR	176	57	34	46	7	5		7	6	2	2	6	1	127	49
\$2,226-\$2,829 CUSTOD SERV WKR I	5	1		2		1		1				3	1	4	1
\$2,494-\$3,169 FAC MAINT WKR I	3	2		1										3	
\$2,739-\$3,494 LEAD CUSTODIAN	1							1				1		1	
\$2,577-\$3,274 VEH SERV DETAILER	2			2								2		2	
\$2,836-\$3,602 VEH SERV TECHNICIAN	2	1		1										2	
\$2,229-\$2,834 VEH SERV WKR I	3			3								3		3	
\$2,4 - \$3,1 VEH SERV WKR I SE - R	7	1		4	1			1				5	1	6	1
TOTAL	199	72	34	59	8	5	1	1	6	2	2	76	17	48	51

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 QUARTERLY WORK FORCE COMPOSITION  
 SYSTEMWIDE DISTRIBUTION BY EEOC JOB CATEGORY AND JOB TITLE  
 AS OF: 12/31/2002

CHART 5

PARA PROFESSIONALS

JOB CLASSIFICATION SALARY RANGE	TOTAL	WHITE		HISPANIC		ASIAN		BLACK		AM. INDIAN		TOTAL W/M		TOTAL ALL	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F
PPRC															
\$2,914-\$3,721 ACCESS SERVICES COOR	1	1													1
\$3,177-\$4,059 CLAIMS INVESTIGTR I	1	1											1		1
\$3,572-\$4,553 TRANSIT SUPERVISOR	12	2	4	2	1			3				5	1	7	5
<b>TOTAL</b>	<b>14</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>1</b>			<b>3</b>				<b>6</b>	<b>1</b>	<b>9</b>	<b>5</b>

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 QUARTERLY WORK FORCE COMPOSITION  
 SYSTEMWIDE DISTRIBUTION BY EEOC JOB CATEGORY AND JOB TITLE  
 AS OF: 12/31/2002

CHART 5

PROFESSIONALS

JOB CLASSIFICATION SALARY RANGE	TOTAL	WHITE		HISPANIC		ASIAN		BLACK		AM. INDIAN		TOTAL MIN.		TOTAL ALL	
		M	F	M	F	M	F	M	F	M	F	M	F		
PROF															
\$5,070-\$6,451 ASST FINANCE MANAGER	1		1												1
\$5,070-\$6,451 BASE SUPT	1		1												1
\$3,529-\$4,510 BUYER	1	1													1
\$4,680-\$5,202 FLT MAINT SUPERVISOR	2	2													2
\$4,203-\$5,365 GRANTS/LEGIS ANALYST	1	1													1
\$3,529-\$4,510 PARATRAN ELIS COORD	1		1												1
\$3,897-\$4,973 SAFETY&TRAINING COOR	1			1								1			1
\$5,007-\$6,429 SR SYS ADMINISTRATOR	1	1													1
\$5,425-\$6,923 SR. DATABASE ADMINISTR	1		1												1
TOTAL	10	6	3	1								1		7	3

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 QUARTERLY WORK FORCE COMPOSITION  
 SYSTEMWIDE DISTRIBUTION BY EEOC JOB CATEGORY AND JOB TITLE  
 AS OF: 12/31/2002

CHART. 5

TECHNICIANS

JOB CLASSIFICATION SALARY RANGE	TOTAL		WHITE		HISPANIC		ASIAN		BLACK		AM. INDIAN		TOTAL MIN.		TOTAL ALL	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
TECH																
\$3,897-\$4,973	1	1														
SCHEDULE ANALYST	1	1														
\$3,487-\$4,451	1	1														
SR IT TECH	1	1	1													
\$3,758-\$4,787	1	1														
SUP/PARTS & MAT - FM	1	1	1													
TOTAL	3	3	2	1											2	1

## **VIII. EMPLOYMENT GOALS**

### Assessment of 1999-2002 Appointment Goals

The Equal Employment Opportunity Policy of the Santa Cruz Metropolitan Transit District states that the District seeks to achieve a workforce in which minorities and females are represented in numbers consistent with the area workforce. District employment goals are based upon the percentage of minorities and females in the Santa Cruz County workforce as reported by the 1990 census.

Goals were established for 1999 - 2002 based upon workforce composition data and the areas of underutilization within the District. Chart 7 identifies the appointment goals and the 112 appointments made between January 1, 1999 and December 31, 2002. Included in this chart are promotions, promotion by qualification, new hires, reinstatements from layoff and furlough, and provisional appointments.

The District appointed 25 females, exceeding its goal of 16 females District-wide during the Affirmative Action period. The District appointed 30 minorities, exceeding its goal of four minorities District-wide. Appointments made during the EEO Plan period were 22.3% female and 26.8% minority.

**CHART 7**

**APPOINTMENT GOALS  
JANUARY 1, 2000 – DECEMBER 31, 2002**

<b>EEOC JOB CATEGORY</b>	<b>APPOINTMENT GOALS</b>	<b>POSITIONS FILLED</b>	<b>APPOINTMENTS</b>	
ADMINISTRATIVE SUPPORT	None	Accounting Specialist	1	F/WHT
		Accounting Technician	1	F/WHT
		Administrative Clerk	2	F/WHT, F/HIS
		Administrative Secretary	4	F/WHT
			1	M/HIS
		Administrative Sec. Supervisor	1	F/WHT
		Legal Secretary	2	F/WHT
		Transit Surveyor	1	F/WHT
		Benefits Coordinator	2	F/WHT
		Human Resources Specialist	1	F/WHT
		Personnel Technician	1	F/WHT
OFFICIALS & ADMINISTRATORS	1 Hispanic 2 Female	Asst. Human Resources Mgr.	1	F/WHT
		Paratransit Administrator	1	M/WHT
PARA PROFESSIONALS	1 Asian/Pac.Is. 6 Females	Claims Investigator	1	M/HIS
		Transit Supervisor	1	F/WHT
		IT Technician	1	M/WHT
PROFESSIONALS	None	Sr. Database Administrator	1	M/WHT
		Fleet Maintenance Supervisor	1	M/WHT
		Paratransit Coordinator	1	F/WHT
		Transit Planner	1	M/WHT
		Grants/Legal Analyst	1	M/WHT
		Sr. IT Technician	1	M/WHT
SERVICE MAINTENANCE	1 Hispanic 5 Females 1 American Indian	Vehicle Service Wkr I	3	M/HIS
		Vehicle Service Wkr II	1	F/HIS
			9	6M/HIS, 3M/WHT
		Vehicle Service Detailer	2	M/HIS
		Custodial Service Wkr II	1	M/BLK
		Custodial Service Wkr I	2	M/HIS, F/HIS
		Facilities Maintenance Wkr I	2	M/WHT, M/HIS
		Facilities Maintenance Wkr II	1	M/HIS
		Facilities Maintenance Wkr III	1	M/WHT
		Facilities Maintenance Sup.	2	M/WHT
		Mechanic I	6	M/WHT
		Mechanic II	2	M/WHT, M/HIS
		Mechanic III	2	M/WHT, M/HIS
		Lead Mechanic	1	M/WHT
		Bus Operator	8	Female
			40	Male
			35	White
	7	Hispanic		
	1	Black		
	2	Asian/Pacific Is.		
	1	American Indian		
SKILLED CRAFT	3 Females	None	None	
TECHNICIANS	None	Schedule Analyst	1	F/WHT
TOTAL APPOINTMENTS			112	

## APPOINTMENT GOALS FOR 1999 - 2002

### Database for Selection of Population Statistics

The U.S. Census Bureau provides the statistical database for the civilian labor force used to determine the percentages of females and minorities in the area workforce. Civilian workforce statistics are used rather than general population statistics since the general population is not reflective of the population available for work. The general population includes children under the age of 16, students, retired workers, inmates of institutions, etc. Workforce statistics are the standards, which are used by compliance agencies (EEOC and DFEH) and the judicial system to determine evidence of discrimination.

### Appointment Goals

The District bases its appointment goals for the agency as a whole and each job category on the utilization chart (Chart #4). The utilization charts identify the EEOC job categories, which are below parity in each protected class. Chart 8, on the following page, lists 2003 -2005 appointment goals by EEOC job category for the District. In addition to the appointment goals, the District will continue its commitment to reach parity with the female and minority population segments of the Santa Cruz County labor force. The District will also continue to identify and eliminate employment barriers not only for female and minority protected classes, but also for the disabled and forty years and older protected classes.

**CHART 8**

**APPOINTMENT GOALS  
BY EEOC JOB CATEGORY**

JANUARY 1, 2003 – DECEMBER 31, 2005

<b><u>EEOC JOB CATEGORY</u></b>	<b><u>APPOINTMENT GOALS MINORITY</u></b>	<b><u>FEMALE</u></b>
Administrative Support		1
-----		
Skilled Craft		3
-----		
Officials and Administrators	1 Hispanic	1
-----		
Service-Maintenance		4
-----		
Bus Operators	1 American Native/ Alaskan Native	
-----		
Paraprofessionals	1 Asian/Pacific Islander	5
-----		
<b>TOTAL</b>	<b>3 Minority</b>	<b>14 Female</b>

IX.	<u>EQUAL EMPLOYMENT OPPORTUNITY ACTIVITIES</u>	<u>FREQUENCY</u>
1.	Include an EEO policy statement in District publications.	Ongoing
2.	Inform management and supervisory staff about EEO status and concerns.	Ongoing
3.	Produce EEO report including current workforce utilization.	Quarterly
4.	Produce EEO reports on appointments, goals, new hires, separations, transfers, promotions and training.	Annually
5.	Maintain records on applicant flow data by ethnicity, gender, disability, age, recruitment and referral source.	Each Recruitment
6.	Recruit candidates with Spanish speaking skills .	Applicable Recruitment
7.	Include the EEO policy as part of the orientation process for new employees.	Each Appointment
8.	Inform employees of the EEO Plan.	Ongoing
9.	Include in District contracts with vendors a statement of nondiscrimination.	Ongoing
10.	Communicate current EEO legal information to appropriate District personnel.	Ongoing
11.	Pursue resources for EEO training.	Ongoing
12.	Update EEO Plan.	Triennially
13.	Provide information to EEO committee on achievement of appointment goals.	Ongoing
14.	Contact local community organizations representing minority, disabled, and female organizations, community groups, educational institutions, and student unions and associations to elicit their assistance in the referral of qualified applicants from protected classes.	Ongoing
15.	<b>Training opportunities for current employees to promote the promotion.</b>	<b>Explore options</b>

## **X. SEXUAL HARASSMENT POLICY**

### **PURPOSE**

The purpose of this policy is to establish a strong commitment to prohibit sexual harassment in employment and to define discrimination harassment.

### **POLICY STATEMENT**

Sexual harassment is prohibited. It is the policy of the Santa Cruz Metropolitan Transit District to ensure an employment environment free from sexual harassment and to take reasonable steps to prevent harassment from occurring in the employment environment. These steps are as follows:

- a. Affirmatively raising the subject of harassment with employees.
- b. Expressing strong disapproval.
- c. Developing appropriate discipline up to and including termination.
- d. Informing employees of their right to raise and how to raise the issues of sexual harassment.
- e. Developing methods to educate employees.

It is the policy of the District to not tolerate, condone or trivialize sexual harassment by any District employee. Any harasser, if a District employee, shall be subject to appropriate discipline as determined by the District General Manager, Equal Employment Officer, or department manager. Discipline, up to and including termination, may be imposed. Furthermore, the harassing employee, as well as a supervisor who knew about the harassment and condoned or ratified it, may be held personally liable for damages awarded by a court of law or compliance agency.

It is also the policy of the District to not tolerate, condone, or trivialize sexual harassment by contractors of the District or other individuals in the work place. The District shall investigate complaints of sexual harassment filed by District employees against contractors or others and seek remedy for such complaints within the extent of the District's control of the conduct of such individuals. Such remedies could include termination of or refusal to renew contracts.

The Equal Employment Opportunity Officer is responsible for:

- a. Ensuring that this policy, its definition of harassment and the complaint procedures are disseminated to all employees.
- b. Providing guidance, training and assistance to department managers, supervisors, and employees on dealing with harassment within their areas of responsibility.
- c. Investigating, resolving and making findings and recommendations on complaints of harassment that are filed with the Equal Employment Officer.

Department managers and supervisors are responsible for:

- a. Informing departmental personnel of their rights and responsibilities under this policy.
- b. Investigating and resolving complaints involving departmental personnel.
- c. Investigating and resolving complaints involving contractors or others.

## **DEFINITION**

Sexual harassment is a form of unlawful sex discrimination under both Federal and State law. Sexual harassment in employment violates the provisions of the California Fair Employment and Housing Act. This Act requires employers to institute a program to eliminate sexual harassment from the workplace.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser.

Three common types of sexual harassment are:

- a. "Quid pro quo" harassment occurs when a supervisor conditions the granting of an economic benefit upon the receipt of sexual favors from a subordinate or punishes the subordinate for refusing to submit to his/her request.
- b. A second kind of sexual harassment is a "hostile work environment." A hostile work environment exists where supervisors and/or co-workers create an atmosphere so infused with unwelcome sexually oriented conduct that an individual's reasonable comfort or ability to perform is affected. In a hostile work environment the employee may be either:
  - (1) personally subjected to offensive remarks and inappropriate visual displays or touching, or
  - (2) he/she may personally witness the harassing conduct toward other employees even if he/she is not personally subjected to the harassment.

The standard used by civil rights agencies and courts in determining whether a hostile work environment exists is whether a reasonable person, or reasonable woman, in same or similar circumstances, would find the conduct offensive.

- c. A third kind of sexual harassment is retaliation against an employee for submitting complaints of alleged sexual harassment. Retaliatory conduct often occurs in the workplace when the victim reports sexual harassment and then is disciplined, transferred, shunned, or denied a promotional opportunity.

Sexual harassment includes but is not limited to:

- a. Verbal sexual advances or propositions; making or threatening reprisals after a negative response to sexual advances; verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes; verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
- b. Physical conduct, e.g., touching, assaults, impeding or blocking movement or any physical interference with normal work or movement when directed at an employee on the basis of the employee's sex.
- c. Visual conduct, e.g., leering, gestures, displaying sexually suggestive objects or pictures, derogatory posters, cartoons, or drawings on the basis of the employee's sex.
- d. Unwanted sexual advances.
- e. Offering employment benefits in exchange for sexual favors.

### **PROCEDURE**

The procedure for resolving complaints of alleged sexual harassment is set forth in Appendix B of this Equal Employment Opportunity Action Plan.

## **XI. POLICY REGARDING PERSONS WITH DISABILITIES**

The District's Equal Employment Opportunity states that persons who are disabled shall not be discriminated against.

As part of the Equal Employment Opportunity Action Plan, the District shall actively recruit persons with a disability by notifying agencies and organizations, which serve the disabled community. The District shall maintain records on the number of persons with a disability that are employed.

The District shall consider a person with a disability qualified for a particular job when that person is capable of performing the essential duties of the job with or without reasonable accommodation for the person's disability. A claim that management has failed to provide a reasonable accommodation is a matter, which may be handled in accordance with the discrimination complaint procedure (Appendix A).

## **XII. LIFE THREATENING ILLNESS POLICY**

### **POLICY STATEMENT**

Santa Cruz Metropolitan Transit District (District) recognizes that an employee with a life-threatening illness including, but not limited to, cancer, heart disease, degenerative neurological disease, and acquired immune deficiency syndrome (AIDS), may wish to continue to engage in as many normal pursuits as the condition allows, including work. As long as an employee is able to meet acceptable performance standards and medical evidence indicates that the condition is not a threat to the employee or others, managers and supervisors should be sensitive to his/her condition, and ensure that the employee is treated consistently with other employees. At the same time, the District has an obligation to provide a safe work environment for all employees and customers. Every precaution should be taken to ensure that an employee's condition does not present a health and/or safety threat to other employees or customers.

Any employee with a life-threatening illness is covered by District benefits and policies relating to insurance, health and disability benefits, non-discrimination, and equal employment opportunity.

### **GUIDELINES**

When dealing with situations involving employees with life-threatening illnesses, managers and supervisors should:

1. Remember that an employee's health condition is personal and confidential, and precautions (legally required) should be taken to protect information regarding any employee's health condition.
2. Be sensitive and responsive to co-workers' concerns and emphasize employee education available through the Human Resources Department.
3. Be sensitive to the fact that continued employment for an employee with a life-threatening illness may sometimes be therapeutically important in the remission or recovery process, or may help to prolong the employee's life.
4. If warranted, make reasonable accommodation for an employee with the life-threatening illness consistent with the business needs of the District.
5. Advise an employee who has reported a life-threatening illness that consultation on disability plans and other benefits to assist them in effectively managing their situation is available through the Human Resources Department.
6. Give no special consideration beyond normal transfer policies for employees who feel threatened by a co-worker's life-threatening illness.

7. Contact the Human Resources Department if you believe that you or your employees need information about terminal or contagious illnesses, or a specific life-threatening illness, or if you need further guidance in managing a situation that involves an employee with a life-threatening illness.

8. Encourage an employee to seek assistance from established community support groups for medical treatment and counseling services. Information on these can be requested through the Human Resources Department or the Finance Department.

### **AVAILABLE RESOURCES**

Consistent with our concern for employees with life-threatening illnesses, the District offers the following range of resources available through the employee's department and the Human Resources Department:

1. Management and employee education and information on terminal illness and specific life-threatening illnesses.
2. Referral to agencies and/or organizations which offer supportive services for life-threatening illnesses.
3. Benefit consultation to assist employees in effectively managing health, leave of absence and other benefits.

## APPENDIX A

### DISCRIMINATION COMPLAINT PROCEDURE

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All District employees have the right to file complaints of alleged discrimination. The procedure for filing discrimination complaints is as follows:

An employee who feels that he or she has been discriminated against due to race, color, ancestry, national origin, religious creed, sex, medical condition or disability, age, marital status, and sexual orientation may file a complaint alleging discrimination. A complaint must be in writing, signed and filed as soon as possible after the alleged discrimination occurred but no later than one hundred calendar days. The complaint should be directed to the General Manager or the Equal Employment Opportunity Officer.

The General Manager and/or the Equal Employment Opportunity Officer will initiate an investigation within fifteen calendar days of receipt of the written complaint. Whenever possible, the District will attempt to resolve complaints on an informal basis. The formal investigation shall be completed within forty-five days. Within ten days of completion of the investigation, a decision will be rendered in writing and sent to the employee who filed the complaint. Upon request, the employee may discuss the decision with the General Manager and/or the Equal Employment Opportunity Officer.

If an employee is not satisfied with the resolution of his or her complaint, she or he may file a written complaint with:

- The Federal Transit Administration, 211 Main Street, Room 1160, San Francisco, CA 94105
- The Secretary of the U.S. Department of Transportation, 400 7th Street, S.W., Washington, D.C. 20590
- The U.S. Equal Employment Opportunity Commission, 901 Market Street, Suite 500, San Francisco, CA 94103 (complaint generally required to be filed within 180 days of the incident)
- The California Fair Employment and Housing Commission, 111 North Market Street, Suite 810, San Jose, CA 95113-1102 (complaint generally required to be filed within 300 days of the incident)

## APPENDIX B

### SEXUAL HARASSMENT COMPLAINT PROCEDURE

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An employee who believes he/she has been sexually harassed is encouraged to file a complaint in writing or orally to any of the following individuals: immediate supervisor, department manager, Equal Employment Opportunity Officer, Human Resources Analyst, Assistant General Manager, or General Manager.

The supervisor or manager who receives a sexual harassment complaint shall:

1. Notify the Equal Employment Opportunity Officer immediately.
2. Investigate the complaint. The investigation will include interviews with (1) the complainant, (2) the accused harasser, and (3) any other persons believed to have relevant knowledge concerning the complaint. This may include witnesses, victims of similar conduct, and others.
3. Review information gathered through the investigation to determine whether the alleged conduct constitutes sexual harassment. This review will take into consideration all factual information and circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incidents occurred. The District will evaluate sexual harassment claims from the victim's standpoint. Therefore, if the victim is a woman, a "reasonable woman" standard will be used because conduct which men consider unobjectionable may still be offensive to women.
4. Report to the department manager the results of the investigation and the recommendation as to whether sexual harassment occurred. The department manager will then report to appropriate persons, including the complainant, the alleged harasser, and the supervisor.
5. If it is determined that sexual harassment occurred, recommend prompt and effective remedial action against the harasser. The discipline imposed, up to and including employment termination will be commensurate with the severity of the offense.
6. Take reasonable steps to protect the victim and other potential victims from further harassment.
7. Take reasonable steps to protect the victim and witnesses from any retaliation as a result of communicating the complaint. Any person who participates in retaliatory activity or purposely impedes the investigation process will be disciplined for gross misconduct. Disciplinary action, up to and including employment termination, will be imposed for gross misconduct.

A sexual harassment complaint should be filed as soon as possible after the alleged harassment occurred, but must be filed no later than one hundred calendar days after the incident of alleged harassment. Sexual harassment complaints will be handled by the District on a confidential need to know basis and the employees involved are requested to maintain confidentiality.

Remedial action must be taken to stop any further sexual harassment. If all parties agree, the complainant may meet with the alleged harasser in the presence of the department manager, Equal Employment Opportunity Officer, General Manager, and/or mediator to attempt to understand the issues and eliminate the sexual harassment. All parties involved in resolution of complaints shall maintain confidentiality of discussion, issues and information related to complaints.

Employees who believe that they have been sexually harassed may file a written complaint of discrimination with the following Federal agencies:

- Federal Transit Administration, 211 Main Street, Room 1160, San Francisco, CA 94105
- The Office of the Secretary, U.S. Department of Transportation, 400 7th Street, S.W., Washington, D.C. 20590
- U.S. Equal Employment Opportunity Commission, 901 Market Street, Suite 500, San Francisco, CA 94103 (complaint generally required to be filed within 180 days of the incident)
- California Department of Fair Employment and Housing, 111 North Market Street, Suite 810, San Jose, CA 95113-1102 (complaint generally required to be filed within 300 days of the incident)

## APPENDIX C

### REASONABLE ACCOMMODATION PROCEDURE

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The District utilizes this six-step procedure for determining reasonable accommodation for current employees who become disabled during District employment and for job applicants with disabilities.

The first step entails the employee's or applicant's identification of his/her disability, as covered under the Americans with Disabilities Act, and request for reasonable accommodation.

The second step conducts a job analysis of the specific position to be filled. This provides a clear understanding of job requirements and the work environment.

The third step identifies functional characteristics of the applicant or employee. This is to learn the type and nature of disability and to fully understand the specific abilities and limitations of the individual.

The fourth step carefully compares the job analysis data with the characteristics of the disability of the employee or applicant. This information is used to identify and understand incompatibilities which exist between the known limitations of the applicant or employee and the job requirements and/or work environment which impede, or are likely to impede, satisfactory performance.

The fifth step develops a list of potential remedies to determine the most reasonable methods to resolve identified problems. Examples of remedies may include adaptive equipment, architectural modifications, communication aids, scheduling adjustments, and body mechanics. The proper remedy choice must be made on an individual basis. When considering possible alternatives, the District makes an effort to involve experts in the field and those individuals who will be affected, especially the disabled individual. Accommodations prescribed without involvement of the disabled individual are rarely as effective or appropriate as those which are planned with such input.

The sixth and final step evaluates the success of the accommodation made after a period of employment.

## APPENDIX D

### RACE/ETHNIC IDENTIFICATION

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The concept of race as used by the Equal Employment Opportunity Commission does not denote scientific definitions of anthropological origins. For the purposes of EEO data collection, and identifies with, or is regarded in the community as belonging. However, no persons should be counted in more than one race/ethnic category.

AMERICAN INDIAN/ALASKAN NATIVE: All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

ASIAN OR PACIFIC ISLANDERS: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

BLACK (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

HISPANIC: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

WHITE (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

## APPENDIX E

### DESCRIPTION OF EEOC JOB CATEGORIES

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Officials and Administrators: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors, (construction, building, safety, rent-and-housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

Professionals: Occupations which require specialized and theoretical knowledge that is usually acquired through college training or through work experience and other training which provide comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, system analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, and kindred workers.

Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill that can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, surveyors, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

Paraprofessionals: Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: research assistants, medical aids, child support workers, policy auxiliary, welfare service aids, recreation assistants, homemakers aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.

Administrative Support: Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes bookkeepers, messengers, clerk typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

Skilled Craft Workers: Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators and kindred workers.

Service-Maintenance: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundskeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

## APPENDIX F

### DEFINITIONS

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EQUAL EMPLOYMENT OPPORTUNITY OFFICER: The Human Resources Manager whose responsibilities are to develop, implement, and evaluate the District's affirmative action program.

EQUAL EMPLOYMENT OPPORTUNITY PLAN: A written plan outlining the course of action to be taken to eliminate and remedy past discrimination or underutilization of minorities and women.

AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 (ADEA): ADEA promotes the employment of the older worker based on ability rather than age, and prohibits arbitrary age discrimination in employment.

AMERICANS WITH DISABILITIES ACT (ADA): ADA, passed July 26, 1990, provides comprehensive civil rights protection to individuals with disabilities that are similar in scope to those provided by Title VII of the Civil Rights Act. The purpose of the ADA is to ensure equal opportunity for the disabled in employment, public accommodations, public services and telecommunications. ADA also requires employers to make reasonable accommodations to known disabilities.

APPLICANT DATA: Statistical data which reflects the numerical results of employment actions such as application testing and hiring. This data is used to monitor employment actions to determine if they are in accordance with the intent and purpose of affirmative action.

APPOINTING AUTHORITY: This term applies to the General Manager of the District and departmental managers responsible for a particular hiring decision.

BONA FIDE OCCUPATION QUALIFICATION (BFOQ): A defense provided for in Title VII which an employer can raise to justify an employment practice which would otherwise be unlawful because of its discriminatory impact.

CIVIL RIGHTS ACT OF 1964, AS AMENDED: Title VII part of the Act states that: "It shall be unlawful employment practice for an employer:

1. to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to her/his compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, or national origin; or
2. to limit, segregate, or classify employees or applicants for employment in any way which would deprive any individual of employment opportunities or otherwise adversely affect her/his status as an employee, because of such individual's race, color, religion, sex, or national origin."

CIVIL RIGHTS ACT OF 1991: This Act made several significant changes in federal civil rights law. For example, the Act: requires the employer to demonstrate that facially neutral employment practices having a disparate impact against minorities are job related for the position in question and consistent with business necessity; specifies that all forms of racial bias in employment are covered; prohibits challenges to consent decrees by individuals who had reasonable opportunity to object to the decree or whose interests were adequately represented by another party; stipulates that any intentional discrimination is unlawful, even if the same action would have resulted without the discriminatory motive; and extends the coverage to U.S. citizens employed by American companies abroad.

COMPLAINANT: A person who brings a complaint or charge alleging unlawful employment discrimination.

DISCRIMINATION: Employers may not refuse to hire, discharge, or otherwise show partiality or prejudice in compensation or in any other term, condition, or privilege of employment, against an individual based on an individual's protected class status.

DISPARATE TREATMENT: A term used to describe a situation where a person of one race, sex, or ethnic group receives different treatment from that afforded other persons of another race, sex, or ethnic group in similar situations or circumstances.

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC): EEOC is an independent agency empowered to prohibit all kinds of employment discrimination based on the categories protected by the Civil Rights Act. Also, the federal government requires EEO forms in which the employer must provide statistics on the number of employees by sex, race and protected ethnic classification in specific job categories.

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) CATEGORIES: Job categories defined by the EEOC for reporting purposes (see Appendix E).

EQUAL EMPLOYMENT OPPORTUNITY: A term which describes a work environment that is free of unlawful employment discrimination; all persons are treated fairly and equally in accordance with applicable Federal and State law.

INDIVIDUAL WITH A DISABILITY (Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990). A person who has:

- a. a physical or mental impairment which substantially limits one or more major life activities;
- b. a record of such an impairment; or
- c. is regarded as having such an impairment.

PARITY: Parity exists when the percentage of females and minorities in the various job categories of the employer's workforce are in the same proportion that is found in the available workforce as provided by the current census data. Availability in the Santa Cruz County workforce means the percent or number of individuals within a protected class, as defined by the EEOC, available to work in a particular EEOC job category.

PROTECTED CLASS: Legally identified group that is specifically protected by statute against employment discrimination. Unlike "affected class" which must be demonstrated, protected class status is automatically conferred upon recognized group members by virtue of the law or other court decisions interpreting the law.

REASONABLE ACCOMMODATION: The changing of work environments, schedules, or requirements to adapt to the known physical or mental limitations of a qualified handicapped/disabled applicant or employee.

RELEVANT WORKFORCE: The percentage of minorities and females in Santa Cruz County, as determined by the U.S. census data, available to work in a particular EEOC job category. This includes individuals who: (a) are at least 16 years old, (b) worked at any time during the reference week for the census data, (c) didn't work during the reference week but had jobs or businesses from which they were temporarily absent, (d) were on lay off, and (d) didn't work during the reference week but were looking for work during the last four weeks and were available for work during the reference week.

REMEDIAL ACTION: Any action that is taken by an employer to remedy the effects of past employment practices which may have excluded the appointment and promotion of ethnic minorities and women at various levels of the workforce.

