



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA
REGULAR MEETING
NOVEMBER 13, 2015 – 8:30 AM
SANTA CRUZ CITY COUNCIL CHAMBERS
809 CENTER STREET
SANTA CRUZ, CA 95060**

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

The Board Meeting Agenda Packet can be found online at www.SCMTD.com and is available for inspection at Santa Cruz Metro’s Administrative offices at 110 Vernon Street, Santa Cruz, California.

This document has been created with accessibility in mind. With the exception of the Structural Deficit Workshop materials, certain 3rd party and other attachments, it passes the Adobe Acrobat XI Accessibility Full Check. If you have any questions about the accessibility of this document, please email your inquiry to accessibility@scmttd.com

BOARD ROSTER

| | |
|-----------------------------------|---------------------------|
| Director Ed Bottorff | City of Capitola |
| Director Dene Bustichi, Chair | City of Scotts Valley |
| Director Karina Cervantez | City of Watsonville |
| Director Cynthia Chase | City of Santa Cruz |
| Director Jimmy Dutra | City of Watsonville |
| Director Zach Friend | County of Santa Cruz |
| Director Donald “Norm” Hagen | County of Santa Cruz |
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| Director Mike Rotkin, Vice Chair | County of Santa Cruz |
| Ex-Officio Director Donna Blitzer | UC Santa Cruz |
| | |
| Alex Clifford | METRO CEO/General Manager |
| Leslyn K. Syren | METRO District Counsel |

TITLE 6 - INTERPRETATION SERVICES / TÍTULO 6 - SERVICIOS DE TRADUCCIÓN
Spanish language interpretation and Spanish language copies of the agenda packet are available on an as-needed basis. Please make advance arrangements with the Executive Assistant at 831-426-6080. Interpretación en español y traducciones en español del paquete de la agenda están disponibles sobre una base como-necesaria. Por favor, hacer arreglos por adelantado con Coordinador de Servicios Administrativos al numero 831-426-6080.

AMERICANS WITH DISABILITIES ACT

The Board of Directors meets in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, or to access the

agenda and the agenda packet (including a Spanish language copy of the agenda packet), should contact the Executive Assistant, at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting Santa Cruz METRO regarding special requirements to participate in the Board meeting. For information regarding this agenda or interpretation services, please call Santa Cruz METRO at 831-426-6080.

SECTION I: OPEN SESSION

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

1 CALL TO ORDER

2 ROLL CALL

3 ANNOUNCEMENTS

- 3-1. Spanish language interpretation will be available during "Oral Communications" and for any other agenda item for which these services are needed.
- 3-2. Today's meeting is being broadcast by Community Television of Santa Cruz County.

4 COMMUNICATIONS TO THE BOARD OF DIRECTORS

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

- Document Dated October 23, 2015 Re: Public Communications from Ernestina Saldana, Chair Santa Cruz County Commission on Disabilities

5 WRITTEN COMMUNICATIONS FROM MAC

6 LABOR ORGANIZATION COMMUNICATIONS

7 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

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

- 8-01 RECOMMENDED ACTION ON TORT CLAIMS**
Liseth Guizar, Safety, Security and Risk Manager
- 8-02 NOTIFICATION OF ACTION TAKEN IN CLOSED SESSION**
Leslyn Syren, District Counsel
- 8-03 ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF JULY 2015**
Angela Aitken, Finance Manager
- 8-04 ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING OF OCTOBER 23, 2015**
Alex Clifford, CEO/General Manager
- 8-05 ACCEPT AND FILE MINUTES FOR THE METRO ADVISORY COMMITTEE (MAC) MEETINGS OF AUGUST 19, 2015 AND SEPTEMBER 16, 2015**
Alex Clifford, CEO/General Manager
- 8-06 ACCEPT AND FILE THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR AUGUST AND SEPTEMBER 2015**
April Warnock, Paratransit Superintendent
- 8-07 ACCEPT AND FILE THE ACCESSIBLE SERVICES REPORTS FOR THE MONTHS OF JULY, AUGUST AND SEPTEMBER 2015**
April Warnock, Paratransit Superintendent
- 8-08 CONSIDERATION OF METROBASE MONTHLY CHANGE ORDER REPORT**
Andy Kreck, Project Manager, Hill International
- 8-09 CONSIDERATION OF AUTHORIZATION TO USE THE STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES CMAS CONTRACT FOR THE PURCHASE OF HON FURNITURE FOR THE NEW OPERATIONS FACILITY IN AN AMOUNT NOT TO EXCEED \$80,000**
Erron Alvey, Purchasing Manager
- 8-10 RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT REQUESTING THAT THE SANTA CRUZ COUNTY TRANSPORTATION COMMISSION STATE ITS INTENT TO NOT USE CURRENT BUS FUNDING SOURCES, INCLUSIVE OF GROWTH IN CURRENT FUNDING SOURCES, TO FUND PASSENGER RAIL**
Alex Clifford, CEO/General Manager
- 8-11 CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT AMENDMENT WITH GIRO, INC. FOR HASTUS SOFTWARE**
Isaac Holly, I.T. Manager

- 8-12 CONSIDER A RETROACTIVE SALARY SCHEDULE ADJUSTMENT FOR THE ACCOUNTANT I/II/SUPERVISING ACCOUNTANT CAREER LADDER, RESULTING FROM A GROUP SALARY SURVEY, CONDUCTED AS PROVIDED UNDER THE TERMS OF THE SEIU MEMORANDUM OF UNDERSTANDING (MOU)**
Robyn Slater, Human Resources Manager
- 8-13 CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSAL FOR THE PURCHASE AND INSTALLATION OF A VIDEO SURVEILLANCE SYSTEM FOR THE JUDY K. SOUZA OPERATIONS BUILDING AND FUEL & WASH FACILITY**
Liseth Guizar, Safety, Security and Risk Manager

REGULAR AGENDA

- 9 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS FOR IDAN ALVARADO, RHIANNON AXTON, ED DAVIDSON, JUAN HERNANDEZ, JUAN FERNANDEZ MAGANA, PETER MILBURN, JOY OLANDER, JAIME RENTERIA, SENaida RODRIGUEZ, CHRIS SULLIVAN, HECTOR TORRES, VALENTIN ZARATE**
Chair Dene Bustichi
- 10 QUARTERLY ORAL REPORT REGARDING THE STATUS OF CONSTRUCTION ON THE JUDY K. SOUZA OPERATIONS FACILITY COMPONENT OF THE METROBASE PROJECT**
Andy Kreck, Project Manager, Hill International
- 11 ACCEPT AND FILE THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF JULY 31, 2015**
Angela Aitken, Finance Manager
- 12 ACCEPT THE PROPOSED DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL OF 1.73% FOR FEDERALLY FUNDED PROCUREMENTS FOR FFY15 - FFY17 AND OPEN THE PUBLIC COMMENT PERIOD BEGINNING NOVEMBER 13, 2015**
Angela Aitken, Finance Manager and DBE Liaison Manager
- 13 ORAL PEPRA UPDATE**
Leslyn Syren, General Counsel
- 14 CEO TO GIVE ORAL REPORT**
Alex Clifford, CEO/General Manager
- 15 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**
Leslyn Syren, General Counsel

- 16 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, DECEMBER 11, 2015 AT 8:30 AM, METRO ADMIN OFFICES, 110 VERNON STREET, SANTA CRUZ**
Chair Dene Bustichi

- 17 RECESS TO CLOSED SESSION**

SECTION II: CLOSED SESSION

- 18 CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION**
Significant Exposure to litigation pursuant to subdivision (c) of Government Code Section 54956.9 – 2 cases
Leslyn Syren, General Counsel
- 19 PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Title: District Counsel
Leslyn Syren, General Counsel

SECTION III: RECONVENE TO OPEN SESSION

- 20 REPORT OF CLOSED SESSION ITEMS**
Leslyn Syren, General Counsel
- 21 ADJOURNMENT**
Chair Dene Bustichi

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

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Communications to the Board

October 23, 2015

Re: Public Communications

Good morning Chair **Bustichi**, Metro Board Members and Metro Staff,

My name is Ernestina Saldana, I am the Chair of the Commission On Disabilities, of Santa Cruz County.

I want to first take a moment and say “Thank you for your public service” – Public service really is a basic desire to help other people, be it an individual or our community at large. So I understand that it takes a true commitment to serve our community with many long hours and time away from friends and family.

The COD is charged with advocating for and promoting the independent living choices and opportunities for residents living with disabilities of Santa Cruz County to be part of an inclusive community that celebrates human differences as we know that is what truly unites us.

It is from that COD charge and mission that I have come on behalf of the COD seeking a point of confirmation from this Board regarding the continued full funding of the Metro’s Accessible Services Coordinator position.

From the Metro Board, May 22nd Meeting Minutes, it states:

ACTION:

MOTION TO ACCEPT THE DRAFT FINAL FY16 AND FY17 OPERATING BUDGETS, DRAFT FINAL FY16 CAPITAL BUDGET AS PRESENTED **BUT AMENDING THE ACCESSIBLE SERVICES COORDINATOR POSITION TO BE FUNDED AT FULL TIME STATUS TO BE REVIEWED AT A FUTURE DATE** AND ADOPTION OF A RESOLUTION SETTING A PUBLIC HEARING ON JUNE 26, 2015. STAFF TO RETURN TO THE BOARD WITH THESE BUDGET CHANGES.

and as the minutes of the Metro Board's June 26th meeting confirms that the Board approved the SCMTD Y16 and FY17 Operating Budgets after making budget changes as

Communications to the Board

directed by this Board at your May 22nd meeting,

Does this then mean that the Accessible Services Coordinator position will continue to be fully funded per the Metro Board's May 22nd Motion regarding the proposed FY16 and FY17 operating budget as directed to SCMTD management?

If *SO*, then that will be very welcome news to our local disability community living in North, Middle and South County and we will definitely remember this positive response and action by you as members of the Metro Board.

if *NOT*, please clarify when the Board plans to review the Accessible Services Coordinator position as this is a public transit services matter of critical concern and interest to our local disability community, especially those whom are transit dependent.

And for those members of our community whom are transit dependent, I specifically request that if it is decided that a public hearing is necessary, that it *NOT* be held at the 110 Vernon but instead be scheduled when the Santa Cruz City Hall given its readily accessible location.

Thank you

Ernestina Saldana – Chair
Santa Cruz County
Commission on Disabilities



DATE: November 13, 2015
TO: Board of Directors
FROM: Liseth Guizar, Safety, Security and Risk Manager
SUBJECT: RECOMMENDED ACTION ON TORT CLAIMS

I. RECOMMENDED ACTION

That the Board of Directors Reject the Attached Claims for the Month of October 2015

II. SUMMARY

- This staff report provides the Board of Directors with recommendations on claims submitted to the Santa Cruz Metropolitan Transit District (METRO).

III. DISCUSSION/BACKGROUND

METRO's Risk Department received three claims for the month of October, 2015 for money or damages. As a public entity, METRO must act "within 45 days after the claim has been presented" (Govt C §912.4(a)). Staff has attached a recommendation with the claim.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None

V. ALTERNATIVES CONSIDERED

Within the 45-day period, the Board of Directors may take the following actions:

- Reject the claim entirely;
- Allow it in full;
- Allow it in part and reject the balance;
- Compromise it, if the liability or amount due is disputed (Govt C §912.4(a)); or
- Do nothing, and allow the claim to be denied by operation of law (Govt C §912.4 (c)).

VI. ATTACHMENTS

Attachment A: Claim and Recommended Action for Flyers; #15-0014

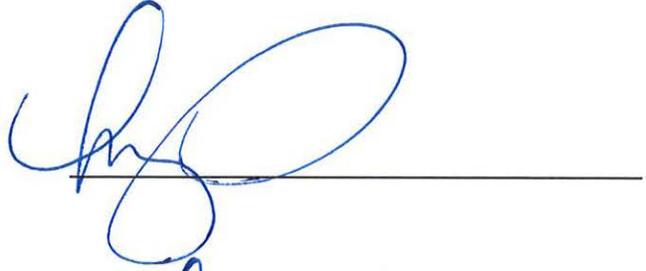
Attachment B: Claim and Recommended Action for Sherriffs, Brenda; 15-0015

Attachment C: Claim and Recommended Action for Fernandez, Favian; 15-0016

Prepared by: Liseth Guizar, Safety, Security and Risk Manager

VII. APPROVALS:

Liseth Guizar
Safety, Security and Risk Manager



Approved as to form:
Leslyn K. Syren, District Counsel
Liseth Guizar for



Alex Clifford, CEO/General Manager



Attachment A

Claim for Damages Against the Santa Cruz Metropolitan Transit District

Please submit claim and supporting documentation to:

Santa Cruz Metropolitan Transit District (METRO), Risk Department, 110 Vernon Street, Santa Cruz, CA 95060

Untimely or insufficient (incomplete) claims will be returned.

* = Required ** = Required if known

Please print or type clearly

PC-09-15-06

| | |
|--|--|
| <p>1. *Claimant's Name and Street Address:</p> <p>Name: <u>Elvess</u></p> <p>Address: _____</p> <p>City: <u>Santa Cruz</u> State: <u>Ca.</u> Zip: _____</p> <p>Telephone Numbers: _____</p> <p>Office: _____</p> <p>Home: <u>831/423-7121</u> Cell: _____</p> | <p>2. *Send Official Notices and Correspondence to:</p> <p>Name: <u>Santa Cruz Metro/Risk Dept.</u></p> <p>Address: <u>110 Vernon St</u></p> <p>City: <u>Santa Cruz</u> State: <u>Ca.</u> Zip: <u>95060</u></p> <p>Telephone Numbers: _____</p> <p>Office: _____</p> <p>Home: <u>420-2361</u> Cell: _____</p> |
|--|--|

3. *Medicare Reporting

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

IF YES please provide the following information- Medicare Claim Number: _____

Date of Birth: _____ Social Security Number: _____ Gender: M or F

4. Incident Information

*Date of Incident: 9/25/2015 **Time of Incident: 8:28 (AM/PM) *Location: Elvess

Weather Conditions: Dark/rain Bus Number: 1104 Route: N/A

**Name or ID of METRO Employee who allegedly caused injury or loss: _____

5. Witnesses involved:

| Name | Address | Telephone: |
|----------|---------|------------|
| 1) _____ | _____ | _____ |
| 2) _____ | _____ | _____ |
| 3) _____ | _____ | _____ |

6. *Amount Claimed- Property damage or loss and method of computation.
Attach supporting documentation (see instructions)

| | |
|------------------------------|------------------|
| <u>Hose Breakaway</u> | \$ <u>151.87</u> |
| <u>no labor</u> | \$ <u>0</u> |
| _____ | \$ _____ |
| _____ | \$ _____ |
| Total Amount Claimed: | \$ <u>151.87</u> |

IF amount claimed over \$10,000, check the following:

Limited (up to \$25,000) Unlimited (over \$25,000)

METRO USE ONLY:

Claim # 15-0014

Date Received (date stamp):

RECEIVED

OCT 14 2015

SANTA CRUZ METRO
LEGAL DEPT

45-11623

Attachment A

Claim for Damages Against the Santa Cruz Metropolitan Transit District

7. *Basis of Claim: State in detail the facts and circumstances of the incident. Identify all persons, entities and property involved. State why you believe METRO is responsible for the alleged injury, property damage or loss (use a separate sheet of paper if necessary).

Driver drove away while nozzle was still in van.

8. *Description of Claimant's Injury, Property Damage or Loss:

Have had a Breakaway fitting to prevent any further damage.

9. *SIGNATURE

C. Mazzone Craig Mazzone 10/12/15
Claimant or Representative's Signature Print Name Date

CRIMINAL PENALTY FOR PRESENTING A FALSE OR FRAUDULENT CLAIM IS IMPRISONMENT OR FINE OR BOTH (PENAL CODE §72)

Additional Information:

If claim is for **property damage**, please include the following documentation:

- Vehicle registration (if applicable)
- Two repair estimates



Attachment A

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: Liseth Guizar, Safety, Security and Risk Manager

RE: Claim of: Flyers Received: 10/14/2015 Claim #: 15-0014
Date of Incident: 9/25/2015 Occurrence Report No.: PC 0915-06

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

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

By  _____
Liseth Guizar
Safety, Security and Risk Manager

Date: 10/29/15

I, Gina Pye, 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 November 13, 2015.

By _____
Executive Assistant to CEO

Date: _____

Attachment(s)

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Attachment B



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

CLAIM FOR DAMAGES

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

Claim # 15-0015
(To be completed by METRO staff)

Please Print or Type:

The name and post office address of the claimant:

Claimant's Legal First Name: Brenda

Claimant's Legal Last Name: Sherriffs

Address to which notices are to be sent: _____

Telephone (Home): _____

Telephone (Business/Cell): _____

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

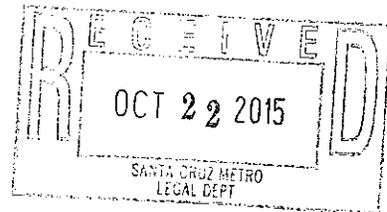
Are you presently, or have you ever been, enrolled in Medicare Part A or B? Yes or No

IF YES, please provide the following information:

Medicare Claim Number: _____

Date of Birth: _____

Social Security Number: _____



Attachment B



Gender: M or F

Claimant Name: Brenda Sherriffs

CLAIM FOR DAMAGES

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

Date of Incident/Accident: 04/25/2015

Time of Incident/Accident: see attachment 1 AM PM

Location of Incident/Accident

Street/City: see attachment 1

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

See attachment 1

Attachment B



Claimant Name: Brenda Sherriffs

CLAIM FOR DAMAGES

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

see attachment

If the claim totals less than \$10,000, the amount claimed as of the date of the presentation of the claim: _____

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

Claimant: _____
Signature/Print Name

Date: _____

Attorney or Representative: Michelle Weiss
Signature/Print Name

Date: 10/20/15

MICHELLE WEISS

Attachment B

ATTACHMENT 1 TO CLAIM OF BRENDA SHERRIFFS AGAINST THE CITY OF SANTA CRUZ

This claim is for a bicycle accident which was legally caused by a dangerous condition of public property that existed at the round about located at the intersection of Beach Street and Pacific Avenue in Santa Cruz, California, at a location between the round about exits for vehicles traveling east on Beach Street and north on Pacific Ave. The accident occurred specifically on the train tracks running through the subject round about. This location and the roadway including its paving, roadways, paved and unpaved shoulder, roadway surface, adjacent property, drainage, striping, traffic controls, warnings, railroad tracks, and/or other appurtenances thereto shall be known as the "accident site".

As a legal result of the dangerous condition of public property, Claimant Brenda Sherriffs sustained multiple, permanent and severe personal injuries including but not limited to numerous pelvic fractures, including comminuted fractures to the right acetabulum and right ilium and a displaced fracture of the right inferior public ramus. Claimant also suffered significant internal muscular hematomas which resulted in considerable internal bleeding and blood loss, as well as anxiety and depression. Due to the severe nature of said fractures, Claimant required emergency surgery.

Furthermore, Claimant has incurred wage and income loss as well as the loss of future earning capacity, and has incurred medical expenses and is reasonably certain to incur future medical expenses.

The amount of this claim exceeds \$25,000.00. Personal injuries: \$2,500,000.00 for pain and suffering and loss of enjoyment of life. Special damages for past and future medical expenses and income loss: \$2,500,000.00. Property damage: \$5,000.00.

On or about April 26, 2015 at about _____, Claimant Brenda Sherriffs was legally riding her bike around the traffic circle controlling traffic at the intersection of Beach Street and Pacific Avenue in Santa Cruz, CA, when she encountered a dangerous condition of public property as defined by Government Code § 835, specifically, but not limited to substantial and dangerous defects or deviations in the surface of the traveled portion of the roadway running alongside train tracks, dangerous conditions existing within the roadway as a result of the ongoing construction project at the time, and insufficient signage and/or warnings of said hazards.

Specifically, at the time of the subject accident, the traffic circle in question was in the process of being constructed in an intersection that was previously a four way stop. As a result, rail road tracks that previously did not run parallel to the roadway now ran roughly parallel through a segment of the traffic circle existing between the exits for eastbound traffic on Beach Street and for northbound traffic on Pacific Avenue.

Railroad tracks pose a known hazard to bicyclists, as the divots in said tracks are both wide and steep enough to cause a bicycle tire to become trapped inside said divot. Where the tracks run roughly parallel to the roadway (instead of perpendicular), the hazard is greater.

Attachment B

Because the subject railroad tracks did not run alongside the roadway prior to construction of the round about, it was only after creation of said round about that the railroad tracks posed a serious threat to bicycle traffic. Furthermore, because construction was underway at the time of said accident, the roadway was partially obstructed by the construction project, causing the traffic circle lanes to become narrower in parts.

Unaware of the dangerous condition of the roadway, Claimant entered the traffic circle in order to turn onto northbound Pacific Avenue. As she traveled around the circle and to the left of the railroad tracks, Claimant was forced by construction and traffic to travel further to the right, pushing her bike into the tracks and causing her tire to become trapped inside the track divots. As a result, Claimant's bicycle fell over and Claimant landed directly onto her right hip.

Claimant's injuries were legally caused by the dangerous condition of public property which existed on the date of the accident and at all relevant times at the above accident site.

The dangerous condition created a reasonably foreseeable risk of the kind of injury which occurred to Brenda Sherriffs, and the dangerous condition was created by a negligent act or wrongful act or omission of an employee, servant, agent, contractor, or sub-contractor of the City of Santa Cruz, acting within the scope of their employment, service, agency, or contract.

Further, the City of Santa Cruz had actual and/or constructive notice of the dangerous condition of its property a sufficient time prior to the accident so that measures could have been taken to warn of and/or protect against the dangerous condition.

Claimant is presently unaware of the exact identity of the City of Santa Cruz employees involved and therefore will name them fictitiously as DOES in her subsequent complaint.

Claimant believes the round about was negligently designed, constructed, repaired, inspected, and/or maintained in relation to the location of the train tracks so that the round about's poor design caused, or contributed to causing, the defects in said round about as described herein.

Claimant believes that the City of Santa Cruz was responsible for the design, operation, construction, repair, inspection, and maintenance of the dangerous condition of public property at this location. Claimant is unaware of the exact identity of those persons or entities who designed, operated, constructed, repaired, inspected, or maintained the dangerous roadway and/or round about, and therefore will name them fictitiously as DOES in her subsequent complaint, as well.

At all relevant times this roadway constituted a public roadway, which is composed of roadways and streets within the city of Santa Cruz, in the State of California. Claimant believes that the City of Santa Cruz owned, controlled, and operated the roadway in question at the time of the accident and/or at all pertinent times.

Attachment B

The City of Santa Cruz either negligently or wrongfully created this dangerous condition or had actual and/or constructive notice of the dangerous condition a sufficient time prior to the time of Claimant's accident and injuries to abate the dangerous condition or to warn of the dangerous condition. Among other things, the roadway was improperly designed and/or in disrepair and was inadequately and/or poorly maintained and/or inspected so that the roadway would create a danger to people riding their bicycles to the extent that it caused riders to lose control of their bicycles.

Furthermore, bicycle riders riding on this roadway had inadequate warning of defects or deviations in the pavement or roadway surfaces, of the round about. The dangerous condition consisted of the improper care, maintenance, repair, inspection, and/or design of the roadway and the striking marking and regulatory and warning signs thereon. These dangerous conditions created a "trap" to users of the roadway, such as Claimant.

The dangerous condition was a condition that created substantial risk of injury when such property was used with due care and in a manner in which it was reasonably foreseeable it would be used.

Furthermore, the City of Santa Cruz negligently failed to post proper warning signs, signals, markers, etc., warning of the dangerous condition so that a concealed trap existed on the above mentioned roadway.

Furthermore, when they had actual and/or constructive notice of the dangerous condition of the roadway and the likelihood and/or possibility of serious accidents, and injuries, the City of Santa Cruz negligently failed to repair, inspect, eliminate, or abate the dangerous condition or to issue proper warnings against the dangerous condition so that accidents and injuries to bicycle riders would not occur.

All of the above acts and/or omissions directly and legally caused Claimant Brenda Sherriffs multiple, permanent, and severe injuries as set forth in this claim. The full nature and extent of Claimant's injuries and damages are presently unascertained, however, they are certain to exceed the jurisdiction limits of the Superior Court of California, Unlimited Jurisdiction.

Attachment B

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: Liseth Guizar, Safety, Security and Risk Manager

RE: Claim of: Sherriffs, Brenda
Date of Incident: 4/25/2015

Received: 10/22/2015 Claim #: 15-0015
Occurrence Report No.: N/A

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

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

By _____

Liseth Guizar
Safety, Security and Risk Manager

Date: 10/29/15

I, Gina Pye, 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 November 13, 2015.

By _____

Executive Assistant to CEO

Date: _____

Attachment(s)

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Attachment C

Claim for Damages Against the Santa Cruz Metropolitan Transit District

Please submit claim and supporting documentation to:

Santa Cruz Metropolitan Transit District (METRO), Risk Department, 110 Vernon Street, Santa Cruz, CA 95060

Untimely or insufficient (incomplete) claims will be returned.

* = Required ** = Required if known Please print or type clearly

| | |
|--|---|
| <p>1. *Claimant's Name and Street Address:</p> <p>Name: <u>Favian Fernandez</u></p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Telephone Numbers: _____</p> <p>Home: _____ Cell: _____</p> | <p>2. *Send Official Notices and Correspondence to:</p> <p>Name: <u> / / </u></p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Telephone Numbers: _____</p> <p>Home: _____ Cell: _____</p> |
|--|---|

3. *Medicare Reporting

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

IF YES please provide the following information- Medicare Claim Number: _____

Date of Birth: _____ Social Security Number: _____ Gender: M or F

4. Incident Information

*Date of Incident: 7/26/15 **Time of Incident: 2:38 (AM/PM) *Location: Pacific Ave Santa Cruz CA

Weather Conditions: Hot Bus Number: 101193 Route: Pacific Ave

**Name or ID of METRO Employee who allegedly caused injury or loss: _____

5. Witnesses involved:

| | Name | Address | Home: |
|----|-------|---------|-------|
| 1) | _____ | _____ | _____ |
| 2) | _____ | _____ | _____ |
| 3) | _____ | _____ | _____ |

6. *Amount Claimed- Property damage or loss and method of computation. Attach supporting documentation (see instructions)

| | |
|------------------------------|-------------------------|
| <u>Bumper Paint</u> | \$ <u>763.40</u> |
| _____ | _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| Total Amount Claimed: | \$ <u>763.40</u> |

IF amount claimed over \$10,000, check the following:

Limited (up to \$25,000) Unlimited (over \$25,000)

METRO USE ONLY:

Claim # 15-0014

Date Received (date stamp):

RECEIVED

OCT 26 2015

SANTA CRUZ METRO
LEGAL DEPT

Attachment C

Claim for Damages Against the Santa Cruz Metropolitan Transit District

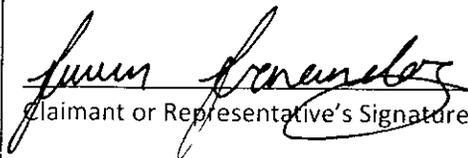
7. *Basis of Claim: State in detail the facts and circumstances of the incident. Identify all persons, entities and property involved. State why you believe METRO is responsible for the alleged injury, property damage or loss (use a separate sheet of paper if necessary).

I believe it is Metro transits responsibility for property damage as well as injury, also police officer who made the report says that ~~they~~ Metro transit is at fault.

8. *Description of Claimant's Injury, Property Damage or Loss:

I ~~was~~ have back injury back pains and would like to get checked out. as far as property damage there is a ~~bump~~ dent on the bumper including a crack of the paint.

9. *SIGNATURE


Claimant or Representative's Signature

Tonia Fernandez
Print Name

10/07/2015
Date

CRIMINAL PENALTY FOR PRESENTING A FALSE OR FRAUDULENT CLAIM IS IMPRISONMENT OR FINE OR BOTH (PENAL CODE §72)

Additional Information:

If claim is for **property damage**, please include the following documentation:

- Vehicle registration (if applicable)
- Two repair estimates



Attachment C

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

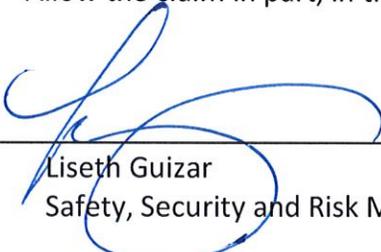
FROM: Liseth Guizar, Safety, Security and Risk Manager

RE: Claim of: Fernandez, Favian
Date of Incident: 7/26/2015

Received: 10/26/2015 Claim #: 15-0016
Occurrence Report No.: SC0715-23

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

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

By 
Liseth Guizar
Safety, Security and Risk Manager

Date: 10/29/15

I, Gina Pye, 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 November 13, 2015.

By _____
Executive Assistant to CEO

Date: _____

Attachment(s)

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

NOTICE OF ACTION TAKEN IN CLOSED SESSION MEMORANDUM

DATE: November 13, 2015

TO: Board of Directors

FROM: Leslyn K. Syren, District Counsel 

SUBJECT: Notification Of Action Taken In Closed Session Regarding the Following:
Jesus Rocha v. Santa Cruz Metropolitan Transit District, Case No. CV180550

Jesus Rocha v. Santa Cruz Metropolitan Transit District, Case No. CV1780550

On October 23, 2015, in closed session the Board of Directors authorized a settlement of this matter, for an accident that occurred on July 31, 2014, in Watsonville, California. The majority of the Directors present authorized the settlement of this matter. Director Zach Friend was absent.

Pursuant to this direction, Santa Cruz METRO obtained a **Settlement and Release** of this matter in an amount of \$250,000.00 for a dismissal of this action.

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DATE: November 13, 2015
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
**SUBJECT: ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL
DETAIL FOR THE MONTH OF JULY 2015**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the preliminary approved Check Journal Detail for the month of July 2015.

II. SUMMARY

- This staff report provides the Board with a preliminary approved Check Journal Detail for the month of July 2015.
- The Finance Department is submitting the check journal for Board acceptance and filing.

III. DISCUSSION/BACKGROUND

This preliminary approved Check Journal Detail provides the Board with a listing of the vendors and amounts paid out on a monthly cash flow basis (Operating and Capital expenses).

All invoices submitted for the month of July 2015 have been processed, checks issued and signed by the Finance Manager.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None. The check journal is a presentation of invoices paid in July 2015 for purposes of Board review, agency disclosure, accountability and transparency.

V. ALTERNATIVES CONSIDERED

N/A

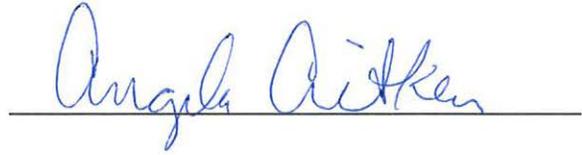
VI. ATTACHMENTS

Attachment A: Check Journal Detail for the Month of July 2015

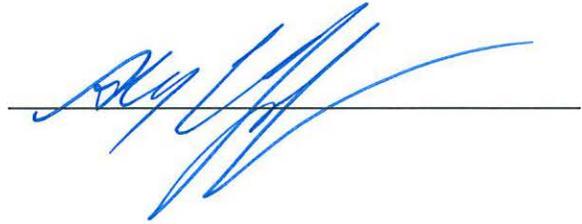
Prepared By: Lorraine Bayer, Accountant II

VII. APPROVALS:

Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

DATE 10/02/15 12:42

PAGE 1

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

DATE: 07/01/15 THRU 07/31/15

| CHECK NUMBER | CHECK DATE | CHECK VENDOR | CHECK AMOUNT | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 52604 | 07/08/15 | 294 | -433.70 | ANDY'S AUTO SUPPLY | 0 | 65237 | INVENTORY PARTS | -433.70 | **VOID |
| 53095 | 07/06/15 | 002069 | 511.42 | A TOOL SHED, INC. | | 66152 | LIFT RENTAL | 511.42 | |
| 53096 | 07/06/15 | 003151 | 13.58 | ABC BUS INC | | 66174 | INVENTORY PARTS | 13.58 | |
| 53097 | 07/06/15 | 382 | 2,794.00 | AIRTEC SERVICE INC. | | 66226 | HVAC QTRLY MAINT SVT | 231.00 | |
| | | | | | | 66227 | HVAC QTR MAINT 1200B | 198.00 | |
| | | | | | | 66228 | HVAC QTR MAINT PACIF | 350.00 | |
| | | | | | | 66229 | HVAC QTR MAINT GOLF | 859.00 | |
| | | | | | | 66230 | HVAC QTR MAINT Verno | 780.00 | |
| 53098 | 07/06/15 | 294 | 247.43 | ANDY'S AUTO SUPPLY | 0 | 66231 | HVAC QTR MAINT WTC | 376.00 | |
| | | | | | | 66165 | INVENTORY PARTS PC | 143.57 | |
| | | | | | | 66178 | INVENTORY PARTS PC | 63.80 | |
| | | | | | | 66283 | INVENTORY ORDER | 40.06 | |
| 53099 | 07/06/15 | 497B | 35,029.00 | APTA | | 66191 | FY16 MEMBERSHIP DUES | 35,029.00 | |
| 53100 | 07/06/15 | 001D | 4,836.59 | AT&T | | 66222 | 5/19-6/18 CALNET 2 | 4,836.59 | |
| 53101 | 07/06/15 | 478 | 824.00 | BEE CLENE INC | 0 | 66233 | CARPET CLEANING PACI | 425.00 | |
| | | | | | | 66234 | CARPET CLEAN VERNON | 399.00 | |
| 53102 | 07/06/15 | B034 | 50.00 | BOTTORFF, EDWARD A. | | 66211 | MAY 15 BOD MEETINGS | 50.00 | |
| 53103 | 07/06/15 | B018 | 100.00 | BUSTICHI, DENE | 7 | 66212 | MAY 15 BOD MEETINGS | 100.00 | |
| 53104 | 07/06/15 | 694 | 175.00 | CALIFORNIA TRANSIT ASSOC. | | 66243 | SPRING CONFERENCE | 175.00 | |
| 53105 | 07/06/15 | 914 | 604.66 | CALTRONICS BUSINESS SYSTEMS | | 66171 | OFFICE SUPPLIES | 302.33 | |
| | | | | | | 66292 | OFFICE SUPPLIES | 302.33 | |
| 53106 | 07/06/15 | 001159 | 1,333.13 | CATTO'S GRAPHICS, INC. | | 66147 | WTC OUTDOOR SIGNS | 1,333.13 | |
| 53107 | 07/06/15 | B033 | 100.00 | CERVANTEZ, KARINA | | 66213 | MAY 15 BOD MEETINGS | 100.00 | |
| 53108 | 07/06/15 | B035 | 100.00 | CHASE, CYNTHIA | | 66214 | MAY 15 BOD MEETINGS | 100.00 | |
| 53109 | 07/06/15 | 130 | 953.40 | CITY OF WATSONVILLE UTILITIES | | 66261 | 6/17 SOLID WASTE WTC | 711.32 | |
| | | | | | | 66262 | 5/18-6/15 WATER WTC | 213.71 | |
| 53110 | 07/06/15 | 001124 | 48,647.97 | CLEAN ENERGY | | 66263 | 5/18-6/15 WATER WTC | 28.37 | |
| | | | | | | 66148 | JUN 15 MAINTENANCE | 14,842.00 | |
| | | | | | | 66161 | LNG 6/11/15 | 7,860.76 | |
| | | | | | | 66162 | LNG 6/13/15 | 8,220.77 | |
| | | | | | | 66252 | REBUILT WARMEND ASSY | 17,547.19 | |
| 53111 | 07/06/15 | 002448 | 300.00 | CLEAR VIEW, LLC | 0 | 66253 | SOLENOID VALVE SBF | 177.25 | |
| 53112 | 07/06/15 | E957 | 586.76 | CLIFFORD, ALEX | | 66232 | WINDOW CLEANING WTC | 300.00 | |
| 53113 | 07/06/15 | 075 | 209.01 | COAST PAPER & SUPPLY INC. | | 66145 | TRAVEL REIMBURSEMENT | 586.76 | |
| 53114 | 07/06/15 | 003034 | 2,429.42 | COASTAL LANDSCAPING INC. DBA | | 66184 | CLEANING SUPPLIES | 127.45 | |
| 53115 | 07/06/15 | 002814 | 223.60 | CREATIVE BUS SALES, INC. | | 66186 | CLEANING SUPPLIES | 81.56 | |
| 53116 | 07/06/15 | 003116 | 770.87 | CUMMINS PACIFIC LLP | | 66177 | SMC RPR IMPROVEMENT | 2,429.42 | |
| | | | | | | 66236 | RPR VEH #2604 PC | 223.60 | |
| | | | | | | 66241 | RPR BUS #2309 | 33.71 | |
| | | | | | | 66241 | RPR BUS #2813 | 737.16 | |
| 53117 | 07/06/15 | 480 | 864.56 | DIESEL MARINE ELECTRIC, INC. | | 66195 | INVENTORY ORDER | 864.56 | |
| 53118 | 07/06/15 | 001329 | 114.75 | DOC AUTO LLC | | 66198 | RPR VEH #1117 PC | 114.75 | |
| 53119 | 07/06/15 | 916 | 795.00 | DOCTORS ON DUTY MEDICAL CLINIC | | 66205 | DOT DRUG TEST | 795.00 | |
| 53120 | 07/06/15 | B036 | 100.00 | DUTRA, JAMES MICHAEL | | 66215 | MAY 15 BOD MEETINGS | 100.00 | |
| 53121 | 07/06/15 | 003153 | 2,399.65 | ENVIRONMENTAL LOGISTICS INC | | 66224 | HAZ WASTE | 2,399.65 | |
| 53122 | 07/06/15 | 432 | 1,380.00 | EXPRESS SERVICES INC. | | 66193 | TEMP W/E 6/21/15 | 1,380.00 | |