SELECTION PROCESS: The process used to recruit, test, and appoint applicants for employment or to promote employees.

UNDERUTILIZATION: A term used to describe the numerical differences between the employer's workforce and the relevant workforce. If the employer's number is smaller than the relevant workforce, this indicates that the employer's workforce is below parity.

UNLAWFUL EMPLOYMENT DISCRIMINATION: Discrimination which is constitutionally or statutorily forbidden. Unlawful employment discrimination exists when there is causal connection between the issue (i.e., hiring, promotion, termination, etc.) and the basis (i.e., charging party's race, color, religion, sex, national origin, disability, etc.) of the complaint.

UTILIZATION ANALYSIS: The process of comparing the composition of the employer's workforce to the composition of the selected relevant workforce by sex and ethnic/racial categories. The numerical difference between the actual workforce and the relevant workforce indicates whether a particular group of employees, identified by sex and ethnic minority groups is underutilized in the employer's workforce. The difference between the employer's workforce and the relevant workforce is the factor used in setting appointment goals.

VIETNAM ERA VETERANS READJUSTMENT ASSISTANCE ACT OF 1974: 38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 prohibits job discrimination and requires affirmative action to employ and advance in employment qualified special disabled veterans and veterans of the Vietnam era.

WORKFORCE ANALYSIS: A statistical analysis of the numbers and percentages of employees by race, sex, and ethnic/racial grouping for each job class category.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 28, 2003

**TO:** Board of Directors

**FROM:** Tom Stickel, Manager of Fleet Maintenance

**SUBJECT: CONSIDERATION OF AMENDMENT TO CONTRACT WITH ORION BUS INDUSTRIES FOR THE PURCHASE OF DIESEL HIGH FLOOR SUBURBAN BUSES THAT CAN BE CONVERTED TO CNG**

## I. RECOMMENDED ACTION

**District Staff recommends that the Board of Directors authorize the General Manager to execute an amendment to the contract with Orion Bus Industries for the production of eleven (11) each High Floor Suburban Buses that can be converted to CNG, to change bus specifications resulting in an overall reduction in the unit price of each bus by \$565 and add the purchase of a remote maintenance controller plug.**

## II. SUMMARY OF ISSUES

- In April of this year, the Board authorized a contract with Orion Bus Industries for the production of eleven (11) diesel high floor suburban buses that can be converted to CNG.
- Current base unit price of the bus is \$ 320,755 (unit price plus delivery charges).
- District specifications called for a 12 Volt power socket at the passenger seat. Orion is offering a \$400 credit per bus to delete this requirement.
- As a result of a Pre-Production inspection visit to the manufacturing plant, and subsequent discussion with the manufacturer's staff, District staff is recommending an amendment to the contract with Orion Bus Industries that will reduce the unit price of each bus by \$565.
- The original purchase did not include any costs for spares. District staff is recommending the addition of one (1) each remote maintenance controller plug, which is a diagnostics tool for the passenger lifts.

## III. DISCUSSION

In May of 2002, the Board of Directors authorized the purchase of eleven (11) diesel high floor suburban buses that can be converted to CNG. This purchase was made with a one-time exemption from the California Air Resources Board (CARB) due to the lack of District facilities needed to fuel a CNG fleet.

Subsequent to a pre-production visit to Orion's manufacturing plant in Oriskany, New York, and further discussion with Orion staff, changes to contract specifications have been developed (see Attachment A). The net impact of these changes is to reduce the base price of each bus by \$565 and add the purchase of a remote maintenance controller plug for use in the Fleet Maintenance Department.

One of the specification items for these buses was the provision for a 12 Volt power socket, located at the passenger seats, to supply power for small electronic devices such as notebook computers. Orion has never engineered or built such a device into their vehicles. When Orion engineering examined the issue, concerns were raised about the impact of multiple outlets, and the effect of their use on the vehicle's charging system. Since the pilot bus has already started on the production line, and engineering must be completed for the rest of the build, Orion is offering a \$400 credit per bus, to delete the 12 Volt power outlet requirement.

These buses are currently in the production line at Orion with the first pilot bus scheduled to arrive in April, 2003. District staff is recommending that the Board of Directors authorize the General Manager to execute an amendment to the contract with Orion Bus Industries for changes to the specifications that will reduce the unit price of each bus by \$565 and allow for the addition of one (1) each remote maintenance controller plug at a cost of \$ 1,161.00 plus sales tax.

#### **IV. FINANCIAL CONSIDERATIONS**

Proposed changes will reduce the contract total by \$ 5,054.00

#### **V. ATTACHMENTS**

- A- List of proposed changes with pricing information
- B- Amendment to the Contract

#	Description	Cost per Bus	# of Buses	Spares	Total	Approved
	Original Contract Price	\$ 320,755.60	11		\$ 3,528,305.00	Y/N
1	Credit to delete block heater	\$ (33.00)	11		\$ (363.00)	Yes - Dec. 1 1/02 Not Proceeding - Dec.1 1/02
2	Add stainless steel-extension on exhaust(\$354.00)	\$ -	11		\$ -	Yes - Dec.1 1/02
3	Add 1/4 turn bail valve for air system	\$ 4.00	11		\$ 44.00	Yes - Dec. 11102
4	Add durabright on wheels in lieu of brushed aluminum	\$ 680.00	11		\$ 7,480.00	Yes - Dec. 11102
5	Add yellow grab handles on entrance doors	\$ 51.00	11		\$ 561.00	Yes - Dec. 11102
6	Add yellow handrails for wheelchair positions	N/C	11		\$ -	Yes - Dec. 11102 1 unit only - shipped as spare
7	Add remote maintenance controller plug	\$ -		\$1,161.00	\$ 1,161.00	Yes - Dec.1 1102
8	Add cycle counter for wheelchair lift in APU compartment	N/C	11		\$ -	No - provide TK std - Dec.1 1102
9	Add 4 position rotary switch on A/C controls on side panel (\$40.00)	\$ -	11		\$ -	Yes - Dec.1 1102
10	Change driver's barrier type to enclosure in lieu of flat	\$ 72.00	11		\$ 792.00	Yes - Dec.1 1102
11	Driver's upperstorage box (enclosure style only)	N/C	11		\$ -	Yes - Dec.1 1102
12	Credit to delete aft curb side storage box	\$ (107.00)	11		\$ (1,177.00)	Yes - Dec. 1 1/02
13	Add passenger pull cord signal	N/C	11		\$ -	Yes - Dec.1 1102
14	Add plastic grab rails in lieu of stainless steel	N/C	11		\$ -	Yes - Dec.1 1/02
15	Add yellow drivers barrier stanchions in lieu of stainless steel	\$ 63.00	11		\$ 693.00	Yes - Dec.1 1/02
16	Add yellow stanchions on front door modesty panels	\$ 24.00	11		\$ 264.00	Yes - Dec.1 1/02
17	Add yellow farebox stanchions in lieu of stainless steel	\$ 76.00	11		\$ 836.00	Yes - Dec.1 1/02
18	Add child height marker	\$ 6.00	11		\$ 66.00	Yes - Dec.1 1/02
19	Add square key locks for battery access door	N/C	11		\$ -	Yes - Dec.1 1/02
20	Add battery disconnect switch access door	N/C	11		\$ -	Yes - Dec. 11 /02
21	Credit to delete rear engine dipstick access door	\$ (6.00)	11		\$ (66.00)	Yes - Dec.1 1102
22	Add dialite clearance lights	N/C	11		\$ -	Yes - Dec.1 1/02
23	Add LED decel lights (2-4" round on A/C door)	\$ 116.00	11		\$ 1,276.00	Yes - Dec.1 1/02
24	Credit to delete-hand held mic for PA system	\$ (20.00)	11		\$ (220.00)	Yes - Dec.1 1/02
25	Credit to delete -hand held mic jack -(\$17.00)	\$ -	11		\$ -	No - Dec.1 1/02
26	Add 5lb ABC fire extinguisher	\$ 43.00	11		\$ 473.00	Yes - Dec.1 1/02
27	Add 3" dual air gauge on left dash panel in lieu of 2"	\$ 20.00	11		\$ 220.00	Yes - Dec.1 1/02
28	Add water temperature gauge on center dash ( \$11 .00)	\$ -	11		\$ -	No - Dec.1 1/02
29	Credit for manual roof hatch in lieu of Powered roof hatch	\$ (165.00)	11		\$ (1,815.00)	Yes - Nov.29102
30	Add 12V voltmeter on center dash (\$14.00)	\$ -	11		\$ -	No - Dec. 11/02
31	Revised Passenger seat layout	\$ (837.00)	11		\$ (9,207.00)	Yes, Dec.1 8102
32	Credit for 2 point driver's lap belt in lieu of 3 point lap & shoulder belt	\$ (152.00)	11		\$ (1,672.00)	Yes, Nov.29102
33	Credit to delete 12 Volt Power Outlet at each seating position	\$ (400.00)	11		\$ (4,400.00)	Yes, Jan.03103
	Total Increase (Decrease)	\$ (565.00)		\$1,161.00	\$ (5054.00)	
	TOTAL REVISED CONTRACT PRICE	\$ 320,190.00	11	\$1,161.00	\$ 3,523,251.00	

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FIRST AMENDMENT TO CONTRACT FOR THE PURCHASE OF  
ELEVEN (11) EACH HIGH FLOOR DIESEL TRANSIT BUSES  
THAT CAN BE CONVERTED TO CNG (01-11)**

This First Amendment to Contract for the purchase of eleven (11) each high floor diesel transit buses that can be converted to CNG is made effective February 28, 2003 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California ("District") and ORION BUS INDUSTRIES ("Contractor").

## I. RECITALS

- 1.1 District and Contractor entered into a Contract for the acquisition of eleven (11) each high floor diesel transit buses that can be converted to CNG ("Contract") on May 17, 2002.
- 1.2 District met with Contractor to review the detailed specifications for this procurement. District now desires to modify the bus specifications with a list of additions and deletions as detailed in Attachment A.

Therefore, District and Contractor amend the Contract as follows:

## II. SPECIFICATION CHANGES

- 2.1 Additional equipment and/or features to bus specifications to be provided by Contractor are detailed in Attachment A to this First Amendment which is attached hereto and incorporated herein by reference.
- 2.2 Deletions of equipment and/or features to bus specifications are detailed in Attachment A to this First Amendment.
- 2.3 Technical changes that reflect no additional costs or credits are detailed in Attachment A to this First Amendment.
- 2.4 Additional equipment listed as spares to be provided by Contractor are detailed in Attachment A to this First Amendment, which is attached hereto and incorporated herein by reference.

## III. COMPENSATION

- 3.1 Contractor agrees to decrease the unit price of each bus to District by \$565.00 per bus. District agrees to compensate Contractor \$1,161.00 plus sales tax for the addition of one (1) each remote maintenance controller plug. See Attachment B, which is attached hereto and incorporated herein by reference, for revised contract price totals.

## IV. REMAINING TERMS AND CONDITIONS

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

V. AUTHORITY

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

Signed on \_\_\_\_\_

DISTRICT  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

\_\_\_\_\_  
Leslie R. White  
General Manager

CONTRACTOR  
ORION BUS INDUSTRIES

BY \_\_\_\_\_

Title: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
Margaret R. Gallagher  
District Counsel

**ATTACHMENT A**

**ADDITIONS AND DELETIONS TO SPECIFICATIONS**

#	Description	Cost per Bus	# of Buses	Spares	Total	Approved
	Original Contract Price	\$ 320,755.00	11		\$ 3,528,305.00	Y/N
1	Credit to delete block heater	\$ (33.00)	11		\$ (363.00)	Yes - Dec.1 11/02
2	Add stainless steel extension on exhaust (\$354.00)	\$	11		\$ -	Not Proceeding - Dec.1 11/02
3	Add 1/4 turn ball valve for air system	\$ 4.00	11		\$ 44.00	Yes - Dec.1 11/02
4	Add durabright on wheels in lieu of brushed aluminum	\$ 680.00	11		\$ 7,480.00	Yes - Dec.1 11/02
5	Add yellow grab handles on entrance doors	\$ 51.00	11		\$ 561.00	Yes - Dec.1 11/02
6	Add yellow handrails for wheelchair positions	N/C	11		\$ -	Yes - Dec.1 11/02
7	Add remote maintenance controller plug	\$ -		\$ 1,161.00	\$ 1,161.00	1 unit only - shipped as spare
8	Add cycle counter for wheelchair lift in APU compartment	N/C	11		\$ -	Yes - Dec.11/02
9	Add 4 position rotary switch on A/C controls on side panel (\$40.00)	\$ -	11		\$ -	No - provide TK std - Dec.11/02
10	Change driver's barrier type to enclosure in lieu of flat	\$ 72.00	11		\$ 792.00	Yes - Dec.11/02
11	Driver's upper storage box (enclosure style only)	N/C	11		\$ -	Yes - Dec.11/02
12	Credit to delete aft curb side storage box	\$ (107.00)	11		\$ (1,177.00)	Yes - Dec.11/02
13	Add passenger pull cord signal	N/C	11		\$ -	Yes - Dec.11/02
14	Add plastic grab rails in lieu of stainless steel	N/C	11		\$ -	Yes - Dec.11/02
15	Add yellow driver's barrier stanchions in lieu of stainless steel	\$ 63.00	11		\$ 693.00	Yes - Dec.11/02
16	Add yellow stanchions on front door modesty panels	\$ 24.00	11		\$ 264.00	Yes - Dec.11/02
17	Add yellow fare box stanchions in lieu of stainless steel	\$ 76.00	11		\$ 836.00	Yes - Dec.1 11/02
18	Add child height marker	\$ 6.00	11		\$ 66.00	Yes - Dec.11/02
19	Add square key locks for battery access door	N/C	11		\$ -	Yes - Dec.11/02
20	Add battery disconnect switch access door	N/C	11		\$ -	Yes - Dec.11/02
21	Credit to delete rear engine dipstick access door	\$ (6.00)	11		\$ (66.00)	Yes - Dec.11/02
22	Add dialite clearance lights	N/C	11		\$ -	Yes - Dec.11/02
23	Add LED decel lights (2-4" round on A/C door)	\$ 116.00	11		\$ 1,276.00	Yes - Dec.11/02
24	Credit to delete hand held mic for PA system	\$ (20.00)	11		\$ (220.00)	Yes - Dec.11/02
25	Credit to delete hand held mic jack - (\$17.00)	\$ -	11		\$ -	No - Dec.11/02

#	Description	Cost per Bus	# of Buses	Spares	Total	Approved YIN
26	Add 5lb ABC fire extinguisher	\$ 43.00	11		\$ 473.00	Yes - Dec.1 1/02
27	Add 3" dual air gauge on left dash panel in lieu of 2"	\$ 20.00	11		\$ 220.00	Yes - Dec.11/02
28	Add water temperature gauge on center dash ( \$11.00)	\$ -	11		\$ -	No - Dec.11/02
29	Credit for manual roof hatch in lieu of Powered roof hatch	\$ (165.00)	11		\$ (1,815.00)	Yes - Nov.29/02
30	Add 12V voltmeter on center dash (\$14.00)	\$ -	11		\$ -	No - Dec.11/02
31	Revised Passenger seat layout	\$ (837.00)	11		\$ (9,207.00)	Yes, Dec.18/02
32	Credit for 2 point driver's lap belt in lieu of 3 point lap & shoulder belt	\$ (152.00)	11		\$ (1,672.00)	Yes, Nov.29/02
33	Credit to delete 12 Volt Power Outlet at each seating position	\$ (400.00)	11		\$ (4,400.00)	Yes, Jan.03/03
	<b>Total Increase (Decrease)</b>	\$ (565.00)		\$ 1,161.00	\$ (5,054.00)	
	<b>TOTAL REVISED CONTRACT PRICE</b>	\$ 320,190.00	11	\$ 1,161.00	\$ 3,523,251.00	

# Contract 01-I 1 Price Calculations First Amendment to the Contract

## High Floor Transit Buses

item		Unit Price	Extended
1	11 Each High Floor Coaches including Optional Electric Wipers	\$ 284,796.00	\$ 3,132,756.00
2	Accessibility Equipment including Optional Digital Recorder Stealth Microphones (non-taxable)	\$ 33,065.00	\$ 363,715.00
3	<b>Reduce unit price of each bus by \$565.00</b>	\$ (565.00)	\$ (6,215.00)
4	Sub-Total	\$ 317,296.00	\$ 3,490,256.00
5	8% Sales Tax on Item 1 and 3	\$ 22,738.48	\$ 250,123.28
6	Delivery Charges	\$ 2,894.00	\$ 31,834.00
7	Total	\$ <b>342,928.48</b>	\$ <b>3,772,213.28</b>
8			
9	<b>Add 1 Each Remote Maintenance Controller Plug</b>		\$ 1,161.00
10	8% Sales Tax on Item 9		\$ 92.88
11	<b>NEW CONTRACT TOTAL FOR 11 BUSES</b>		<b>\$ 3,773,467.16</b>

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 28, 2003  
**TO:** Board of Directors  
**FROM:** Tom Stickel, Manager of Fleet Maintenance  
**SUBJECT:** CONSIDER AMENDING DAY WIRELESS SYSTEMS CONTRACT

## I. RECOMMENDED ACTION

**District staff is recommending that the Board of Directors authorize the General Manager to execute an amendment to the contract with Day Wireless Systems to extend the term of the contract for one (1) additional year.**

## II. SUMMARY OF ISSUES

- The District has a contract (#99-10) with Day Wireless Systems for radio maintenance services.
- At the option of the District, this contract may be renewed for four (4) additional one-year terms under the same terms and conditions.
- Day Wireless Systems has indicated that they are interested in extending the contract an additional year to March 31, 2004.

## III. DISCUSSION

The District's current contract (#99-10) with Day Wireless Systems for radio maintenance service is due to expire on March 31, 2003. Day Wireless Systems has provided excellent service under this contract. An extension of the contract would be advantageous to the District. Section 5.01 of the contract allows the District the option to renew the contract under the same terms and conditions for four (4) additional one-year terms. Day Wireless Systems has also reviewed the contract and has indicated their desire to extend the contract for one additional year. It is recommended that the Board of Directors authorize the General Manager to execute an amendment to the contract with Day Wireless Systems to extend the contract one (1) additional year.

## IV. FINANCIAL CONSIDERATIONS

Funds are available in the ~~Facilities~~ Fleet Maintenance budget for this amendment.

## V. ATTACHMENTS

- A – Letter from Day Wireless Systems
- B – Contract Amendment

**Attachment A**

2109 O'Toole Avenue, Suite C, San Jose, Ca. 95131  
Tel: 408-943-6677 Fax: 408-943-1003

February 6, 2003

Mr. Lloyd Longnecker, District Buyer  
Santa Cruz Metropolitan Transit District  
120 Du Bois Street  
Santa Cruz, CA. 95060

Re: Proposed Fourth Amendment to Dist. Contract #99-10 Radio Maintenance Services

Dear Mr. Longnecker,

I have received the District's request for a fourth amendment to the Radio Maintenance Service contract as well as the supporting documents. Day Wireless Systems is agreeable to an amendment extending this contract and as such proposes no changes or modifications to the contract terms or dollar amounts.

We appreciate your business and look forward to continuing to serve the district.

With Sincere Thanks,

A handwritten signature in black ink, appearing to read "Mark A. Champ". The signature is written in a cursive, flowing style.

Mark A. Champ  
Regional Manager-San Jose

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FOURTH AMENDMENT TO PROFESSIONAL SERVICES  
CONTRACT FOR RADIO MAINTENANCE SERVICES (99- 10)

This Fourth Amendment to professional services contract for radio maintenance services is made effective April 1, 2003 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California ("District") and Day Wireless Systems ("Contractor").

## I. RECITALS

- 1.1 District and Contractor entered into a Contract for radio maintenance services on April 1, 2000.
- 1.2 The Contract allows for four additional one (1) year terms upon mutual written consent.
- 1.3 The purpose of this Fourth Amendment is to renew the one-year term and extend the agreement for a one-year period, pursuant to the provisions of paragraph 5 of the Contract, which allows for four additional one-year terms upon mutual written consent. This fully executed Amendment constitutes mutual written consent.

Therefore, District and Contractor amend the Contract as follows:

## II. TERM

- 2.1 Paragraph 5.01 is amended to include the following language:

This Contract shall continue through March 31, 2004. This Contract may be mutually extended by agreement of both parties.

## III. REMAINING TERMS AND CONDITIONS

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

## IV. AUTHORITY

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

SIGNATURES ON NEXT PAGE

Signed on \_\_\_\_\_

DISTRICT  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

---

Leslie R. White  
Secretary/General Manager

CONTRACTOR  
Day Wireless Systems

BY \_\_\_\_\_  
Mark A. Champ  
Service Manager

Approved as to Form:

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Margaret Rose Gallagher  
District Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 28, 2003

**TO:** Board of Directors

**FROM:** Tom Stickel, Manager of Fleet Maintenance

**SUBJECT: APPROVAL TO PAY FOR ADDITIONAL WORK PERFORMED ON CONTRACT FOR RETROFITTING THE MINOR MAINTENANCE FACILITY**

## I. RECOMMENDED ACTION

**District staff is recommending that the Board of Directors authorize the General Manager to execute an amendment to the contract with Bustichi Construction to extend the contract and compensate contractor for additional work performed during the retrofit construction of the Minor Maintenance Facility.**

## II. SUMMARY OF ISSUES

- The District has a contract with Bustichi Construction (Contractor) for the retrofit construction of the Minor Maintenance Facility to safely accommodate the indoor repair of CNG powered vehicles.
- During construction, a problem arose when specifications called out for three-phase, explosion-proof, electric motors for the exhaust fans when single-phase, explosion-proof, electric motors should have been specified.
- New boiler for heating was delivered without controllers.
- Egress windows were needed in pass-through doors for safety.
- To prevent further delays in completion of contract, approval was given to contractor to proceed with the modifications and additional material requirements.
- It is requested that the Board approve this additional work and authorize the General Manager to execute an amendment to the contract.

## III. DISCUSSION

On September 3, 2002, District entered into a contract with Bustichi Construction for the retrofit construction of the Minor Maintenance Facility to safely accommodate the indoor repair of CNG powered vehicles. During the construction, three problems arose and were dealt with by the District's Project Manager.

District specifications had called for three-phase, explosion-proof, electric motors for the exhaust fans. A revision to the Engineer's electrical drawings was processed to change the specification

to single-phase, explosion-proof electric motors but this change did not make the Engineer's mechanical drawings. The Contractor used the mechanical drawings to order materials and equipment. Motors had to be returned and reordered. The difference in cost for this change in specification was \$2,365.

The new boiler, used for heating the facility, was delivered without controllers. The Engineer was unaware that the boiler manufacturer does not provide controllers with the purchase of the boiler. The Project Manager authorized the ordering and installing of controllers for an additional cost of \$2,089.

The vapor prevention doors separating the work bays from the parts room and offices required the installation of egress windows for safety purposes. This feature was required by the Fleet Maintenance Department and deemed a safety issue. The additional cost for this modification was \$520.

Approval for these additional requirements was given to the Contractor in order to keep construction schedule moving forward.

With the project now completed, District Staff requests that the Board of Directors authorize the General Manager to execute an amendment to the contract to extend the contract through February 15, 2003 and allow for an additional \$4,974 to compensate for the additional work performed.

#### **IV. FINANCIAL CONSIDERATIONS**

Additional funds are available from the Facilities Maintenance Operating Budget.

#### **V. ATTACHMENTS**

A- Contract Amendment

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FIRST AMENDMENT TO CONTRACT NO. 02-04  
TO MODIFY THE MINOR MAINTENANCE FACILITY LOCATED  
AT 138 GOLF CLUB DRIVE, SANTA CRUZ TO SAFELY ACCOMMODATE  
THE INDOOR REPAIR OF CNG VEHICLES**

This First Amendment to Contract No. 02-04 to modify the minor maintenance facility located at 138 Golf Club Drive, Santa Cruz, is made effective February 28, 2003 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California ("District") and Bustichi Construction, Inc. ("Contractor").

## I. RECITALS

- 1.1 District and Contractor entered into a Contract to modify the minor maintenance facility located at 138 Golf Club Drive, Santa Cruz ("Contract") on September 3, 2002.
- 1.2 The District requires additional construction materials and work to complete the contract.

Therefore, District and Contractor amend the Contract as follows:

## II. ADDITIONAL PARTS REQUIREMENTS

- 2.1 District adds the following: replace and install three-phase, explosion-proof, electric exhaust fan motors with single-phase, explosion-proof, electric motors.
- 2.2 District adds the following: provide and install controllers for new boiler installation.
- 2.3 District adds the following: provide and install egress windows in vapor prevention doors.

## III. REIMBURSEMENT FOR ADDITIONAL WORK

- 3.1 District has requested Contractor to perform additional work. District agrees to compensate Contractor an additional \$4,974 for this additional work. The new total contract amount shall not exceed \$223,552.

## IV. REMAINING TERMS AND CONDITIONS

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

## V. AUTHORITY

- 5.1 Each party has full power to enter into and perform this First Amendment to the Contract

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

Signed on \_\_\_\_\_

DISTRICT  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

\_\_\_\_\_  
Leslie R. White  
General Manager

CONTRACTOR  
BUSTICHI CONSTRUCTION, INC.

BY \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
Margaret R. Gallagher  
District Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 28, 2003

**TO:** Board of Directors

**FROM:** Margaret Gallagher, District Counsel

**SUBJECT: RECONSIDER BOARD OF DIRECTORS' DIRECTION TO ISSUE A REQUEST FOR PROPOSALS FOR THE CONSTRUCTION, OPERATION AND MAINTENANCE OF A KIOSK FOR THE OPERATION OF A NEW RESTAURANT BUSINESS AT THE WATSONVILLE TRANSIT CENTER**

## I. RECOMMENDED ACTION

**Direct staff to delay the issuance of an RFP for the construction, construction, and maintenance of a kiosk at the Watsonville Transit Center.**

## II. SUMMARY OF ISSUES

- Ali Gharahgozloo has operated the convenience store at the Watsonville Transit Center since the opening of the Center. He has also been responsible for the janitorial, maintenance and on-site manager duties.
- During the summer of 2001, Mr. Gharahgozloo requested that the District authorize the construction of a new kiosk for the operation of a new restaurant business at the Watsonville Transit Center.
- In 2001, the Board of Directors determined that a response to the request should be delayed for at least one year until there was more patronage at the Watsonville Transit Center.
- In June 2002, the Board of Directors authorized staff to issue a Request for Proposals (RFP) for the construction, operation and maintenance of a kiosk at the Watsonville Transit Center. The Board also directed staff to discuss the RFP and its issuance with the Watsonville City Manager and Watsonville Directors
- At this time, staff is asking the Board of Directors to reconsider this decision due to the current financial conditions of the Santa Cruz Metro and the workloads of the staff.

## III. DISCUSSION

Ali Gharahgozloo has operated the Transmart Convenience Store, currently called Jessica Grocery Store, Inc., located at the Watsonville Transit Center since the opening of the Center. He has also been responsible for the maintenance and the on-site manager duties.

During the summer of 2001, Mr. Gharahgozloo requested that the District authorize the construction of a new kiosk for the operation of a new restaurant business at the Watsonville Transit Center. In 2001, the Board of Directors determined that a response to the request should be delayed for at least one-year until there was more patronage at the Watsonville Transit Center.

In June 2002, the Board of Directors authorized staff to issue a RFP for the construction, operation and maintenance of a kiosk at the Watsonville Transit Center. The Board also directed staff to discuss the RFP and its issuance with the Watsonville City Manager and Watsonville Directors

At this time, staff is asking the Board of Directors to reconsider this decision due to the current financial conditions of the Santa Cruz Metro and the workloads of the staff.

In order for staff to comply with the Board's direction to issue an RFP for the construction, operation and maintenance of a new kiosk, it will require many hours of staff time to oversee the project. Additionally, Santa Cruz Metro will be responsible for certain costs that may not be apparent at this time. According to David Konno, the Facilities Maintenance Manager, approximately \$2,300.00 of Metro out-of-pocket expenses will be necessary if the RFP is issued and the project is awarded. Santa Cruz Metro is currently facing a serious budget crisis. Additionally, some of the tenants at the Watsonville Transit Center are having a difficult time financially as well. Possibly space that has already been constructed will become vacant during this year. Further, many hours of staff time will be needed for such a project, creating a deficit in time and money. After discussing these considerations with the General Manager and the Asst. General Manager, the Metro's staff asks the Board of Director's to reconsider its earlier direction. Perhaps it would be prudent to revisit the issue in 1-2 years.

#### **IV. FINANCIAL CONSIDERATIONS**

It is estimated that approximately \$2,300 would be expended if the RFP were issued and awarded.

#### **V. ATTACHMENTS**

**None**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 28, 2003

**TO:** Board of Directors

**FROM:** Mark J. Dorfman, Assistant General Manager

**SUBJECT: CONSIDERATION OF AUTHORIZATION TO PURCHASE  
PARATRANSIT AND FIXED ROUTE MID-SIZE BUSES USING STATE  
CONTRACT**

## I. RECOMMENDED ACTION

**District staff is recommending that the Board of Directors authorize the General Manager to use the State Procurement Process for the purchase of up to eight (8) mid-size buses using State Contract.**

## II. SUMMARY OF ISSUES

- The District recently amended a federal grant to allow for the purchase of up to five (5) mid-size vehicles for ParaCruz, and for three (3) replacement mid-size buses for fixed route service.
- The State of California Department of General Services has a current bid for these types of buses.
- The Federal Circular that governs procurement for federally funded purchases encourages joint purchasing when the procurement includes the applicable federally mandated clauses.
- The District wishes to use the State Contract for this procurement as a means of streamlining the procurement process.
- These vehicles will be gasoline-powered.

## III. DISCUSSION

The District has amended a federal grant that would allow for the purchase of up to five (5) mid-sized buses for the ParaCruz program and three (3) mid-sized buses for the fixed route system. The federal grant and the matching funds total \$500,000. Each year the State of California prepares a bid for mid-sized buses. This is to assist smaller agencies in complying with all federal requirements. Additionally, this process allows for better pricing than the District would normally get due to the greater quantities requested in the state bid. Another benefit to the District is that the State of California will perform the acceptance inspections for the vehicles for an additional fee that is much less expensive than utilizing a separate contractor for a small quantity of vehicles.

The federal government encourages grant recipients to utilize cooperative purchasing agreements whenever it is practical as a means of saving money. In this instance, since the State of California is doing this for FTA funded vehicles, the procurement will fully qualify by containing all of the required federal clauses. The State adds an administrative fee of 1% to the order to cover their costs of the procurement process.

It is recommended that the Board authorize the General Manager to use the State Procurement Process for the purchase of up to five (5) mid-sized buses for the ParaCruz program and three (3) mid-sized buses for the fixed route system.

#### **IV. FINANCIAL CONSIDERATIONS**

Funds are available in the federal grant with local matching funds that have already been budgeted.

#### **V. ATTACHMENTS**

Attachment A: NONE

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 14, 2003

**TO:** Board of Directors

**FROM:** Bryant J. Baehr, Manager of Operations

**SUBJECT: CONSIDERATION OF APPROVAL OF INITIATING A LOCAL PLANNING PROCESS TO ACHIEVE PUBLIC PARTICIPATION IN REVISING THE CALL STOP LIST**

## I. RECOMMENDED ACTION

**Staff is recommending that the Board of Directors appoint a call stop advisory committee consisting of the following participants: Two (2) MASFT representatives, Two (2) MUG representatives, two (2) UTU representatives, two (2) staff representatives, one (1) Cabrillo College representative, one (1) UCSC representative, one (1) Doran Center for the Blind, one (1) PSA Transit Supervisor representative, one (1) Seniors Commission representative and one (1) Commission on Disabilities (appointed by the Board of Supervisors) representatives. This committee will formulate recommendations concerning the frequency of call stops and develop an implementation schedule for the Board of Directors consideration.**

## II. SUMMARY OF ISSUES

- At the November 2002 Board of Directors meeting, staff was directed to develop a recommendation to the Board of Directors on a public participation process concerning call stop announcements.
- Staff contacted the chairs of the Metro Users Group and the Metro Accessible Services Transit Forum to solicit their input on the composition of a call stop committee. The MUG Chair supports the proposed committee and the MASTF Chair requested that this issue be discussed at their executive committee meeting on February 12, 2003.
- The Americans with Disabilities Act of 1990 encourages the use of a public participation process when assessing the services provided to persons with disabilities. It is felt that the proposed call stop committee accomplishes that goal.

## III. DISCUSSION

At the November 2002 Board of Directors meeting, staff was directed to return to the Board of Directors with suggestions on a public participation process as it relates to collecting public input on the frequency of call stops.

Staff is recommending that the call stop committee be comprised of the following members:

Two (2) MASTF members

Two (2) MUG members

Two (2) UTU members

Two (2) staff members

One (1) Cabrillo College member

One (1) UCSC member

One (1) Doran Center for the Blind member

One (1) PSA – Transit Supervisor member

One (1) Seniors Commission

One (1) Commission on Disabilities (appointed by the Board of Supervisors)

Staff contacted the Metro Users Group (MUG) and Metro Accessible Services Transit Forum (MASTF) chairs to collect their input on the composition of a call stop committee. The MUG chair thought that the proposed committee represented a good cross section of the bus users and individuals with disabilities. The MASTF chair reported that she would need to discuss this issue with the MASTF Executive Committee before commenting on the composition of the ADA call stop committee. That meeting occurs on February 12, 2003

The Americans with Disabilities Act (ADA) of 1990, in several places, discusses the use of a public participation process in the continued development and assessment of services to persons with disabilities. The composition of the proposed call stop committee, in staff's opinion, is consistent with the ADA.

Staff is recommending that the call stop committee develop recommendations, that would be forwarded to the Board of Directors for consideration, regarding the frequency of call stops and an implementation schedule.

#### **IV. FINANCIAL CONSIDERATIONS**

NONE

#### **V. ATTACHMENTS**

**Attachment A: 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

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

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

**WHEREAS**, the City of Santa Cruz, requiring strong representation, appointed Tim Fitzmaurice as a member of the Board of Directors of the Santa Cruz Metropolitan Transit District; and

**WHEREAS**, Tim Fitzmaurice served as a member of the Board of Directors from 1998 through 2002; and

**WHEREAS**, Tim Fitzmaurice provided the Santa Cruz Metropolitan Transit District with strong leadership and insightful guidance during his terms of the office; and

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

**WHEREAS**, during the time that Tim Fitzmaurice served on the Board of Directors, the Transit District, purchased new buses, purchased new ParaCruz vans, redesigned and improved the ParaCruz service, implemented a paratransit client recertification program, implemented bi-directional UCSC service, acquired funding for major capital improvements, and responded to a severe economic downturn; and

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

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

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

**PASSED AND ADOPTED** this 28th day of February, 2003 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**APPROVED** \_\_\_\_\_  
EMILY REILLY  
Chairperson

**ATTEST** \_\_\_\_\_  
LESLIE R. WHITE  
General Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
MARGARET GALLAGHER  
District Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 28, 2003

**TO:** Board of Directors

**FROM:** Leslie White, General Manager

**SUBJECT: CONSIDERATION OF RESOLUTION CERTIFYING THE FINAL ENVIRONMENTAL IMPACT REPORT (EIR) FOR THE METROBASE PROJECT AND ADOPTION OF LEGAL FINDINGS AND MITIGATION MEASURES AND MITIGATION MONITORING AND REPORTING PROGRAM**

## I. RECOMMENDED ACTION

**Adopt the Resolution Certifying the Final Environmental Impact Report (EIR) for the MetroBase Project which includes adopting the Legal Findings and the Mitigation Measures and Mitigation Monitoring and Reporting Program**

## II. SUMMARY OF ISSUES

- On April 19, 2002, Santa Cruz METRO identified the Harvey West Cluster 1 Option as the preferred alternative for the MetroBase Project, which was the third site to receive such designation.
- On April 30, 2002, Santa Cruz METRO issued a Notice of Preparation of the Environmental Impact Statement (EIS)/EIR for the MetroBase Project on the Harvey West Cluster 1 site.
- On May 22, 2002, Santa Cruz METRO held a public scoping meeting to receive input from the public on the scope of the environmental analysis prior to the preparation of the EIS/EIR
- On June 21, 2002, the Board of Directors reviewed and considered the public's input regarding the scope of the EIR and adopted the scope of the EIS/EIR.
- On September 11, 2002, the Federal Transit Administration granted a categorical exclusion for the MetroBase Project, which fulfilled the National Environmental Policy Act (NEPA) requirements for environmental review pursuant to federal law.
- On October 31, 2002, the Draft EIR began circulation for 45-days in order to solicit comments from the public and agencies.
- Denise Duffy and Associates on behalf of Santa Cruz METRO prepared responses to the comments and prepared the Final EIR
- On February 7, 2003, the Final EIR, which includes the public comments and the responses to the EIR and the Draft EIR, were made available for review by the public and agencies.

### **III DISCUSSION**

In the 1990s, the Board of Directors of the Santa Cruz METRO determined that it would be in the agency's best interest if it consolidated its maintenance, operations and administrative functions into one facility. This determination was made in response to the loss of maintenance capabilities at the Watsonville and Santa Cruz facilities as a result of the Loma Prieta Earthquake of 1989. A study was prepared by Gannet Fleming to determine the most feasible site for this new facility. This study identified a 20-acre parcel on the west side of Santa Cruz as the most feasible site, commonly referred to as the Lipton property. The report also noted that Santa Cruz Metro would save approximately \$2 million dollars a year as a result of consolidation. In 1995, the Board of Directors designated the Lipton property as the Preferred Alternative for the construction of a consolidated operating facility now referred to as MetroBase. In 1999, development of the MetroBase Project at the Lipton site resulted in substantial opposition from the neighborhood, environmental groups, and other governmental agencies. In 2000, the Board of Directors determined that pursuit of the Lipton Property for the project was infeasible and amended the preferred alternative to identify Harvey West A (Harvey West 1) which included the Hinshaw, Goodwill and Pinn parcels. The Board of Directors ordered a financial feasibility study, which determined that this preferred alternative would cost approximately \$69 million dollars. Because of the estimated substantial cost for this alternative it also was determined to be infeasible by the Board of Directors.

On April 19, 2002, the Board of Directors selected Harvey West Cluster 1 as the preferred alternative for the MetroBase Project. This alternative includes the following properties: 1200 River Street (currently METRO'S SCOPS), 138 & 140 Golf Club Drive (Currently METRO'S Minor Maintenance Facility), 1122 River Street (currently Tool Shed Equipment Rentals), and 120 Golf Club Drive (currently Surf City Produce Co.). A map of the Harvey West Cluster No.1 Option is attached as Attachment A.

Through consolidation into two separate (but close in proximity) sites, Santa Cruz METRO determined that it can improve the capacity and efficiency of the existing operations and maintenance facilities in order to continue to provide quality public transit service to Santa Cruz County. The benefits of the project include increasing operational efficiency and staff productivity, staff communication, as well as maintaining the existing fleet size and accommodating new buses fueled with CNG in order to meet the California Air Resources Board requirements. Additionally, Santa Cruz METRO should realize savings from ownership and consolidation of facilities. Further, as an employer, Santa Cruz METRO believes that the project will enable it to provide adequate facilities for its employees allowing them to complete their work assignments more effectively.

Denise Duffy and Associates, the environmental consultants, were directed to prepare an EIR for the project. A Notice of Preparation was issued on April 30, 2002 to solicit public and agency comments regarding the scope of the EIR for the MetroBase Project.

During the scoping process, the Santa Cruz METRO held one public meeting to allow the public the opportunity for input regarding the issues and alternatives to be included in the scope of the EIR. The environmental consultants attended the scoping meeting, listened to the comments, and reviewed the written comments that had been submitted. Thereafter, the environmental consultants prepared a written scope regarding the issues and alternatives that it believed should

be included in the scope of the EIR. On June 21, 2002, the Board of Directors considered the oral and written comments submitted during the scoping process and approved the scope of the EIR as prepared by Denise Duffy and Associates (Attachment B).

In October 2002, the environmental consultants prepared a Draft EIR (previously provided to the Board of Directors and currently on file at Santa Cruz METRO's Administrative offices located at 370 Encinal, Suite 100, Santa Cruz, CA.) for the project. A Notice of Completion and 15 copies of the Draft EIR were filed with the State Office of Planning and Research on October 30, 2002. The Draft EIR Review Period was scheduled from October 31, 2002 through December 15, 2002. Santa Cruz METRO notified the public, including the owners and occupants of the properties designated as the preferred alternative, of the availability for review of the Draft EIR through mailings, newspaper publications and postings. Additionally, Santa Cruz METRO notified various public officials and federal, state, and local public agencies of the availability of the Draft EIR.

The Draft EIR was prepared in accordance with the California Environmental Quality Act (CEQA) of 1970. The purpose of this EIR is to inform the public of the significant environmental effects of the project, identify possible ways to minimize significant impacts, and describe reasonable alternatives, which support the objectives of the project. According to the Draft EIR, the project would result in less-than significant impacts for the following areas with adoption of mitigation measures and the implementation of a mitigation monitoring and reporting program: land use; drainage and flooding; visual/aesthetics; traffic and circulation; traffic noise; long-term air quality; public services and utilities; geology and soils; surface hydrology and water quality; hazardous materials, biotic resources, cultural resources; and noise. Santa Cruz METRO is committed to insuring that the mitigation program mandates are satisfied. Comments from the public and from agencies were received and evaluated. In the Final EIR, the Santa Cruz METRO as the lead agency must evaluate and respond to all the environmental comments on the DEIR it receives within the public review period. The written responses must describe the disposition of the "significant environmental issues" raised in the comments (Public Resource Code §21091) (a)(2)(B). Santa Cruz METRO must specifically explain its reasons for rejecting suggestions received in comments and for proceeding with the project. "There must be good faith, reasoned analysis in response. Conclusionary statements unsupported by factual information will not suffice" (CEQA Guidelines §15088(b)). The Final EIR incorporates by reference the contents of the Draft EIR, and in addition includes the following: a list of persons, organizations, and public agencies that submitted comments, the comment letters received, the responses to comments, and revisions to the EIR text (Attachment C). The documents in Attachment C have been provided to all those who made comments.

The primary issues raised in the comments were associated with LCNG use, traffic, water resources, biotics, and noise. Significant new issues were not raised, and the conclusions in the EIR were substantially unchanged. METRO staff has reviewed the responses and find that they exhibit a good faith, reasoned analysis of the comments.

CEQA requires that prior to approval of a project, the lead agency must certify that the Final EIR has been completed in compliance with CEQA, that the Final EIR was presented to the decision-making body of the lead agency (the Board of Directors) and that the decision-making body

reviewed and considered the information contained in the Final EIR prior to approving the project; and that the final EIR reflects the lead agency's independent judgment and analysis.

The requested actions for the Board of Directors are the following: Adopt the Resolution (Attachment D) certifying the FEIR for the MetroBase Project and adopting the legal findings which identify significant impacts, mitigation, and an explanation of the rationale for such findings and includes the Mitigation Monitoring and Reporting Program.

#### **IV. FINANCIAL CONSIDERATIONS**

At this time total funding available for the Project is \$20.1 million dollars.

#### **V. ATTACHMENTS**

Attachment A: Harvey West Cluster 1 Site Map

Attachment B: Scope of the EIR

Attachment C: Final EIR Document (Draft EIR is available at Santa Cruz METRO'S

Attachment D: Resolution certifying the Final EIR and adopting the Legal Findings which identify significant impacts, mitigation and an explanation of the rationale for such findings and includes the Mitigation Monitoring and Reporting Program



**Denise Duffy & Associates, Inc.**

PLANNING AND ENVIRONMENTAL CONSULTING

Subject: Scope for the MetroBase EIR/EIS  
Prepared for: Santa Cruz Metropolitan Transit District  
Date: June 17, 2002

---

**INTRODUCTION**

The scope for the new EIR/EIS for the Harvey West Cluster 1 project is presented below. This is based on the original scope for the project, site-specific review, and issues raised at the public scoping meeting and during circulation of the updated Notice of Preparation/Notice of Intent.

**EIR/EIS SCOPE****Project Description:**

- Describe the proposed project, location, objectives, intended uses of the EIR/EIS.
- Provide a list of discretionary actions required for the project.
- Describe the project's objectives in terms of the District's long-term plans.
- Describe the sites being considered for future Phase 2 development (i.e., Dubois and River Street parcels).
- Present the rationale/requirements for a consolidated facility and the project.
- Provide current information on bus service demand and deadhead assumptions.
- Identify bus schedules in/out of proposed MetroBase facility.
- Describe proposed demolition, recycling, and reuse of existing structures on project site.

**Land Use:**

- Describe existing land uses on and surrounding the River Street and Golf Club Drive sites, including industrial, office, and residential development, as well as natural resources.
- Assess the land use impacts of the project, including: 1) compatibility with surrounding existing and planned-uses; 2) project consistency with applicable land use plans and policies (based on consultation with City), and; 3) impacts from acquisition of property rights through eminent domain
- Identify the components of the relocation plan, including any permanent loss of businesses (i.e., Surf City Produce and the Tool Shed) and the number of jobs and residents displaced, based on, the economic study.
- Determine project consistency with City's planning requirements (including industrial and economic goals).

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fax: (831) 373-1417  
947 Cass Street, Suite 5  
Monterey, CA 93940.

#### Hazardous Materials:

- Results of an onsite survey of existing uses to determine hazardous materials use and potential contamination.
- Describe site hydrology, including groundwater flow.
- Discuss site history, based on review of sources such as aerial photos, topographical maps, fire insurance rate maps, title reports, and files at local health and building departments.
- Review regulatory database to determine the presence and type of contamination incidents reported in the project vicinity.
- Evaluate potential hazardous materials impacts, including 1) contamination from onsite or adjacent uses, and 2) use of hazardous materials at the proposed facility.
- Discuss CNG use and potential hazards, based on information provided by the District, including risks from CNG tanks on buses and CNG fueling stations on the site.
- Identify mitigation for significant hazardous materials impacts.
- *Note: this scope does not include a technical risk assessment for CNG.*

#### Cultural Resources:

- Identify the potential for archaeological resources on the site will be provided based on a technical archaeological study, to include an archival search and surface reconnaissance.
- Determine potential impacts and identify appropriate mitigation measures for known or potential archaeological resources-

#### Geology/Soils:

- Describe potential geologic and geotechnical hazards on the site, based on existing geotechnical information for the sites.
- Evaluate geotechnical issues including seismicity, soil conditions and hazards, proposed grading, and erosion.
- Incorporate recommendations/mitigation identified in the preliminary geotechnical study.

#### Drainage/Water Quality:

- Describe the drainage characteristics of the project site and area, including flood potential and existing drainage facilities.
- Identify location of the project in the flood zone, and the flooding potential on the site from San Lorenzo River, based on FEMA's Flood Insurance Rate maps.
- Describe the proposed drainage system for the project, and estimate the increase in post-development runoff flows, based on drainage calculations provided by project engineer.
- Assess the potential surface water quality impacts from project development, resulting from pre- and post-construction activities generating pollutants in site runoff (such as oil, grease, and metals from buses and maintenance activities).
- Present appropriate mitigation for drainage and water quality impacts.

- Identify NPDES and RWQCB requirements.

#### Visual:

- Evaluate the visual effects of the project, using site photographs and conceptual site plans of the proposed bus facilities, from several viewpoints.
- Assess potential visual impacts from alteration of viewshed, modification/addition of buildings, loss of vegetation, and the use of night lighting.
- Identify mitigation for significant visual impacts.

#### Traffic:

- Describe existing roadway network in the project area.
- Evaluate the traffic impacts/conditions at 10 intersections, for the following conditions: 1) Existing Conditions; 2) Existing + Background Conditions; 3) Project Conditions (under both options); and 4) Cumulative Conditions (under both options), based on the results of a technical traffic study.
- Provide an operational analysis of Highway 1/Highway 17 interchange, using data from the County Regional Transportation Commission and Caltrans.
- Provide travel time analysis along Highway 1 between Mission Street and Ocean Street, and along Highway 9 between Encinal Street and Highway 1, in order to quantify delay on these corridors, if required by Caltrans.
- Identify anticipated traffic impacts on affected transportation facilities, based on trip generation (based on driveway counts at existing facilities and information from the District), and a level of service analysis at the study intersections.
- Assess the adequacy of site access and internal circulation.
- Describe park-and-ride lot (proposed by others) at the intersection of Highway 1/9 as part of setting section.
- identify temporary traffic impacts during construction, if applicable.
- Address project consistency with County RTP and County Regional Transportation Commission's MTIS report (cross-reference in land use section).
- Present mitigation for significant traffic impacts. Identify shuttle bus service or other TDM measures to reduce traffic from MetroBase employees, as needed.

#### Air Quality:

- Describe existing meteorological characteristics and air quality in the project area, and identify sensitive receptors.
- Discuss the relevant federal, state, and local regulatory provisions regarding air pollutant emissions.
- Assess potential localized impacts from project traffic at congested (LOS D or worse) study intersections from carbon monoxide concentrations.
- Evaluate potential toxic air contaminants (TACs) from the project, -including diesel emissions (from diesel buses during the phasing-in of CNG) and certain maintenance activities, including spray painting operations. This will be conducted performing a screening health risk assessment.
- Address short-term air quality impacts during construction, resulting from dust and

- exhaust emissions from construction activities.
- Identify mitigation for significant impacts.
- Identify reduction in air pollutant emissions from conversion of fleet to CNG.

#### Noise:

- Identify sensitive receptors near the site (e.g., residences).
- Measure existing noise levels at sensitive receptors near the site, primarily residential areas.
- Estimate increase in environmental noise levels along roadways serving the site due to changes in bus operations.
- Estimate environmental noise levels generated by onsite maintenance activities, including vehicle washing and repair, brake testing, and idling and impacts on sensitive receptors.
- Assess short-term noise impacts during building demolition and construction.
- Identify mitigation for significant noise impacts.

#### Biology:

- Describe existing biotic resources on and surrounding the project site.
- Assess impacts on the San Lorenzo River and other resources, including any encroachment into the corridor, potential impacts from construction disturbance, proposed maintenance activities; and night lighting.
- Review appropriate biotic databases, contact with the CDFG area biologists, site visits, map habitats, identify known or anticipated species present
- Analyze direct and indirect impacts of project, including tree removal.
- Identify mitigation for significant impacts.
- Assess impacts on heritage trees and wildlife using trees.
- Analyze adequacy of buffer for riparian habitat.

#### Public Services:

- Address the anticipated project demands on public services and utilities, including water supply/service, wastewater treatment, solid waste disposal, police, and fire protection services.
- Address emergency access for Harvey West occupants, as well as emergency providers including police, fire, and ambulance.
- Evaluate CNG demand and infrastructure requirements.

#### Cumulative Impacts:

- Describe the cumulative impacts resulting from the project combined with other proposed development in the project area, based on consultation with the City and County of Santa Cruz. The cumulative analysis will address (at a minimum) impacts upon traffic, air quality, and noise.

- Consider cumulative impacts from potential development of 100 units north of Pogonip, if deemed relevant by City of Santa Cruz.

#### Alternatives:

- Qualitatively analyze a range of feasible alternatives.
- Summarize previous sites evaluated by the District, including the Westside and mid-County sites in a background discussion, with rationale for infeasibility.
- Summarize other alternatives identified during the review process which are not feasible, with rationale for rejection (i.e., size, access, etc.).
- Address project alternatives for both a Phase 1 and future Phase 2 scenarios:
  - No Project - provide expanded discussion qualitatively addressing the long-term environmental and service impacts of not building project (e.g., increased vehicular use, increased air pollution emissions).
  - Watsonville Cons&dated Facility.
  - Two-base alternative: Watsonville and, Harvey West (restoration of existing District-owned facilities).
- Identify an environmentally superior alternative, based on the number and degree of associated environmental impacts.

#### Economic/Financial:

- Summarize results of new financial study to be prepared for project by District.
- Identify costs of the following:
  - loss of property taxes from removal of businesses
  - relocating businesses, homes
  - CNG implementation

#### CEQR Sections:

- Growth Inducing Impacts
- Effects Found to be Less Than Significant
- Irretrievable Commitment of Resources
- References

#### Other:

- Qualitatively address potential impacts of Phase 2 (enhancement sites)
- District to prepare a separate report to be summarized in EIR/EIS, and attached as an appendix.

#### ISSUES NOT RELEVANT TO EIR/EIS:

CEQA and NEPA do not require that the environmental analysis address issues that do not relate specifically to the environmental review, do not pertain to the project proposed, and/or require analysis that is highly speculative. Items raised during the public scoping process that fall into these categories would not require analysis, based on state and federal requirements.

**FINAL  
ENVIRONMENTAL IMPACT REPORT  
for the  
SANTA CRUZ METROBASE PROJECT**

*SCH #2001042003*

*Prepared for*

**Santa Cruz Metropolitan  
Transit District**

*Prepared by*

Denise Duffy & Associates, Inc.

**January 7, 2003**

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### 1.1 Background

This document, together with the Draft EIR, constitute the Final Environmental Impact Report for the Santa Cruz MetroBase Project. This document consists of an introduction; comment letters received during the 45-day public review period; responses to comments; and revisions to the Draft EIR.

The proposed project is the MetroBase facility in Santa Cruz. The Santa Cruz Metropolitan Transit District (SCMTD) proposes to construct an operations and maintenance facility to support 98 buses, located on two sites in the Harvey West neighborhood of Santa Cruz (Golf Club Drive and River Street). Project implementation would require the acquisition of two existing businesses. Proposed improvements on the River Street site include a new Liquefied Compressed Natural Gas (LCNG) fueling station, a bus washing structure, renovation of the existing operations building to include a second floor, and reconfiguration of the parking and circulation areas. Improvements on the Golf Club Drive site consist of construction of a new 10-bay maintenance facility, renovation of the existing maintenance building, and reconfiguration of the parking and circulation.

The Draft EIR was prepared to inform the public of the significant environmental effects of the project, identify possible ways to minimize the significant effects, and describe reasonable alternatives which support the objectives of the project.

### 1.2 Public Participation

In accordance with CEQA, this document is included in the official public record for the EIR. Based on the information contained in the public record, decision makers will be provided with documentation on the projected environmental consequences of the proposal.

The SCMTD notified all responsible and trustee agencies, interested groups, and individuals that a Draft EIR had been completed for the proposed project. The District used the following methods to solicit input during the preparation of the EIR. The following is a list of the actions taken during the preparation, distribution, and review of the Draft EIR.

- The Notice of Preparation (NOP) was filed with the State Clearinghouse on August 21, 2001. The State Clearinghouse assigned the Clearinghouse Number 2001091015 to the Draft EIR.
- The NOP was distributed by the SCMTD to responsible and trustee agencies, and interested groups, organizations and individuals.
- On October 31, 2002, the Draft EIR was distributed for a 45-day public review period to responsible and trustee agencies, interested groups, and individuals. The public review period for the Draft EIR ended on December 16, 2002.

## 2.0 RESPONSE TO COMMENTS

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### 2.1 Introduction

This section provides responses to comments on the Draft EIR. This section contains all information available in the public record related to the Draft EIR as of February 7, 2003, and responds to comments in accordance with Section 15088 of the CEQA Guidelines.

### 2.2 List of Comment Letters

The following is a list of comment letters received on the Draft EIR and the dates these letters were received:

<b>State Agencies</b>	<b>Date Received</b>
A. State of California Department of Transportation	12/13/02
B. Governor's Office of Planning and Research (SCH)	12/17/02*
<b>Local Agencies</b>	
C. Monterey Bay Unified Air Pollution Control District	11/20/02
D. Santa Cruz Regional Transportation Commission	12/10/02
E. City of Santa Cruz Water Department	12/11/02
F. City of Santa Cruz Planning Department	12/17/02*
<b>Affiliations &amp; General Public</b>	
G. Jean Doerr	12/16/02
H. John Swift	12/16/02
I. Nevin Leder	12/19/02*

\*Received after close of the public circulation period.

### 2.3 Response to Comments

Each letter received on the Draft EIR is presented in this chapter, as identified in Section 2.2 above. Individual comments in each letter are numbered. Correspondingly numbered responses to each comment are provided in the discussion following the comment letter.

Where comments raise environmental issues that require additions or deletions to the text, tables, or figures in the Draft EIR, a brief description of the change is given and the reader is directed to Section 3.0, Revisions to the Draft EIR. Some comments do not raise environmental issues, or do not require additional information. A substantive response to such comments is not required within the context of CEQA.

## DEPARTMENT OF TRANSPORTATION

50 HIGUERA STREET  
 SAN LUIS OBISPO, CA 93403-8114  
 TELEPHONE: (805) 549-3111  
 TDD (805) 549-3259

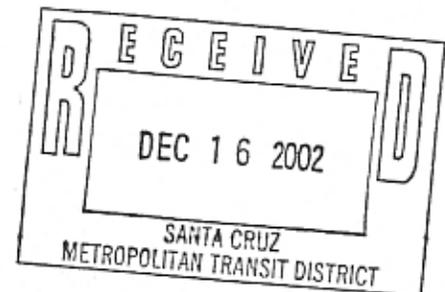


## LETTER A

December 13, 2002

SCR-009-00.42  
 SCH# 2001042003

Les White  
 Santa Cruz Metropolitan Transit District  
 370 Encinal Street, Suite 100  
 Santa Cruz, CA 95060



SUBJECT: MetroBase Project Draft EIR Comments

Dear Mr. White:

The California Department of Transportation (Department) District 5 has reviewed the Draft Environmental Impact Report (EIR) for the MetroBase Project. The project is a proposal by the Santa Cruz Metropolitan Transit District (SCMTD) to partially consolidate its maintenance, vehicle storage, and fueling facilities by relocating four existing SCMTD facilities to the existing SCMTD Maintenance and Operations Facilities (two sites) within the same neighborhood. Project improvements to the SCMTD Operations Facility located on the east side of River Street (Route 9) opposite Golf Course Drive would include a new Liquefied Compressed Natural Gas (LCNG) fueling station, a bus washing structure, and renovation of the existing operation building to include a second floor. Project improvements at the SCMTD Maintenance Facility located on the north side of Golf Club Drive west of River Street (Route 9) would include a new 10-bay maintenance facility and a new 19,380 square foot maintenance building. District 5 staff offers the following comments for your consideration:

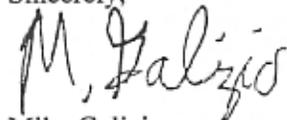
- A-1
- 1) The Department is responsible for the safety, operations, and maintenance of the state highway system pursuant to the California Streets and Highways Code. Therefore, the Department's level of service (LOS) standards should be used in the Draft EIR traffic analysis to determine the significance of any project's impact to the state highway system. The Department endeavors to maintain a target LOS at the transition between LOS C and LOS D on state highway facilities. In cases where a state highway facility is already operating at an unacceptable LOS, it is our position that any project traffic trips added to this facility should be considered a significant cumulative traffic impact and should be mitigated accordingly. Furthermore, we believe that the use of the City's LOS standards may be applicable to the local circulation system to determine a significant cumulative traffic impact but are not appropriate for the state highway system since very few projects generate enough traffic to exceed the City's "3% increase" and "1% increase" thresholds given the higher traffic volumes on state highways.
- A-2
- 2) We note that the long-term traffic analysis in the Draft EIR is based upon "Year 2011" traffic conditions. However, in order to fully address the cumulative traffic impacts of the proposed project, District 5 staff recommends that the long-term traffic analysis should be based upon a 20-year timeframe or "Year 2025" conditions in order to coincide with the 2001 Santa Cruz County Regional Transportation Plan (RTP).
- A-3
- 3) District 5 staff concurs with the recommendations in the Traffic Analysis Report (Appendix E, page 30) that the SCMTD revise its parking management program, add a "pedestrian crossing" sign at the River Street (Route 9)/Golf Club Drive intersection, and provide on-site bicycle parking in order to mitigate project impacts. These measures will improve safety and reduce project trips and should therefore be included as mitigation measures in the Final EIR.