Attachment A

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PAGE 2

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

DATE: 07/01/15 THRU 07/31/15

| CHECK NUMBER | CHECK DATE | CHECK VENDOR | CHECK AMOUNT | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|-----------------|--------------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 53123 | 07/06/15 | 33.17 001172 | | FERGUSON ENTERPRISES INC. #795 | | 66185 | SBF FLOODED DRAIN | 33.17 | |
| 53124 | 07/06/15 | 772.50 447 | | FERRIS HOIST & REPAIR, INC. | | 66150 | ANNUAL MAINT LIFT | 772.50 | |
| 53125 | 07/06/15 | 3,292.41 002952 | | FLYERS ENERGY LLC | | 66199 | 6/1-6/15 FUEL NONREV | 3,292.41 | |
| 53126 | 07/06/15 | 100.00 B032 | | FRIEND, ZACHARIAH | | 66216 | MAY 15 BOD MEETINGS | 100.00 | |
| 53127 | 07/06/15 | 255.00 001189 | | GARY KENVILLE LOCKSMITH | 7 | 66223 | RPLC FIRE KING FILE | 255.00 | |
| 53128 | 07/06/15 | 9,231.81 002954 | | GCR TIRES & SERVICE | 7 | 66163 | TIRES | 1,251.78 | |
| | | | | | | 66164 | TIRES | 1,547.64 | |
| | | | | | | 66196 | TIRES | 625.89 | |
| | | | | | | 66235 | TIRES | 312.22 | |
| | | | | | | 66276 | TIRES PC | 478.10 | |
| | | | | | | 66277 | FLAT REPAIR | 12.00 | |
| | | | | | | 66278 | TIRES | 501.79 | |
| | | | | | | 66279 | TIRES | 1,168.69 | |
| | | | | | | 66280 | TIRES | 971.65 | |
| | | | | | | 66281 | TIRES | 1,804.89 | |
| | | | | | | 66282 | TIRES | 557.16 | |
| | | | | | | 66264 | LIGHTS MMF | 1,693.79 | |
| 53129 | 07/06/15 | 1,693.79 282 | | GRAINGER | | 66141 | MAR-WAY TUITION | 3,347.41 | |
| 53130 | 07/06/15 | 3,347.41 E530 | | GUIZAR, LISETH | | 66141 | MAY 15 BOD MEETINGS | 50.00 | |
| 53131 | 07/06/15 | 50.00 B039 | | HAGEN, DONALD N JR | | 66189 | DMV REIMBURSEMENT | 71.00 | |
| 53132 | 07/06/15 | 71.00 E979 | | HIGHTOWER, LANEA | | 66144 | TRAVEL REIMBURSEMENT | 182.06 | |
| 53133 | 07/06/15 | 182.06 E021 | | HILTNER, THOMAS | | 66149 | ELECTRONIC METER | 604.36 | |
| 53134 | 07/06/15 | 1,517.54 166 | | HOSE SHOP, THE INC | | 66155 | RPR KONI LIFT | 636.56 | |
| | | | | | | 66290 | HEATER HOSES | 79.94 | |
| | | | | | | 66291 | MISC HOSES | 196.68 | |
| 53135 | 07/06/15 | 150.00 B037 | | LANE, DONALD STEVEN | | 66218 | MAY 15 BOD MEETINGS | 150.00 | |
| 53136 | 07/06/15 | 513.07 852 | | LAW OFFICES OF MARIE F. SANG | 7 | 66287 | CL2009210149 21836 | 112.00 | |
| | | | | | | 66288 | CL# 2010223492 | 273.07 | |
| | | | | | | 66289 | CL# 1989102352 | 128.00 | |
| 53137 | 07/06/15 | 50.00 B026 | | LEOPOLD, JOHN | 7 | 66219 | MAY 15 BOD MEETINGS | 50.00 | |
| 53138 | 07/06/15 | 100.00 B031 | | MCPHERSON, BRUCE | | 66220 | MAY 15 BOD MEETINGS | 100.00 | |
| 53139 | 07/06/15 | 7,695.60 001063 | | NEW FLYER IND. CANADA ULC DBA | | 66151 | CAPITAL TOOLING | 792.49 | |
| | | | | | | 66156 | GASKET | 27.01 | |
| | | | | | | 66194 | GLASS RPR VEH #1304 | 272.77 | |
| | | | | | | 66210 | INVENTORY ORDER | 102.61 | |
| | | | | | | 66238 | CAPITAL TOOLING | 6,480.67 | |
| | | | | | | 66239 | INVENTORY ORDER | 20.05 | |
| | | | | | | 66153 | RPR VEH #1116 PC | 22.48 | |
| | | | | | | 66159 | RPR VEH #709 | 78.48 | |
| | | | | | | 66160 | CREDIT | -354.25 | |
| | | | | | | 66179 | RPR VEH #2401 PC | 354.25 | |
| | | | | | | 66180 | RPR VEH #1112 PC | 257.80 | |
| | | | | | | 66208 | RPR VEH #1122 PC | 3,752.93 | |
| 53141 | 07/06/15 | 439.00 481 | | PIED PIPER EXTERMINATORS, INC. | | 66203 | JUN 15 PEST VERNON | 190.50 | |
| 53142 | 07/06/15 | 2,085.26 187 | | POLAR RADIATOR SERVICE INC | | 66204 | JUN 15 PEST DUBOIS | 248.50 | |
| | | | | | | 66154 | RPR VEH #2308 | 1,969.38 | |

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

PAGE 3

DATE: 07/01/15 THRU 07/31/15

| CHECK NUMBER | CHECK DATE | CHECK VENDOR | CHECK AMOUNT | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 53143 | 07/06/15 | 003020 | 250.50 | QUEST DIAGNOSTIC INC. | | 66166 | RPR VEH #2401 PC | 115.88 | |
| 53144 | 07/06/15 | B038 | 50.00 | ROTKIN, MICHAEL E | | 66251 | DOT DRUG TESTING | 250.50 | |
| 53145 | 07/06/15 | 135 | 332.27 | SANTA CRUZ AUTO PARTS, INC. | | 66221 | MAY 15 BOD MEETINGS | 50.00 | |
| | | | | | | 66167 | INVENTORY PARTS | 38.12 | |
| | | | | | | 66168 | RPR VEH #1116 PC | 28.97 | |
| | | | | | | 66175 | CORE CREDIT | -17.40 | |
| | | | | | | 66176 | BATTERY PC | 135.88 | |
| | | | | | | 66200 | INVENTORY PARTS | 65.76 | |
| | | | | | | 66206 | OIL FILTER WRENCH | 17.39 | |
| | | | | | | 66207 | RPR VEH #1112 PC | 4.80 | |
| | | | | | | 66209 | WIPER BLADE PC | 10.60 | |
| | | | | | | 66240 | STEERING WHEEL COVER | 48.15 | |
| 53146 | 07/06/15 | 848 | 1,151.08 | SANTA CRUZ ELECTRONICS, INC. | | 66169 | OFFICE SUPPLIES | 905.51 | |
| | | | | | | 66172 | OFFICE SUPPLIES | 231.55 | |
| | | | | | | 66293 | OFFICE SUPPLIES | 14.02 | |
| | | | | | | 66255 | 5/6-6/3 GOLF IRRIG | 66.31 | |
| | | | | | | 66256 | 5/6-6/3 WATER GOLF | 1,196.71 | |
| | | | | | | 66257 | 5/6-6/3 IRRIG VERNON | 66.31 | |
| | | | | | | 66258 | 5/6-6/3 WATER VERNON | 225.57 | |
| | | | | | | 66259 | 5/6-6/3 WATER 1200B | 2,037.17 | |
| | | | | | | 66260 | 5/6-6/3 BUSSTOP REFU | 861.71 | |
| | | | | | | 66265 | 5/6-6/3 WASTE DUBOIS | 489.61 | |
| | | | | | | 66143 | FY15 YR END REPLENIS | 175.20 | |
| | | | | | | 66140 | FY15 YR END REPLENIS | 267.68 | |
| | | | | | 7 | 66197 | RPR VEH #1113 PC | 995.72 | |
| | | | | | | 66237 | IMPACT AIR WRENCH | 325.90 | |
| | | | | | | 66201 | OFFICE SUPPLIES | 92.52 | |
| | | | | | | 66202 | OFFICE SUPPLIES | 251.06 | |
| | | | | | | 66242 | OFFICE SUPPLIES | 193.37 | |
| | | | | | | 66268 | OFFICE SUPPLIES | 58.59 | |
| | | | | | | 66269 | OFFICE SUPPLIES | 130.50 | |
| | | | | | | 66170 | LAUNDRY SERVICE | 6.99 | |
| | | | | | | 66173 | LAUNDRY SERVICE | 6.99 | |
| | | | | | | 66182 | LAUNDRY SERVICE | 6.48 | |
| | | | | | | 66183 | LAUNDRY SERVICE | 40.42 | |
| | | | | | | 66266 | LAUNDRY SERVICE | 6.48 | |
| | | | | | | 66267 | LAUNDRY SERVICE | 40.42 | |
| | | | | | | 66284 | LAUNDRY SERVICE | 208.08 | |
| | | | | | | 66285 | LAUNDRY SERVICE | 69.01 | |
| | | | | | | 66286 | LAUNDRY SERVICE | 14.19 | |
| | | | | | | 66157 | FREIGHT | 102.77 | |
| | | | | | | 66254 | FREIGHT | 18.04 | |
| | | | | | | 66274 | 6/17-7/14 FENCE RENT | 29.37 | |
| 53155 | 07/06/15 | 946 | 29.37 | UNITED SITE SERVICES OF CA INC | | 66244 | FINGERPRINTS | 32.00 | |
| 53156 | 07/06/15 | 003200 | 224.00 | UPS STORE #1128 | | 66245 | FINGERPRINTING | 32.00 | |
| | | | | | | 66246 | FINGERPRINTING | 32.00 | |
| 53153 | 07/06/15 | 003152 | 399.06 | UNIFIRST CORPORATION | | | | | |
| 53154 | 07/06/15 | 007 | 120.81 | UNITED PARCEL SERVICE | | | | | |

Attachment A

DATE 10/02/15 12:42

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

PAGE 4

DATE: 07/01/15 THRU 07/31/15

| CHECK NUMBER | CHECK DATE | CHECK VENDOR | CHECK AMOUNT | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|------------------|--------------|---------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 53157 | 07/06/15 | 110.66 002829 | 110.66 | VALLEY POWER SYSTEMS, INC. | | 66247 | FINGERPRINTING | 32.00 | |
| 53158 | 07/06/15 | 112.24 434B | 112.24 | VERIZON CALIFORNIA | | 66248 | FINGERPRINTING | 32.00 | |
| 53159 | 07/06/15 | 356.49 001353 | 356.49 | VISION COMMUNICATIONS | | 66249 | FINGERPRINTING | 32.00 | |
| 53160 | 07/06/15 | 11,045.52 001043 | 11,045.52 | VISION SERVICE PLAN | | 66250 | FINGERPRINTING | 110.66 | |
| 53161 | 07/06/15 | 300.00 001165 | 300.00 | VU, THANH DR. MD | 7 | 66181 | INVENTORY ORDER | 56.12 | |
| | | | | | | 66225 | 6/16-7/15 SKY-RIVER | 56.12 | |
| | | | | | | 66158 | 6/13-7/12 SKY-OCEAN | 356.49 | |
| | | | | | | 66190 | INVENTORY PART RADIO | 11,045.52 | |
| | | | | | | 66270 | JUL 15 VISION | 75.00 | VOIDED |
| | | | | | | 66271 | DMV EXAM | 75.00 | |
| | | | | | | 66272 | DMV EXAM | 75.00 | |
| | | | | | | 66273 | DMV EXAM | 75.00 | |
| 53162 | 07/06/15 | 9,387.50 002989 | 9,387.50 | WORK IN PROGRESS COACHING DBA | 7 | 66192 | WORKSTYLE ASSESSMENT | 9,387.50 | |
| 53163 | 07/13/15 | 527.50 003151 | 527.50 | ABC BUS INC | | 66329 | CREDIT | -26.75 | |
| 53164 | 07/13/15 | 93.05 E636 | 93.05 | AGUIRRE, CIRO | | 66330 | CREDIT | -98.09 | |
| 53165 | 07/13/15 | 750.00 001016 | 750.00 | ALLARD'S SEPTIC SERVICE | 7 | 66336 | INVENTORY ORDER | 652.34 | |
| 53166 | 07/13/15 | 31.86 192 | 31.86 | ALWAYS UNDER PRESSURE | | 66318 | 4TH PARADE SUPPLIES | 93.05 | |
| 53167 | 07/13/15 | 2,760.00 001141 | 2,760.00 | AMERICAN BUSINESS SYSTEMS, INC | 0 | 66312 | GREASE TRAP WTC | 375.00 | |
| 53168 | 07/13/15 | 433.70 294 | 433.70 | ANDY'S AUTO SUPPLY | | 66310 | GREASE TRAP PACIFIC | 375.00 | |
| 53169 | 07/13/15 | 468.30 001D | 468.30 | AT&T | | 66325 | VALVE STREAM CLEANER | 31.86 | |
| 53170 | 07/13/15 | 958.43 003105 | 958.43 | AT&T MOBILITY | | 66398 | 7/1-6/30/16 SUPPORT | 2,760.00 | |
| 53171 | 07/13/15 | 336.47 002689 | 336.47 | B & B SMALL ENGINE CORP | | 66315 | INVENTORY PARTS | 182.73 | |
| 53172 | 07/13/15 | 91.31 002363 | 91.31 | BATTERIES PLUS #314 | | 66316 | 5/19-6/18 OCEAN-CEME | 285.57 | |
| 53173 | 07/13/15 | 487,403.00 588 | 487,403.00 | CAL TIP | | 66383 | 5/19-6/18 OCEAN-SKY | 958.43 | |
| 53174 | 07/13/15 | 5,000.00 001324 | 5,000.00 | CAPITALEGE ADVOCACY, INC. | | 66309 | 5/24-6/23 WIFI BUSES | 14.25 | |
| 53175 | 07/13/15 | 3,435.33 909 | 3,435.33 | CLASSIC GRAPHICS | | 66380 | TOOL REPAIR | 322.22 | |
| 53176 | 07/13/15 | 38,088.16 001124 | 38,088.16 | CLEAN ENERGY | | 66346 | RPR GENERATOR | 91.31 | |
| | | | | | | 66295 | BATTERIES | 487,403.00 | |
| | | | | | | 66361 | 5/1-5/1/16 LIAB INSU | 5,000.00 | |
| | | | | | | 66355 | JUL 15 LEGISLATE SVC | 3,435.33 | |
| | | | | | | 66339 | MIDLIFE PAINT #2803 | 7,867.04 | |
| | | | | | | 66340 | LNG 6/18/15 | 9,466.74 | |
| | | | | | | 66341 | LNG 6/16/15 | 10,423.62 | |
| | | | | | | 66342 | LNG 6/24/15 | 10,330.76 | |
| | | | | | | 66327 | LNG 6/22/15 | 189,770.00 | |
| 53177 | 07/13/15 | 189,770.00 858 | 189,770.00 | CSAC EXCESS INSURANCE AUTHORITY | | 66304 | 7/1-7/1/16 WC COMPEN | 133.30 | |
| 53178 | 07/13/15 | 1,608.00 003116 | 1,608.00 | CUMMINS PACIFIC LLP | | 66344 | RPR BUS #2205 | 246.24 | |
| | | | | | | 66392 | RPR VEH #1205 | 1,160.39 | |
| | | | | | | 66393 | INVENTORY ITEMS | 280.13 | |
| | | | | | | 66395 | RPR BUS #2235 | -212.06 | |
| 53179 | 07/13/15 | 4,473.56 002946 | 4,473.56 | DAY WIRELESS SYSTEMS | | 66317 | CORE CREDIT | 4,473.56 | |
| 53180 | 07/13/15 | 13,431.85 002953 | 13,431.85 | EPICOR SOFTWARE CORP | | 66326 | LMR PROJECT | 2,990.83 | |
| 53181 | 07/13/15 | 4,538.48 432 | 4,538.48 | EXPRESS SERVICES INC. | | 66371 | HCM UPGRADE | 10,441.02 | |
| | | | | | | 66314 | FY16 HCM MAINT RENEW | 882.90 | |
| | | | | | | | TEMP W/E 5/31/15 | | |