## LETTER A CON'T

- A-4 4) A Project Study Report (PSR) has recently been completed by the Department to identify improvements at the Route 1/Route 9 junction for cumulative traffic conditions. Since the proposed project will not generate any new bus or employee trips, it will not be responsible for financial contribution towards the cost of improvements under cumulative traffic conditions. However, future phases or expansions will be expected to contribute a pro rata share towards the cost of the Route 1/9 improvements identified in the PSR.
- A-5 5) An encroachment permit must be obtained from District 5 before any work can be conducted within the State's right-of-way. Any work will be subject to the Department's standards and specifications. If you have any further questions regarding the encroachment permit process, please contact the District 5 Permits Office at (805) 549-3206 or visit the following website: [www.dot.ca.gov/hq/traffops/developerserv/permits/](http://www.dot.ca.gov/hq/traffops/developerserv/permits/)

District 5 would like to request a copy of your response to our comments as well as any subsequent notices and reports on this project. If you have any questions, you may call me at (805) 542-4751.

Sincerely,



Mike Galizio  
District 5  
Development Review Branch

cc: Mark Dorfman, SCMTD; Ken Thomas, City of Santa Cruz; Chris Schneider, City of Santa Cruz;  
Sean Co, SCCRTC; Todd Muck, AMBAG; David Murray, District 5; Charles Sanchez, District 5;  
Roger Barnes, District 5; Steve Senet, District 5

**LETTER A: DEPARTMENT OF TRANSPORTATION [Received 12/13/02]**

**A-1** It is acknowledged that the level of service (LOS) standards established by the City of Santa Cruz, namely LOS D in general and LOS E at certain intersections, do not conform to the Caltrans standard of the LOS C/D cusp. In order to address this comment, the Caltrans standard was applied to intersections within Caltrans' jurisdiction. The project would not add any trips to these facilities, with the exception of the intersections of Highway 9/Vernon Street and Highway 9/Golf Club Drive. The project would add from zero to three trips to these intersections during peak hours. This very modest increase in trips would not result in any exceedances of the Caltrans LOS standard; therefore, no mitigation is required.

**A-2** The traffic study prepared for the EIR analyzed a year 2011 (10-year) cumulative scenario. This time-frame was established in consultation with the City of Santa Cruz Public Works Department and follows the City's direction as the local authority. Caltrans District 5 was also contacted regarding the preparation of the traffic study, and at that time did not provide recommendations regarding the analysis scenarios. Other Caltrans requests, such as analysis of additional study intersections beyond those identified by the City of Santa Cruz, were included in the traffic report.

Per the request of the City of Santa Cruz Public Works Department, the cumulative (year 2011) analysis scenario included full buildout of the Harvey West Business Park. The Harvey West area connects with the rest of the City and County of Santa Cruz solely via Highway 9, and, therefore, buildout of Harvey West represents a worst-case condition for traffic on that corridor. The proposed project is not anticipated to impact any other Caltrans (or other roadway) facilities in the 10- or 20-year scenarios due to the minimal number of net new trips generated.

**A-3** Comment noted. These measures are recommended in the Draft EIR on pages 4.8-29 and 4.8-30.

**A-4** Comment noted. The text has been revised to indicate that the SCMTD would contribute a pro-rata share towards Highway 1/Highway 9 improvements for future expansion of the project, as required (refer to Section 3.0 of this document).

**A-5** Comment noted. An encroachment permit would be obtained by the SCMTD prior to any work within the Caltrans right-of-way.



Gray Davis  
Governor

STATE OF CALIFORNIA  
Governor's Office of Planning and Research  
State Clearinghouse



Tal Finney  
Interim Director

LETTER B

December 17, 2002

Les White  
Santa Cruz Metropolitan Transit District  
370 Encinal Street, Suite 100  
Santa Cruz, CA 95060

Subject: MetroBase  
SCH#: 2001042003

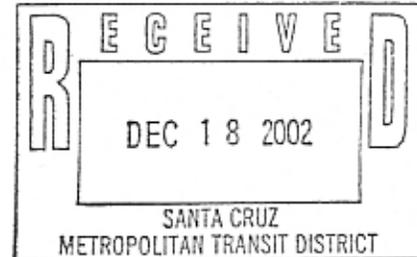
Dear Les White:

The State Clearinghouse submitted the above named Draft EIR to selected state agencies for review. The review period closed on December 16, 2002, and no state agencies submitted comments by that date. This letter acknowledges that you have complied with the State Clearinghouse review requirements for draft environmental documents, pursuant to the California Environmental Quality Act.

Please call the State Clearinghouse at (916) 445-0613 if you have any questions regarding the environmental review process. If you have a question about the above-named project, please refer to the ten-digit State Clearinghouse number when contacting this office.

Sincerely,

*Terry Roberts*  
Terry Roberts  
Director, State Clearinghouse



Document Details Report  
State Clearinghouse Data Base

LETTER B CON'T

**SCH#** 2001042003  
**Project Title** MetroBase  
**Lead Agency** Santa Cruz Metropolitan Transit District

---

**Type** EIR Draft EIR  
**Description** The proposed MetroBase facility consists of an operations and maintenance facility to support 98 buses. Project implementation will require the acquisition of two existing businesses. Proposed improvements on the River Street site include a new Liquefied Compressed Natural Gas (LCNG) fueling station, a bus washing structure, renovation of the existing operations building to include a second floor, and reconfiguration of the parking and circulation areas. Improvements on the Golf Club Drive site consist of construction of a new 10-bay maintenance facility, renovation of the existing maintenance building, and reconfiguration of the parking and circulation.

---

**Lead Agency Contact**

**Name** Les White  
**Agency** Santa Cruz Metropolitan Transit District  
**Phone** 831/426-6080 **Fax**  
**email**  
**Address** 370 Encinal Street, Suite 100  
**City** Santa Cruz **State** CA **Zip** 95060

---

**Project Location**

**County** Santa Cruz  
**City** Santa Cruz  
**Region**  
**Cross Streets** Encinal Street/River Street/Golf Club Drive  
**Parcel No.**  
**Township** **Range** **Section** **Base**

---

**Proximity to:**

**Highways** 9/1  
**Airports**  
**Railways** Santa Cruz Big Trees and Pacific  
**Waterways** Pogonip Creek/San Lorenzo River  
**Schools**  
**Land Use** Zoned Public Facility and Industrial; project sites currently occupied by existing SCMTD and industrial facilities.

---

**Project Issues** Aesthetic/Visual; Air Quality; Archaeologic-Historic; Drainage/Absorption; Economics/Jobs; Flood Plain/Flooding; Noise; Public Services; Sewer Capacity; Soil Erosion/Compaction/Grading; Solid Waste; Toxic/Hazardous; Traffic/Circulation; Vegetation; Water Quality; Water Supply; Wetland/Riparian; Wildlife; Growth Inducing; Landuse; Cumulative Effects

---

**Reviewing Agencies** Resources Agency; California Coastal Commission; Department of Fish and Game, Region 3; Office of Historic Preservation; Department of Parks and Recreation; California Highway Patrol; Caltrans, District 5; Caltrans, Division of Transportation Planning; Regional Water Quality Control Board, Region 3; Native American Heritage Commission; State Lands Commission

---

**Date Received** 10/31/2002 **Start of Review** 10/31/2002 **End of Review** 12/16/2002

**LETTER B: GOVERNOR'S OFFICE OF PLANNING AND RESEARCH, STATE  
CLEARINGHOUSE [Received 12/17/02]**

No response is required.



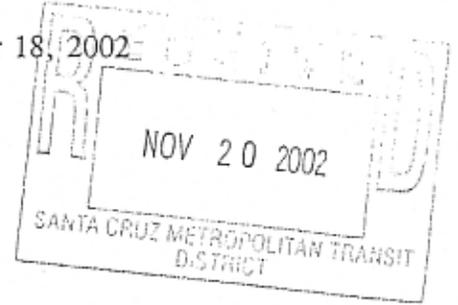
LETTER C

MONTEREY BAY  
Unified Air Pollution Control District  
serving Monterey, San Benito, and Santa Cruz counties

AIR POLLUTION CONTROL OFFICER  
Douglas Guetin

24580 Silver Cloud Court • Monterey, California 93940 • 831/647-9411 • FAX 831/647-8501

November 18, 2002



DISTRICT BOARD MEMBERS

CHAIR:  
Edith Johnsen  
Monterey County

VICE CHAIR:  
Ellen Pirie  
Santa Cruz County

Jack Barlich  
Del Rey Oaks

Anna Caballero  
Salinas

Lou Calcagno  
Monterey County

Tony Campos  
Santa Cruz County

Bob Cruz  
Santa Cruz County

Tony Gualtieri  
Capitola

John Myers  
King City

Judy Pennycook  
Monterey County

Keith Sugar  
Santa Cruz

Les White  
Santa Cruz Metropolitan Transit District  
370 Encinal St., Suite 100  
Santa Cruz, CA 95060

SUBJECT: DEIR FOR METROBASE PROJECT

Dear Mr. White:

Staff has reviewed the referenced document and has the following comments:

- C-1 1. Page 4.1-7. The AQMP addresses attainment of State Ambient Air Quality Standards for ozone, not federal standards as indicated. Maintenance of federal ozone standards is addressed in the District's Federal Maintenance Plan adopted in 1994.
- C-2 2. Table 4.10-1. The State annual PM<sub>10</sub> standard has been changed to 20 µg/m<sup>3</sup>. The State has recently adopted an annual PM<sub>2.5</sub> of 12 µg/m<sup>3</sup>.
- C-3 3. The analysis addresses diesel PM risks, but does not describe the short term (acute) risk from diesel and CNG combustion, i.e., acrolein and formaldehyde.

Thank you for the opportunity to review the document. Please do not hesitate to call if you have any questions.

Sincerely,

Janet Brennan  
Supervising Planner  
Planning and Air Monitoring Division

c: Nicolas Papadakis, AMBAG

**LETTER C: MONTEREY BAY UNIFIED AIR POLLUTION CONTROL DISTRICT**  
**[Received 11/20/02]**

- C-1** Comment noted. The text of the EIR has been revised to reflect this change, as presented in Section 3.0 of this document.
- C-2** Table 4.10-1 has been revised to show the correct standards, as presented in Section 3.0.
- C-3** Acrolein and formaldehyde are toxic chemicals found in low concentrations in diesel, CNG, and gasoline engine exhausts. Both are also emitted from natural and industrial sources, and are involved in the photochemical processes that result in the production of photochemical ozone. The two chemicals are utilized in agriculture: acrolein as a pesticide and formaldehyde as an antimicrobial.

Acute effects of acrolein include irritation of the eyes, nose, throat, and respiratory tract. Acute effects of formaldehyde include nausea, headaches, and difficulty breathing. While both chemicals have a Reference Exposure Level (REL) for acute non-cancer effects. Utilizing the diesel particulate modeling described in the Draft EIR and the California Air Resources Board's California Toxics Inventory (CARB, November 2000), 1-hour concentrations of acrolein and formaldehyde were estimated under the very conservative assumption that the all county-wide emissions of these pollutants from on-road vehicles could be attributed to diesel vehicles. Under these assumptions, the maximum 1-hour exposure to acrolein would be 0.022 ug/m<sup>3</sup> and the maximum exposure to formaldehyde would be 0.363 ug/m<sup>3</sup>. These concentrations represent less than 12% and 1% of the Reference Exposure Level for these pollutants, respectively, and thus would not have the potential to have short-term (acute) effects from these pollutants.

LETTER D



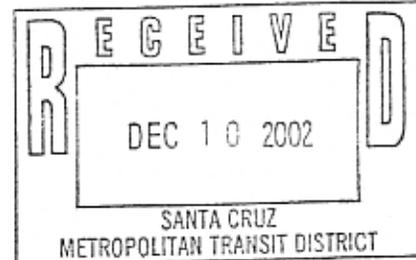
SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
1523 PACIFIC AVENUE, SANTA CRUZ, CALIFORNIA 95060-3911 • 831/ 460-3200 • FAX 831/ 460-3215

December 6, 2002

SERVICE AUTHORITY  
FOR FREEWAY  
EMERGENCIES  
(SAFE)

Les White  
Santa Cruz Metropolitan Transit District  
370 Encinal Street, Suite 100  
Santa Cruz, CA 95060

RAIL/TRAIL  
AUTHORITY



RE: MetroBase Draft Environmental Impact Report

COMMUTE  
SOLUTIONS

Dear Mr. White:

Our agency has reviewed the Draft Environmental Impact Report (DEIR) for the MetroBase facility. The Santa Cruz County Regional Transportation Commission (SCCRTC) serves as the Regional Transportation Planning Agency (RTPA) for Santa Cruz County. Staff would like to offer the following comments for your consideration:

TRANSPORTATION  
POLICY WORKSHOP

D-1

1. In Appendix E Traffic Analysis the text refers to improvements for the Highway 1/Highway 9 intersections. These improvements are referenced as Exhibit H1 in Appendix H. This Exhibit is not included in the document. Please note that this project is not currently programmed.

BUDGET &  
ADMINISTRATION  
PERSONNEL  
COMMITTEE

D-2

2. Staff supports the proposed Liquefied Compressed Natural Gas (LCNG) fueling station. Use of this alternative fuel is consistent with the Regional Transportation Plan (RTP) Policy 4.22.

INTERAGENCY  
TECHNICAL  
ADVISORY  
COMMITTEE

D-3

3. Despite minor deficiencies for on-site staff parking, staff supports the traffic consultants recommendations to:

BICYCLE COMMITTEE

- a. Develop and implement a Transportation Demand Management (TDM) program for employees.
- b. Add a pedestrian crossing signing at the River/Golf Club intersection.
- c. Provide bicycle parking at Golf Club and River Street sites.

ELDERLY & DISABLED  
TRANSPORTATION  
ADVISORY COMMITTEE

Thank you for the opportunity to review this project. If you have any questions about the above comments, please contact Sean Co of my staff at (831) 460-3204.

Sincerely,

Linda Wilshusen  
Executive Director

cc: Commissioners: Keogh, Spence, Reilly  
SCCRTC

WWW.SCCRTC.ORG  
EMAIL:INFO@SCCRTC.ORG

ENVIREVU\LETTERS\BALL DRIVE.DOC

**LETTER D: SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**  
**[Received 12/10/02]**

**D-1** Comment noted. Exhibit H-1 from the traffic report is attached to this document.

**D-2** Comment noted.

**D-3** Comment noted. These measures are recommended in the Draft EIR on pages 4.8-29 and 4.8-30.

From: CBerry@ci.santa-cruz.ca.us  
To: metrobase@scmtd.com  
Subject: DEIR Comments  
Date: Wed, 11 Dec 2002 11:56:33 -0800  
X-Mailer: Internet Mail Service (5.5.2650.21)

# LETTER E

Hi,

Thank you for the opportunity to comment on the proposed MetroBase Consolidation Project. While the DEIR is generally very comprehensive, it would be very helpful to have more information on the following issues in the FEIR.

- E-1 -The Regional Setting language in Chapter 4 should identify the existence of the City's Tait Street Wells or the Tait Street Diversion immediately adjacent to the project site.
- E-2 -The Hydrology and Water Quality discussion in Section 4.3 should characterize groundwater conditions at the site, and identify any potential water quality impacts or subsequent mitigations for such impacts. Presumably solvents, oil, grease, ethylene glycol and other pollutants will continue to be associated with vehicle maintenance operations. Though this issue briefly touched upon in the Hazardous Materials Section, this issue should be addressed in the context of groundwater in the Hydrology and Water Quality Section.
- E-3 -While the potential surface water quality impacts appear to be downstream of the City's surface water diversion at Tait St., and therefore are not the primary concern of the Department (from a drinking water source protection standpoint), the Hydrology and Water Quality discussion should include a discussion of the importance of maintenance of the drainage system and, especially, a schedule for maintenance. It's also unclear what the BaySaver treatment tanks will be treating other than sediment. While the sediment detention function of the units is valuable, it is likely that the primary pollutants running off the site will be oil, grease and brake dust. Will these units effectively treat such pollutants?

Feel free to contact me if you have any questions.

Chris Berry  
Water Resources Manager  
City of Santa Cruz Water Department  
715 Graham Hill Rd.  
Santa Cruz, CA 95060  
(831) 420-5483  
fax (831) 420-6220

**LETTER E: CITY OF SANTA CRUZ WATER DEPARTMENT [Received 12/11/02]**

- E-1** The text of the EIR (**4.3 Hydrology** and **4.11 Public Services and Utilities**) has been revised to describe the Tait Street wells and Tait Street diversion, as presented in Section 3.0 of this document.
- E-2** The text of the EIR (**4.3 Hydrology**) has been revised to include a discussion of groundwater, as presented in Section 3.0. To summarize, stormwater runoff that may contain pollutants from the project site would be confined to impermeable surfaces and directed into treatment tanks before being discharged into the City's stormwater system or the San Lorenzo River. The proposed treatment tanks would remove oils, solvents, grease, and sediments. This would assure that long-term impacts to surface or groundwater do not occur. Additionally, the project would be required to meet the NPDES permit requirements to avoid discharge of non-point pollution during construction. Although the existing SCMTD Golf Club Drive facility stores oil in one 6,000-gallon underground storage tank, the project does not propose to alter this tank or in any way increase the likelihood of accidental releases from the tank that could affect groundwater (refer to **4.4 Hazardous Materials** for additional discussion). The impacts to groundwater quality would, therefore, be less-than-significant.
- E-3** The stormwater system would be visually inspected and cleaned per the manufacturer's instructions at least once each year prior to the storm season. Maintenance of the BaySaver system and associated catch basins would include the use of a vacuum truck to remove pollutants. Removed waste materials would be deposited at an appropriate state-licensed disposal facility.

Liquid pollutants such as oils, solvents, and grease (which are less dense than water) would be treated in the following manner. The siphon-type catch basins would separate a majority of the liquid pollutants under initial 'first-flush' low flow conditions. Under moderate flows catch basin detention time is insufficient to significantly remove liquid pollutants. During low and moderate storm events, liquid pollutants not trapped in the catch basins would be collected in the storage manhole of the BaySaver system, which is sized to provide detention time for low and moderate storm events. The system discharges mid-level water while holding solids at the bottom and floatable/liquids at the top.



P L A N N I N G   D E P A R T M E N T

809 Center Street • Room 206 • Santa Cruz, CA 95060 • cityplan@ci.santa-cruz.ca.us  
EUGENE O. ARNER, DIRECTOR

LETTER F

December 16, 2002



Les White  
Santa Cruz Metropolitan Transit District  
370 Encinal Street, Suite 100  
Santa Cruz, CA 95060

RE: Draft Environmental Impact Report (EIR) for the MetroBase Project (SCH# 2001042003)

Dear Mr. White,

Thank you for forwarding copies of the draft EIR for the MetroBase Project for review and comment. The project site is within the Harvey West area of the City of Santa Cruz. The DEIR serves well to address potential impacts of the project, including consideration of City General Plan policy consistency to determine levels of impacts and appropriate mitigations. While the City does not have authority to issue zoning permits to the Transit District for this project, comments have been tailored to areas of City responsibility and/or potential impacts on City resources and infrastructure. This letter contains comments from the Planning and Community Development Department that follow, and comments from the City Police, Fire, and Water Departments are attached. The Water Department comments address conflicts with the location of the city water main through the Golf Club Drive site and proposed project structures. The Fire Department comments primarily address issues associated with fire safety and emergency response associated with LNG fuel storage and a fast-fill dispensing operation. The Police Department comments concern issues of site security and access.

F-1

- 1) Geology and Soils – The methods for construction in the areas of soils with high liquefaction are not clear. If warranted, mitigation measures should be developed to address potential impacts of significant ground vibrations, and the possibility of damage to nearby structures, including courtesy notification of impacted property owners and tenants. The City's Chief Building Official may assist with suggestions for addressing these issues.

# LETTER F CON'T

Les White  
Santa Cruz Metropolitan Transit District  
December 16, 2002  
Page -2-

F-2

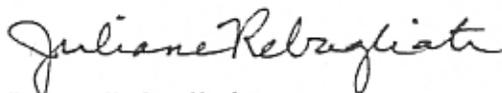
- 2) Biotic Resources – The DEIR correctly states that the current City General Plan policy requires setbacks from riparian corridors to be at least 100 feet from the watercourse centerline, or the edge of the riparian vegetation if the vegetation extends beyond 100 feet. Also, as stated, the City is currently in the process of preparing a City-wide Management Plan for creeks and wetlands, which recommends a greater setback. However, the plan is in draft form at this time, and has not been adopted or implemented. The project is located outside the existing riparian vegetation (except for the outfall) and a “hedge” will be planted with native species, which may function as a buffer to the riparian habitat. The San Lorenzo River Management Plan has adopted a list of native riparian species acceptable for planting along the river, which can be provided to the Transit District. Impacts on the riparian habitat associated with construction noise and vibrations, project operations, and lighting should be addressed.

F-3

The City's San Lorenzo Urban River Plan has a recommendation for a public easement along the north side of the river to provide for an eventual connection from the San Lorenzo River trail to Sycamore Grove. Opportunities for this connection should be addressed.

We appreciate the opportunity to continue to work with the Transit District on the Metrobase project. It is anticipated that relevant City departments will continue to review and comment on detailed project plans as they are further developed. Please keep the City apprised of the status of permitting and review by other agencies, such as County Environmental Health, Department of Fish and Game, National Marine Fisheries Service, etc. You may contact me at (831) 420-6254, or the staff members from other departments who provided comments should you have any questions.

Sincerely,



Juliana Rebagliati  
Environmental Coordinator

Attachments: Water Department Comments by Mary Fisher  
Fire Department Comments by Mark Latham  
Police Department Comments by Tom Vlassis

Cc: Gene Arner, Director of Planning  
Dick Wilson, City Manager



WATER DEPARTMENT  
MEMORANDUM  
LETTER F CONT

DATE: December 5, 2002  
TO: Linette Abbott  
FROM: Mary Fisher *mf*  
SUBJECT: Draft EIR for the MetroBase Project

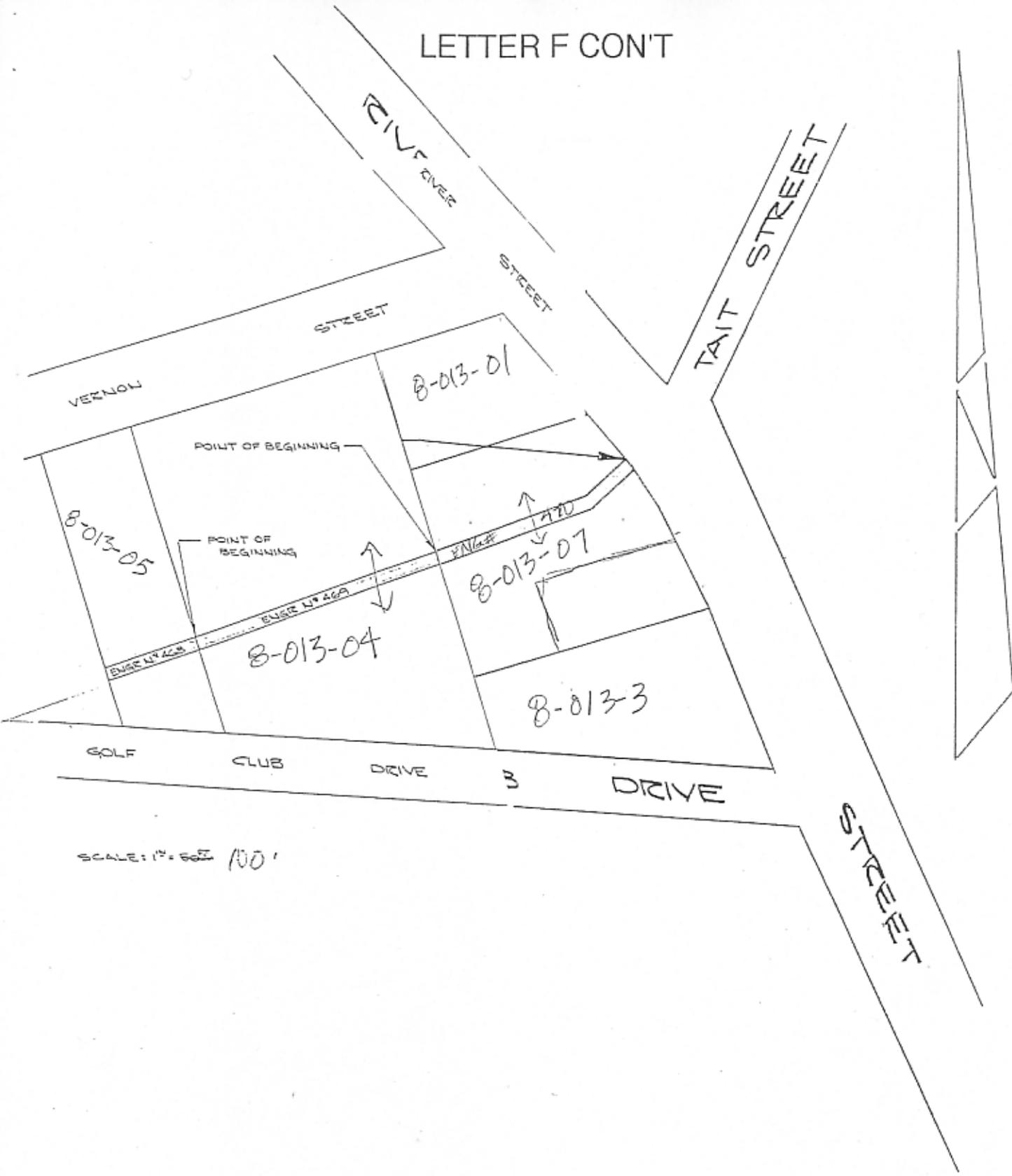
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This project represents the first part of a phased plan to consolidate MetroBase District operations. At this time, improvements at the Golf Club Drive location pose a number of concerns to the Water Department.

F-4 | The Water Conservation Office addressed issues of water consumption in a memo dated November 13, 2002. Of greater engineering concern is the 20" raw water main that crosses through APN's 008-013-04, 05 and 07 (Please refer to partial easement map noted Engr No 470, attached). There is a new building proposed (please refer to partial site plan, attached) on parcel 04 over an existing 10' right-of-way for this main. The Grant of Right-of Way gives the Water Department access at any and all times for installation, maintenance and repair of the main, which would not be attainable if this building were built.

The Transit District would either need to take responsibility for relocating the water main to meet Water Department standards or redesigning the improvements on the Golf Club Drive site.

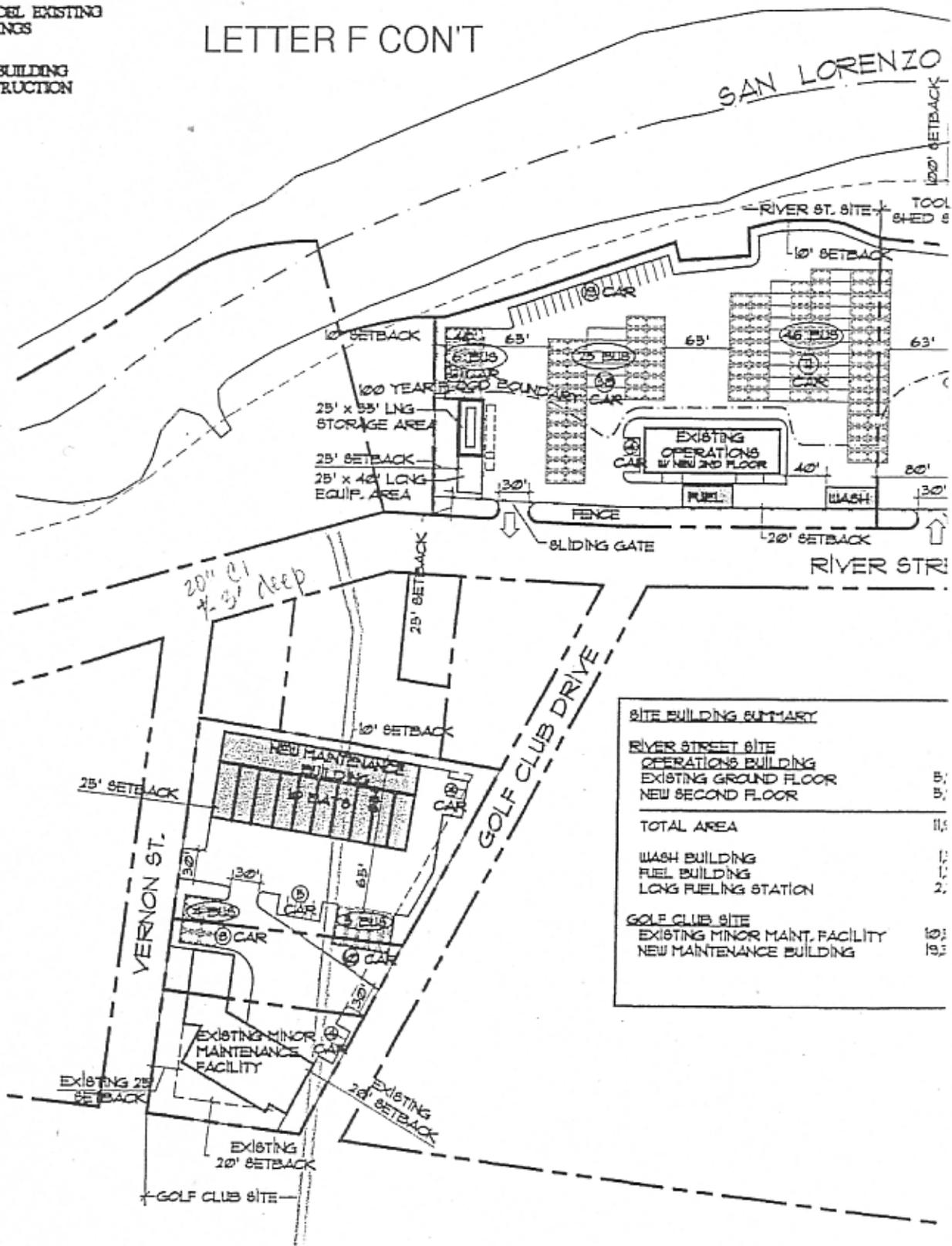
LETTER F CON'T



SCALE: 1" = 50'

# LETTER F CON'T

- REMODEL EXISTING BUILDINGS
- NEW BUILDING CONSTRUCTION



SITE BUILDING SUMMARY	
<b>RIVER STREET SITE</b>	
OPERATIONS BUILDING	5,000
EXISTING GROUND FLOOR	5,000
NEW SECOND FLOOR	5,000
<b>TOTAL AREA</b>	<b>15,000</b>
WASH BUILDING	1,000
FUEL BUILDING	1,000
LONG FUELING STATION	2,000
<b>GOLF CLUB SITE</b>	
EXISTING MINOR MAINT. FACILITY	10,000
NEW MAINTENANCE BUILDING	19,000



Concept

# LETTER F CON'T

## FIRE DEPARTMENT

Fire Prevention Bureau

230 Walnut Avenue, Santa Cruz, CA 95060 (831) 420-5280



### Memorandum

DATE: November 19, 2002  
TO: Juliana Rebagliati, Planning Department  
FROM: Mark Latham, Deputy Fire Marshal  
SUBJECT: SCMTD MetroBase draft E.I.R. comments

This memorandum responds to a request for comments on the proposed SCMTD MetroBase project draft environmental impact report.

F-5 | The report makes a broad statement that the SCMTD is not subject to local regulation, which I believe is untrue for matters that are within the jurisdiction of the City of Santa Cruz Fire Department. I have attended several site meetings with SCMTD on this project, prior to this report. In addition, the facility will need to secure building permit(s) and pass inspections for the anticipated work.

F-6 | The report summarizes the impact to fire protection services as less-than-significant. Overall, that is a true statement, using the few criteria that are mentioned. However, certain aspects of this project could have a significant impact on the fire department in the event of an emergency. In the preliminary meetings on the construction issues at the maintenance facility to accommodate CNG fueled buses, the fueling method was proposed as a slow-fill CNG operation. The change to a LNG storage and fast-fill dispensing station is significant in the level of hazard on the River Street property. We are concerned that the storage facility and LNG delivery truck, traveling into our jurisdiction will increase the potential for a significant emergency.

F-7 | During this brief review period, I have discovered that large LNG facilities, those that actually process methane into LNG, enjoy an excellent safety record over the last 25 years. However, there are few local storage and dispensing installations to be found.

## LETTER F CON'T

Preliminarily, the potential hazards with LNG activates, on the River Street site, result from direct exposure to fire, the thermal radiation generated by a fire from the ignited release of LNG, or the formation of a cloud of vapor. Direct exposure to fire and thermal radiation from ignited LNG is the primary hazard, and the current regulations ensure that the location on the site is sufficiently separate from structures and adjoining property. During my brief review time, I was not able to determine if the site is sufficiently large enough to accommodate this installation. Another potential hazard of an LNG spill is the formation of a vapor cloud that could be carried away from the site by wind. Here also, I was not able to complete a calculation of a vapor dispersion prediction, to determine if the site can accommodate a dispersion exclusion zone. The final hazard is explosion traveling through the methane vapor cloud. This is unlikely for an unconfined cloud, but is likely when the vapor is confined in a structure or partially confined in a dense field of obstructions. Both of these scenarios could be present on adjacent property, where the vapor has traveled and mixed with air to within it's explosive range.

I was only able to find the location of two other fueling facilities in California. One is located at Los Angeles Airport and the other one an unspecified location for Raley's supermarkets and drug centers; however it appears that Texas has had experience with a similar facility.

The City of Santa Cruz fire prevention code restricts above ground storage of other types of hazardous materials. For example, the City limits larger LPG containers to no closer than 150 feet from a residential structure. The City also requires that above ground flammable liquid tanks be vehicle impact and bullet resistant. These examples are more restrictive than the minimum nationally recognized standards. Because LNG is a new and expanding form of delivering an alternative fuel to consumers, the fire department wishes to proceed carefully during the approval of this plan as proposed. I recommend that the City retain it's authority to regulate the storage, transportation, and use of LNG within the City limits, including it's authority to restrict or prohibit such activities as it determines appropriate in the interest of public safety. Such restrictions and prohibitions could be applied to existing and new LNG transportation routes, as well as to the construction of bulk LNG storage and vehicle fueling stations. I believe that applicable local zoning and building permit laws and regulations should govern where such installations may be located in the same manner as local zoning and building codes

## LETTER F CON'T

currently apply to the siting of other fuel storage facilities, including petroleum products and propane (LPG).

F-11 The location of the LNG tank is just above the 100 year flood level. This waterway must pass under several nearby bridge structures, which have become clogged with uprooted trees and debris in the past, which will back up the flood water. Some analysis is needed to determine what is likely to occur if this installation does become flooded. Will the water scour away the foundation and cause the tanks to become buoyant? A leak caused by this event will not leave a lasting effect upon the water, but the vapor will be emitted from a moving tank.

F-12 Lastly, with regard to the minimum standards, in addition to the City of Santa Cruz fire prevention requirements, this installation should comply with NFPA 57, *Standard for Liquefied Natural Gas Vehicular Fuel Systems*, NFPA 59A, *Standard for the Production, Storage and Handling of LNG*, DOT 49 CFR Part 193, "Liquefied Natural Gas Facilities; Federal Safety Standards", NFPA 52 *Compressed Natural Gas (CNG) Vehicular Fuel Systems Code*.

Other comments may be made when detailed plans are submitted.

# LETTER F CON'T



## Santa Cruz Police Department MEMORANDUM

DATE: November 19, 2002  
TO: Mark Latham  
FROM: Tom Vlasis, Santa Cruz Police Department  
SUBJECT: MetroBase Draft EIR Review

---

Just to recap what we discussed earlier today when reviewing the MetroBase plans.

The police concerns are:

- 1) Having the area around the LNG tank secured via fencing and a motion/intrusion alarm inside the secured area.
- 2) Having low growing shrubs around the property so that hiding or lodging areas don't develop and a good line of sight is maintained and available.
- 3) Having the main building protected with an intrusion alarm.
- 4) Having adequate lighting on all the property.
- 5) Having the property line adjacent to the river secured so others cannot access the property from the rear.
- 6) Having the front and sides of the property secured when the business is closed. This is a little tricky because police and fire will need to be able to access inside the gates and areas in case of emergency response needs.
- 7) As the info we reviewed did not address the traffic volume issues I simply want to express my concerns about the increased traffic and a potential need for traffic controls in order to facilitate access/egress to the property. Hwy 9 is already very busy and increasing the traffic volume only increases the potential for more collisions or other traffic related problems.

F-13

F-14

**LETTER F: CITY OF SANTA CRUZ PLANNING DEPARTMENT [Received 12/17/02]**

- F-1** The EIR identifies mitigation calling for the design of all structures in accordance with a final design-level geotechnical investigation. This investigation will define measures that address onsite soil and seismic conditions, including liquefaction potential.
- F-2** Comments noted. As described on page 4.5-10 of the EIR, the hedge shall consist of native species. As described in the EIR, no significant indirect impacts to the riparian habitat are expected from the project (with the exception of the outfall), since the project would not significantly alter land use activities in the area compared with existing conditions. Impacts from construction within the riparian woodland are identified as potentially significant on page 4.5-9 of the EIR, and appropriate mitigation is provided to reduce these impacts to a less-than-significant level. Additional mitigation has been added to the EIR to assure that nesting birds would not be impacted by construction of the outfall, as presented in Section 3.0. This mitigation includes avoidance during nesting season or pre-construction surveys with protective measures (if birds are found). Noise reduction measures during construction are identified in **4.9 Noise** of the EIR to minimize impacts. The project is not expected to increase ambient nighttime light levels along the riparian corridor; in addition, all new lighting sources would be directed into developed areas and include a shield to deflect light away from the corridor.
- F-3** Development of the project would not preclude future implementation of a trail connection along San Lorenzo River.
- F-4** The SCMTD proposes to reroute the 20-inch water line around the southern end of the new maintenance building (approximately 300 linear feet) to allow the City Water Department access. The SCMTD will coordinate with the City in relocation of the water line.
- F-5** As described in the EIR, “the SCMTD is an entity of the State of California and is not subject to the control of local agencies, including local land use and zoning laws...” This is in accordance with the definition of “local agency” set forth in Government Code §53090. The SCMTD has met with the Santa Cruz Fire Department regarding their concerns, and will continue to coordinate with the Fire Department during final project design and implementation.
- F-6** The criteria used for the project’s impacts on fire protection service in **4.11 Public Services and Utilities** were based on the most recent thresholds established by CEQA. The issue of LNG and LCNG hazards is addressed in **4.4 Hazardous Materials** of the EIR. As described in this section, the proposed LCNG fueling station could present potentially significant public health and safety hazards in the event of accidental leak or explosion. Mitigation is identified, including appropriate handling, emergency measures, and installation of hazard detection equipment, to reduce these impacts to a less-than-significant level.
- F-7** In fact, there are an increasing number of LNG and LCNG vehicle fueling stations in California. The table below shows the location, fuel type, and application for several existing facilities, including

two in the San Francisco Bay Area.

<b>LNG and LCNG Vehicle Fueling Facilities</b>		
<b>Location</b>	<b>Fuel Dispensed</b>	<b>Application</b>
San Bernardino - Omnitrans	LCNG	Public Transit
Coalinga - Harris Ranch	LCNG & LNG	Long Haul Trucks
City of Tulare	LCNG & LNG	Fleet
Thousand Palms - Sunline Transit	LCNG & LNG	Public Transit
Ontario Airport	LCNG & LNG	Fleet (e.g., shuttle buses)
Los Angeles Airport	LCNG & LNG	Fleet (e.g., shuttle buses)
San Francisco - Sanitary Fill Co.	LNG	Refuse Haulers
Oakland - Waste Management	LNG	Refuse Trucks
Sacramento - Raleys	LNG	Long Haul Trucks
Orange County Transit Agency	LNG	Public Transit

**F-8** As shown in the site plan in Figure 3.0-3 of the EIR, the LCNG fueling station is sited in compliance with the required separation distances specified in applicable national LNG facility standards (NFPA 57 and NFPA 59a). These requirements call for a minimum distance of 25 feet from the edge of the LCNG facility to all buildings and property lines and a minimum distance of five feet between storage containers.

The hazards of LCNG are described in **4.4 Hazardous Materials** of the EIR. In response to the Fire Department’s comments, the following discussion elaborates on the issues of vapor clouds, dispersion zones, and methane explosions.

On initial vaporization, LNG vapor is heavier than air. Natural gas below about -160 degrees Fahrenheit (F) is heavier than air at room temperature, and LNG is at -260 degrees F. Release of LNG vapors from a spill can create a dense, low-lying cloud that may travel over the ground or settle in low areas under low wind speed conditions. With higher wind speeds, the cloud would generally disperse. The cold vapor cools the surrounding air, condensing the water vapor to form a visible cloud. The dense low-lying cloud can create a fire and asphyxiation hazard until it warms enough to rise and dissipate into the atmosphere. Natural gas may either be within or extend beyond the visible cloud of water vapor. However, natural gas is only flammable at concentrations between 5% to 15% gas in air. An ignition source, such as an open flame or an exposed surface with a temperature in excess of 1,000 degrees Fahrenheit, must be in contact with natural gas to ignite it. The project proposes a concrete containment area to surround the LNG storage tank and

keep any liquid spills within the boundary of the containment area. Other preventative measures are included in the project and identified in the EIR to reduce the potential hazards from an LNG spill and vapor cloud to a less-than-significant level.

Mathematical modeling is required to compute the extent of the dispersion exclusion zones. Thermal radiation and vapor dispersion exclusion zones are addressed in 49 CFR Part 193 Liquefied Natural Gas Facilities: Federal Safety Standards. Part 193 of the federal standard is intended for LNG facilities used in the transportation of gas by pipelines that are subject to federal pipeline safety requirements, and does not apply to the project. If application of federal requirements (other than Part 193) determine the need for development of a design-level risk management plan, dispersion modeling would be completed and specific measures incorporated into the LCNG facility to reduce any potential risk to acceptable levels.

Methane explosions occur as a result of either total confinement (as in a closed room) or partial confinement (as in a dense field of obstructions). Explosions from LNG vapor clouds are, therefore, unlikely in outdoor or well-ventilated areas, but may occur in highly confined areas with sufficient oxygen and an ignition source. Again, the potential for explosions would be mitigated by implementation of preventative measures to limit LNG releases, typically through standard housekeeping methods.

**F-9** Refer to the response F-7 above.

**F-10** As described above, the proposed LCNG facilities have been sited and would be designed in accordance with all established standards (refer to pages 4.4-6 and 4.4-7 of the EIR).

**F-11** See response F-10 above. Federal law requires that the proposed LCNG facility incorporate tank and foundation requirements to minimize the impact from flood, seismic events, and other environmental hazards. These include the following tank and foundation regulations:

C LNG tank shall be designed and fabricated per nationally recognized pressure vessel codes and seismic design criteria.

C Tank foundation shall be concrete and designed/constructed per building code and seismic design criteria.

C Concrete containment with a minimum volume equal to the tank volume shall be installed around the tank.

C Tank shall be anchored to its foundation based on seismic, wind, and buoyant loads.

C Tank shall be provided with LNG retention valves located adjacent to the tank to prevent LNG from escaping if lines are ruptured. Tank is also double-walled.

The LNG storage tank and the LCNG equipment have been located outside the 100-year floodplain level. Unlike gasoline or diesel, LNG does not remain liquid at ambient temperature and pressure. If LNG were to accidentally spill into the river, the water would rapidly increase the vaporization rate of the LNG by absorbing heat from the much warmer water. No residual LNG

would remain in the river, since the LNG would quickly boil and disperse into the atmosphere.

- F-12** The proposed LCNG fueling facility will comply with three of the four standards listed: NFPA 57, NFPA 59a, and NFPA 52. The fourth standard, DOT 49 CFR Part 193 Liquefied Natural Gas Facilities: Federal Safety Standards, is not applicable to the District's LCNG facility (refer to response F-8 above).

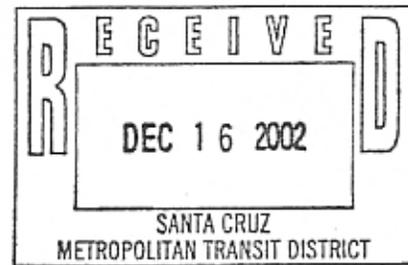
With implementation of applicable federal requirements and mitigation identified in the EIR, the use, storage, and transport of LNG and LCNG is not anticipated to result in significant impacts. Based on this analysis, no further requirements are warranted. The SCMTD will coordinate with the SCFD during final design to assure that all applicable federal requirements are met.

- F-13** The SCMTD will coordinate with the Santa Cruz Police Department to incorporate designs that minimize criminal activity and facilitate police patrolling. The project includes the following specific measures:

- C Construction of a concrete containment area five feet below grade with a concrete wall around the LNG storage tank.
- C Implementation of a security system, including alarms and security lighting.
- C Installation of fencing around both project sites.

- F-14** **4.8 Traffic and Circulation** of the EIR addresses traffic-related impacts. Although the project would not significantly increase volumes or result in additional congestion in the area, traffic hazards may occur at the intersection of Golf Club Drive/River Street due to visibility constraints. Mitigation is identified in the EIR to address this issue (see page 4.8-26).

LETTER G



210 Golf Club Drive, Santa Cruz, has been my home for forty-one years. My land consists of more than four acres bordering the railway tracks from Golf Club Drive to the Pogonip. My house is opposite Vernon St.

I am very concerned about the location of the proposed Metro Base.

G-1 | My property is attractive, rural and well maintained and it used to be very quiet. The bus facility across the tracks from me causes more than enough noise but I haven't lodged any complaints; however the increase in noise, traffic, air pollution and bright lighting from an enlarged operation would substantially reduce the quality of life on my property and decrease its monetary value significantly.

The privately owned land on Golf Club Drive probably is the last peaceful, lightly developed acreage of its size within the city of Santa Cruz. It would be tragic to ruin it this way.

G-2 | Since there is a serious housing shortage in Santa Cruz, it was highly likely that my property and the rest of the properties on Golf Club Drive could have been developed at some time in the future to ease the housing situation. The Metro Base would make all the land, but especially mine, much less desirable. Should development take place anyway, the congestion caused by buses would add to the increased traffic which always accompanies development.

G-3 | If the facility is constructed, I am worried about the disruption to the neighborhood while it is being done: the noise, the mess, the problems with access, and the unsightliness. Furthermore, if the base is constructed, I am concerned about the height and size of the buildings. Also, would work on the buses be done in closed buildings rather than out in the open so that nuisance factors would be reduced?

G-4 | Not only am I concerned about the level of traffic on Golf Club Drive and Vernon Street, I am worried about the potential impact on merging traffic coming down from Highway 9 as the highway enters town. This corner is hazardous already, especially since cars often enter town at relatively high speed.

G-5 | It seems to me that a totally different site should be sought; one which would not use the San Lorenzo Valley flood plain, detract from the open land on the way to Pogonip which will eventually be needed for housing, or cause traffic problems. Above all, it must be remembered that the proposed facility would be merely a temporary solution. It would seem better to look farther into the future and construct a permanent facility. The cost and impact could be less in the long run. Until this could be done, it might be wise to use the existing facilities.

Jean Doerr 12/12/02

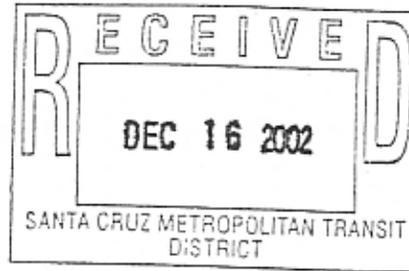
A handwritten signature in cursive script that reads "Jean Doerr".

210 Golf Club Drive  
Santa Cruz CA 95060  
Phone (831) 426-2960

**LETTER G: JEAN DOERR [Received 12/16/02]**

- G-1** The commentor's opposition to the project is noted.
- G-2** Traffic impacts of the project were addressed in a comprehensive traffic analysis, summarized in **4.8 Traffic and Circulation** of the EIR. The results of this study indicate that the project would not significantly affect circulation or congestion in the area.
- G-3** Construction impacts are addressed in the EIR, primarily in the noise, air quality, and water quality sections (see Sections 4.3, 4.9, and 4.10 of the EIR). Mitigation is identified to reduce these impacts to a less-than-significant level. Visual impacts from the height and mass of structures is addressed in Section 4.7 of the EIR. Noise reduction measures are also included in **4.9 Noise** of the EIR to help reduce noise from the project, which includes conducting maintenance activities within buildings where possible.
- G-4** The traffic hazard at the intersection of Golf Club Drive/River Street is addressed on page 4.8-26 of the EIR. Mitigation is identified to reduce this impact to a less-than-significant level.
- G-5** Comment noted.

Santa Cruz Metro  
 Attention: Lea White  
 VIA fax: 426-6117



The following are comments regarding the Draft Environmental Impact Report for the MetroBase Project, Oct. 31, 2002.

As property owners of land located on Golf Club Drive located west of the train trestle, we are concerned with several aspects of the Draft EIR. This portion of Golf Club Drive is a quiet residential area with half a dozen homes. The area is designated on the General Plan and zoned for additional residential development.

H-1 | 1) The noise study evaluates noise impacts on residential structures east of the rail road tracks. The noise study did not make any evaluation of noise impacts west of the rail road tracks. The proposal will increase noise generated at the Golf Club site. Increased revving of bus engines, emergency back-up beepers, radios, compressors, bus kneeling, and retracting garage doors are all noise generating activities which are proposed to increase. The ten new service bays proposed for the Golf Club site are oriented in a westerly direction towards our property.

The potential noise impacts on the existing and future dwellings located on Golf Club Drive west of the rail road tracks need to be evaluated and appropriate mitigations, if necessary, need to be developed to reduce these impacts to less than significant levels.

H-2 | 2) The intersection of River St. and Golf Club Drive is identified as having limited sight distance. The Draft EIR, page 4.8-26, recommends a mitigation to deal with this limited sight distance. The mitigation requires a pro-rata contribution towards the improvement of the sight distance. This mitigation lacks a specific discussion of design, right-of-way acquisition, cost and timing. Without such a discussion this mitigation results in a potentially meaningless mitigation which may never come to pass. A significant increase in bus traffic and thus traffic hazard will result from this project without any mitigation being in place or even a meaningful plan to implement the mitigation in an identified period of time.

We hope that the Final EIR will address these important issues.

Sincerely,

*John Swift*

**LETTER H: JOHN SWIFT [Received 12/16/02]**

- H-1** The noise assessment on Golf Club Drive was conducted at the residential boundary immediately east of the proposed maintenance facility. This location was selected because it represents the worst-case noise exposure from the facility by both stationary and transportation noise sources; all other locations more distant from the facility would encounter a lesser impact. The increase in noise exposure at this location is one decibel. The areas on Golf Club Drive west of the facility would not encounter increased transportation noise nor increased noise from facility operations. The enclosed building design would effectively reduce noise to acceptable levels.
- H-2** Implementation of improvements at Golf Club Drive/River Street to improve sight distance is primarily contingent on the realignment of the existing wall at the northwest corner of the intersection. It is unclear at this time whether or not the wall is on private or Caltrans property. The current jurisdiction of the wall would determine the timeline for implementation. If the wall is within Caltrans right-of-way for Highway 9, then Caltrans and SCMTD could determine the appropriate action and likely have the improvement in place prior to completion of the project. If the wall is on private property, either the agreement would need to also include the adjacent property owner or Caltrans may have to buy a portion of the property from the current land owner, both of which could potentially lengthen the time of implementation. Determination of ownership would need to be clarified prior to the realignment of the wall.

## LETTER I

714 N. Francis Ave.  
Lansing, MI 48912

December 19, 2002

Margaret Gallagher  
District Counsel  
Santa Cruz Metropolitan Transit District  
370 Encinal Street  
Suite 100  
Santa Cruz, CA 95060

Dear Ms. Gallagher:

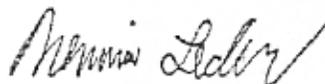
Per your request this afternoon via telephone, I am submitting this brief statement regarding one of my concerns about the proposed SCMTD "cluster project."

1-1 | I understand from the environmental impact report that, should the project be approved, there will be a new maintenance facility building erected on or near my western property line at 110 Golf Club Dr. I would like to know 1) how far from my property line this building will be; 2) how tall the building will be; 3) where the wall adjacent to my property will terminate on the south side (Golf Club Drive side). As I understand from your comments, the building itself would be intended to serve as a sound wall, so, naturally, I am concerned about the location, size, and orientation of this wall (building).

1-2 | From the EIR it appears that the building would be oriented such that the buses would enter the facility on the west side (closest to the existing SCMTD facility, west of Surf City Produce). If this is correct, I would hope that the building would extend south all the way to Golf Club Drive since that would probably provide the best sound barrier between my property and the new facility.

Thank you for your time today, and thank you in advance for answering these questions. The best way to contact me is either through my cell phone (517-410-0717) or via e-mail (ledernev@msu.edu).

Sincerely,



Nevin Leder

**LETTER I: NEVIN LEDER [Received 12/17/02]**

- I-1** The new proposed maintenance building at the Golf Club Drive site would be located approximately 22 feet from the property line at 110 Golf Club Drive (from the southeast corner of the new building to the northwest corner of the property line). The building would be approximately 35 feet in height. As shown in Figure 3.0-3 of the EIR, the proposed building would not extend to Golf Club Drive, and a wall is not currently proposed.
- I-2** The Draft EIR calls for preparation of a detailed acoustical study to determine final building design and incorporate noise reduction measures, as necessary. If required, a secondary wall would be constructed at the sides of the building to a position where noise cannot wrap around the building (see page 4.9-8 of the EIR). This wall would extend to Golf Club Drive, if needed, to mitigate project noise.

### 3.0 REVISIONS TO THE DRAFT EIR

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Page 1.0-1, first paragraph, the following sentence is added to the end of the paragraph.

A copy of the Categorical Exclusion is available for review at the SCMTD.

Page 3.0-13, first paragraph, the fourth sentence is revised as follows:

A 15,000 gallon LNG storage tank will be installed about five feet below grade (from the bottom of the tank) and surrounded by a concreted block vault within a concrete containment area; a concrete wall will also be constructed around the LNG storage tank.

Page 4.1-7, fifth paragraph, the last two sentences are revised as follows:

The intent of the 2000 AQMP is to establish a comprehensive program that will result in the attainment of federal and state air quality standards for ozone. Individual AQMPs from all California air quality districts are assimilated into a State Implementation Plan, which outlines the state's efforts to comply with the federal Clean Air Act and its amendments.

Page 4.3-1, the following text is inserted after the third paragraph:

Water supply is addressed in **4.11 Public Services and Utilities** of this EIR. In the vicinity of the project, the City of Santa Cruz maintains two wells located at the west end of Crossing (Tait) Street. These wells draw shallow water from the alluvium, which is governed by surface water. In addition, the Tait Street Diversion, which diverts water from the river, is located on the City-owned property just north of the existing SCMTD River Street site.

Page 4.3-5, the following sentence is inserted at the end of the third paragraph:

The stormwater system would be visually inspected and cleaned per the manufacturer's instructions at least once each year prior to the storm season.

Page 4.3-9, the following text is inserted after the fourth paragraph:

#### **Groundwater Quality**

Borings taken at the project sites show that groundwater was encountered only at the River Street property (Steven Raas & Associates, March 1990). The logs indicate that groundwater at this site was encountered at about 18 to 21 feet below ground surface.

As described earlier, stormwater runoff that may contain pollutants from the project site would be confined to impermeable surfaces and directed into treatment tanks before being discharged

into the City's stormwater system or the San Lorenzo River. The proposed treatment tanks would remove oils, solvents, and grease, as well as sediments. This would assure that long-term impacts to surface or groundwater do not occur from runoff. Additionally, the project would be required to meet the NPDES permit requirements to avoid discharge of non-point pollution during construction.

The existing SCMTD Golf Club Drive facility stores oil in one 6,000-gallon underground storage tank, which has been constructed and is monitored in accordance with state regulations. The project does not propose to alter this tank or in any way increase the likelihood of accidental releases from the tank that could affect groundwater (refer to **4.4 Hazardous Materials** for additional discussion).

*The project would result in less-than-significant impacts to groundwater quality.*

4.5-10, the following text is inserted after the third bullet:

**Impact**Reconstruction of the proposed outfall may result in the loss of breeding bird habitat, and/or direct loss of nests, eggs, or chicks if they are present when vegetation is removed. The direct loss of nests, eggs, or chicks of migratory birds or raptors is considered significant. (The loss of any breeding bird habitat is not considered significant due to the small size of the outfall area.) ***This represents a significant impact that can be reduced to a less-than-significant impact with implementation of the following mitigation.***

### **Mitigation**

- C Schedule construction of the new outfall structure during the non-breeding season for birds (between August 1 and October 15). If this is not practical, prior to construction of the outfall, a qualified biologist shall be retained to survey the construction site and a surrounding buffer area to determine if sensitive birds species are nesting; the width of the buffer area shall be determined by the biologist. If sensitive bird species are found nesting within the site or buffer area, construction shall be postponed until the biologist confirms that all young have fledged.