Attachment A

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

DATE: 07/01/15 THRU 07/31/15

| CHECK NUMBER | CHECK DATE | CHECK VENDOR | CHECK AMOUNT | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|-------------------|--------------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 53182 | 07/13/15 | 69.86 001172 | 69.86 | FERGUSON ENTERPRISES INC. #795 | | 66320 | TEMP W/E 6/7/15 | 1,287.90 | |
| 53183 | 07/13/15 | 40,796.26 002295 | 40,796.26 | FIRST ALARM | | 66321 | TEMP W/E 6/14/15 | 996.30 | |
| 53184 | 07/13/15 | 2,415.59 002952 | 2,415.59 | FLYERS ENERGY LLC | | 66381 | TEMP W/E 6/28/15 | 1,371.38 | |
| 53185 | 07/13/15 | 233.64 001302 | 233.64 | GARDA CL WEST, INC. | | 66305 | REP KIT MMF | 69.86 | |
| 53186 | 07/13/15 | 70.00 001189 | 70.00 | GARY KENVILLE LOCKSMITH | 7 | 66397 | JUN 15 SECURITY | 40,796.26 | |
| 53187 | 07/13/15 | 3,260.50 002954 | 3,260.50 | GCR TIRES & SERVICE | 7 | 66343 | 6/15-6/30NONREV FUEL | 2,415.59 | |
| | | | | | | 66308 | FINANCE DOOR LEVER | 233.64 | |
| | | | | | | 66299 | TIRE FLAT REPAIR | 70.00 | |
| | | | | | | 66300 | TIRES | 16.00 | |
| | | | | | | 66301 | TIRES | 440.00 | |
| | | | | | | 66302 | TIRES | 300.94 | |
| | | | | | | 66303 | TIRES | 1,251.78 | |
| | | | | | | 66304 | TIRES | 1,251.78 | |
| 53188 | 07/13/15 | 187,549.00 003178 | 187,549.00 | HILL INTERNATIONAL INC | | 66394 | MAY 15 MB PROJ MGMT | 187,549.00 | |
| 53189 | 07/13/15 | 3,115.00 003220 | 3,115.00 | INFINISOURCE, INC | | 66370 | FY16 ANNUAL MAINTENA | 3,115.00 | |
| 53190 | 07/13/15 | 2,443.40 167 | 2,443.40 | KEYSTON BROTHERS | | 66387 | UPHOLSTERY MATERIALS | 950.22 | |
| | | | | | | 66388 | UPHOLSTERY MATERIALS | 5.11 | |
| | | | | | | 66389 | UPHOLSTERY MATERIALS | 1,229.76 | |
| | | | | | | 66390 | UPHOLSTERY MATERIALS | 178.84 | |
| | | | | | | 66391 | UPHOLSTERY MATERIALS | 79.47 | |
| 53191 | 07/13/15 | 1,737.50 216 | 1,737.50 | LABOR READY, INC. | | 66313 | TEMP CUST WTC 6/19 | 868.75 | |
| 53192 | 07/13/15 | 1,670.62 852 | 1,670.62 | LAW OFFICES OF MARIE F. SANG | 7 | 66353 | TEMP CUST WTC 6/26 | 868.75 | |
| | | | | | | 66322 | CL 2005105939 164812 | 240.00 | |
| | | | | | | 66323 | CL 1500748 | 1,430.62 | |
| 53193 | 07/13/15 | 350.52 880 | 350.52 | LEXISNEXIS INC | | 66354 | CA LABOR RELAT R#26 | 350.52 | |
| 53194 | 07/13/15 | 157.10 003059 | 157.10 | MAILFINANCE INC | | 66360 | 6/15-7/27 LEASE ADM | 157.10 | |
| 53195 | 07/13/15 | 16,893.11 003017 | 16,893.11 | MANSFIELD OIL CO OF GAINSVILLE | | 66396 | DIESEL 6/29/15 | 16,893.11 | |
| 53196 | 07/13/15 | 1,400.00 003213 | 1,400.00 | MORIARTY'S ROOFING | | 66345 | RPR ROOF VERNON | 1,400.00 | |
| 53197 | 07/13/15 | 6,049.00 003219 | 6,049.00 | MSDS ONLINE INC. | | 66372 | FY16 HQ REGXR AGREEM | 6,049.00 | |
| 53198 | 07/13/15 | 864.83 001063 | 864.83 | NEW FLYER IND. CANADA ULC DBA | | 66356 | CAPITAL TOOLING | 864.83 | |
| 53199 | 07/13/15 | 792.03 003115 | 792.03 | OFFICE TEAM | | 66296 | TEMP W/E 6/19/15 | 792.03 | |
| 53200 | 07/13/15 | 1,015.36 003214 | 1,015.36 | ORTEGA'S CENTRAL COAST BUDGET | | 66357 | POLICE SUBSTAT WTC | 1,015.36 | |
| 53201 | 07/13/15 | 17,082.11 009 | 17,082.11 | PACIFIC GAS & ELECTRIC | | 66349 | 5/27-6/24 VERNON | 6,076.57 | |
| | | | | | | 66350 | 5/28-6/25 1200B RIVE | 23.77 | |
| 53202 | 07/13/15 | 1,596.13 043 | 1,596.13 | PALACE ART & OFFICE SUPPLY | | 66351 | 5/28-6/24 1200B RIVE | 2,513.99 | |
| | | | | | | 66352 | 5/27-6/24 DUBOIS | 5,883.11 | |
| | | | | | | 66297 | OFFICE SUPPLIES | 941.52 | |
| | | | | | | 66298 | OFFICE SUPPLIES | 605.74 | |
| 53203 | 07/13/15 | 1,058.00 002947 | 1,058.00 | PEDALERS EXPRESS | 7 | 66358 | OFFICE SUPPLIES | 48.87 | |
| 53204 | 07/13/15 | 339.93 E969 | 339.93 | PYE, GINA | | 66362 | JUN 15 COURIER SVC | 1,058.00 | |
| | | | | | | 66363 | OFFICE SUPPLIES | 5.37 | |
| | | | | | | 66364 | MEETING REIMBURSEMEN | 233.69 | |
| 53205 | 07/13/15 | 3,092.04 R659 | 3,092.04 | RANKIN STOCK HEABERLIN | | 66365 | MEETING REIMBURSEMEN | 100.87 | |
| 53206 | 07/13/15 | 65.25 019 | 65.25 | RAYNE OF SANTA CRUZ, INC. | | 66374 | SC 07-14-08 | 3,092.04 | |
| | | | | | | 66379 | SALT | 65.25 | |

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

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DATE: 07/01/15 THRU 07/31/15

| CHECK NUMBER | CHECK DATE | CHECK VENDOR | CHECK AMOUNT | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|-------------------|--------------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 53207 | 07/13/15 | 424.94 001153 | 424.94 | REPUBLIC ELEVATOR COMPANY INC | | 66377 | JUL 15 MAINTENANCE | 424.94 | |
| 53208 | 07/13/15 | 277.54 135 | 277.54 | SANTA CRUZ AUTO PARTS, INC. | | 66332 | BAND CLAMP | 8.80 | |
| | | | | | | 66333 | INVENTORY PARTS PC | 192.29 | |
| | | | | | | 66334 | INVENTORY PARTS PC | 76.45 | |
| 53209 | 07/13/15 | 15.00 001944 | 15.00 | SANTA CRUZ COUNTY LAW LIBRARY | | 66375 | QTRLY COPY CHARGE | 15.00 | |
| 53210 | 07/13/15 | 7,255.22 002917 | 7,255.22 | SANTA CRUZ METRO TRANSIT W/C | | 66384 | 6/16-6/30 W/C REPLEN | 7,255.22 | |
| 53211 | 07/13/15 | 258.21 149 | 258.21 | SANTA CRUZ SENTINEL | 0 | 66382 | LEGAL ADS | 258.21 | |
| 53212 | 07/13/15 | 176.00 122 | 176.00 | SCMTD PETTY CASH - OPS | | 66294 | FY15 YR END REPLENIS | 176.00 | |
| 53213 | 07/13/15 | 184.60 002459 | 184.60 | SCOTT'S VALLEY WATER DISTRICT | | 66347 | 4/30-5/29 REC WATER | 2.35 | |
| | | | | | | 66348 | 4/6-6/5 WATER SVT | 182.25 | |
| 53214 | 07/13/15 | 210.00 001121 | 210.00 | SILENT PARTNER SECURITY INC. | | 66378 | 7/1-9/30 QTR ALARM | 210.00 | |
| 53215 | 07/13/15 | 1,500.00 001277 | 1,500.00 | SJB GLOBALNET, INC. | | 66359 | JUL 15 SERVICES | 1,500.00 | |
| 53216 | 07/13/15 | 337.89 003152 | 337.89 | UNIFIRST CORPORATION | | 66306 | LAUNDRY SERVICE | 40.42 | |
| | | | | | | 66307 | LAUNDRY SERVICE | 6.48 | |
| | | | | | | 66328 | LAUNDRY SERVICE | 14.28 | |
| | | | | | | 66337 | LAUNDRY SERVICE | 207.70 | |
| | | | | | | 66338 | LAUNDRY SERVICE | 69.01 | |
| 53217 | 07/13/15 | 12.06 007 | 12.06 | UNITED PARCEL SERVICE | | 66335 | FREIGHT | 12.06 | |
| 53218 | 07/13/15 | 1,754.50 001353 | 1,754.50 | VISION COMMUNICATIONS | | 66331 | JUL 15 MAINTENANCE | 1,754.50 | |
| 53219 | 07/13/15 | 92.16 001165 | 92.16 | VU, THANH DR. MD | 7 | 66385 | NEW HIRE DMV EXAM | 92.16 | |
| 53220 | 07/13/15 | 1,300.00 577 | 1,300.00 | WAYNE, SAMUEL MD. | 7 | 66373 | SC 07-14-08 | 1,300.00 | |
| 53221 | 07/13/15 | 618.00 915 | 618.00 | WORKIN.COM, INC. | | 66386 | JOB PLACEMENT AD | 618.00 | |
| 53222 | 07/13/15 | 680,734.18 003058 | 680,734.18 | LEWIS C NELSON AND SONS INC | | 66399 | CONST MB THRU 6/25 | 680,734.18 | |
| 53223 | 07/13/15 | 1.29 002459 | 1.29 | SCOTT'S VALLEY WATER DISTRICT | | 66401 | 5/29-6/30 REC WATER | 1.29 | |
| 53224 | 07/13/15 | 33,543.00 475 | 33,543.00 | TRAPEZE SOFTWARE GROUP, INC. | | 66402 | FY16 PASS IVR | 4,778.00 | |
| | | | | | | 66403 | FY16 PASS | 16,800.00 | |
| | | | | | | 66404 | FY16 PASS CERT | 3,749.00 | |
| | | | | | | 66405 | FY16 CANCEL/CONFIRM | 4,226.00 | |
| | | | | | | 66405 | FY16 VOICE GENIE | 3,990.00 | |
| 53225 | 07/20/15 | 40.00 001088 | 40.00 | ADVANCED MECHANICAL SERVICES | 7 | 66414 | BACKFLOW DUBOIS | 40.00 | |
| 53226 | 07/20/15 | 5,000.00 1114 | 5,000.00 | ALLIANT INSURANCE SERVICES INC | | 66495 | FY16 W/C BROKER FEE | 5,000.00 | |
| 53227 | 07/20/15 | 30.59 002861 | 30.59 | AMERICAN MESSAGING SVCS, LLC | | 66487 | JUL 15 PAGER RENTAL | 30.59 | |
| 53228 | 07/20/15 | 47.33 003019 | 47.33 | AMERICAN REPROGRAPHICS CO LLC | | 66549 | DIGITAL SETUP | 47.33 | |
| 53229 | 07/20/15 | 394.87 294 | 394.87 | ANDY'S AUTO SUPPLY | 0 | 66426 | CREDIT | -3.78 | |
| | | | | | | 66427 | INVENTORY PARTS | 160.11 | |
| | | | | | | 66488 | INVENTORY PARTS | 238.54 | |
| 53230 | 07/20/15 | 13.62 002689 | 13.62 | B & B SMALL ENGINE CORP | | 66417 | FILE PACK VERNON | 13.62 | |
| 53231 | 07/20/15 | 4,360.87 003129 | 4,360.87 | B PLUS U LLP | | 66543 | MAY 15 REIMB EXP WTC | 4,200.00 | |
| 53232 | 07/20/15 | 250.00 B034 | 250.00 | BOTTORFF, EDWARD A. | | 66544 | MAY 15 WTC REIMBURSE | 160.87 | |
| | | | | | | 66501 | RTC MEETING 5/7/15 | 50.00 | |
| 53233 | 07/20/15 | 200.00 B018 | 200.00 | BUSTICHI, DENE | | 66503 | JUN 15 BOD MEETING | 200.00 | |
| 53234 | 07/20/15 | 1,020.00 001291 | 1,020.00 | CALPELRA | 7 | 66504 | JUN 15 BOD MEETING | 200.00 | |
| 53235 | 07/20/15 | 1,966.34 914 | 1,966.34 | CALTRONICS BUSINESS SYSTEMS | | 66410 | CONFERENCE FEE SILVA | 1,020.00 | |
| | | | | | | 66448 | OFFICE SUPPLIES | 422.08 | |
| | | | | | | 66449 | OFFICE SUPPLIES | 765.60 | |
| | | | | | | 66450 | OFFICE SUPPLIES | 389.33 | |

Attachment A

DATE 10/02/15 12:42

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

PAGE 7

DATE: 07/01/15 THRU 07/31/15

| CHECK NUMBER | CHECK DATE | CHECK VENDOR | CHECK AMOUNT | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|------------------|--------------------------------|-------------|-------------|---------------|-------------------------|--------------------|---------|
| 53236 | 07/20/15 | 1,886.30 003081 | CAPITOLA MALL LLC | | 7 | 66451 | OFFICE SUPPLIES | 389.33 | |
| 53237 | 07/20/15 | 200.00 B033 | CERVANTEZ, KARINA | | | 66547 | AUG 15 RENT | 1,886.30 | |
| 53238 | 07/20/15 | 250.00 B035 | CHASE, CYNTHIA | | | 66505 | JUN 15 BOD MEETING | 200.00 | |
| | | | | | | 66502 | RTC MEETING 5/7/15 | 50.00 | |
| | | | | | | 66506 | JUN 15 BOD MEETING | 200.00 | |
| 53239 | 07/20/15 | 5,077.65 001346 | CITY OF SANTA CRUZ-FINANCE | | | 66411 | 1ST QTR PARK DEF FEE | 617.40 | VOIDED |
| | | | | | | 66412 | 1ST QTR PARK DEF FEE | 573.75 | |
| | | | | | | 66455 | FY16 COOP MANAGEMENT | 3,886.50 | |
| 53239 | 07/20/15 | -5,077.65 001346 | CITY OF SANTA CRUZ-FINANCE | | | 66411 | 1ST QTR PARK DEF FEE | -617.40 | **VOID |
| | | | | | | 66412 | 1ST QTR PARK DEF FEE | -573.75 | |
| | | | | | | 66455 | FY16 COOP MANAGEMENT | -3,886.50 | |
| 53240 | 07/20/15 | 20,175.24 001124 | CLEAN ENERGY | | | 66423 | LNG 6/27/15 | 9,838.22 | |
| | | | | | | 66424 | LNG 6/30/15 | 10,337.02 | |
| 53241 | 07/20/15 | 150.00 367 | COMMUNITY TELEVISION OF COSTCO | | | 66472 | BOD MEETING 6/26/15 | 150.00 | |
| 53242 | 07/20/15 | 110.00 002063 | COSTCO | | | 66519 | 9/1/15 RENEWAL FEE | 110.00 | |
| 53243 | 07/20/15 | 353.99 002814 | CREATIVE BUS SALES, INC. | | | 66532 | BRACKET KIT PC | 353.99 | |
| 53244 | 07/20/15 | 9,231.58 003116 | CUMMINS PACIFIC LLP | | | 66420 | CREDIT | -6.21 | |
| | | | | | | 66421 | RPR BUS #2309 | 7.20 | |
| | | | | | | 66425 | RPR VEH #2802 | 2,627.10 | |
| | | | | | | 66480 | RPR BUS #1001 COOLER | 2,662.64 | |
| | | | | | | 66484 | CREDIT | -70.69 | |
| | | | | | | 66485 | CORE CREDIT | -212.06 | |
| | | | | | | 66486 | CORE CREDIT | -212.06 | |
| | | | | | | 66534 | RPR VEH #2231 | 2,725.51 | |
| | | | | | | 66536 | INVENTORY PARTS | 1,710.15 | |
| 53245 | 07/20/15 | 64.00 002567 | DEPARTMENT OF JUSTICE | | | 66473 | FINGERPRINTING | 64.00 | |
| 53246 | 07/20/15 | 1,674.75 480 | DIESEL MARINE ELECTRIC, INC. | | | 66419 | INVENTORY ITEMS | 1,674.75 | |
| 53247 | 07/20/15 | 100.00 B036 | DUTRA, JAMES MICHAEL | | | 66507 | JUN 15 BOD MEETING | 100.00 | |
| 53248 | 07/20/15 | 372.60 432 | EXPRESS SERVICES INC. | | | 66550 | TEMP W/E 6/21/15 | 372.60 | |
| 53249 | 07/20/15 | 104.30 959 | FIRST ADVANTAGE OCCUPATIONAL | | | 66471 | DOT DRUG TESTS | 104.30 | |
| 53250 | 07/20/15 | 10,071.59 002952 | FLYERS ENERGY LLC | | | 66478 | PROPANE | 21.86 | |
| | | | | | | 66483 | 6/15-6/30 FUEL | 10,049.73 | |
| 53251 | 07/20/15 | 5,013.38 912 | FOLGER GRAPHICS | | | 66469 | 2015 SUMMER HEADWAYS | 5,013.38 | |
| 53252 | 07/20/15 | 150.00 B032 | FRIEND, ZACHARIAH | | | 66508 | JUN 15 BOD MEETING | 150.00 | |
| 53253 | 07/20/15 | 9,297.58 002954 | GCR TIRES & SERVICE | | 7 | 66429 | TIRES | 1,251.78 | |
| | | | | | | 66430 | TIRES | 501.79 | |
| | | | | | | 66490 | TIRES | 518.47 | |
| | | | | | | 66491 | TIRES | 1,020.24 | |
| | | | | | | 66492 | TIRES PC | 318.75 | |
| | | | | | | 66493 | TIRES | 2,503.54 | |
| | | | | | | 66523 | TIRES | 1,251.78 | |
| | | | | | | 66524 | TIRES | 1,028.78 | |
| | | | | | | 66525 | TIRES | 902.45 | |
| 53254 | 07/20/15 | 12.62 117 | GILLIG LLC | | | 66422 | INVENTORY ORDER | 12.62 | |
| 53255 | 07/20/15 | 242.08 282 | GRAINGER | | | 66537 | VEH CLEANING SUPPLY | 242.08 | |
| 53256 | 07/20/15 | 1,024.20 001097 | GREENWASTE RECOVERY, INC. | | | 66436 | 7/1-9/30 QTR BUSSTOP | 59.79 | |