Page 4.8-30, the following text is added at the end of the last paragraph:

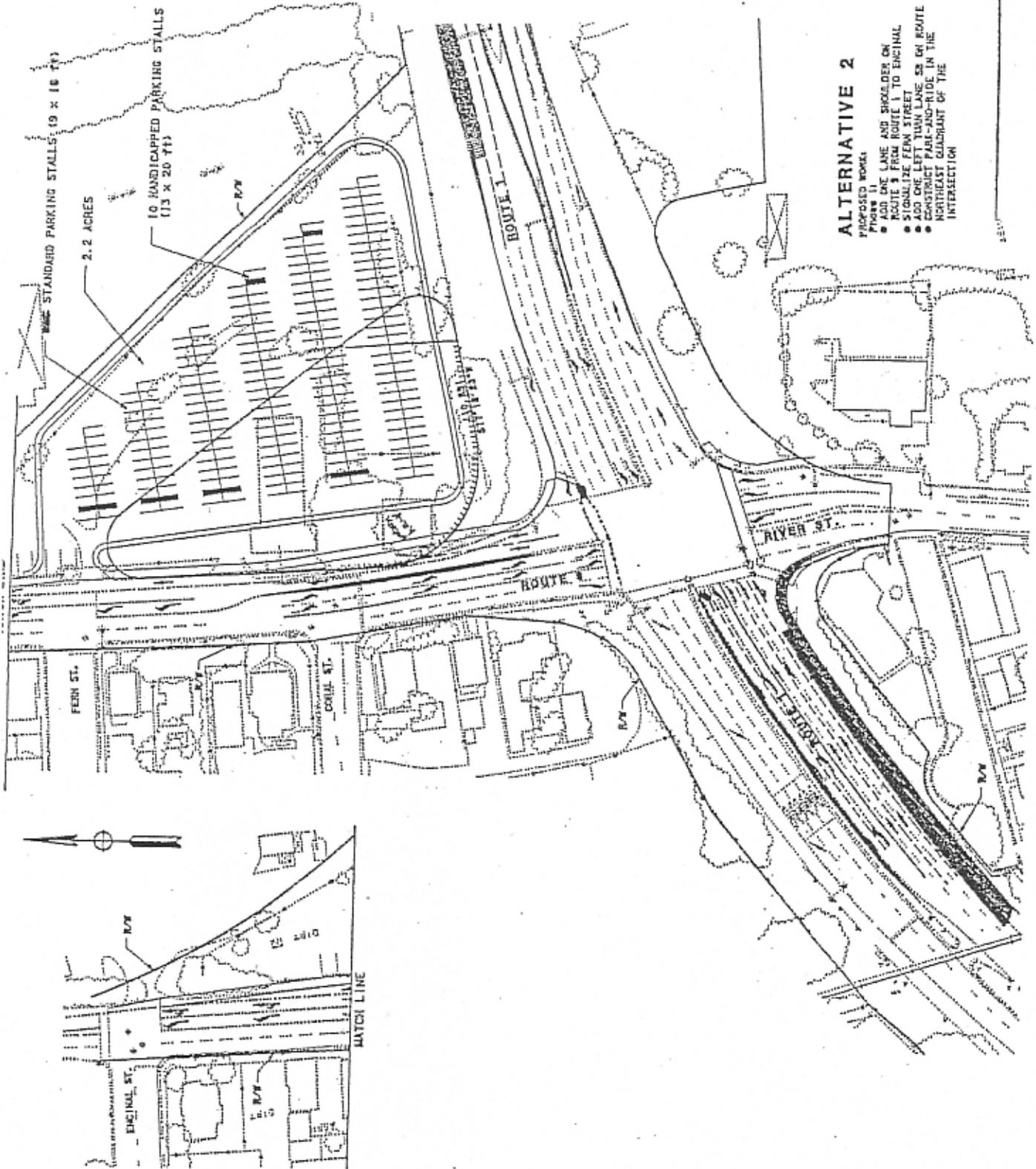
The SCMTD would contribute its pro-rata share towards Highway 1/Highway 9 or other roadway improvements for future expansion of MetroBase, as required.

Page 4.10-2, Table 4.10 is revised as follows:

<b>Table 4.10-1 Federal and State Ambient Air Quality Standards</b>			
<b>Pollutant</b>	<b>Averaging Time</b>	<b>Federal Primary Standard</b>	<b>State Standard</b>
Ozone	8-Hour	0.08 PPM	--
	1-Hour	0.12 PPM	0.09 PPM
Carbon Monoxide	8-Hour	9.0 PPM	9.0 PPM
	1-Hour	35.0 PPM	20.0 PPM
Nitrogen Dioxide	Annual	0.05 PPM	--
	1-Hour	--	0.25 PPM
Sulfur Dioxide	Annual	0.03 PPM	--
	24-Hour	0.14 PPM	0.04 PPM
	1-Hour	--	25 PPM
PM <sub>10</sub>	Annual	--	30 µg/m <sup>3</sup>
	Geometric	<del>20</del> 50 µg/m <sup>3</sup>	--
	Annual	150 µg/m <sup>3</sup>	50 µg/m <sup>3</sup>
PM <sub>2.5</sub>	Annual	<del>12</del> 15 µg/m <sup>3</sup>	--
	Arithmetic 24-Hour	65 µg/m <sup>3</sup>	--
Lead	30-Day Avg. Calendar Quarter	--	1.5 µg/m <sup>3</sup>
		1.5 µg/m <sup>3</sup>	--
PPM = parts per million                      µg/m <sup>3</sup> = micrograms per cubic meter Source: <i>CEQA Air Quality Guidelines</i> , MBUAPCD, August 2000			

4.11-3, the following text is inserted after the first paragraph:

In the vicinity of the project, the City of Santa Cruz maintains two wells, referred to as Tait #1 and #4. These wells are located at the west end of Crossing (Tait) Street. These wells draw shallow water from the alluvium, which is governed by surface water. In addition, the Tait Street Diversion, which diverts water from the river, is located on the City-owned property just north of the existing SCMTD River Street site.



- ALTERNATIVE 2**
- PROPOSED WORKS:
- Phase II
  - ADD ONE LANE AND SHOULDER ON ROUTE 9 FROM ROUTE 1 TO ENCINAL
  - SIGNALIZE FERN STREET
  - ADD ONE LEFT TURN LANE ON ROUTE 1
  - CONSTRUCT PARK-AND-RIDE IN THE NORTHEAST QUADRANT OF THE INTERSECTION

Source: Santa Cruz  
Regional Transportation  
Commission,  
August 2002

EXHIBIT H1 -  
PROPOSED  
HIGHWAY 1/9  
IMPROVEMENTS  
AND PARK AND RIDE

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: \_\_\_\_\_

CERTIFICATION OF THE FINAL ENVIRONMENTAL IMPACT REPORT (EIR) AND ADOPTION OF CERTAIN FINDINGS CONCERNING THE METROBASE PROJECT FOR WHICH AN ENVIRONMENTAL IMPACT REPORT HAS BEEN PREPARED, ADOPTING MITIGATION MEASURES AND A MITIGATION MONITORING AND REPORTING PROGRAM, AND MAKING FINDINGS CONCERNING ALTERNATIVES IN ACCORDANCE WITH THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.

**WHEREAS**, the Board intends to approve an operations and maintenance facility to support 98 buses, located on two sites in the Harvey West neighborhood of Santa Cruz (referred to as MetroBase). The project includes a new Liquefied Compressed Natural Gas (LCNG) fueling station, a bus washing structure, renovation of the existing operations building to include a second floor, and reconfiguration of the parking and circulation areas on the River Street site. Improvements on the Golf Club Drive site consist of construction of a new 10-bay maintenance facility, renovation of the existing maintenance building, and reconfiguration of the parking and circulation. Project implementation requires the acquisition of two existing businesses.

**WHEREAS**, CEQA requires that in connection with the approval of a project for which an EIR has been prepared which identifies one or more significant environmental effects, the decision-making agency must make certain findings regarding those effects;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT** that it certifies that the Final Environmental Impact Report (FEIR) for the MetroBase Project (Project) was completed in accordance with the requirements of the California Environmental Quality Act (CEQA) and State and local guidelines on February 28, 2003.

**THAT THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT BOARD** finds that it has independently reviewed and analyzed the FEIR and other information in the record and has considered the information contained therein, including the written and oral comments received at the public hearings on the EIR and on the Project, prior to acting upon or approving the Project, and has found that the FEIR represents the independent judgment of the Santa Cruz Metropolitan Transit District as Lead Agency for the Project, and designates the General Manager at his office at 370 Encinal Street, Suite 100, Santa Cruz, California, as the custodian of documents and records of proceedings on which this decision is based; and

**THAT THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT BOARD** does hereby make the following findings with respect to the significant effects on the environment of Project, as identified in the FEIR:

# I. GEOLOGY AND SOILS

## A. Seismic Hazards

1. **Impact:** The project sites will be subject to severe ground shaking in a strong seismic event, which could damage structures and endanger public safety onsite. (Significant Impact)
2. **Mitigation:**
  - a. All proposed structures shall be designed to conform to Uniform Building Code (UBC) requirements for Seismic Zone 4.
  - b. All proposed structures shall be designed in accordance with the specific recommendations of a final design-level geotechnical investigation for the project, to be prepared by a California-registered geotechnical engineer prior to construction. Construction activities shall be monitored by a registered geotechnical engineer, as required based on the recommendations of the final geotechnical report.
  - c. The LCNG fueling facility shall be designed and constructed in accordance with requirements of the National Fire Protection Association (NFPA 59a) and American Society of Mechanical Engineers (ASME) standards for fabrication of pressurized tanks, as well as UBC Seismic Zone 4 requirements for equipment foundations and anchorage.
3. **Finding:** Implementation of the above will avoid or substantially reduce the significant environmental impact described above to a less-than-significant level.

## B. Liquefaction Hazards

1. **Impact:** The River Street site could be subject to liquefaction, seismically induced settlement, and lateral spreading during a strong seismic event, which could damage structures and endanger public safety onsite. (Significant Impact)
2. **Mitigation:**
  - a. All proposed structures shall be designed to conform to Uniform Building Code (UBC) requirements for Seismic Zone 4.
  - b. All proposed structures shall be designed in accordance with the specific recommendations of a final design-level geotechnical investigation for the project, to be prepared by a California-registered geotechnical engineer prior to construction. Construction activities shall be monitored by a registered

geotechnical engineer as required based on the recommendations of the final geotechnical report. Proposed development on the River Street site must consider design that resists the potential forces resulting from liquefaction and lateral spreading and mitigation via soil treatment.

- c. Utilities shall be designed with appropriate flexibility to tolerate potential differential movement without becoming disconnected or broken.

- 3. **Finding:** Implementation of the above will avoid or substantially reduce the significant environmental impact described above to a less-than-significant level.

#### C. Soil Erosion

- 1. **Impact:** The project sites will be subject to soil erosion during construction. (Significant Impact)
- 2. **Mitigation:**
  - a. Prior to commencement of grading on the site, the SCMTD shall prepare an erosion control plan in accordance with City of Santa Cruz Erosion Control Ordinance. Erosion control measures shall be installed prior to commencement of construction activities.
  - b. Areas exposed during construction shall be immediately revegetated and/or covered with structures to reduce erosion potential.
- 3. **Finding:** Implementation of the above will avoid or substantially reduce the significant environmental impact described above to a less-than-significant level.

## II. HYDROLOGY & WATER QUALITY

#### A. Surface Water Quality

- 1. **Impact:** Construction and operation of the project could increase non-point source pollution released from the site, resulting in potentially significant water quality impacts to surface waters. (Significant Impact)
- 2. **Mitigation:**

- a. Obtain the applicable state permits under the National Pollutant Discharge Elimination System (NPDES), as required by the State Water Resources Control Board, prior to commencement of grading. Implement BMPs in accordance with the NPDES permit and City of Santa Cruz requirements.
  - b. Prepare and implement a Stormwater Pollution Prevention Plan (SWPPP) in accordance with NPDES regulations, and subject to review and approval by the RWQCB.
3. **Finding:** Implementation of the above mitigation will avoid or substantially reduce the significant environmental impact described above to a less-than-significant level.

### III. HAZARDOUS MATERIALS

#### A. Impacts from Hydraulic Lifts

1. **Impact:** Proposed demolition could result in public safety hazards associated with asbestos, lead paint, fluorescent tubes, and PCBs contained in existing structures. (Significant Impact)
2. **Mitigation:**
  - a. Survey all buildings (constructed prior to 1980) for asbestos prior to demolition or renovation in accordance with NESHAP guidelines. All potentially friable asbestos shall be removed prior to building demolition or renovation that may disturb the asbestos, in accordance with NESHAP guidelines.
  - b. Conduct a lead survey of the painted surfaces prior to demolition of structures (constructed prior to 1978) to evaluate the presence of lead-based paint. Remove all peeling and flaking paint and dispose of separately from building debris, in accordance with current California Department of Toxic Substances Control requirements. Any debris containing lead paint or coating must be disposed at landfills that have the appropriate acceptance criteria.
  - c. Follow the Cal/OSHA Lead in Construction Standard, Title 8, California Code of Regulations (CCR) 1532.1 requirements during demolition. These requirements will

include employing training, employee air monitoring, and dust control.

- d. Remove all fluorescent light ballasts and tubes and dispose of in accordance with the U.S. EPA requirements prior to demolition.
  - e. If not needed, remove the hydraulic lifts in accordance with SCCEHD requirements. During removal of the lifts, collect soil samples to document soil quality.
  - f. Appropriately disposed of all hazardous materials on the project sites that are not to be used as part of the new facilities in accordance with state, federal, and local hazardous materials regulations.
3. **Finding:** Implementation of the above will avoid or substantially reduce the significant environmental impact described above to a less-than-significant level.

## **B. Hazards From LCNG Use**

- 1. **Impact:** The LCNG fueling station could present potential public health and safety hazards in the event of accidental leak or explosion. (Significant Impact)
- 2. **Mitigation:**
  - a. Develop and implement a preventive maintenance program which sets forth appropriate procedures for handling LCNG on the site. This program shall include measures such as training personnel on LCNG characteristics and safety procedures, use of protective personnel equipment, removal of ignition sources, and use of explosion-proof electrical equipment in areas that may leak LCNG (in accordance with the National Electric Code 70 recommendations).
  - b. Develop an emergency response plan for LCNG. Install and maintain an emergency shutdown (ESD) system with remote shutdown capabilities. The ESD should be readily accessible to personnel that access areas where LCNG pools or clouds could develop. Make emergency clothing available in the event of an emergency.
  - c. Install and maintain a facility-specific hazard detection system and train operators to make necessary equipment

adjustments, as necessary. Design the gas detection system to activate an alarm when a maximum of 20% of the lower flammability limit is reached, in accordance with Draft NFPA 57 standards.

3. **Finding:** Implementation of the above will avoid or substantially reduce the significant environmental impact described above to a less-than-significant level.

#### IV. BIOLOGICAL RESOURCES

##### A. Direct Impacts to Riparian Woodland Habitat

1. **Impact:** The proposed reconstruction of the storm drain outfall will permanently affect approximately 100 square feet of riparian woodland by the placement of rock riprap at the drain outfall. Construction access may affect an additional 400 square feet of riparian woodland, assuming a 10-foot wide construction route is required. Due to the value of the riparian woodland along the San Lorenzo River for wildlife and the habitats sensitive status with regulatory agencies, the removal of up to 500 square feet of riparian woodland is considered a significant impact.
2. **Mitigation:**
  - a. As compensation for riparian impacts, the SCMTD shall implement a riparian revegetation plan that specifies a 3:1 riparian replacement ratio (i.e., three square feet of habitat created for each square foot impacted). Based on the current design plans, up to 1,500 square feet of riparian revegetation shall be installed along the San Lorenzo River (within the project site area) to meet this 3:1 replacement ratio. If the impact area is reduced during the final design phase of the project, a smaller revegetation area will be acceptable, provided a 3:1 acreage replacement ratio is implemented. Suitable revegetation areas occur amid and adjacent to the existing riparian woodland. These areas shall be refined and additional areas added if necessary during preparation of the final construction documents. Pursuant to requirements of CDFG, the SCMTD shall obtain a 1601 Streambed Alteration Agreement (SAA) with CDFG. As part of the application, the SCMTD shall submit a riparian revegetation plan to CDFG. The plan shall specify the location of all plantings, the use of locally obtained native riparian plant species (i.e., plant propagules collected from the San Lorenzo River watershed), and

specify a 5-year maintenance and monitoring program. The plan shall specify that the SCMTD monitor the revegetation areas a minimum of once a year. During each year of the 5-year monitoring period, plantings shall achieve a minimum 80% survival rate for the revegetation to be deemed successful. The SCMTD shall prepare yearly monitoring reports and submit these reports to CDFG at the end of each monitoring year. The reports shall identify the plant survival rate, maintenance actions at the site and include photographs documenting the status of the revegetation. The SCMTD shall implement remedial measures if the success criteria cannot be achieved in any of the five monitoring years. Remedial measures may include replacement plantings, an increase in maintenance or changes to the irrigation system.

- b. To avoid indirect impacts to steelhead and other aquatic species that occur in the San Lorenzo River, the SCMTD shall implement the following measures during reconstruction of the storm drain outfall:
  - i) Implement erosion control measures to prevent erosion during and after construction of the storm drain outfall, including appropriate dust control, erosion control seeding of all disturbed areas following construction, and the placement of straw bales or silt fencing along the outside edge of grading and/or riparian woodland (whichever is greater) to prevent construction debris and sediments from entering the river. The hay bales or silt fencing shall be installed prior to any site disturbance. During and following construction, the SCMTD shall monitor the effectiveness of the erosion control measures during the first year's rainy season and implement remedial measures (e.g., reseeded, repair of hay bales or silt fencing) if sedimentation or erosion is noted.
  - ii) Since steelhead may occur in the San Lorenzo River during the construction period, the SCMTD shall ensure that no "take" of steelhead occurs during project construction, by advising all site personnel that no take of steelhead is allowed on this project, and requiring that all personnel directly involved in construction implement the erosion and sedimentation prevention actions listed above.

- iii) The adequacy of these mitigation measures shall be reviewed and approved by NMFS prior to site construction.
- 3. **Finding:** Implementation of the above will avoid or substantially reduce the significant environmental impact described above to a less-than-significant level.
- 4. **Impact:** Construction of the project on the River Street site may affect vegetation if sediments enter the woodland, depending on construction practices. Future activities at the River Street facility may impact the riparian woodland if the existing fence is damaged. (Significant Impact)
- 5. **Mitigation:**
  - a. Prior to any site construction, the outer limits of the work area abutting the riparian woodland shall continue to be fenced with chain link fencing. The existing fencing shall be checked to ensure it is in a functional condition. Fencing shall be maintained in a functional condition throughout the construction period, and no construction activities (including storage of materials) shall be allowed within the fenced areas.
  - b. The existing fencing shall be periodically checked to ensure it is in a functional condition. The fencing shall be maintained in a functional condition throughout the life of the project; no transit activities (including storage of materials) shall be allowed between the fence and the San Lorenzo River.
  - c. Erosion control BMPs shall be incorporated in the project, including silt fences along the eastern portion of the work area and erosion control seeding of disturbed areas after construction.
  - d. The project shall create an evergreen hedge along the west side of the River Street site, inside the chain link fence. When mature and dense, this hedge will provide a vegetative screen between the transit operations and the riparian woodland, improving wildlife habitat features of the adjacent riparian corridor. The hedge shall consist of native shrub/small tree species, such as wax myrtle, and be five to ten feet wide.

6. **Finding:** Implementation of the above will avoid or substantially reduce the significant environmental impact described above to a less-than-significant level.

B. Direct Impacts to Migratory Birds or Raptors

1. **Impact:** Reconstruction of the proposed outfall may result in the loss of breeding bird habitat, and/or direct loss of nests, eggs, or chicks if they are present when vegetation is removed. The direct loss of nests, eggs, or chicks of migratory birds or raptors is considered significant. (The loss of any breeding bird habitat is not considered significant due to the small size of the outfall area.) (Significant Impact)
2. **Mitigation:**
  - a. Schedule construction of the new outfall structure during the non-breeding season for birds (between August 1 and October 15). If this is not practical, prior to construction of the outfall, a qualified biologist shall be retained to survey the construction site and a surrounding buffer area to determine if sensitive birds species are nesting; the width of the buffer area shall be determined by the biologist. If sensitive bird species are found nesting within the site or buffer area, construction shall be postponed until the biologist confirms that all young have fledged.
3. **Finding:** Implementation of the above will avoid or substantially reduce the significant environmental impact described above to a less-than-significant level.

V. CULTURAL RESOURCES

A. Historic Resources Impacts

1. **Impact:** The project sites do not contain evidence of any potentially significant cultural resources. However there is a possibility that buried cultural resources may be encountered during construction. (Significant Impact)
2. **Mitigation:**
  - a. Prior to excavation and construction on the project sites, inform construction contractors of the legal and/or regulatory implications of knowingly destroying cultural resources or removing artifacts, human remains, bottles, and other cultural materials from the project site.

- b. If archaeological resources or human remains are accidentally discovered during construction, halt all work within 150 feet of the find until it can be evaluated by a qualified professional archaeologist. Significant resources discovered during project construction shall be treated in accordance with a Treatment Plan to be prepared in advance by the SCMTD. The Treatment Plan shall be submitted to SHPO for review and approval. Appropriate mitigation measures shall also be developed and implemented according to Section 15064.5 of CEQA and Section 106 of the National Historic Preservation Act of 1966 (NHPA) (16 U.S.C. 470(f)).
  - c. If the site is found to be a significant archaeological site (i.e., eligible for inclusion in the National Register), a mitigation program shall be prepared and submitted in consultation with the State Historic Preservation Office (SHPO).
  - d. Provisions for identifying descendants of a deceased Native American and for reburial shall follow state and federal protocol.
3. **Finding:** Implementation of the above will avoid or substantially reduce the significant environmental impact described above to a less-than-significant level.

## VI. TRAFFIC AND CIRCULATION

- A. Sight Distance at River Street/Golf Club Drive Impacts
  - 1. **Impact:** The project will impact the existing corner sight distance deficiency at the intersection of River Street/Golf Club Drive. (Significant Impact)
  - 2. **Mitigation:**
    - a. The SCMTD shall be responsible for a pro-rata contribution towards the improvement of sight distance at the River/Golf Club intersection. The sight distance at this location can be corrected through relocation of the wall to a position that provides acceptable sight distance, to be implemented by the City of Santa Cruz and Caltrans.

3. **Finding:** Implementation of the above will avoid or substantially reduce the significant environmental impact described above to a less-than-significant level.

## VII. NOISE

### A. Operational Noise Impacts

1. **Impact:** Based on the noise analysis, the project will result in significant noise impacts on the existing residences located on Golf Club Drive (location 1) and River Street (location 2). (Significant Impact)
2. **Mitigation:**
  - a. Construct the new maintenance building at the Golf Club Drive site to maintain noise levels of 55 dB at the adjacent residential property line. A detailed analysis of noise exposure shall be prepared to determine appropriate building design to attenuate noise, and recommendations incorporate into final design. A secondary wall may be required on the sides of the building if noise levels wrap around the structure; a detailed engineering designed barrier should extend from the facility wall to a position where noise cannot wrap around the building.
  - b. Construct a noise barrier along the property lines of the residences located at 1211 and 1217 River Street.<sup>1</sup> This barrier shall consist of a masonry wall or heavy wood fence. Fence height shall be determined in the field, based on breaking the sight-line from the noise sources on the SCMTD River Street site to the top of the residences= windows. This barrier can be decorative and covered with vegetation.
  - c. Construct an enclosed six-foot concrete wall at the LCNG fueling area.
  - d. Limit the bus idling time and the amount of times buses must reverse.
  - e. Keep all enclosed noise sources enclosed.
  - f. Reduce water pressure for the washing unit.

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<sup>1</sup>Due to the elevation of the existing residences above the River Street site, a barrier along the SCMTD facility will not adequately attenuate noise at these properties.

3. **Finding:** Implementation of the above will avoid or substantially reduce the significant environmental impact described above to a less-than-significant level.
- B. Construction Noise Impacts
1. **Impact:** Noise levels produced by heavy-equipment may interfere with normal residential activities during busy construction periods. (Significant Impact)
  2. **Mitigation:**
    - a. Erect temporary noise barriers around the perimeter of the project site where it adjoins residences prior to construction activities.
    - b. Limit construction activity to daytime hours (7 AM to 7 PM), with no construction activity on weekends or holidays.
    - c. Use available noise suppression devices and properly maintain and muffle internal combustion engine-driven construction equipment.
    - d. Utilize noise barriers or noise control blankets to shield stationary equipment from nearby noise-sensitive receptors.
    - e. Avoid staging equipment within 200 feet of noise-sensitive receptors whenever possible.
    - f. Designate a disturbance coordinator and post the name and phone number of this person at the site. The disturbance coordinator shall respond to complaints about noise and take the steps necessary to mitigate the problem.
  3. **Finding:** Implementation of the above will avoid or substantially reduce the significant environmental impact described above to a less-than-significant level.

## VIII. AIR QUALITY

- A. Construction Air Quality Impacts
1. **Impact:** The project will result in potentially significant, short-term air quality impacts on nearby sensitive receptors during construction activities. (Significant Impact)

**2. Mitigation:**

- a. Water the site regularly to control dust generation during demolition of structures and removal of pavement.
- b. Cover all trucks hauling demolition debris from the site.
- c. Use dust-proof chutes to load debris into trucks whenever feasible.
- d. Require all contractors to implement the following dust control measures during demolition activities:
  - i. Water all active construction sites at least twice daily.
  - ii. Cover all trucks hauling dirt, sand or loose materials, or maintain at least two feet of freeboard.
  - iii. Cover inactive storage piles.
  - iv. Sweep streets if visible soil material is carried out from the construction site.
  - v. Post a publicly visible sign which specifies the telephone number and person to contact regarding dust complaints. This person shall respond to complaints and take corrective action within 48 hours. The phone number of the Monterey Bay Unified Air Pollution Control District shall be visible to ensure compliance with Rule 402 (Nuisance).

- 3. Finding:** Implementation of the above will avoid or substantially reduce the significant environmental impact described above to a less-than-significant level.

**FINDINGS CONCERNING ALTERNATIVES**

CEQA requires that an EIR identify alternatives to a project as proposed. The CEQA Guidelines specify that the EIR identify alternatives, which would feasibly attain most of the basic objectives of the Project, but would avoid or substantially lessen many of the significant effects of the Project.≡

**I. NO PROJECT ALTERNATIVE**

- A. **Description of Alternative:** Under the No Project alternative, the project site would remain in its present condition. No new development would occur on the SCMTD sites, and the Surf City Produce and Tool Shed businesses would remain intact. Under the No Project scenario, the fast-fill CNG fueling facility that would be needed to help the District meet current CARB requirements would not be constructed, and would thus reduce the operable fleet to less than ten buses.
- B. **Comparison to Project:** This alternative would completely avoid both the adverse and beneficial impacts anticipated from the Project. The No Project alternative would avoid site disturbance and construction-related impacts, as well as operational impacts from noise and hazardous materials. It would also avoid the potential displacement of two existing businesses. This alternative may avoid impacts to riparian habitat.

The reduction in bus service resulting from this alternative could have significant long-term environmental impacts, and would most significantly affect the portion of the County's population that is transit-dependent. This would ultimately cause an increase in traffic congestion and associated air pollution emissions. Failure to pursue the project would also be inconsistent with the SCCRTC Regional Transportation Plan and the City of Santa Cruz General Plan, which call for expansion and improvement of transit services.

- C. **Findings:** The No Project Alternative has serious consequences for the District. The operation would be reduced to a size that may not be viable. This alternative does not meet any of the project's objectives and puts continued operation of the transit system in jeopardy.

## II. MODIFIED DESIGN

- A. **Description of Alternative:** Design modification could avoid some of the project impacts, but would ultimately restrict operations due to limited space on the subject sites. One possible Modified Design option is alteration of the site plan to avoid the noise impacts of the project. Relocation of the new maintenance building on the Golf Club Drive site farther from existing residences could reduce noise levels. However, this could impact access/parking and may be infeasible. Relocation of the fueling facility to the south corner of the River Street site would reduce noise impacts on the existing residences on River Street. The project could also be modified to eliminate the proposed outfall to avoid impacts to biotic resources. The only way to eliminate the outfall, which currently exists in substandard condition, would be to provide onsite detention facilities on the River Street site. This may not be feasible given the limited space. Also, a new structure would likely be required without the project given the substandard condition of the existing outfall.

- B. **Comparison to Project:** This alternative would reduce or avoid the potentially significant (long-term) noise impacts from the project on adjacent residences on Golf Club Drive and River Street. It would alter access/parking on both sites, however, and could reduce the capacity of the facility. Installation of appropriate mitigation would avoid mitigation and still maintain a more optimal facility configuration.

Development of onsite detention facilities on the River Street site would avoid the removal of riparian vegetation required for the proposed outfall and eliminate impacts to this sensitive habitat. However, it could eliminate bus parking on the site, and may not be a feasible option for the District.

- C. **Findings:** The Modified Design alternative would reduce or avoid the significant noise and biotic resource impacts of the project. However, mitigation is identified in the EIR that would reduce both of these impacts to a less-than-significant level without altering design and operation of the facility.

### III. ALTERNATIVE LOCATION - WATSONVILLE

- A. **Description of Alternative:** This alternative consists of relocating the proposed 98-bus facility to all or a portion of the District's currently owned Watsonville site. This would involve vacating the River Street and Golf Club facilities and selling the properties. The Watsonville site is approximately 9.4 acres and contains a damaged operations/maintenance building and pavement. This alternative would require demolishing the existing building, which is condemned, and removing existing pavement.
- B. **Comparison to Project:** This alternative would eliminate all of the site disturbance and construction-related impacts at the Golf Club Drive and River Street sites, but would relocate the impact to the Watsonville site. Demolition of the existing building could result in the release of hazardous materials associated with asbestos, lead paint, or other substances, comparable to that which may occur at the proposed location. The Watsonville site may be also be subject to occasional flooding and portions of the site are subject to liquefaction. Construction of a CNG fueling facility would be required at the Watsonville, which could present public safety hazards. Development on the Watsonville site would avoid noise impacts from maintenance and operation activities, since there are no sensitive receptors in the immediate area. In addition, this alternative would not require the acquisition of privately-owned property.

The project would increase vehicle trips to the Watsonville site, and could result in traffic impacts at nearby intersections. Development on the

Watsonville site would also increase traffic, particularly on Highway 1, by increasing total deadhead hours as a result of buses traveling between Santa Cruz (the District's primary service area) and Watsonville.

- C. **Findings:** This alternative would relocate rather than avoid the impacts of the project. The Watsonville location alternative would result in high deadhead costs, since the majority of the service provided by the District begins and ends in Santa Cruz.

**MITIGATION MEASURES AND MITIGATION MONITORING AND REPORTING PROGRAM**

Attached to this Resolution and incorporated and adopted as part of this Resolution herein, is the Mitigation Monitoring and Reporting Program for the MetroBase Project. The Program identifies impacts of the Project, corresponding mitigation measures hereby adopted, designation of responsibility for mitigation implementation, and the agency responsible for the monitoring action.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on February 28, 2003, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

\_\_\_\_\_  
EMILY REILLY  
Chairperson

ATTEST:

\_\_\_\_\_  
LESLIE WHITE  
General Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
MARGARET GALLAGHER  
District Counsel

**SCMTD METROBASE PROJECT  
MITIGATION MONITORING & REPORTING PROGRAM**

<b>Mitigation Measure</b>	<b>Responsible Party</b>	<b>Schedule</b>	<b>Oversight &amp; Implementation</b>
1. Design all proposed structures in conformance with the Uniform Building Code (UBC) requirements for Seismic Zone 4.	SCMTD's engineer shall include design in final plans and specifications.	Prior to construction.	SCMTD General Manager shall review plans in consultation with City Planning and Public Works Departments.
2. Design all proposed structures in accordance with the specific recommendations of a final design-level geotechnical investigation for the project, to be prepared by a California-registered geotechnical engineer prior to construction. Construction activities shall be monitored by a registered geotechnical engineer as required based on the recommendations of the final geotechnical report.	SCMTD shall retain registered geotechnical engineer to prepare investigation; SCMTD's engineer shall include recommendations in final plans and specifications.	Prior to construction; ongoing during construction	SCMTD General Manager shall review plans in consultation with City Planning and Public Works Departments; construction activities shall be monitored by a registered geotechnical engineer.
3. Design and construct the LCNG fueling facility in accordance with requirements of the National Fire Protection Association and American Society of Mechanical Engineers standards for fabrication of pressurized tanks, as well as UBC Seismic Zone 4 requirements for equipment foundations and anchorage.	SCMTD's engineer shall include design in final plans and specifications.	Prior to construction.	SCMTD General Manager shall review plans in consultation with City Fire Department.
4. Design utilities with as much flexibility as practical to tolerate potential differential movement without becoming disconnected or broken.	SCMTD's engineer shall include design in final plans and specifications.	Prior to construction.	SCMTD General Manager shall review plans in consultation with City Planning and Public Works Departments.
5. Prepare an erosion control plan in accordance with City of Santa Cruz requirements.	SCMTD's engineer shall prepare the erosion control plan.	Prior to commencement of grading; ongoing during grading and construction.	SCMTD General Manager shall review erosion control plan in consultation with City Planning and Public Works Departments.
6. Obtain the applicable NPDES permits prior to commencement of grading. Implement BMPs in accordance with the NPDES permit and City of Santa Cruz requirements.	SCMTD shall file a Notice of Intent with RWQCB. SCMTD's engineer shall show BMPs on final plans and specifications.	Prior to commencement of grading; ongoing during grading and construction.	RWQCB to approve permit; SCMTD General Manager shall assure that permits are obtained and BMPs are implemented.
7. Prepare and implement a Stormwater Pollution Prevention Plan (SWPPP) in accordance with NPDES	SCMTD shall file a Notice of Intent and submit the SWPPP to RWQCB.	Prior to commencement of grading; ongoing	RWQCB to approve permit; SCMTD General Manager shall assure that permits are obtained

**SCMTD METROBASE PROJECT  
MITIGATION MONITORING & REPORTING PROGRAM**

<b>Mitigation Measure</b>	<b>Responsible Party</b>	<b>Schedule</b>	<b>Oversight &amp; Implementation</b>
regulations, and subject to review and approval by the RWQCB.		during grading and construction.	and SWPPP is implemented.
8. Survey all buildings (constructed prior to 1980) for asbestos prior to demolition and remove potentially friable asbestos in accordance with NESHAP guidelines.	SCMTD shall retain a qualified contractor to conduct an asbestos survey; if potentially friable asbestos is present, SCMTD shall retain qualified contractor to remove in accordance with NESHAP.	Prior to demolition; ongoing during demolition.	SCMTD General Manager shall review survey and assure that removal work is conducted by qualified contractor.
9. Conduct a lead survey of the painted surfaces prior to demolition of structures (constructed prior to 1978) and remove in accordance with current California Department of Toxic Substances Control (DTSC) requirements.	SCMTD shall retain a qualified contractor to conduct a lead survey; if lead paint is present, SCMTD shall retain qualified contractor to remove in accordance with DTSC.	Prior to demolition; ongoing during demolition.	SCMTD General Manager shall review survey and assure that removal work is conducted by qualified contractor.
10. Remove all fluorescent light ballasts and tubes prior to demolition and dispose of in accordance with the U.S. EPA requirements.	SCMTD shall retain a qualified contractor to remove fluorescent light ballasts and tubes in accordance with EPA.	Prior to demolition.	SCMTD General Manager shall assure that removal work is conducted by qualified contractor.
11. If not included in the project, remove the hydraulic lifts at the SCMTD Golf Course facility in accordance with SCCEHD requirements.	SCMTD shall retain a qualified contractor to remove the hydraulic lifts in accordance with SCCEHD.	Prior to demolition.	SCMTD General Manager shall assure that removal work is conducted by qualified contractor.
12. Appropriately dispose of all hazardous materials on the project sites that are not to be used as part of the new facilities in accordance with state, federal, and local regulations.	SCMTD shall retain a qualified contractor to remove all hazardous materials.	Prior to demolition.	SCMTD General Manager shall assure that removal work is conducted by qualified contractor.
13. Develop and implement a preventive maintenance program for handling LCNG on the site.	SCMTD shall prepare a preventive maintenance program.	Prior to construction.	SCMTD General Manager shall review program in consultation with City Fire Department.
14. Develop an emergency response plan for LCNG.	SCMTD shall prepare an emergency response plan.	Prior to construction.	SCMTD General Manager shall review plan in consultation with City Fire Department.
15. Install and maintain a facility-specific hazard detection system.	SCMTD's engineer shall include system in the final design plans and	Prior to construction.	SCMTD General Manager shall review program in consultation with City Fire Department.

**SCMTD METROBASE PROJECT  
MITIGATION MONITORING & REPORTING PROGRAM**

<b>Mitigation Measure</b>	<b>Responsible Party</b>	<b>Schedule</b>	<b>Oversight &amp; Implementation</b>
	specification.		
16. Implement a riparian revegetation plan for the proposed outfall, in accordance with all resource agency requirements.	SCMTD shall retain a qualified biologist to develop a riparian revegetation plan, for review and approval by CDFG. SCMTD shall obtain all necessary permits from CDFG.	Prior to commencement of grading; implement following completion of construction.	CDFG to review and approve permit; SCMTD General Manager shall assure that permit is obtained and riparian revegetation plan is implemented.
17. To avoid indirect impacts to steelhead and other aquatic species that occur in the San Lorenzo River, implement appropriate measures during construction, subject to review and approval by NMFS.	SCMTD shall retain a qualified biologist to develop construction measures to avoid impacts to aquatic species, for review and approval by NMFS.	Prior to commencement of grading; ongoing during grading and construction.	NMFS to review and approve measures; SCMTD General Manager shall assure that approved measures are implemented.
18. Create an evergreen hedge along the east boundary of the River Street site to provide a vegetative screen between the transit operations and the riparian woodland.	SCMTD shall retain a qualified landscape architect to design and install the hedge.	Prior to construction.	SCMTD General Manager shall assure that hedge is installed.
19. Fence the outer limits of the construction work area abutting the riparian woodland, with no construction activities (including storage of materials) within fenced areas.	SCMTD shall identify fenced areas on final design plans and specifications.	Prior to construction; ongoing during construction.	SCMTD General Manager shall assure that construction fencing is installed prior to construction and maintained during construction
20. Maintain the existing fencing in a functional condition throughout the life of the project; no transit activities (including storage of materials) shall be allowed between the fence and the San Lorenzo River.	SCMTD shall maintain fencing and prohibit transit activities beyond the fence line.	Continuous.	SCMTD General Manager shall assure that fencing is maintained.
21. Incorporate erosion control BMPs into the project, including silt fences along the eastern portion of the work area and erosion control seeding of disturbed areas after construction.	SCMTD's engineer shall prepare the erosion control plan.	Prior to commencement of grading; ongoing during and after construction.	SCMTD General Manager shall review erosion control plan in consultation with City Planning and Public Works Departments.
22. Schedule construction of the new outfall structure during the non-breeding season for birds	If construction cannot be scheduled as specified, SCMTD shall retain a	Prior to construction.	SCMTD General Manager shall assure that construction surveys are conducted and

**SCMTD METROBASE PROJECT  
MITIGATION MONITORING & REPORTING PROGRAM**

<b>Mitigation Measure</b>	<b>Responsible Party</b>	<b>Schedule</b>	<b>Oversight &amp; Implementation</b>
(between August 1 and October 15). If this is not practical, prior to construction of the outfall, a qualified biologist shall be retained to survey the construction site and a surrounding buffer area to determine if sensitive birds species are nesting; the width of the buffer area shall be determined by the biologist. If sensitive bird species are found nesting within the site or buffer area, construction shall be postponed until the biologist confirms that all young have fledged.	qualified biologist to conduct the bird survey. If sensitive bird species are found, SCMTD shall postpone construction until the biologist authorizes commencement.		postponed, as required.
23. The prime construction contractor shall be cautioned on the regulatory implications of knowingly destroying cultural resources.	SCMTD shall include the cautionary language in the final design plans and specifications.	Prior to commencement of grading.	SCMTD General Manager shall assure that the language is included.
24. If archaeological resources or human remains are accidentally discovered during construction, work shall be halted within 150 feet of the find until it can be evaluated by a qualified professional archaeologist. Significant resources discovered during project construction will be treated in accordance with local, state, and federal requirements.	SCMTD shall include the measures in the final design plans and specifications.	Prior to commencement of grading; ongoing during grading.	SCMTD General Manager shall assure that the measures are implemented.
25. Provisions for identifying descendants of a deceased Native American and for reburial shall follow state and federal protocol.	SCMTD shall include this measure in the final design plans and specifications.	Prior to commencement of grading; ongoing during grading.	SCMTD General Manager shall assure that the measure is implemented.
26. SCMTD shall be responsible for a pro-rata contribution towards the improvement of sight distance at the River/Golf Club intersection through wall relocation, to be implemented by the City of Santa Cruz and Caltrans.	SCMTD shall provide the pro-rata funds for the improvement to either the City of Santa Cruz or Caltrans, whichever is the overseeing agency.	Prior to implementation of the wall improvement.	SCMTD General Manager shall assure that the pro-rata contribution is made, in consultation with the City and Caltrans.
27. Construct the new maintenance building at the Golf Club Drive site to maintain noise levels of 55 dB	SCMTD shall retain a qualified acoustical consultant to prepare the	Prior to construction.	SCMTD General Manager shall review the noise study and plans, and assure that required

**SCMTD METROBASE PROJECT  
MITIGATION MONITORING & REPORTING PROGRAM**

<b>Mitigation Measure</b>	<b>Responsible Party</b>	<b>Schedule</b>	<b>Oversight &amp; Implementation</b>
at the adjacent residential property line. A detailed analysis of noise exposure shall be prepared to determine appropriate building design to attenuate noise, and recommendations incorporated into final design. A secondary wall may be required on the sides of the building if noise levels wrap around the structure.	noise analysis; SCMTD's engineer shall include recommendations in the final design plans and specifications.		attenuation measures are constructed.
28. Construct a noise barrier along the property lines of the residences located at 1211 and 1217 River Street. This barrier shall consist of a masonry wall or heavy wood fence. Fence height shall be determined in the field, based on breaking the sight-line from the noise sources on the SCMTD River Street site to the top of the residences' windows.	SCMTD's engineer shall include the sound barrier in the final design plans and specifications.	Prior to construction.	SCMTD General Manager shall assure that the barrier is shown on the plans and constructed.
29. Construct an enclosed six-foot concrete wall at the LCNG fueling area.	SCMTD's engineer shall include the wall in the final design plans and specifications.	Prior to construction.	SCMTD General Manager shall assure that the wall is included in the plans and constructed.
30. Limit bus idling time and the amount of times buses must reverse; keep all enclosed noise sources enclosed; reduce water pressure for washing unit.	SCMTD shall develop a noise reduction program for maintenance operations.	Continuous.	SCMTD General Manager shall review the program and assure that it is implemented.
31. Implement standard construction noise attenuation measures, including limiting construction hours, using noise barriers, and properly maintaining construction equipment.	SCMTD shall include these measures on the final design plans and specifications.	Prior to commencement of grading; ongoing during grading and construction.	SCMTD General Manager shall assure that these measures are included in the plans and implemented.
32. Implement standard dust control measures during construction, including regularly watering of the site, covering trucks hauling dirt and debris, covering active storage piles, and sweeping streets.	SCMTD shall include these measures on the final design plans and specifications.	Prior to commencement of grading; ongoing during grading and construction.	SCMTD General Manager shall review the program and assure that these measures are included in the plans and implemented.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 28, 2003  
**TO:** Board of Directors  
**FROM:** Leslie White, General Manager  
**SUBJECT: CONSIDERATION OF APPROVING THE METROBASE PROJECT**

## I. RECOMMENDED ACTION

### Approve the MetroBase Project

## II. SUMMARY OF ISSUES

- The Lead Agency must prepare a final EIR before approving the project.
- Prior to approving a project the lead agency must also certify that the Final EIR has been completed in compliance with CEQA and that the decisionmaking body reviewed and considered the information contained in the final EIR and the Final EIR must reflect the lead agency's independent judgment.
- In an earlier staff report the Board of Directors were asked to certify the Final EIR for the MetroBase project.
- With the adoption of the Resolution of certification of the Final EIR and the adoption of Legal Findings, which identify the Project's significant impacts, proposed mitigation and the rationale for making such findings, the Board of Directors can now approve the MetroBase Project.

## III. DISCUSSION

In the early 1990s, the Santa Cruz Metropolitan Transit District's Board of Directors determined that Santa Cruz Metro had a need for a consolidated maintenance and operation facility commonly referred to as MetroBase. Efforts to locate a site for such a facility proved quite difficult. At this juncture the Board of Directors has identified Harvey West Cluster 1 Option as the preferred alternative and a Final EIR has been prepared and reviewed. If the Board of Directors adopts the Resolution certifying the Final EIR and adopting the Legal Findings, which identify the Project's significant impacts, proposed mitigation and the rationale for making such findings, the board of Directors can then approve the MetroBase Project.

At the September 15, 2000, Board of Director's regular meeting, the Board of Directors reaffirmed the project objectives for MetroBase as follows:

1. Increase operational efficiencies, staff productivity and staff communication through consolidation of facilities and decreasing of deadhead time;
2. Realize savings from ownership and consolidation of facilities;

3. Provide adequate facilities for METRO employees to enable them to perform their duties and responsibilities;
4. Construct adequate facilities so that the METRO 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 compressed natural gas policy for bus purchases and ensures METRO compliance with the new California Air Resources Board Regulations.

Currently, the METRO facilities do not meet the needs of the Metro. Not only is METRO leasing many of its facilities, but having METRO employees working at various locations results in operational inefficiencies, high deadhead time for buses, and loss of productive time for personnel. It is necessary to approve the MetroBase Project in order to ensure that viable transit service can be provided throughout Santa Cruz County including portions of the south bay region. Not only are the current facilities inadequate to meet the needs of METRO but the METRO must meet the California Air Resources Board requirements for fueling buses or face the inability to fuel buses legally.

In June 2001, the Board of Directors recognized that the inability of METRO to build a CNG line due to economic difficulties facing PG&E and the State of California. The Board determined that the use of liquefied compressed natural gas (L/CNG), which can be converted to a vaporous form compressed and used for fuel, was the best way to meet the CARB requirements in the absence of the gas line connection. The Board determined that the use of L/CNG can be implemented through the installation of a 15,000 gallon storage tank, conversion facilities and the same compression facilities that would be required if a direct line feed approach were possible Pursuant to the CARB requirements, METRO must begin converting to LCNG fuel by 2005 and must complete conversion of the entire fleet by 2010. The project proposes LCNG facilities on the River Street site to accommodate a fleet of 98 CNG-Fueled buses. In addition, the proposed location is the best geographical placement for consolidated transit operations based on current service routes.

METRO is currently conducting financial feasibility studies to determine the economic viability of developing a possible Phase 2. These studies are expected to be completed in early 2003. If the METRO determines that Phase 2 development is financially feasible and decides to proceed, site-specific environmental review will be required prior to approval by the METRO. The timing of Phase 2 development is unknown, but will have to occur after completion of Phase 1, due to lack of funding.

#### **IV. FINANCIAL CONSIDERATIONS**

Currently METRO has \$20.1 million dollars in funding available for the MetroBase Project.

#### **V. ATTACHMENTS**

None.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## OFFICE OF THE DISTRICT COUNSEL

**DATE:** February 28, 2003  
**TO:** Board of Directors  
**FROM:** Margaret Gallagher, District Counsel  
**SUBJECT:** **CONSIDERATION OF REMOVAL OF OWNER FROM LEASE FOR TENANT'S BUSINESS AT WATSONVILLE TRANSIT CENTER**

### I. RECOMMENDED ACTION

Consider authorizing the General Manager to execute an Amendment to the Lease allowing Juan Valdivia, and Maria de Lourdes Valdivia to take their mother's name Maria Uribe off the Lease for Taqueria El Torito, currently doing business at the Watsonville Transit Center.

### II. SUMMARY OF ISSUES

- Juan Valdivia, Maria de Lourdes Valdivia and Maria Uribe, dba Taqueria El Dandy recently requested that the Transit District allow them to change the name of their business to Taqueria El Torito.
- At this time they are requesting that their mother's name be removed from the Lease.

### III. DISCUSSION

Juan Valdivia, Maria de Lourdes Valdivia and Maria Uribe began a new lease at the Watsonville Transit Center on November 1, 2000 for their Mexican Taqueria business. They would like permission to delete their mother from the Lease, Maria Uribe. Ms. Uribe is no longer involved in the business and at this time is pursuing other interests. This business has always paid its rent on time and has complied with all the terms and conditions of the Lease. The Lease is scheduled to expire on October 31, 2005.

### IV. FINANCIAL CONSIDERATIONS

None

### V. ATTACHMENTS

**Attachment A:** Amendment to Lease effecting 1) name change for business and 2) deleting Ms. Uribe's name from the Lease.

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FIRST AMENDMENT TO LEASE AGREEMENT**

THIS FIRST AMENDMENT TO LEASE AGREEMENT is made effective February 1, 2003, between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California, hereinafter called "District", and **Juan Valdivia, Maria de Lourdes Valdivia and Maria Uribe** dba Taqueria El Dandy, hereinafter called "Tenant", whose address is 475 Rodriguez Street, Watsonville, CA 95076, who agree as follows:

I. RECITALS

- 1.1 On November 1, 2000, **Juan Valdivia, Maria de Lourdes Valdivia and Maria Uribe** dba Taqueria El Dandy, leased the space located at the Watsonville Transit Center from the District. The lease was for a five (5) year term, commencing on November 1, 2000, terminating on October 31, 2005.
- 1.2 On January 24, 2003, District authorized its General Manager to execute a Lease Amendment to allow tenant to change the name of their business from Taqueria El Dandy to Taqueria El Torito, currently doing business at the Watsonville Transit Center.
- 1.3 On February 28, 2003, District authorized its General Manager to execute a Lease Amendment to allow tenant to delete Maria Uribe's name from the Lease.
- 1.4 The purpose of this First Amendment is to change the business name from Taqueria El Dandy to Taqueria El Torito and to delete Maria Uribe's name from the Lease.
- 1.5 Article 20.1.18 of the Lease requires that any amendment to the Agreement be in writing and signed by the duly authorized representatives of both parties.

II. NAME OF TENANT'S BUSINESS

- 2.1 The first paragraph of the Lease is changed to reflect the following:

**THIS LEASE** is made on November 1, 2000, between the **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**, a political subdivision of the State of California ("Landlord"), whose address is 370 Encinal, Suite 100, Santa Cruz,

California, 95060, and, **Juan Valdivia and Maria de Lourdes Valdivia** dba **Taqueria El Torito** (“Tenant”), whose business address is 475 Rodriguez Street, Watsonville, CA 95076, who agree as follows:

III. NOTICE

- 3.1 Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party or any other person shall be in writing and either served personally by depositing the same in the United States Postal Service, registered or certified mail, return receipt requested with the postage prepaid, addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address by compliance with this section. Notice shall be deemed communicated within forty-eight (48) hours from the time of mailing if mailed as provided in this Article.

DISTRICT:

Santa Cruz Metropolitan Transit District  
370 Encinal Street, Suite 100  
Santa Cruz, CA 95060  
ATTN: Secretary/General Manager

TENANT:

**Juan Valdivia and Maria de Lourdes Valdivia**  
dba Taqueria El Torito  
3 1 -B Jonathan Street  
Watsonville, CA 95076

Iv. REMAINING TERMS AND CONDITIONS.

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

V. AUTHORITY

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

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

IN WITNESS THEREOF, this First Amendment to the Lease Agreement is executed by District and Tenant has affixed their signature(s) the day and year first hereinabove written.

TENANT-  
TAQUERIA EL TORITO:

BY: \_\_\_\_\_  
Juan Valdivia

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
Maria de Lourdes Valdivia

DATE: \_\_\_\_\_

DISTRICT-  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT:

BY: \_\_\_\_\_  
Les White  
General Manager

DATE: \_\_\_\_\_

Approved as to form:

BY: \_\_\_\_\_  
Margaret Gallagher  
District Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 28, 2003

**TO:** Board of Directors

**FROM:** Margaret Gallagher, District Counsel

**SUBJECT: CONSIDER AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN EXTENSION TO THE CURRENT LEASE FOR THE PROPERTY LOCATED AT 111 DUBOIS STREET FOR AN ADDITIONAL ONE-YEAR PERIOD.**

## I. RECOMMENDED ACTION

**Authorize the General Manager to execute an Extension to the current Lease between the Santa Cruz Metropolitan Transit District and the 1977 Juliano Trust for the property located at 111 Dubois Street, for an additional one-year term.**

## II. SUMMARY OF ISSUES

- The Santa Cruz Metropolitan Transit District has an existing lease with the 1977 Juliano Trust for the lease of the property located 111 Dubois Street for the Fleet Maintenance yard.
- The lease term expires on February 28, 2003.
- The Santa Cruz Metropolitan Transit District has the option of extending the existing lease for an additional one-year period upon the same terms and conditions set forth in the lease.
- The existing lease provides the extension under the condition that notice is given by Tenant within 180 days of the expiration of the term of the lease to exercise the option to extend the lease.
- Notice was not given to Landlord 180 days prior to the expiration of the Lease but was given on February 19, 2003 by facsimile, regarding the District's intention to extend the existing lease by an additional one-year term under the same terms and conditions as the existing lease.

### **III. DISCUSSION**

The District's Fleet Maintenance Shop is located at 111 Dubois Street. The property has been leased for the bus repairs and maintenance shop since March 1, 1998 for a period of five years. The current lease expires on February 28, 2003 with an option to extend the Lease for an additional one-year period, pursuant to a 180-day minimum written notice.

On February 19, 2003, Elisabeth Ross, the Finance Manager, notified me that the automatic computer reminder for Lease extensions and terminations failed and that the Finance Department just became aware of the termination date of this Lease, set to expire on February 28, 2003. Accordingly, the Legal Department immediately faxed a notification letter to the Landlord, of the District's intention to extend the Lease on February 19, 2003.

The rent is currently \$10,529.37 per month and is subject to CPI rent adjustment at the beginning of each year.

### **IV. FINANCIAL CONSIDERATIONS**

The 111 Dubois property leases for \$10,529.37 per month or \$126,352.44 per year.

### **V. ATTACHMENTS**

**Attachment A: Santa Cruz Metropolitan Transit District's Notification Letter**

**Attachment B: Extension of Lease**

February 19, 2003

Dawn Juliano  
Fax- 476-2449

Re: Property located at 111 Dubois Street, Santa Cruz, CA

Dear Ms. Juliano:

Pursuant to the Lease Agreement between the Santa Cruz Metropolitan Transit District and the 1977 Juliano Trust dated March 1, 1998, notice is hereby given that the Santa Cruz Metropolitan Transit District intends to exercise the option of extending the Lease for an additional one-year period, to February 28, 2004, subject to Board of Directors' approval. This matter is scheduled for the Board's approval at its next meeting scheduled for February 28, 2003.

Upon your confirmation of acceptance of this notification, and the approval of the Transit District's Board of Directors on February 28, 2003, I will draft an Extension to Lease Agreement and forward it to Mr. Juliano for his signature.

Thank you for your courtesy and cooperation in this matter.

Very truly yours,

Margaret Gallagher  
District Counsel

MG/rjd  
cc: David Konno, Facilities Maintenance Manager  
Elisabeth Ross, Finance Manager

COMMERCIAL PREMISES LEASE

LEASE OPTION TO EXTEND

**Section 12.01.** a. of the Commercial Lease dated March 1, 1998, Santa Cruz Metropolitan Transit District, is hereby granted and shall, if not at the time, in default under this lease, exercise his option to extend his lease for an additional ONE year with the option of one (1) additional period Of ONE year, on said premises known as 111 Dubois Street, Santa Cruz, California, and consisting of approximately 12,300. The same terms, covenants, and conditions contained in the original lease shall apply to this extension including the eddendum to the Lease.

RENT

Minimum Rent

Article 2 of the Commercial Lease dated March 1, 1998, Section 2.01. Lessee agrees to pay Lessor, in addition to the sums specified in Section 2.02 of that lease and other sums including Property Taxes, payable hereunder and as additional rent. A fixed minimum rental for the use and occupancy of said premises of \$10,676.73 per month is payable on the 1st day of each month commencing on March 1, 2003, at the office of Lessor at 2140 41st Avenue, Suite 200, Capitola, California, or at such other places as Lessor may from time to time designate by written notice delivered to Lessee.

The sum of \$10,676.78 shall be paid to the Lessor upon the execution hereof and credited to rent payable from Lessee to Lessor for this Lease Extension.

The second ONE-year option shall be exercised only by the Lessee's delivering to Lessor in person or by United States mail on or before ninety days (90) before expiration of the term hereof, written notice of his election to renew or extend the term of this option.

In the event that Lessee does not exercise his second option, and holds over in possession he shall be a tenant from month to month with a monthly rent equal to 125 percent of the final rent in the last leased term.

Executed on \_\_\_\_\_, 2003 a t \_\_\_\_\_, California.

LESSEE:

LESSOR:

\_\_\_\_\_

Leslie R White  
General Manager

\_\_\_\_\_   
Dominick Iuliano  
Iuliano Trust 07/14/77

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## STAFF REPORT

**DATE:** February 28, 2003

**TO:** Board of Directors

**FROM:** Margaret Gallagher, District Counsel

**SUBJECT:** **CONSIDER AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN ADDENDUM TO THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S LEASE WITH FREDERICK ELECTRONICS CORPORATION DATED DECEMBER 1, 2000 TO LEASE AN ADDITIONAL 1000 SQUARE FEET OF SPACE**

### I. RECOMMENDED ACTION

Authorize the General Manager to execute an Addendum to the Lease between Santa Cruz Metropolitan Transit District and Frederick Electronics Corporation dated December 1, 2000 to allow the Transit District to rent an additional 1,000 square feet of property.