Attachment A

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

DATE: 07/01/15 THRU 07/31/15

| CHECK NUMBER | CHECK DATE | CHECK VENDOR | CHECK AMOUNT | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|------------------|--------------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 53257 | 07/20/15 | 55,246.98 003106 | | GROUP 4 ARCHITECTURE, RESEARCH | | 66437 | 7/1-9/30 QTR BUSSTOP | 119.43 | |
| 53258 | 07/20/15 | 100.00 B039 | | HAGEN, DONALD N JR | | 66438 | 7/1-9/30 QTR BUSSTOP | 179.37 | |
| 53259 | 07/20/15 | 8,077.67 003109 | | HANSON BRIDGETT LLP | | 66439 | 7/1-9/30 QTR BUSSTOP | 59.79 | |
| | | | | | | 66440 | 7/1-9/30 QTR BUSSTOP | 59.79 | |
| | | | | | | 66441 | 7/1-9/30 QTR BUSSTOP | 59.79 | |
| | | | | | | 66442 | 7/1-9/30 QTR BUSSTOP | 59.79 | |
| | | | | | | 66443 | 7/1-9/30 QTR BUSSTOP | 119.58 | |
| | | | | | | 66444 | 7/1-9/30 QTR BUSSTOP | 59.79 | |
| | | | | | | 66445 | JUN 15 SVTC TRASH | 247.08 | |
| | | | | | | 66540 | MAY 15 PROF SVC REIM | 42,596.73 | |
| | | | | | | 66541 | JUN 15 PROF SVC REIM | 12,650.25 | |
| | | | | | | 66509 | JUN 15 BOD MEETING | 100.00 | |
| | | | | | | 66514 | MATTER 032117.000002 | 1,622.67 | |
| | | | | | | 66515 | MATTER 032117.000003 | 4,464.00 | |
| | | | | | | 66516 | MATTER 032117.000002 | 409.50 | |
| | | | | | | 66517 | MATTER 032117.000002 | 610.50 | |
| | | | | | | 66518 | MATTER 032117.000003 | 971.00 | |
| | | | | | | 66494 | 9/15-9/16 FLOOD INS | 4,039.00 | |
| | | | | | | 66529 | HOSES | 527.17 | |
| | | | | | | 66466 | AUG 15 RENT | 4,120.00 | |
| | | | | | | 66548 | PC 0415-04 | 1,709.90 | |
| | | | | | | 66467 | AUG 15 RENT NNN PARK | 9,735.00 | |
| | | | | | | 66456 | 2015 SUMMER POSTER | 800.37 | |
| | | | | | | 66458 | HEADWAYS SUMMER 2015 | 821.95 | |
| | | | | | | 66510 | JUN 15 BOD MEETING | 200.00 | |
| | | | | | | 66475 | CL 2010226708 | 496.00 | |
| | | | | | | 66511 | JUN 15 BOD MEETING | 150.00 | |
| | | | | | | 66460 | 4/15-3/16 YRLY MAINT | 24,067.00 | |
| | | | | | | 66477 | RPR VEH #1124 PC | 92.38 | |
| | | | | | | 66512 | JUN 15 BOD MEETING | 200.00 | |
| | | | | | | 66452 | 7/16-7/15/16 800MSDS | 6,049.00 | |
| | | | | | | 66428 | CITRUS CLEANER | 717.75 | |
| | | | | | | 66447 | *****-****-1598 | 400.00 | |
| | | | | | | 66520 | INVENTORY PARTS | 3,232.35 | |
| | | | | | | 66521 | INVENTORY ORDER | 642.30 | |
| | | | | | | 66533 | RPR BUS #1205 | 143.45 | |
| | | | | | | 66470 | ADA SECURE LOOPS | 1,771.73 | |
| | | | | | | 66479 | INVENTORY PARTS PC | 143.55 | |
| | | | | | | 66499 | RPR VEH #1106 PC | 160.82 | |
| | | | | | | 66526 | RPR VEH #1117 PC | 393.55 | |
| | | | | | | 66418 | 6/1-6/29 PACIFIC | 3,181.80 | |
| | | | | | | 66462 | CREDIT | -48.87 | |
| | | | | | | 66463 | OFFICE SUPPLIES | 123.80 | |
| | | | | | | 66464 | OFFICE SUPPLIES | -7.85 | |
| | | | | | | 66465 | OFFICE SUPPLIES | 37.69 | |
| | | | | | | 66538 | OFFICE SUPPLIES | 22.38 | |
| 53276 | 07/20/15 | 1,771.73 002950 | | NEW HAVEN MOVING EQUIPMENT | | 66521 | INVENTORY ORDER | 642.30 | |
| 53277 | 07/20/15 | 697.92 004 | | NORTH BAY FORD LINC-MERCURY | | 66533 | RPR BUS #1205 | 143.45 | |
| 53278 | 07/20/15 | 3,181.80 009 | | PACIFIC GAS & ELECTRIC | | 66470 | ADA SECURE LOOPS | 1,771.73 | |
| 53279 | 07/20/15 | 127.15 043 | | PALACE ART & OFFICE SUPPLY | | 66479 | INVENTORY PARTS PC | 143.55 | |

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|--------------|------------|--------------|--------------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 53280 | 07/20/15 | 481 | 626.00 | PIED PIPER EXTERMINATORS, INC. | | 66413 | JUL 15 PEST WTC | 75.50 | |
| | | | | | | 66431 | JUL 15 PEST BETTYS | 58.00 | |
| | | | | | | 66432 | JUL 15 PEST METROMKT | 53.50 | |
| | | | | | | 66433 | JUL 15 PEST VERNON | 190.50 | |
| | | | | | | 66434 | JUL 15 PEST OPS | 248.50 | |
| 53281 | 07/20/15 | 002927 | 56.91 | PRAXAIR DISTRIBUTION, INC. | | 66500 | WELDING FACEMASK | 56.91 | |
| 53282 | 07/20/15 | 001149 | 633.00 | PREFERRED PLUMBING, INC. | | 66416 | RPR DRAIN 120BRIVR | 633.00 | |
| 53283 | 07/20/15 | 215 | 266.44 | RICOH USA, INC. TX | | 66457 | 6/26-7/25 LEASE C/S | 266.44 | |
| 53284 | 07/20/15 | 536 | 45.68 | RIVERSIDE LIGHTING & ELECTRIC | | 66415 | LIGHTS MMF | 45.68 | |
| 53285 | 07/20/15 | B038 | 150.00 | ROTKIN, MICHAEL E | | 66513 | JUN 15 BOD MEETING | 150.00 | |
| 53286 | 07/20/15 | 018 | 517.87 | SALINAS VALLEY FORD SALES INC | | 66535 | INVENTORY ORDER | 517.87 | |
| 53287 | 07/20/15 | 107A | 871.10 | SAN LORENZO LUMBER & HOME CTR | | 66409 | 6/30 STATEMENT | 871.10 | |
| 53288 | 07/20/15 | 135 | 68.75 | SANTA CRUZ AUTO PARTS, INC. | | 66489 | FUEL CAP PC | 18.59 | |
| | | | | | | 66522 | RPR VEH #715 | 50.16 | |
| 53289 | 07/20/15 | 001817 | 190.00 | SOCIETY FOR HUMAN RESOURCE | | 66474 | 8/1-7/31/16MEMBERSHI | 190.00 | |
| 53290 | 07/20/15 | 001075 | 13,580.18 | SOQUEL III ASSOCIATES | 7 | 66546 | AUG 15 RENT | 13,580.18 | |
| 53291 | 07/20/15 | 080A | 373.10 | STATE BOARD OF EQUALIZATION | | 66545 | APR-JUN 15 FUEL TAX | 373.10 | |
| 53292 | 07/20/15 | 003037 | 382.53 | TYCO INTEGRATED SECURITY | | 66435 | 8/1-10/31 ALARM GOLF | 382.53 | |
| 53293 | 07/20/15 | 057 | 9,253.69 | U.S. BANK | | 66406 | ****-****-****-5056 | 1,696.78 | |
| | | | | | | 66407 | ****-****-****-6490 | 417.99 | |
| | | | | | | 66408 | ****-****-****-3829 | 7,138.92 | |
| 53294 | 07/20/15 | 003152 | 684.88 | UNIFIRST CORPORATION | | 66453 | LAUNDRY SERVICE | 6.48 | |
| | | | | | | 66454 | LAUNDRY SERVICE | 40.42 | |
| | | | | | | 66459 | LAUNDRY SERVICE | 6.99 | |
| | | | | | | 66461 | LAUNDRY SERVICE | 14.19 | |
| | | | | | | 66496 | LAUNDRY SERVICE | 69.01 | |
| | | | | | | 66497 | LAUNDRY SERVICE | 245.82 | |
| | | | | | | 66527 | LAUNDRY SERVICE | 69.01 | |
| | | | | | | 66528 | LAUNDRY SERVICE | 211.78 | |
| 53295 | 07/20/15 | 007 | 82.86 | UNITED PARCEL SERVICE | | 66539 | LAUNDRY SUPPLIES | 14.19 | |
| 53296 | 07/20/15 | 002829 | 853.68 | VALLEY POWER SYSTEMS, INC. | | 66542 | LAUNDRY SERVICE | 6.99 | |
| | | | | | | 66498 | FREIGHT | 82.86 | |
| | | | | | | 66476 | FEB-APR SOFTWARE | 190.31 | |
| | | | | | | 66481 | MAY-JUL SOFTWARE | 190.31 | |
| | | | | | | 66530 | INVENTORY ORDER | 145.21 | |
| | | | | | | 66531 | INVENTORY PARTS | 327.85 | |
| 53297 | 07/20/15 | 001165 | 75.00 | VU, THANH DR. MD | 7 | 66482 | DMV EXAM | 75.00 | |
| 53298 | 07/20/15 | E888 | 126.89 | WAGLEY, ELLEEN | | 66446 | TRAVEL REIMBURSEMENT | 126.89 | |
| 53299 | 07/20/15 | 003074 | 3,500.00 | WAVE CREST DEVELOPMENT INC. | | 66468 | AUG 15 RENT | 3,500.00 | |
| 53300 | 07/20/15 | 002939 | 43,477.70 | PREFERRED BENEFIT | | 66551 | JUL 15 DENTAL | 43,477.70 | |
| 53301 | 07/20/15 | 001346 | 1,191.15 | CITY OF SANTA CRUZ-FINANCE | | 66552 | FY16 PARK DEF FEES | 617.40 | |
| | | | | | | 66553 | FY16 PARK DEF FEES | 573.75 | |
| 53302 | 07/27/15 | 003151 | 1,452.60 | ABC BUS INC | | 66591 | INVENTORY ORDER | 1,443.70 | |
| 53303 | 07/27/15 | 001128 | 525.00 | ALWAYS TOWING & RECOVERY, INC | | 66614 | INVENTORY ORDER | 8.90 | |
| 53304 | 07/27/15 | 00294 | 130.56 | ANDY'S AUTO SUPPLY | 0 | 66683 | RPR BUS #1002 | 525.00 | |
| | | | | | | 66605 | CREDIT | -11.77 | |

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|--------------|------------|--------------|--------------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 53305 | 07/27/15 | 001G | 402.07 | AT&T | | 66606 | RPR VEH # 1104 PC | 142.33 | |
| 53306 | 07/27/15 | 001348 | 8,750.00 | ATHENS INSURANCE SERVICE, INC. | | 66571 | 7/7-8/6 REPEATERS | 87.51 | |
| 53307 | 07/27/15 | 002689 | 47.58 | B & B SMALL ENGINE CORP | | 66572 | 7/7-8/6 REPEATERS | 314.56 | |
| 53308 | 07/27/15 | 059 | 1,239.75 | BATTERIES USA, INC. | | 66695 | JUL 15 TPA FEES | 8,750.00 | |
| 53309 | 07/27/15 | E659 | 470.00 | BAYER, LORRAINE | | 66585 | RPR GOAT WTC | 47.58 | |
| 53310 | 07/27/15 | 845A | 947.45 | BLUE SHIELD OF CALIFORNIA | | 66653 | BATTERIES | 1,239.75 | |
| 53311 | 07/27/15 | 001356 | 4,293.63 | BRENCO OPERATING-TEXAS, LP | | 66680 | TUITION REIMBURSEMENT | 188.00 | |
| 53312 | 07/27/15 | 001844 | 7,332.37 | BRINKS INCORPORATED | | 66681 | TUITION REIMBURSEMENT | 282.00 | |
| 53313 | 07/27/15 | 502 | 782,902.21 | CA PUBLIC EMPLOYEES' | | 66554 | AUG 15 COBRA | 947.45 | |
| 53314 | 07/27/15 | M022 | 92.89 | CAPELLA, KATHLEEN | | 66629 | INVENTORY ORDER | 807.37 | |
| 53315 | 07/27/15 | 003206 | 390.00 | CAREERBUILDER.COM LLC | 0 | 66630 | INVENTORY ORDER | 3,486.26 | |
| 53316 | 07/27/15 | 002898 | 381.44 | CEB CONTINUING EDUCATION OF | | 66625 | JUN 15 1200B SERVICE | 4,095.57 | |
| 53317 | 07/27/15 | 001346 | 83.82 | CITY OF SANTA CRUZ-FINANCE | | 66626 | JUN 15 1200B SERVICE | 3,236.80 | |
| 53318 | 07/27/15 | 667 | 72.98 | CITY OF SCOTT'S VALLEY | | 66555 | AUG 15 MEDICAL | 782,902.21 | |
| 53319 | 07/27/15 | 130 | 48.22 | CITY OF WATSONVILLE UTILITIES | | 66707 | AUG 15 RETIREE SUPP | 92.89 | |
| 53320 | 07/27/15 | 075 | 1,473.15 | COAST PAPER & SUPPLY INC. | | 66690 | 4/20-5/19 JOB POSTIN | 390.00 | |
| 53321 | 07/27/15 | 002063 | 300.42 | COSTCO | | 66622 | 2015 LAW HANDBOOK | 381.44 | |
| 53322 | 07/27/15 | 002972 | 699.82 | CUBE SOLUTIONS | 7 | 66579 | LANDFILL | 83.82 | |
| 53323 | 07/27/15 | 003116 | 1,044.36 | CUMMINS PACIFIC LLP | 7 | 66582 | 1/15-3/15 SEWER SVTC | 72.98 | |
| 53324 | 07/27/15 | 002389 | 53.81 | DARCO PRINTING | 7 | 66652 | 6/8-7/13 ALARM WTC | 48.22 | |
| 53325 | 07/27/15 | M039 | 46.44 | DAVILA, ANA MARIA | 0 | 66623 | CLEANING SUPPLIES | 1,473.15 | |
| 53326 | 07/27/15 | 002949 | 1,479.50 | DEANE INDUSTRIAL MACHINING | | 66593 | JUL 20 BOD MEETING | 13.99 | |
| 53327 | 07/27/15 | 001329 | 250.00 | DOC AUTO LLC | | 66663 | CLEANING SUPPLIES | 200.50 | |
| 53328 | 07/27/15 | 002953 | 262.50 | EPICOR SOFTWARE CORP | | 66664 | CLEANING SUPPLIES | 85.93 | |
| 53329 | 07/27/15 | 432 | 1,060.88 | EXPRESS SERVICES INC. | | 66587 | OFFICE SUPPLIES | 699.82 | |
| 53330 | 07/27/15 | 372 | 20.50 | FEDERAL EXPRESS | | 66641 | INVENTORY ORDER | 908.81 | |
| 53331 | 07/27/15 | 001172 | 23.40 | FERGUSON ENTERPRISES INC. #795 | | 66670 | INVENTORY ORDER | 135.55 | |
| 53332 | 07/27/15 | 002295 | 135.00 | FIRST ALARM | | 66586 | WHITE VELLUM PAPER | 53.81 | |
| 53333 | 07/27/15 | 002962 | 1,181.24 | FIS | | 66701 | AUG 15 RETIREE SUPP | 46.44 | |
| 53334 | 07/27/15 | 002952 | 13,577.72 | FLYERS ENERGY LLC | | 66609 | 10 EXHAUST MANIFOLDS | 1,280.00 | |
| 53335 | 07/27/15 | 002954 | 2,781.86 | GCR TIRES & SERVICE | 7 | 66674 | RPR BUS #2218 | 199.50 | |
| 53336 | 07/27/15 | M041 | 92.89 | GOUVEIA, ROBERT | 0 | 66620 | RPR VEH #1117 PC | 125.00 | |
| | | | | | | 66654 | ALIGN VEH #1104 PC | 125.00 | |
| | | | | | | 66613 | HCM UPGRADE | 262.50 | |
| | | | | | | 66560 | TEMP W/E 7/05/15 | 1,060.88 | |
| | | | | | | 66558 | FREIGHT | 20.50 | |
| | | | | | | 66590 | RPR STEAM CLEANER | 23.40 | |
| | | | | | | 66601 | JUN 15 DISPATCH PC | 135.00 | |
| | | | | | | 66581 | JUN 15 MERCHANT FEES | 1,181.24 | |
| | | | | | | 66611 | 7/1-7/15 NONREV FUEL | 3,236.19 | |
| | | | | | | 66684 | 7/1-7/15 FUEL PC | 10,341.53 | |
| | | | | | | 66675 | TIRES PC | 318.75 | |
| | | | | | | 66676 | TIRES | 902.45 | |
| | | | | | | 66677 | TIRES | 523.74 | |
| | | | | | | 66678 | TIRES | 1,036.92 | |
| | | | | | | 66702 | AUG 15 RETIREE SUPP | 92.89 | |

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|--------------|------------|------------------|--------------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 53337 | 07/27/15 | 5,069.11 282 | | GRAINGER | | 66561 | SPILL KIT | 1,874.85 | |
| | | | | | | 66562 | VACUUM MOTOR | 215.92 | |
| | | | | | | 66563 | TRAFFIC SIGN | 113.61 | |
| | | | | | | 66564 | INVENTORY PARTS | 588.76 | |
| | | | | | | 66566 | TOOLS | 165.04 | |
| | | | | | | 66567 | SMC FAUCET REPLACEMENT | 175.68 | |
| | | | | | | 66568 | RPR DRAIN SNAKES | 70.67 | |
| | | | | | | 66569 | RPR DRAIN SNAKE | 119.85 | |
| | | | | | | 66570 | TOOLS | 15.13 | |
| | | | | | | 66639 | INVENTORY ORDER | 1,470.67 | |
| | | | | | | 66672 | GLOVES | 146.16 | |
| | | | | | | 66673 | NON INVENTORY PARTS | 42.62 | |
| | | | | | | 66679 | INVENTORY ORDER | 70.15 | |
| 53338 | 07/27/15 | 234.68 001097 | | GREENWASTE RECOVERY, INC. | | 66597 | JUN 15 WASTE PC | 234.68 | |
| 53339 | 07/27/15 | 15,105.32 001745 | | HARTFORD LIFE AND ACCIDENT INS | | 66556 | AUG 15 LIFE AD&D | 3,900.84 | |
| | | | | | | 66557 | AUG 15 LTD | 11,204.48 | |
| 53340 | 07/27/15 | 12.78 166 | | HOSE SHOP, THE INC | | 66616 | HOSE FOR SHOP | 12.78 | |
| 53341 | 07/27/15 | 1,744.10 878 | | KELLY SERVICES, INC. | | 66631 | TEMP W/E 7/5/15 | 625.92 | |
| | | | | | | 66665 | TEMP W/E 7/12/15 | 1,118.18 | |
| 53342 | 07/27/15 | 3,245.93 001233 | | KIMBALL MIDWEST | | 66187 | CREDIT | -14.41 | |
| | | | | | | 66188 | CREDIT | -130.78 | |
| 53343 | 07/27/15 | 1,536.00 852 | | LAW OFFICES OF MARIE F. SANG | 7 | 66610 | NON INVENTORY PARTS | 217.28 | |
| | | | | | | 66687 | NON INV HARDWARE | 3,173.84 | |
| | | | | | | 66696 | CL 13009936 | 768.00 | |
| | | | | | | 66697 | CL# 1999103213 | 368.00 | |
| | | | | | | 66698 | CL# 1100452 11001281 | 64.00 | |
| | | | | | | 66699 | CL#201103388 2021034 | 112.00 | |
| | | | | | | 66700 | CL# 1989102352 | 224.00 | |
| 53344 | 07/27/15 | 720.46 001145 | | MANAGED HEALTH NETWORK | | 66689 | AUG 15 EAP PREMIUM | 720.46 | |
| 53345 | 07/27/15 | 284.85 001342 | | MCW ASSOCIATES, INC. | | 66632 | JUN 15 SERVICES | 284.85 | |
| 53346 | 07/27/15 | 1,102.34 001063 | | NEW FLYER IND. CANADA ULC DBA | | 66642 | INVENTORY ORDER | 329.56 | |
| | | | | | | 66667 | FILTER | 226.69 | |
| | | | | | | 66668 | INVENTORY ORDER | 201.19 | |
| 53347 | 07/27/15 | 772.66 004 | | NORTH BAY FORD LINC-MERCURY | | 66669 | INVENTORY ORDER | 344.90 | |
| | | | | | | 66608 | RPR VEH #715 | 259.94 | |
| | | | | | | 66619 | RPR VEH #705 | 134.27 | |
| | | | | | | 66656 | RPR VEH #707 | 36.44 | |
| | | | | | | 66657 | RPR VEH #1108 PC | 135.94 | |
| | | | | | | 66659 | INVENTORY PARTS PC | 70.13 | |
| | | | | | | 66682 | INVENTORY PARTS PC | 135.94 | |
| 53348 | 07/27/15 | 79.56 002323 | | NORTHERN SAFETY CO., INC. | | 66634 | SAFETY GLASSES | 79.56 | |
| 53349 | 07/27/15 | 2,011.97 003115 | | OFFICE TEAM | | 66600 | TEMP W/E 6/26/15 | 1,017.45 | |
| | | | | | | 66662 | TEMP W/E 7/3/15 | 994.52 | |
| 53350 | 07/27/15 | 3,576.90 009 | | PACIFIC GAS & ELECTRIC | | 66577 | 6/5-7/5 SVTC | 68.52 | |
| | | | | | | 66578 | 6/5-7/5 SVTC PNR WTC | 2,628.37 | |
| | | | | | | 66599 | 6/10-7/8 PARACRUZ | 880.01 | |

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|--------------|------------|--------------|--------------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 53351 | 07/27/15 | 002809 | 100.00 | PACIFIC PROPANE | | 66596 | 7/1-6/30/16 USER FEE | 100.00 | |
| 53352 | 07/27/15 | 043 | 72.81 | PALACE ART & OFFICE SUPPLY | | 66589 | OFFICE SUPPLIES | 40.30 | |
| | | | | | | 66612 | OFFICE SUPPLIES | 32.51 | |
| 53353 | 07/27/15 | M109 | 46.44 | PEREZ, CHERYL | | 66703 | AUG 15 RETIREE SUPP | 46.44 | |
| 53354 | 07/27/15 | 187 | 100.00 | POLAR RADIATOR SERVICE INC | | 66615 | RPR RADIATOR | 100.00 | |
| 53355 | 07/27/15 | R661 | 559.00 | RICHARD SCHNEIDER ENTERPRISES | | 66565 | SC 07-14-08 | 559.00 | |
| 53356 | 07/27/15 | M085 | 92.89 | ROSSI, DENISE | 0 | 66704 | AUG 15 RETIREE SUPP | 92.89 | |
| 53357 | 07/27/15 | M030 | 46.44 | ROWE, RUBY | | 66705 | AUG 15 RETIREE SUPP | 46.44 | |
| 53358 | 07/27/15 | 018 | 1,589.38 | SALINAS VALLEY FORD SALES INC | | 66603 | INVENTORY ORDER | 1,589.38 | |
| 53359 | 07/27/15 | 135 | 579.20 | SANTA CRUZ AUTO PARTS, INC. | | 66559 | INVENTORY PARTS | 62.91 | |
| | | | | | | 66602 | RPR VEH #1112 PC | 93.45 | |
| | | | | | | 66607 | RPR VEH #1104 PC | 318.29 | |
| | | | | | | 66617 | RPR VEH #2403 PC | 51.28 | |
| | | | | | | 66618 | RPR VEH #715 | 20.64 | |
| | | | | | | 66658 | RPR VEH# 707 | 32.63 | |
| 53360 | 07/27/15 | 079 | 8,062.35 | SANTA CRUZ MUNICIPAL UTILITIES | | 66644 | 6/4-7/3 GOLF IRRIG | 66.79 | |
| | | | | | | 66645 | 6/4-7/3 PACIFIC ISL | 99.24 | |
| | | | | | | 66646 | 6/4-7/3 PACIFIC | 2,461.93 | |
| | | | | | | 66647 | 6/4-7/3BUSSTOP CEDAR | 930.03 | |
| | | | | | | 66648 | 6/4-7/3 1200B RIVER | 2,461.52 | |
| | | | | | | 66649 | 6/4-7/3 GOLF CLUB | 1,244.24 | |
| | | | | | | 66650 | 6/4-7/3 VERNON | 228.83 | |
| | | | | | | 66651 | 6/4-7/3 VERNON IRRIG | 66.79 | |
| | | | | | | 66652 | 6/4-7/3 DUBOIS | 502.98 | |
| 53361 | 07/27/15 | 977 | 9,034.08 | SANTA CRUZ TRANSPORTATION, LLC | | 66598 | JUN 15 SERVICES PC | 9,034.08 | |
| 53362 | 07/27/15 | 681 | 3,377.44 | SCOTTS BODY SHOP CORP | 7 | 66655 | RPR VEH #1103 PC | 3,377.44 | |
| 53363 | 07/27/15 | 02267 | 2,500.00 | SHAW / YODER / ANTIWIH, INC. | | 66588 | JUL 15 LEGISLATE SVC | 2,500.00 | |
| 53364 | 07/27/15 | 03172 | 1,800.00 | SHAW VALENZA LLP | | 66660 | MANAGER TRAINING | 1,800.00 | |
| 53365 | 07/27/15 | 001976 | 277.50 | SPORTWORKS NORTHWEST, INC. | | 66671 | INVENTORY ORDER | 277.50 | |
| 53366 | 07/27/15 | 002871 | 8,750.00 | STATE ELECTRIC GENERATOR | | 66708 | GENERATOR LOAD TEST | 8,750.00 | |
| 53367 | 07/27/15 | 104 | 195.97 | STATE STEEL COMPANY | 0 | 66580 | PARKING LOT VERNON | 195.97 | |
| 53368 | 07/27/15 | 989 | 262.50 | STUCKER, NANCY K. | 7 | 66693 | BILINGUAL TESTING | 187.50 | |
| | | | | | | 66694 | BILINGUAL TESTING | 75.00 | |
| 53369 | 07/27/15 | 002675 | 626.70 | THOMSON REUTERS BARCLAYS WEST | | 66574 | JUN 15 SERVICES | 349.35 | |
| 53370 | 07/27/15 | E917 | 9.69 | THORN, MIKE | | 66594 | 6/5-7/4 SUBSCRIPTION | 277.35 | |
| 53371 | 07/27/15 | 003152 | 348.87 | UNIFIRST CORPORATION | | 66635 | MEAL REIMBURSEMENT | 9.69 | |
| | | | | | | 66583 | LAUNDRY SERVICE | 6.48 | |
| | | | | | | 66584 | LAUNDRY SERVICE | 40.42 | |
| | | | | | | 66633 | LAUNDRY SERVICE | 14.19 | |
| | | | | | | 66661 | LAUNDRY SERVICE | 6.99 | |
| | | | | | | 66685 | LAUNDRY SERVICE | 69.01 | |
| | | | | | | 66686 | LAUNDRY SERVICE | 211.78 | |
| 53372 | 07/27/15 | 007 | 18.04 | UNITED PARCEL SERVICE | | 66628 | FREIGHT | 18.04 | |
| 53373 | 07/27/15 | 003200 | 64.00 | UPS STORE #1128 | | 66691 | FINGERPRINTING | 32.00 | |
| | | | | | | 66692 | FINGERPRINTING | 32.00 | |
| 53374 | 07/27/15 | 002829 | 978.14 | VALLEY POWER SYSTEMS, INC. | | 66637 | INVENTORY ORDER | 84.96 | |

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| 53375 | 07/27/15 | 1,951.10 221 | | VEHICLE MAINTENANCE PROG INC | 0 | 66640 | INVENTORY ORDER | 884.96 | |
| 53376 | 07/27/15 | 2,066.38 434 | | VERIZON WIRELESS | | 66688 | INVENTORY ORDER | 8.22 | |
| | | | | | | 66573 | OIL FILTERS | 1,951.10 | |
| | | | | | | 66592 | 6/2-7/1 PUSH 2 TALK | 324.81 | |
| | | | | | | 66595 | 6/2-7/1 PUSH 2 TALK | 482.18 | |
| | | | | | | 66666 | 6/2-7/1 TELECOMM PC | 309.14 | |
| | | | | | | 66575 | 6/13-7/12 WIFI BUSES | 950.25 | |
| | | | | | | 66576 | DMV EXAM | 75.00 | |
| | | | | | | 66604 | DMV EXAM | 75.00 | |
| | | | | | | 66636 | BULK FLUID/LUBE | 2,108.91 | |
| | | | | | | 66706 | INVENTORY ORDER | 652.75 | |
| | | | | | | 66627 | AUG 15 RETIREE SUPP | 46.44 | |
| | | | | | | 66621 | FIRST AID SUPPLIES | 87.00 | |
| | | | | | | 66719 | CLEANING SUPPLIES | 154.42 | |
| | | | | | | | 5/27-6/24 GOLF CORRE | 1,746.40 | MANUAL |
| 53384M07/29/15 | | 1,051.00 080 | | STATE BOARD OF EQUALIZATION | | 66769 | APR-JUN 2015 USE TAX | 1,051.00 | MANUAL |
| | | | | APR-JUN 2015 USE TAX | | | | | |
| TOTAL | | 3,147,275.88 | | ACCOUNTS PAYABLE | | | TOTAL CHECKS | 292 | 3,147,275.88 |

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DATE: November 13, 2015
TO: Board of Directors
FROM: Alex Clifford, CEO
**SUBJECT: ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD
OF DIRECTORS MEETING OF OCTOBER 23, 2015**

I. RECOMMENDED ACTION

That the Board of Directors Accept and File the Minutes for the Santa Cruz Metropolitan Transit District (METRO) Board of Directors Meeting of October 23, 2015

II. SUMMARY

- Staff is providing minutes from the Santa Cruz Metropolitan Transit District (METRO) Board of Directors Meetings of October 23, 2015
- Each meeting, staff will provide minutes from the previous METRO Board of Directors meeting.

III. DISCUSSION/BACKGROUND

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

IV. FINANCIAL CONSIDERATIONS/IMPACT

None

V. ALTERNATIVES CONSIDERED

None

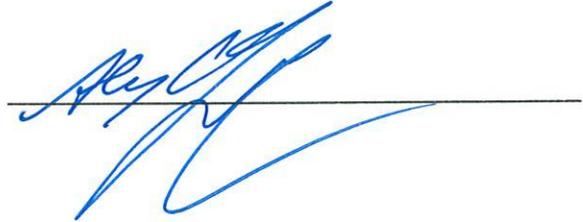
VI. ATTACHMENTS

Attachment A: Draft minutes for the Board of Directors Meeting of October 23, 2015

Prepared by: Gina Pye, Executive Assistant

VI. APPROVALS:

Alex Clifford, CEO/General Manager



Attachment A



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
REGULAR MEETING
OCTOBER 23, 2015 – 8:30 AM
METRO ADMIN OFFICES
110 VERNON STREET
SANTA CRUZ, CA**

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, October 23, 2015, at METRO's Admin Offices, 110 Vernon Street, Santa Cruz, CA.

The Board Meeting Agenda Packet can be found online at www.SCMTD.com and is available for inspection at Santa Cruz METRO's Administrative offices at 110 Vernon Street, Santa Cruz, California.

This document has been created with accessibility in mind. This document passes the Adobe Acrobat XI Accessibility Full Check. If you have any questions about the accessibility of this document, please email your inquiry to accessibility@scmttd.com

SECTION I: OPEN SESSION

1 CALL TO ORDER at 8:35A by Vice Chair Rotkin

2 ROLL CALL: The following Directors were **present**, representing quorum:

| | |
|---|------------------------------|
| Director Ed Bottorff | City of Capitola |
| Director Dene Bustichi, Chair | City of Scotts Valley |
| Director Cynthia Chase | City of Santa Cruz |
| Director Jimmy Dutra | City of Watsonville |
| Director Donald "Norm" Hagen | County of Santa Cruz |
| Director Don Lane | City of Santa Cruz |
| Director John Leopold | County of Santa Cruz |
| Director Bruce McPherson | County of Santa Cruz |
| Director Mike Rotkin, Vice Chair | County of Santa Cruz |

The following Directors were absent:

| | |
|-----------------------------------|---|
| Ex-Officio Director Donna Blitzer | UC Santa Cruz |
| Director Karina Cervantez | City of Watsonville Arrived at 10:50A |
| Director Zach Friend | County of Santa Cruz |

STAFF PRESENT:

Alex Clifford, CEO
Leslyn Syren, District Counsel

DRAFT

8-04A.1

Attachment A

METRO EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT (IN ALPHABETICAL ORDER) WERE:

Heather Adamson, AMBAG
Angela Aitken, METRO
Christine Bakanoff, Self
Frank Bauer, Self
John Daughterty
Carolyn Derwing, METRO
Daniel Zaragoza, METRO

Joan Jeffries, METRO
Debbie Kinslow, METRO
Al Pierce, METRO
Ernestina Saldana, COD
Debra McNiel Smith, C. Bakanoff
April Warnock, METRO

3 ANNOUNCEMENTS

Vice Chair Rotkin acknowledged Carlos Landaverri's presence and noted his availability for Spanish interpretation as needed. Carlos introduced himself and his services in Spanish.

Vice Chair Rotkin announced Alex Saidi will be today's Community Television technician.

Vice Chair Rotkin announced the following items were distributed to Board members and available for public review at the rear of the room:

- Item 11 State Legislative Update by Josh Shaw of Shaw, Yoder, Antwih Inc. – One page of Signatories to Pro-Transit Letters
- Item 13 Receive an Update on the Comprehensive Operational Analysis – Revised presentation
- Item 15 Adoption of Chapter 7 to Title I of METRO Admin Code–Reserve Fund Policy Page 15.3 has been revised to add the words, "or unassigned" in the first non-bulleted paragraph

Finance Manager, Angela Aitken, added that a revised page 8-04.2 had been distributed.