### II. SUMMARY OF ISSUES

- There is a need for the Santa Cruz METRO to lease an additional 1,000 square feet of space for an interim period of time to store excess transit vehicles awaiting auction.

### III. DISCUSSION

The Santa Cruz Metropolitan Transit District entered into a Lease Agreement with Frederick Electronics Corporation located at 375 Encinal Street to lease approximately 37,676 square feet of property for transit vehicle parking.

Recently, Santa Cruz METRO purchased new CNG buses, and has a need for additional space to store excess vehicles that are awaiting auction for an interim period of approximately six months.

Frederick Electronics has agreed to lease to Santa Cruz METRO an additional 1,000 square feet of space at the same address it is currently leasing property, 375 Encinal Street, Santa Cruz, California, for a reasonable rental rate.

### IV. FINANCIAL CONSIDERATIONS

The extra cost for leasing the additional space needed for the storage of the excess transit vehicles will be six cents per square foot, or \$60.00 per month. The cost for the six month period of leasing the additional space will be \$360.00.

**V. ATTACHMENTS**

**Attachment A:** First Addendum to the Santa Cruz Metropolitan Transit District –  
Frederick Electronics Corporation Lease dated December 1, 2000

**FIRST ADDENDUM TO THE  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT –  
FREDERICK ELECTRONICS CORPORATION LEASE  
DATED DECEMBER 1, 2000**

This First Addendum to the Santa Cruz Metropolitan Transit District – Frederick Electronics Corporation Lease (this “**Addendum**”) is made effective as of February 1, 2003, by and between Frederick Electronics Corporation, a Maryland corporation (“**Lessor**”), and the Santa Cruz Metropolitan Transit District, (“**Lessee**”).

- A. The Santa Cruz Metropolitan Transit District is currently leasing approximately 37,676 square feet of property located at 375 Encinal Street from Frederick Electronics Corporation.
- B. The Santa Cruz Metropolitan Transit District wished to rent additional space located at the same address.
- C. This Addendum a) effects a change in the notices address and b) describes the terms of the additional space rental.

The parties agree the following terms:

**Effect of the Addendum.** This Addendum supplements and amends that Santa Cruz Metropolitan Transit District – Frederick Electronics Corporation Lease (the “**Agreement**”), entered into as of December 1, 2000. Where the provisions of this Addendum are in conflict with the provisions of the Agreement, the provisions of this Addendum will control. The terms and conditions of the Agreement that are not controlled by this Addendum will remain in full force and effect.

- 1. **Section 14. (Notices).** The Notices address for Lessor is hereby deleted and replaced with the following:

Frederick Electronics Corporation  
c/o Plantronics, Inc.  
Attn: Richard R. Pickard, General Counsel  
PO Box 636  
Santa Cruz, CA 95061

- 2. **Rental of Additional Space.**

- 2.1 **Premises.** Lessee will rent from Lessor an additional 1000 square feet of space at 375 Encinal Street.

- 2.2 **Term.** The term of the additionally leased space will be for approximately six (6) months beginning February 1, 2003 and ending July 31, 2003.

- 2.3 **Rent.** Lessee will pay to Lessor as rent six cents (.06) per square-foot per month or a monthly rental of sixty (\$60.00) for the use of the additional space. The total rental which Lessee will owe Lessor for the term of the lease will be \$360.00. Rent is to be paid in advance on the first day of each month.

- 2.4 **Map.** A map of the additional space is attached hereto as Exhibit 1-A.

- 3. **Agreement Continue in Effect.** Except for the modifications expressly set forth in this Addendum, all provisions of the Agreement will remain unchanged and in full force and effect.

4. **Counterparts.** This Addendum may be executed in one or more counterparts, each of which will be an original but all of which will constitute one instrument. Execution may be effected by delivery of facsimiles of signature pages (and the parties shall follow such delivery by prompt delivery of originals of such pages).

WHEREFORE, the parties have executed this First Addendum as of the date first written above.

**FREDERICK ELECTRONICS CORPORATION**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

\_\_\_\_\_  
Richard R. Pickard  
Secretary

\_\_\_\_\_  
Leslie R. White  
General Manager

Signature date: \_\_\_\_\_

Signature date: \_\_\_\_\_

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 28, 2003

**TO:** Board of Directors

**FROM:** Leslie R. White, General Manager

**SUBJECT: CONSIDERATION OF AUTHORIZING THE BOARD CHAIR TO TRANSMIT A LETTER TO THE CONGRESSIONAL DELEGATION EXPRESSING THE BOARD'S DISAPPROVAL OF THE BUSH ADMINISTRATION'S PROPOSED CHANGES IN THE STRUCTURE OF THE FEDERAL TRANSIT PROGRAM.**

## I. RECOMMENDED ACTION

**That the Board of Directors authorize the Chair to transmit a letter to Members of Congress from the Bay Area expressing disapproval of the structural changes in the Federal Transit Program Proposed by the Bush Administration.**

## II. SUMMARY OF ISSUES

- The Federal Funding Program for Public transit is currently divided into a discretionary component and a formula component.
- METRO receives over \$2 million annually from the formula program and is seeking to enhance that amount with the addition of a High Intensity Transit Tier.
- METRO has received substantial funding from “earmarked” funds in the bus capital section of the discretionary program. Congressman Farr has successfully directed funds from the bus capital section to METRO for bus acquisition and MetroBase construction. Any “earmarked” funds for the Santa Cruz Metro Center project would come from the bus capital section of the Federal Transit Program.
- The 2004 Budget Request issued by the Bush Administration proposes to redirect the \$607.2 million in the bus capital section of the discretionary program to the new rail starts and other programs that METRO would not be likely to compete in.
- Bay Area Members of Congress hold seats on the Authorizing, Budget, and Appropriations Committees that will consider the Bush Administration Budget Request.
- Staff recommends that the Board of Directors express opposition to the structural changes in the Federal Transit Program contained in the Bush Administration Budget Request.

### **III. DISCUSSION**

The Federal Funding Program for public transit systems is currently divided into formula and discretionary components. Of the \$7.2 billion appropriated for public transit funding, approximately \$1.18 dollars is directed into the formula program for each \$1 dollar that is allocated to the discretionary program. The discretionary component of the Federal Transit Funding Program contains sections for funding new rail start projects, rail modernization projects, and bus capital projects. The bus capital section of the discretionary component currently provides \$607.2 million annually to support bus and bus facility projects. In past years METRO has received funding for bus acquisition projects and the MetroBase project from this section of the Federal Transit Program. Funds from this program are received through the Congressional "Earmarking" process. Congressman Sam Farr has been successful in directing these funds to METRO. The current request for "earmarked" funds for the Santa Cruz Metro Center envisions using the bus capital discretionary section as the source.

The 2004 Budget Request submitted to Congress by the Bush Administration contains a proposal that would redirect the funds in the discretionary bus capital section to new rail starts and other programs. It is unlikely that METRO would have any projects in the near future that would compete for funds from the programs receiving the redirected funds from the bus capital section. However, METRO is requesting funds from this program to support the Santa Cruz Metro Center Project. Should Congress adopt the Bush Administration Proposal it would not be possible for Congressman Farr to "earmark" funds for the Metro Center Project.

Many of the Bay Area Members of Congress hold seats on the committees that will consider the Budget Request submitted by the Bush Administration. Staff recommends that the Board of Directors authorize the Chair to transmit a letter to the Bay Area Members of Congress indicating opposition to the redirection of discretionary bus capital funds to other programs.

### **IV. FINANCIAL CONSIDERATIONS**

The loss of funding for the discretionary bus capital section of the Federal Transit Program would eliminate the possibility of receiving \$ 8,677,600 for the Santa Cruz Metro Center Project as well as any future earmarks for capital projects.

### **V. ATTACHMENTS**

**Attachment A:** 2004 Bush Administration Transit Budget Request

FY 2004 ADMINISTRATION BUDGET REQUEST

Program	FY 2003 Guaranteed Authorization (Millions)	FY 2004 Administration Budget Request (Millions)	Change, FY 2003 to FY 2004	
			Dollars (Millions)	Percent
Capital Investment	3,036.0	1,534.1	-1,501.9	-49.5%
New Starts	1,214.4	1,514.9	+300.5	+24.7%
Fixed-Guideway Modernization	1,214.4	In Formula	---	---
Bus and Bus Capital	607.2	0.0	-607.2	-100.0%
Met. and Statewide Planning	In Planning	19.2	+19.2	---
Formula Funds	3,539.0	5,615.4	+1,776.4	+46.3%
Urbanized Area	3,445.9	3,521.3	+75.4	+2.2%
Rural	240.6	354.1	+113.5	+47.2%
Elderly and Disabled Persons	90.7	57.0	-3.6	-4.0%
Clean Fuels	50.0	0.0	-50.0	-100.0%
Alaska Railroad	4.5	4.5	0.0	0.0%
Over-the-Road Accessibility	7.0	7.0	0.0	0.0%
Planning	In Planning	70.2	+70.2	---
National Transit Database	---	3.5	+3.5	---
National and University Research	In Research	43.5	+43.5	---
New Freedom Initiative	---	145.0	+145.0	---
Bus Testing	In Capital	3.0	+3.0	---
University Transp. Research	In UTR	6.0	+6.0	---
Rural Transit Assistance Program	In Research	5.3	+5.3	---
Job Access & Reverse Commute	In JA&RC	150.0	+150.0	---
Fixed-Guideway Modernization	In Capital	1,214.4	+1,214.4	---
Job Access and Reverse Commute	150.0	In Formula	-150.0	---
Planning and Research	122.0	In Cap./Form.	-122.0	---
University Transportation Research	6.0	In Formula	-6.0	---
FTA Administration	73.0	76.5	+3.5	+4.8%
<b>TOTAL</b>	<b>7,226.0</b>	<b>7,226.0</b>	<b>0.0</b>	<b>0.0%</b>

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 28, 2003

**TO:** Board of Directors

**FROM:** Bryant J. Baehr, Manager of Operations

**SUBJECT: CONSIDERATION OF AMENDING MEMORANDUM OF UNDERSTANDING BETWEEN THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND THE SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 415**

## I. RECOMMENDED ACTION

**Staff is recommending that the Board of Directors authorize the General Manager to enter into an agreement with the Service Employees International Union Local 415 modifying the Memorandum of Understanding between the Transit District and the Service Employees International Union Local 415**

## II. SUMMARY OF ISSUES

- The MOU between the Transit District and SEIU Local 415 contains meet and confer language in the event that Marge Lawhon, Transit Supervisor – Scheduler vacates her position.
- Due to a serious unforeseen illness, Marge Lawhon retired on January 15, 2003.
- Staff has reached a tentative agreement with SEIU Local 415 within the Board of Directors authorized parameters.
- No additional costs are incurred due to the proposed language changes.

## III. DISCUSSION

When the Memorandum of Understanding between the Santa Cruz Metropolitan Transit District and the Service Employees International Union Local 415 was negotiated in the spring of 2001, specific language was added into Section 11.8.3 to accommodate Marge Lawhon, Transit Supervisor – Scheduler. Marge Lawhon had been doing the Transit Supervisor – Scheduler assignment, which is listed as a Transit Supervisor, for several years. Because the parties at the time could not agree on how to address this assignment, meet and confer language was added should Marge Lawhon relinquish the position.

Due to a serious unforeseen illness, Marge Lawhon retired on January 15, 2003. Staff met with SEIU Local 415 to discuss Marge Lawhon's departure and the meet and confer process. Staff entered in to the meet and confer process with SEIU Local 415 and arrived at a tentative agreement within the Board of Directors authorized parameters.

The proposed language addresses the meet and confer process and establishes a process for handling the vacancy in the Transit Supervisor – Scheduler position. This position is not compensated differently from the Transit Supervisor position. Marge Lawhon’s retirement does create a Transit Supervisor vacancy but not a change to the Board of Directors approved staffing table for the Transit Supervisors.

Highlights include:

1. Acknowledging that the day-to-day scheduling function is critical to the success of the Operations Department.
2. Management has the right to choose who occupies this position and assigned a shift time and days of work.
3. The position will be a permanent assignment not subject to the quarterly Transit Supervisor bidding process. Consistency in the Transit Supervisor – Scheduler is critical to the day-to-day success of the Operations Department
4. That the Transit Supervisor assigned to the position may vacate the position if both parties agree. This position is very stressful at times. Should a Transit Supervisor find that they are not being successful in the Transit Supervisor – Scheduler position there is a method to find another candidate.
5. General overtime language was added that is consistent with other parts of the SCMTD – SEIU Local 415 MOU.
6. According to the MOU, the Transit Supervisor – Scheduler was allowed to bid for vacations separately from the Transit Supervisors. This created a strain on the overtime budget due to an extra supervisor being off during peak vacation times. The agreement resolves that staff concern.
7. That the parties agree to meet and confer if no Transit Supervisor is interested in the position.
8. This side agreement terminates on June 30, 2004.

#### **IV. FINANCIAL CONSIDERATIONS**

The Transit Supervisor – Scheduler assignment is a Transit Supervisor job and no additional wage provisions apply. Marge Lawhon’s retirement creates a Transit Supervisor vacancy but does not require a modification in the staffing table approved by the Board of Directors.

#### **V. ATTACHMENTS**

**Attachment A: Draft of proposed meet and confer language**

**Attachment B: Contract articles 11.8.3 (PSA) Section F and 13.2.9 Annual Leave Selection – Transit Supervisors**

**Agreement between the Santa Cruz Metropolitan Transit District and the Service Employees  
International Union Local 415**

In the existing Memorandum of Understanding (MOU) between the Santa Cruz Metropolitan Transit District and the Service Employees International Union Local 415 effective July 01, 2001 through June 30, 2004 - Article 11.8.3 (PSA) stipulates that upon the relinquishment of the Transit Supervisor – Scheduling position that the parties agree to meet and confer on this issue only. The parties also agree that this side agreement shall be effective until June 30<sup>th</sup>, 2004.

The parties have agreed to the following replacement language in 11.8.3 Section F (PSA).

1. The position of Transit Supervisor - Scheduler is an integral component to the smooth operation of the Transit District's Operations Department. Therefore both parties agree that continuity and consistency in the position of Transit Supervisor - Scheduler is in the best interest of both parties.
2. The Manager of Operations or designee will have the right to choose the method of recruitment and the ultimate choice of whom from current PSA Transit Supervisors will fill the position of Transit Supervisor – Scheduler. The Transit Supervisor – Scheduler shift will be Monday through Friday from 7:00am to 3:00pm unless the Manager of Operations or designee and the Chairperson of PSA agree upon a change.
3. The position of Transit Supervisor - Scheduler shall be considered a permanent assignment not subject to the quarterly PSA shift bidding process.
4. The Transit Supervisor – Scheduler may vacate the position and return to the Transit Supervisor position upon agreement between the Manager of Operations or designee and the Chairperson of PSA.
5. The Transit Supervisor - Scheduler will have the right to work Transit Supervisor over-time according to their classification seniority as long as the Transit Supervisor – Scheduler shift is completed unless a change is agreed to by the Manager of Operations or designee and the Chairperson of PSA
6. The Transit Supervisor - Scheduler will bid annual leave in accordance with article 13.2.9. To reflect that change, the current practice of scheduling two (2) transit supervisor annual leave positions per day shall be changed to three annual leave positions for the months of March through October and two annual leave positions during the months of November through February.
7. If no Transit Supervisor is interested in the Transit Supervisor – Scheduler position the parties agree to meet and confer to determine a solution.

Agreed to by:

\_\_\_\_\_  
Leslie R. White  
General Manager

\_\_\_\_\_  
Jake Hurley  
SEIU 415 Field Representative

\_\_\_\_\_  
Mark Dorfman  
Assistant General Manager

\_\_\_\_\_  
Manuel Martinez  
Chairman - PSA

\_\_\_\_\_  
Bryant J. Baehr  
Manager of Operations

\_\_\_\_\_  
Frank Bauer  
Vice Chair – PSA

Date: \_\_\_\_\_

11.8.2 SEA

A. An employee's appointment date to his or her current class shall determine the employee's seniority for shift bidding.

B. The District shall prepare a list of all employees in the SEA Chapter in each classification by department whose working shifts are determined by seniority with their seniority status and submit these lists to the Union one (1) calendar week prior to each shift bid. The list shall indicate part-time and full-time classifications. The list shall be posted five (5) working days prior to each shift bid in all work sites where shifts are bid.

C. Two (2) or more persons who begin work within the same classification on the same day shall have their relative seniority determined by the drawing of lots by Union representative.

D. Bid selection sheets will be posted at least every four (4) months but not more often than every two (2) months except under emergency conditions. Whenever seniority relationship within a class in a department change, the District shall conduct a shift bid upon request. The bid selection sheet will include the beginning and ending times for each shift and days off.

E. The District shall maintain the right to alter or adjust the bid schedule on a temporary or emergency basis. The District shall notify the employee as much in advance as possible of such change. Temporary schedule changes shall last no longer than seven (7) calendar days. Emergency changes can be extended beyond seven (7) calendar days upon mutual consent of the Union and the District.

11.8.3 PSA

A. An employee's appointment date to his/her current class shall determine the employee's seniority for shift bidding.

B. Two (2) or more persons who begin work within the same classification on the same day shall have their relative seniority determined by the drawing of lots by Union representatives.

C. The District shall prepare a list of all employees in the bargaining unit in each classification by department whose working shifts are determined by seniority with their seniority status and submit these lists to the Union thirty (30) calendar days prior to each bid. Bid selection sheets will be posted every three (3) months and will be posted twenty-one (21) calendar days in advance of the beginning of the bid. Union representatives and District management will establish a bid process. The Union and the District will jointly conduct the bid process. The District agrees that the Union will have input on the content, and ratification of the bid.

D. Notwithstanding section 11.8.3.C in the event that the District has a reasonable need to conduct a special bid, the District may post bid selection sheets for the special bid seven (7) calendar days in advance of the beginning of the bid. The Union will have input on the content and duration of this bid.

E. In the event of an absence by a Transit Supervisor for thirty (30) days or more, the District, in conjunction with the Union, shall fill the absence by allowing the shift to be re-bid by all Transit Supervisors interested in working the open shift. Any remaining open shift of thirty (30) days or more, not bid, may be assigned to an employee working out of classification to fill a temporary or vacant Transit Supervisor position.

F. The Union recognizes that the current incumbent in the scheduling assignment shall hold this assignment until such time as she relinquishes it. This incumbent shall give four (4) weeks notice of intent to relinquish the scheduling assignment. Within five (5) days of notice, the Union and Operations management agree to meet and confer to determine the method of selection and the duration of the assignment. In addition, the assignment will have a separate annual leave bid and the incumbent will be called last for other Transit Supervisor overtime assignments.

13.2.7 An employee shall be paid for all accrued and **unused** annual leave at the time of separation from District service at the employee's current hourly rate of pay.

13.2.8 An employee may request an advance on his/her earned annual leave pay so that he/she may be paid for his/her scheduled annual leave in the paycheck received **immediately** prior to taking the annual leave.

13.2.9 Annual Leave Selection – **Transit Supervisors**  
The taking of annual leave shall be on a seniority basis within classifications and on a seniority basis within each department of the District.

In the event that more employees within a classification within a department request the same annual leave time off than can be reasonably spared for operating reasons, annual leave time off will be granted to such employees who can be reasonably spared in order of seniority within a **classification** within a department. **Once** an employee **has** bid annual leave, the employee may not **bump a** less senior employee who has signed up for the same period of time. Every effort will be made to allow each employee to utilize accrued time.

The District **will** provide an annual **leave** calendar. **Union representatives** and District management will establish and conduct an annual leave bid process.

During the Transit Supervisor shift selection **bid**, an annual leave calendar will be provided to correspond to the bid period. There **will also be** a twelve (12) month annual leave calendar provided to **select** annual leave in advance.

**Transit Supervisors** may cancel annual leave requests provided **at** a minimum of seven **(7) calendar** days written notice is given.

### 13.3 Holidays

13.3.1 An employee shall be entitled to New Year's Day, Thanksgiving Day and Christmas Day holidays from work and shall be paid at the regular hourly salary rate for **his/her** normal schedule of work when the **holiday falls** on an employee's regular work day. If a holiday falls on an employee's regular day off, an **employee** will be allowed to take an equal amount of time off work on a workday in the same **pay** period as the holiday, permitted to have the equivalent number of hours added to his/her annual leave accrual, or paid at the regular hourly salary rate in lieu of the holiday. In order to qualify for **holiday** pay an employee is required to work or be in **paid** status (e.g. paid medical leave, annual leave) on **his/her last** scheduled **workday** prior to the holiday and his/her first scheduled day following the holiday. If a holiday falls on a Saturday or Sunday and an employee works a Monday through Friday workweek, the District will have the option of having the employee observe the holiday on the Friday before or the Monday after the holiday.

If an employee is required to work in lieu of **receiving** a paid day off **on** one of the above three (3) days, **he/she** shall be compensated at two and **one-half** (2 1/2) times the regular hourly rate.

13.3.2 An employee shall be entitled to receive any special non-recurring holiday designated as an **official** State holiday by the Governor of the State of **California** or as an official national holiday by the President of the United States, subject to the approval of the Board of Directors. **If the** holiday falls on an employee's regular day off, an **employee** will be allowed to **take an** equal amount of time off work on a **workday** in the same pay period as the holiday, permitted to have the **equivalent** number of hours added to his/her annual leave **accrual**, or paid **at** the regular hourly **salary rate** in lieu of the holiday. In order to qualify for holiday pay an employee is required to work or be in paid **status** (e.g. paid medical leave, annual leave) on his/her last scheduled workday prior to the holiday and his/her first scheduled day **following** the holiday. **If** a holiday falls on a **Saturday** or Sunday and an employee works a **Monday** through Friday workweek, the District will have the option of having

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 28, 2003  
**TO:** Board of Directors  
**FROM:** Tom Stickel, Manager of Fleet Maintenance  
**SUBJECT: CONSIDERATION OF AWARD OF CONTRACT FOR LEGAL SERVICES IN THE AREA OF WORKER'S COMPENSATION**

## I. RECOMMENDED ACTION

**District Staff recommends that the Board of Directors authorize the General Manager to execute a contract for legal services in the area of Worker's Compensation with the Law Offices of Marie F. Sang.**

## II. SUMMARY OF ISSUES

- A competitive procurement was conducted to solicit proposals from qualified firms.
- Four firms submitted proposals for the District's review.
- A four-member evaluation committee comprised of District staff reviewed and evaluated the proposals.
- Interviews of the two top rated firms were conducted.
- The evaluation committee is recommending that a contract be established with the law offices of Marie F. Sang to provide legal services in the area of Worker's Compensation.

## III. DISCUSSION

Last fiscal year, the District paid out over one million dollars in Worker's Compensation claims. In order to help the District in the litigation of these claims, a request for proposals (RFP) was sought from law firms that represent employers in Worker's Compensation cases. On December 16, 2002 District Request for Proposal No. 02-13, was mailed to several law firms. The RFP was legally advertised. On January 14, 2003, proposals were received and opened from four firms. These firms are listed in Attachment A. A four-member evaluation committee comprised of District staff reviewed and evaluated the proposals.

The evaluation committee used the following criteria as contained in the Request for Proposals:

Criteria	Priority
Qualifications and Experience of the Firm	1
Qualifications and Experience of the members of the firm that will be handling District cases	2
Cost	3
References	4

Based on the above criteria, the selection committee established a ranking list and invited the top two firms for an interview. Interviews of the top two firms were conducted on February 7, 2003. The evaluation committee is recommending that a contract be established with the law offices of Marie F. Sang to provide legal services in the area of Worker's Compensation. Contractor will provide legal services meeting the District requirements.

#### **IV. FINANCIAL CONSIDERATIONS**

Funding for this contract is contained in the District's budget for Worker's Compensation claims.

#### **V. ATTACHMENTS**

- A- List of Firms Responding to the RFP
- B- Contract with the Law Offices of Marie F. Sang

**DISTRICT RFP NO. 02-13**

**LEGAL SERVICES IN THE AREA OF  
WORKER'S COMPENSATION**

**PROPOSALS WERE RECEIVED FROM THE  
FOLLOWING FIRMS:**

- 1. LAW OFFICES OF MARIE F. SANG, CAMPBELL, CALIFORNIA**
- 2. LAW OFFICES OF SMITH AND TUAN, SAN JOSE, CALIFORNIA**
- 3. WITZIG, HANNAH & SANDERS, LLP, SANTA CRUZ, CALIFORNIA**
- 4. THOMAS, LYDING, CARTIER & GUAS, LLP, SAN JOSE, CALIFORNIA**

**PROFESSIONAL SERVICES CONTRACT FOR LEGAL SERVICES  
IN THE AREA OF WORKER'S COMPENSATION (02-13)**

THIS CONTRACT is made effective on March 1, 2003 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California ("District"), and LAW OFFICES OF MARIE F. SANG ("Contractor").

1. RECITALS

1.01 District's Primary Objective

District is a public entity whose primary objective is providing public transportation and has its principal office at 370 Encinal Street, Suite 100, Santa Cruz, California 95060.

1.02 District's Need for Legal Services in the Area of Worker's Compensation

District has the need for Legal Services in the Area of Worker's Compensation. In order to obtain these services, the District issued a Request for Proposals, dated December 16, 2002, setting forth specifications for such services. The Request for Proposals is attached hereto and incorporated herein by reference as Exhibit "A".

1.03 Contractor's Proposal

Contractor is a firm/individual qualified to provide Legal Services in the Area of Worker's Compensation and whose principal place of business is 1875 S. Winchester Blvd., #201, Campbell, California. Pursuant to the Request for Proposals by the District, Contractor submitted a proposal for Legal Services in the Area of Worker's Compensation, which is attached hereto and incorporated herein by reference as Exhibit "B."

1.04 Selection of Contractor and Intent of Contract

On February 28, 2003 District selected Contractor as the offeror whose proposal was most advantageous to the District, to provide Legal Services in the Area of Worker's Compensation as described herein. This Contract is intended to fix the provisions of these services.

District and Contractor agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.01 Documents Incorporated in this Contract

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

A. Exhibit "A"

Santa Cruz Metropolitan Transit District's "Request for Proposals" dated December 16, 2002

B. Exhibit "B" (Contractor's Proposal)

Contractor's Proposal to the District for Legal Services in the Area of Worker's Compensation signed by Contractor and dated January 14, 2003.

2.02 Conflicts

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

2.03 Recitals

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

3. DEFINITIONS

3.01 General

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

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

3.01.02 CONTRACTOR - The Contractor selected by District for this project in accordance with the Request for Proposals issued December 16, 2002.

3.01.03 CONTRACTOR'S STAFF - Employees of Contractor.

3.01.04 DAYS - Calendar days.

3.01.05 OFFEROR - Contractor whose proposal was accepted under the terms and conditions of the Request for Proposals issued December 16, 2002.

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

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

4. TIME OF PERFORMANCE

4.01 Term

The term of this Contract will be for a period not to exceed three (3) years and shall commence upon the issuance of the contract by the District.

At the option of the District, this contract agreement may be renewed for two (2) additional one (1) year terms upon mutual written consent.

5. COMPENSATION

5.01 Terms of Payment

District shall compensate Contractor in an amount not to exceed the amounts/rates offered in Contractor's proposal and agreed upon by the District. District shall reasonably determine whether work has been successfully performed for purposes of payment. Compensation shall be made within forty-five (45) days of District written approval of Contractor's written invoice for said work.

5.02 Invoices

Contractor shall submit invoices with any project number provided by the District on a monthly basis. Contractor's invoices shall include detailed records showing actual time devoted, work accomplished, date work accomplished, personnel used, and amount billed per hour. Expenses shall only be billed if allowed under the Contract. Telephone call expenses shall show the nature of the call and identify location and individual called. Said invoice records shall be kept up-to-date at all times and shall be available for inspection by the District (or any grantor of the District, including, without limitation, any State or Federal agency providing project funding or reimbursement) at any time for any reason upon demand for not less than four (4) years after the date of expiration or termination of the Contract. Under penalty of law, Contractor represents that all amounts billed to the District are (1) actually incurred; (2) reasonable in amount; (3) related to this Contract; and (4) necessary for performance of the project.

6. NOTICES

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

DISTRICT

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

Attention: General Manager

CONTRACTOR

Law Offices of Marie F. Sang  
1875 S. Winchester Blvd., #201  
Campbell, CA 95008

Attention: Marie F. Sang, Esq.

7. OTHER ATTORNEY SERVICES

Nothing in this agreement shall preclude the District from either continuing to engage the services of attorneys currently handling Worker's Compensation claims or litigation; or contracting with other attorneys in the area of Worker's Compensation when it is in the best interest of the District to do so.

8. AUTHORITY

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

Signed on \_\_\_\_\_

DISTRICT  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

\_\_\_\_\_  
Leslie R. White  
General Manager

CONTRACTOR  
LAW OFFICES OF MARIE F. SANG

By \_\_\_\_\_  
Marie F. Sang, Esquire  
Owner

Approved as to Form:

\_\_\_\_\_  
Margaret Rose Gallagher  
District Counsel