4 COMMUNICATIONS TO THE BOARD OF DIRECTORS

Having no written communication to the Board, Vice Chair Rotkin opened the floor to public comment.

Carolyn Derwing, speaking as a private citizen and from her position as Schedule Analyst with METRO, informed the Board that she'll be leaving METRO on the 30th of October after 17+ years; she's accepted a position with SamTrans.

Becky Taylor, Commission on Disabilities (COD), invited attendees to attend COD's upcoming Kudos Awards Ceremony scheduled for October 28 from 6:00 – 8:00PM at the Apple Grille, located at 410 Rodriguez Street in Watsonville.

Christine Bakanoff, ParaCruz customer, reminded the Board of her attendance at the Watsonville Board meeting. She was back to request transportation on Sundays to Twin Lakes Church. She resides outside the current service perimeter and doesn't feel it's safe to transport herself the distance required to meet the fixed route service area.

Ernestina Saldana, COD Chair, thanked the Board for their public service. She was there to seek a point of confirmation from the Board regarding the continued funding of METRO's

Attachment A

Accessible Service Coordinator position. She requested that future public hearings be held in the Santa Cruz City Chambers offices.

Liseth Guizar, Safety, Security and Risk Manager, invited the assembly to the October 25th Banana Slug Parade. A METRO bus will be decorated as a banana slug to celebrate UCSC's 50th year anniversary. Staging will be at Cathcart and Pacific Streets. The parade begins at 11:00AM.

5 WRITTEN COMMUNICATIONS FROM MAC

None.

6 LABOR ORGANIZATION COMMUNICATIONS

Vice Chair Rotkin opened the floor to public comment.

Carolyn Derwing, SEIU-SEA President, expressed concern regarding METRO's staffing of SEA employees. There is minimal staffing with no back-up or duplication of essential functions, which makes it difficult for employees to take time off. Ms. Derwing provided the Board additional feedback concerning what she believes to be staffing and morale concerns.

Kenny Brown, METRO employee, agreed with Ms. Derwing's comments and added the employees are the backbone of the whole operation. "We want the meat, not the bone."

CONSENT AGENDA

- 8-01 ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF JUNE 2015
- 8-02 ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETINGS OF SEPTEMBER 25 AND OCTOBER 9, 2015
- 8-03 CONSIDERATION OF METROBASE MONTHLY CHANGE ORDERS REPORT
- 8-04 CONSIDERATION OF RESOLUTION APPROVING THE FY16 REVISED CAPITAL BUDGET
- 8-05 CONSIDERATION OF ISSUING A FORMAL INVITATION FOR BIDS FOR PURCHASE AND DELIVERY OF REVENUE AND NON-REVENUE TIRES
- 8-06 CONSIDERATION OF A CONTRACT AMENDMENT WITH HANSON BRIDGETT IN AN AMOUNT NOT TO EXCEED \$15,000

ACTION: MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED

MOTION: DIRECTOR LANE

SECOND: DIRECTOR LEOPOLD

MOTION PASSED WITH 9 AYES (Directors Bottorff, Bustichi, Chase, Dutra, Hagen, Lane, Leopold, McPherson and Rotkin). Directors Friend and Blitzer were absent.

REGULAR AGENDA

- 9 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS FOR FRANK Q. JACINTO, GILLIAN S. McGLAZE, ROSALIO L. RAMOS & FRANK BAUER
Vice Chair Rotkin introduced Frank Bauer and Gillian McGlaze and noted that Messrs. Jacinto and Ramos were unable to attend.

Attachment A

Chair Bustichi thanked Frank Bauer for his 35 years with METRO. Mr. Bauer thanked Judy Souza, who hired and trained him. His advice to the new employees was to “keep your eye on the prize, fund your 457 and keep the shenanigans to a minimum.”

Chair Bustichi thanked Gillian McGlaze for her 30 years with METRO. Ms. McGlaze thanked the Board and those METRO employees who had influenced her over the years. She shared her original employment application which referenced Frank Bauer. She said she was looking forward to working with CEO Clifford during her remaining years with METRO.

Vice Chair Rotkin recognized the contributions of the employees and appreciates their contributions to the District and community.

- 10 RESOLUTION OF APPRECIATION FOR FRANK BAUER, ISSAC GLENN, ROSALIO RAMOS

ACTION: MOTION TO ACCEPT THE RESOLUTIONS AS PRESENTED

MOTION: DIRECTOR LEOPOLD

SECOND: DIRECTOR McPHERSON

MOTION PASSED WITH 9 AYES (Directors Bottorff, Bustichi, Chase, Dutra, Hagen, Lane, Leopold, McPherson and Rotkin). Director Cervantez arrived late. Directors Friend and Blitzler were absent.

Chair Bustichi called Mr. Bauer back to the podium to be presented with his resolution.

Director Hagen thanked Mr. Bauer for his contributions and said he’s had the pleasure of working with him since 2004.

- 11 STATE LEGISLATIVE UPDATE

Josh Shaw, of Shaw, Yoder, Antwih, Inc., elaborated on legislative issues important to METRO and asked the Board to double down on their support and communication to the legislature.

Director McPherson asked if Senator Cannella had signed. Mr. Shaw responded yes; he’s been overt in his support and specific regarding the need for transit funding. We wish that some of his colleagues would come forward as he has.

Vice Chair Rotkin asked how many additional votes are required. Mr. Shaw said the challenge remains with the moderates in the Democratic Party who aren’t enthusiastic about some of the funding streams. We need Republican and Democratic mid-party votes; 3-5 in the Senate and 4-6 in the Assembly. A thin margin remains reluctant to vote for any tax increase.

Director Leopold said they would double their efforts to reach out to Senator Monning and Assembly Member Alejo.

Mr. Shaw stated that Senator Monning doesn’t typically sign support letters. Director Dutra echoed that experience, noting Senator Monning supports without actually signing.

Attachment A

Vice Chair Rotkin asked to meet with CEO Clifford to develop a strategy and prepare some materials the Board could take back to the County or City to support legislative issues. He also thanked Mr. Shaw for his contributions.

Director McPherson added that Mr. Shaw is one of the most highly respected legislative advocates in Sacramento. He noted that the prospects for transportation funding on a 2/3 vote appear slim.

12 FEDERAL LEGISLATIVE UPDATE

Chris Giglio, Capital Edge, spoke about funding measures and challenges to the limited federal funds. Bus and bus facility funding has been cut in half since 2012. He reminded the assembly of METRO's involvement in the 2005 creation of the STIC program. Unfortunately, the program has become so popular, the allocations have diminished. They continue hoping for a more robust funding bill that doesn't lock into a 6 year timeframe and that will increase the "pot".

California Public Employees' Pension Reform Act (PEPRA) remains a challenge with the Department of Labor (DOL). Some agencies have come to an agreement with the DOL; District Counsel Syren is investigating METRO's options.

There is hope that Paul Ryan would keep his eye on the funding bill even as he departs his position as Chairman of the Ways and Means Committee to become Speaker of the House of Representatives.

The threat of a government shutdown is looming; discussions will resume in early December.

Director Leopold asked what the odds of a government shutdown were. Mr. Giglio answered 75% in December, adding that presidential politics will also enter into it.

Vice Chair Rotkin thanked Mr. Giglio for his work on behalf of METRO, noting how difficult it is to keep things moving in today's political climate.

13 RECEIVE AN UPDATE ON THE COMPREHENSIVE OPERATIONAL ANALYSIS

Tom Hiltner, Acting Planning Manager, introduced Kristina Svensk and William Chow of TMD, provided background to the project and encouraged attendees to attend the various events which are listed on the website www.scmetroforward.com. The next event is a public open house on November 4th at Simpkins Swim Center. The schedule for the next two weeks is being planned.

TMD has completed market assessment and public outreach /pop-up events. Ms. Svensk outlined future additions to the project: an online survey to the website, comments cards on the buses, Community TV spots, additional pop-ups, etc. She stressed the importance of changing issues/funding through the process.

Director Leopold asked Ms. Svensk to define "coverage based service". Ms. Svensk defined this as flexible options to provide service to those in less dense areas.

Ms. Svensk will be holding lunch sessions at senior centers throughout the area and referred everyone to the calendar on the website for other events. Director Leopold

Attachment A

recommended visits to mobile home parks as well. Director Hagen offered to speak with Ms. Svensk offline regarding outreach in Watsonville.

Vice Chair Rotkin noted that flexible coverage to rural populations will affect both fixed route and Paratransit costs. Ms. Svensk said they would take this into consideration when they make their final recommendations.

14 ACCEPT AND FILE THE FISCAL YEAR END MONTHLY BUDGET STATUS REPORTS FOR JUNE 30, 2015; AND ADOPTION OF THE SCHEDULE OF RESERVE ACCOUNT BALANCES

Angela Aitken, Finance Manager, elaborated on the presentation noting that the vacant positions fluctuate throughout the year; i.e., the 14 vacant positions were not the same positions throughout the year.

Chair Bustichi asked if the amount of vacancies is average. Ms. Aitken answered it is dependent on how quickly the positions are filled, the number of retirees, etc.

In the future Finance Manager Aitken will provide a slide representing overtime (OT) in relation to the budget. CEO Clifford added that OT will continue to grow throughout the year as the current short-term strategy is to hold UTU positions vacant and fill them with OT. This is to avoid layoffs in the face of anticipated service cuts due to the structural deficit.

Vice Chair Rotkin reminded the assembly of the impact on current employees and the Board's obligation to remain engaged.

Chair Bustichi said the public's perception is that METRO replaces non-revenue vehicles quicker than revenue buses and asked if this is true. And, if so, why? Maintenance Manager, Al Pierce, responded that the buses are purchased with federal grants and must be run a minimum of 12 years which is a contrast to the support or relief vehicles which are replaced in 5-6 years and funded by a different source.

CEO Clifford added that the budget process takes into consideration the repair and replacement costs. Non-revenue vehicles which are not used for road supervisors are being reduced.

Vice Chair Rotkin asked Finance Manager Aitken if the capital budget includes desks, etc. She responded that \$1,000 is the threshold for capital. She added that the unfunded capital over the next two years is approximately \$20M; METRO has \$200+M in need. She cited replacing the CNG tanks as an example.

Director Leopold asked how a government shutdown would affect METRO's cash flow. Finance Manager Aitken said that it depends on how many grants have been submitted and not processed. When an application is submitted, we can be reimbursed within 1-2 days and some within a few weeks. As of today all applications have been submitted and the funds received. We want our reimbursements well before December 11th; a list will be compiled November 1st. There is a possibility we may have to tap into our reserves.

Eduardo Montesino, UTU representative, referred to the OT information located on page 14A.4. He noted the union agrees with where METRO is going and appreciates the short term strategy to avoid layoffs.

Attachment A

Vice Chair Rotkin thanked the Unions for their involvement and support.

ACTION: MOTION TO ACCEPT THE FISCAL YEAR END MONTHLY BUDGET STATUS REPORTS FOR JUNE 30, 2015; AND ADOPTION OF THE SCHEDULE OF RESERVE ACCOUNT BALANCES AS PRESENTED

MOTION: DIRECTOR LEOPOLD

SECOND: DIRECTOR LANE

MOTION PASSED WITH 9 AYES (Directors Bottorff, Bustichi, Chase, Dutra, Hagen, Lane, Leopold, McPherson and Rotkin). Director Cervantez arrived late. Directors Friend and Blitzer were absent.

- 15 CONSIDERATION OF THE ADOPTION OF CHAPTER 7 TO TITLE I OF THE SANTA CRUZ METRO ADMINISTRATIVE CODE - RESERVE FUND POLICY
Angela Aitken, Finance Manager, provided commentary to the staff report.

Director Leopold supported the report, noting that the 2/3 vote allows for action if deemed necessary.

ACTION: MOTION TO ADOPT CHAPTER 7 TO TITLE I OF THE SANTA CRUZ METRO ADMINISTRATIVE CODE - RESERVE FUND POLICY AS PRESENTED

MOTION: DIRECTOR HAGEN

SECOND: DIRECTOR LANE

MOTION PASSED WITH 9 AYES (Directors Bottorff, Bustichi, Chase, Dutra, Hagen, Lane, Leopold, McPherson and Rotkin). Director Cervantez arrived late. Directors Friend and Blitzer were absent.

- 16 CONSIDERATION TO WAIVE \$3.00 FEE FOR SMART CARD FARE MEDIA AND TO AMEND AR-1031, SMART CARD POLICY, TO REFLECT FEE WAIVER
Ciro Aguirre, COO, highlighted the benefits to the riding public and the cost savings through improved boarding time, higher level of convenience, etc. This will begin with the Highway 17 service.

Vice Chair Rotkin and Director Hagen agreed that the loading/boarding time is valuable and can make a huge difference. Director Chase echoed their response and expressed her appreciation to the creativity aimed at increasing ridership and improving rider experience.

ACTION: MOTION TO WAIVE THE \$3.00 FEE FOR SMART CARD FARE MEDIA AND TO AMEND AR-1031, SMART CARD POLICY, TO REFLECT THE FEE WAIVER WITH METRO STAFF RETURNING TO THE BOARD IN ONE YEAR TO PRESENT THE RESULTS

MOTION: DIRECTOR BUSTICHI

SECOND: DIRECTOR LEOPOLD

MOTION PASSED WITH 9 AYES (Directors Bottorff, Bustichi, Chase, Dutra, Hagen, Lane, Leopold, McPherson and Rotkin). Director Cervantez arrived late. Directors Friend and Blitzer were absent.

- 17 REVISED METROBASE PHASE II (OPERATIONS BUILDING) LIFE OF PROJECT BUDGET AND CAPITAL RESOURCE ALLOCATION PLAN

- 18 CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT EXTENSION WITH HILL INTERNATIONAL, INC. FOR PROJECT MANAGEMENT CONSULTANT SERVICES, INCREASING THE CONTRACT TOTAL BY \$133,000

Attachment A

The Board accepted CEO Clifford's suggestion that Items 17 and 18 be handled jointly due to the remaining time constraints.

CEO Clifford elaborated on the submitted staff report and noted that the building will not be complete on October 31st as planned. The new anticipated date will be in December 2015.

Director Leopold asked if December is a realistic completion date. CEO Clifford stated that we are working hard to accomplish this. Chair Bustichi cautioned setting a distant completion date could allow the general contractor to take advantage. Director Leopold jokingly then pounded the table and said "get it done by December!"

ACTION: MOTION TO AUTHORIZE THE CEO TO EXECUTE A CONTRACT EXTENSION WITH HILL INTERNATIONAL, INC. FOR PROJECT MANAGEMENT CONSULTANT SERVICES, INCREASING THE CONTRACT TOTAL BY \$133,000, AS PRESENTED
MOTION: DIRECTOR LANE SECOND: DIRECTOR McPHERSON
MOTION PASSED WITH 9 AYES (Directors Bottorff, Bustichi, Chase, Dutra, Hagen, Lane, Leopold, McPherson and Rotkin). Director Cervantez arrived late. Directors Friend and Blitzer were absent.

- 19 CONSIDERATION OF A RESOLUTION TO ADOPT AN ART AND HISTORY PILOT PROJECT AT SANTA CRUZ METRO BUS STOPS
Director John Leopold distributed a letter from the Executive Director of the Art and History Museum to the assembly and elaborated on some of the 1965 historical events and the 50th Anniversary coming up in December. This historical marker at Soquel and Dover will be used as a test case in the community to share art and history events.

ACTION: MOTION TO ACCEPT THE RESOLUTION TO ADOPT AN ART AND HISTORY PILOT PROJECT AT SANTA CRUZ METRO BUS STOPS AS PRESENTED
MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR HAGEN
MOTION PASSED WITH 9 AYES (Directors Bottorff, Bustichi, Chase, Dutra, Hagen, Lane, Leopold, McPherson and Rotkin). Director Cervantez arrived late. Directors Friend and Blitzer were absent.

- 20 CEO TO GIVE ORAL REPORT
Alex Clifford, CEO, had no report.

- 21 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION
Leslyn Syren, General Counsel, announced two issues to be discussed in closed session:
- CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Government Code Section 54956.9(a))
Name of Case: Rocha vs SCMTD, et. Al
Santa Cruz Superior Court No. CIS-CV-180550
 - PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: District Counsel

She did not anticipate a report out afterwards.

Director Cervantez arrived at 10:50A

Attachment A

Board of Directors Meeting Minutes
October 23, 2015
Page 9 of 9

- 22 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, NOVEMBER 13, 2015 AT 8:30 AM,
SANTA CRUZ COUNCIL CHAMBERS, 809 CENTER STREET, SANTA CRUZ
Vice Chair Rotkin announced the next meeting as referenced above.
- 23 ADJOURNMENT
Vice Chair Rotkin adjourned the meeting at 10:52AM

Respectfully submitted,

Gina Pye
Executive Assistant

DRAFT

8-04A.9

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DATE: November 13, 2015
TO: Board of Directors
FROM: Alex Clifford, CEO
**SUBJECT: ACCEPT AND FILE MINUTES FOR THE METRO ADVISORY
COMMITTEE (MAC) MEETINGS OF AUGUST 19, 2015 AND
SEPTEMBER 16, 2015**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the minutes for the METRO Advisory Committee (MAC) meetings of August 19, 2015 and September 16, 2015.

II. SUMMARY

- Staff is providing minutes from the MAC meetings on August 19, 2015 and September 16, 2015.
- Each month staff will provide the minutes from the previous MAC meeting.

III. DISCUSSION/BACKGROUND

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

IV. ATTACHMENTS

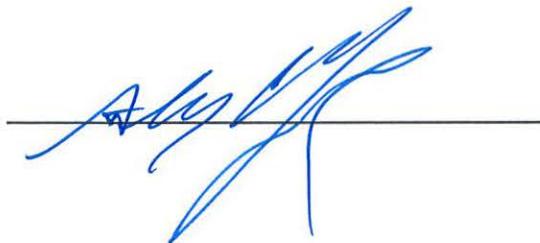
Attachment A: Approved Minutes for the MAC meeting of August 19, 2015

Attachment B: Approved Minutes for the MAC meeting of September 16, 2015

Prepared By: Dawn Martin, Administrative Assistant

V. APPROVALS:

Alex Clifford, CEO/General Manager



MINUTES

MAC MEETING OF AUGUST 19, 2015

Attachment A



The METRO Advisory Committee (MAC) met on Wednesday, August 19, 2015 in the Pacific Station Conference Room located at 920 Pacific Avenue in Santa Cruz, California.

1 CALL TO ORDER

Vice-Chair, Naomi Gunther, called the meeting to order at 6:05 p.m.

ROLL CALL

MEMBERS PRESENT

Naomi Gunther, Vice-Chair
Nicona Keesaw
Joseph Martinez

Donald Peattie
Michael Pisano
Becky Taylor

MEMBERS ABSENT

Veronica Elsea, Chair
Ernestina Saldana

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

Ciro Aguirre, METRO
Erich Friedrich, METRO

Maria Granados-Boyce, METRO
April Warnock, METRO

Vice-Chair Gunther began the meeting by welcoming and introducing our newest MAC member, Mr. Michael Pisano. Mr. Pisano stated that he uses METRO often and is very impressed. He also uses buses outside the area, saw an ad downstairs and thought, "This is for me". He signed up, received a telephone call from Mayor Don Lane and here he is. The Board approved his nomination at the June 2015 meeting.

2 AGENDA ADDITIONS/DELETION

None

3 ORAL/WRITTEN COMMUNICATION

A letter was received from Mr. Len Burns stating that effective immediately he would be retiring from MAC. In his letter he stated that he wanted everyone to know how much he enjoyed working with MAC members. Ms. Martin distributed copies to MAC members and later emailed a copy to Ms. Keesaw. (Attached)

Ms. Martin distributed copies of the new MAC recruitment brochures.

Maria Granados-Boyce, Customer Service Supervisor, provided information regarding the brochures stating that the brochures will be available on all buses. Ms. Granados-Boyce also described the brochure and the application process.

4 ACCEPT & FILE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING ON JUNE 17, 2015

MOTION: ACCEPT & FILE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING ON JUNE 17, 2015

8-05A.1

Attachment A

Minutes – METRO Advisory Committee

August 19, 2015

Page 2 of 4

MOTION: TAYLOR

SECONDED: KEESAW

MOTION: CARRIED - UNANIMOUS

5 COMMUNICATIONS FROM METRO ADVISORY COMMITTEE

Included in the MAC packet are the letters sent to the Board Chair, Mr. Dene Bustichi and CEO Clifford by Chair Elsea regarding support for return of fixed route bus as part of METRO's county fair exhibit and frequency of MAC meetings.

MOTION: TO ACCEPT CHAIR ELSEA'S LETTERS

MOTION: TAYLOR

SECOND: PISANO

MOTION: CARRIED - UNANIMOUS

6 UPDATE ON TICKET VENDING MACHINE (TVM)

Ms. Granados-Boyce reported that she has really good news. Today, the software firmware changes, we have been requesting to help the visually impaired customers are in place.

Ms. Granados-Boyce reviewed the changes:

- The audio will now include the balance and expiration date on the Cruz cards.
- The amount charged to a user's credit card will be audible, as well as displayed on the screen.
- If a credit card is inserted incorrectly, there will be an audio and written message indicating the proper way to insert card.
- There is a written and verbal message stating, "Your transaction has been completed", including reloading the Cruz card. Payment options including where and how to insert payment will be available auditorily and written in English and Spanish.

The Braille placards have been delivered and installation will be scheduled, staff and time permitting.

Ms. Granados-Boyce was thanked by all and given a round of applause.

7 UPDATE ON METRO AT THE SANTA CRUZ COUNTY FAIR

Ms. Granados-Boyce, COO Aguirre and Anna Marie Gouveia, Superintendent, Fixed Route met with Mr. Dave Kegebein, Manager, Santa Cruz County Fair. Mr. Kegebein confirmed that METRO will be able to have two buses at the fair, but the location is to be determined.

The theme is "County Nights and Carnival Lights". Plans are being made to create a decorative big top and a spinning wheel for providing educational information. Ms. Granados-Boyce encouraged everyone to come out to the fair, say hello and offer support.

Mr. Martinez inquired if METRO would be providing bus service to the Burrito Bash. COO Aguirre indicated more information was needed and the Board of Directors would have to approve the additional service.

8 BUS STOP GUIDE

Erich Friedrich, Senior Transportation Planner, provided an overview of the draft Bus Stop Guide. Mr. Friedrich explained that the guide is not a plan, but a manual to utilize when bus stops need changes or resources become available.

8-05A.2

Attachment A

Minutes – METRO Advisory Committee

August 19, 2015

Page 3 of 4

Mr. Friedrich described some of the basic highlights in the document stating that it combines technical specifications, provides clarity on ADA standards; and provides policies and procedures for requesting bus stops and making changes to bus stops from outside agencies and the public.

Mr. Friedrich described the three different types of bus stop placements:

- Far side placement – located on the far side of the intersection as you are travelling down the road
- Near side placement – located before the intersection
- Mid block placement – located same distance between two different intersections

The guide also references bus stop spacing to ensure a balance between bus stops to enable the buses continuing to travel down the road. Mr. Friedrich stated that buses spend more time stopped loading and unloading passengers than travelling between destinations. The more bus stops, the slower the bus travels; but with less stops we have less accessibility.

Mr. Friedrich described wanting to establish a bus hierarchy. We would establish which bus stops are well used, are on main arterial roads and have lots of service throughout the day. These stops would receive preferential treatment in regards to items like having a bus shelter, extra lighting or extra benches. Whereas another bus stop in a more rural area of the county that may only receive service a couple times per day, with only a few riders per week, would be lower on the hierarchy to receive amenities. There are certain amenities that will always be provided at each bus stop which include: sign posting, accessible lighting and a schedule.

Mr. Friedrich explained that METRO's role in the community is to provide bus service and manage our own bus stops. It is not METRO's job to maintain sidewalks, make new driveways, make better crosswalks or create better signal timing. This is where METRO encourages the municipalities that we work with to keep transit in mind when making roadway improvements.

The Bus Stop Guide is a public document that will be available online and will also be forwarded to our municipality partners.

Mr. Peattie asked if improvements can be made at the Highway 17 Pasatiempo bus stop. Mr. Friedrich explained that Caltrans controls Highways 17, 9, 236 and 152 and to improve on these areas would require going through Caltrans' permitting process which is very costly.

COO Aguirre commented that a different tactic would be to approach tax payers and indicate there are issues that need attention, and improvements are precluded by the stringent and strict rules that Caltrans has governing any type of improvement. As a tax payer, you would like to have improvements without having the entity incur all costs associated with Caltrans.

9 DRAFT – METRO PARACRUZ CUSTOMER GUIDE

April Warnock, Superintendent, ParaCruz, provided an overview of the draft ParaCruz Customer Guide.

On April 10, 2015, the METRO Board of Directors voted to make changes to the ParaCruz program to include aligning times and days of service to fixed routes, holidays, fares and premium fares which prompted a change to METRO's ParaCruz Customer Guide. Ms. Warnock explained that when

8-05A.3

Attachment A

Minutes – METRO Advisory Committee

August 19, 2015

Page 4 of 4

METRO went through the FTA triennial audit, METRO was informed our guide was not user friendly and needed to be modified.

METRO did a thorough revision making the guide more user friendly, removing unnecessary information and adding a Quick Start Guide.

10 ACCEPTED AND FILED – PARACRUZ ROUTE RIDERSHIP REPORT

None

11 ACCEPTED AND FILED – FIXED ROUTE RIDERSHIP REPORT

Received and filed

Mr. Friedrich and COO Aguirre stated that Highway 17 and UCSC services are currently carrying the ridership growth and the rest of the county is flat, if not slightly down. METRO will be looking into steps during the next year to improve growth.

Mr. Pisano inquired about GPS systems on buses. Mr. Friedrich stated this is a project he has been working on, together with our IT Manager, organizing a technical specification to go out for bid. How the bid will be paid for is still unclear, but METRO has been searching for specific GPS vendors to make presentations. Ten to twelve years ago this was very state-of-the-art, but today METRO is one of the last agencies to operate without GPS. The positive aspect is GPS systems are less expensive today and we have more flexibility to design our own transit application to work with our communities. CEO Clifford is committed aggressively to find funding to accomplish this project.

12 COMMUNICATIONS TO THE SANTA CRUZ METRO CEO

None

13 COMMUNICATIONS TO THE SANTA CRUZ METRO BOARD OF DIRECTORS

None

14 ITEMS FOR NEXT MEETING AGENDA

Items to be discussed/for future agendas:

- Accessible Services Coordinator position
- Suggestion of \$.50 rate increase for fixed route service

15 DISTRIBUTION OF VOUCHERS

Vouchers were distributed

16 ADJOURNMENT

Meeting adjourned at 6:54 p.m.

Respectfully submitted,
Dawn Martin
Administrative Assistant

8-05A.4

Attachment A

From: [Len Burns](#)
To: [Veronica Elsea](#)
Cc: [Dawn Martin](#); "[Naomi Gunther](#)"
Subject: Resignation from the Metro Advisory Committee, Effective 08-18-2015
Date: Tuesday, August 18, 2015 10:23:13 AM
Importance: High

Dear Madam Chairperson,

I am writing to inform you that, after careful consideration, I must tender my resignation from the Metro advisory Committee to you as set forth in the MAC bylaws. My resignation is effective immediately, August 18, 2015. I regret the short notice, but am currently addressing medical matters that require my full attention.

It has been a pleasure serving the Metro ridership under your leadership. Please inform the committee of my decision and that I have enjoyed collaborating with them to assure the quality of Metro services in Santa Cruz County. I would also like to thank the tireless work of Metro staff and their meaningful participation in the MAC processes. I look forward to encountering all of you as we go about our business in the community.

Kind regards,
Len Burns

8-05A.5

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MINUTES

MAC MEETING OF SEPTEMBER 16, 2015

Attachment B



The METRO Advisory Committee (MAC) met on Wednesday, September 16, 2015 in the Pacific Station Conference Room located at 920 Pacific Avenue in Santa Cruz, California.

1 CALL TO ORDER

Meeting was called to order at 6:10 p.m.

ROLL CALL

MEMBERS PRESENT

Joseph Martinez
Michael Pisano
Becky Taylor

MEMBERS ABSENT

Veronica Elsea, Chair
Naomi Gunther, Vice-Chair
Nicona Keesaw
Donald Peattie
Ernestina Saldana

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

April Warnock, METRO
Director Norm Hagen, METRO Board of Director, Self

2 ORAL/WRITTEN COMMUNICATION

Director Hagen spoke briefly with the committee members regarding the upcoming discussion of the frequency of MAC meetings.

3 TOUR OF SANTA CRUZ METRO FACILITIES

April Warnock, Paratransit Superintendent, facilitated the annual MAC tour of METRO facilities. Tour of facilities included:

- Maintenance Building – Golf Club Drive
- Administrative Building – Vernon Street

4 DISTRIBUTION OF VOUCHERS

Vouchers were distributed

5 ADJOURNMENT

Meeting adjourned at 8:15 p.m.

Respectfully submitted,
Dawn Martin
Administrative Assistant

8-05B.1

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 13, 2015
TO: Board of Directors
FROM: April Warnock, Paratransit Superintendent
SUBJECT: ACCEPT AND FILE THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR AUGUST AND SEPTEMBER 2015

I. RECOMMENDED ACTION

That the Board of Directors accept and file the Metro ParaCruz Operations Status Report for August and September 2015

II. SUMMARY

- Summary review of monthly operational statistics for ParaCruz.
- Summary of monthly operational information about ParaCruz.

III. DISCUSSION/BACKGROUND

Comparing July 2015 statistics to August 2015, ParaCruz rides increased by 21 rides. Comparing August 2015 statistics to September 2015, ParaCruz rides increased by 444 rides.

Comparing the monthly statistics of 2014 to the monthly statistics of 2015, for the month of August, the number of ParaCruz rides increased by 70. For the month of September, ParaCruz rides decreased by 703.

On September 10, 2015, the changes to paratransit service and fares were initiated as the Board of Directors intended. During the transitional period, several people experienced loss of service as a result of the changes. One person had to obtain alternate transportation to their destination, but was able to utilize ParaCruz for a return ride. Another person appealed to the Board directly in an attempt to reinstate Sunday service in the Corralitos area. ParaCruz offered the person six free trips so the person could look into alternative spiritual support available during the weekdays, but the rides were declined. ParaCruz is now working with their place of worship to see if there is an option they could offer. Another elderly person could not attend a traditional weekend breakfast with a daughter; ParaCruz offered the person six free rides in order to explore the option of having breakfast with the daughter at an alternate location. They found a restaurant that was accessible, had good food, and is in our modified service area. One person attended a Commission on Disabilities Committee, and explained they would lose service that was needed for medical appointments.

But when the location of the residence was investigated, it fell within the $\frac{3}{4}$ mile around a route that runs non-stop, so the fear was unfounded.

There were several persons who became no-shows, and we provided them with a return ride at a regular fare, along with a conversation about how this type of return ride would cost \$16.00 in the future.

Other than these few issues, the transition went well. People appear to have adjusted to the fare changes and are scheduling their rides within the travel times available for their origins and destinations. Based on one month's data, ridership is down approximately 10% overall.

METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Santa Cruz Metropolitan Transit District, providing shared ride, door-to-door demand-response transportation to customers certified as having disabilities that prevent them from independently using the fixed route bus.

IV. ALTERNATIVES

Not applicable.

V. COORDINATION

This staff report has been coordinated with statistics provided by the Finance and Fleet Departments. Additional data was provided by the Eligibility Coordinator.

VI. FINANCIAL CONSIDERATIONS

There are no financial considerations for this report.

VII. ATTACHMENTS

Attachment A: ParaCruz On-time Performance Chart for August and September 2015

Attachment B: Comparative Operating Statistics Tables for August and September 2015

Attachment C: Number of Rides Comparison Chart and Data Table

Attachment D: Shared vs. Total Rides Chart and Data Tables

Attachment E: Mileage Comparison Chart and Mileage Data Tables

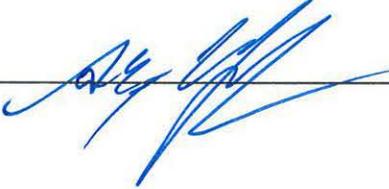
Attachment F: Monthly Assessment

Prepared by: April Warnock, Paratransit Superintendent

VIII. APPROVALS:

April Warnock, Paratransit Superintendent 

Approved as to form:
Leslyn K. Syren, District Counsel 

Alex Clifford, CEO/General Manager 

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Attachment A

Board Meeting November 13, 2015

ParaCruz On-time Performance Report

| | August 2014 | August 2015 |
|--|--------------------|--------------------|
| Total pick ups | 7472 | 7542 |
| Percent in "ready window" | 92.45% | 89.82% |
| 1 to 5 minutes late | 3.08% | 3.61% |
| 6 to 10 minutes late | 1.99% | 2.58% |
| 11 to 15 minutes late | 1.10% | 1.43% |
| 16 to 20 minutes late | .51% | .84% |
| 21 to 25 minutes late | .44% | .53% |
| 26 to 30 minutes late | .20% | .26% |
| 31 to 35 minutes late | .08% | .20% |
| 36 to 40 minutes late | .09% | .14% |
| 41 or more minutes late (excessively late/missed trips) | .05% | .04% |
| Total beyond "ready window" | 7.55% | 10.18% |

During the month of August 2015, ParaCruz received five (5) Customer Service Reports. Three (3) reports were valid. Two (2) of the reports were not verifiable or valid.

| | September 2014 | September 2015 |
|--|-----------------------|-----------------------|
| Total pick ups | 8716 | 7986 |
| Percent in "ready window" | 91.01% | 88.54% |
| 1 to 5 minutes late | 3.52% | 4.22% |
| 6 to 10 minutes late | 2.23% | 2.75% |
| 11 to 15 minutes late | 1.45% | 1.98% |
| 16 to 20 minutes late | .79% | .94% |
| 21 to 25 minutes late | .39% | .71% |
| 26 to 30 minutes late | .26% | .41% |
| 31 to 35 minutes late | .17% | .23% |
| 36 to 40 minutes late | .13% | .19% |
| 41 or more minutes late (excessively late/missed trips) | .06% | .03% |
| Total beyond "ready window" | 8.99% | 11.46% |

During the month of September 2015, ParaCruz received two (2) Customer Service Reports. One (1) report was valid. One (1) report was not verifiable or valid.

Attachment A

Board Meeting November 13, 2015

In March of 2014, METRO ParaCruz received an upgrade to their scheduling software, Trapeze. The upgrade was needed to prepare Trapeze for the addition of Mobile Data Computers (MDC's) to the system, those installations happened in mid-May. July 2014 was the first full month of real-time data entered by Operators into the MDC's. Recognizing that data was manually entered previously, from handwritten manifests, by Operators and Reservationists, it is not surprising that there is a shift in the data being gathered and compiled. The 'on-time' statistics reflected utilizing the 'real-time' equipment reflects a lower level of 'on time' performance than previously realized, as shown in the chart above.

This more accurate data is providing staff the opportunity to focus on the late pick-ups and to work incrementally towards achieving a target of 95% in "ready window" with an initial goal of achieving 92% by the end of FY15.

Attachment B

Board Meeting November 13, 2015

Comparative Operating Statistics through August 2015.

| | August 2014 | August 2015 | Fiscal 14-15 | Fiscal 15-16 | Performance Averages | Performance Goals |
|---|--------------------|--------------------|---------------------|---------------------|-----------------------------|----------------------------------|
| Requested | 7783 | 8193 | 16,106 | 16,495 | 8867 | |
| Performed | 7472 | 7542 | 15,543 | 15,105 | 8139 | |
| Cancel | 18.66% | 19.32% | 18.86% | 19.5% | 20.47% | |
| No Shows | 3.06% | 3.08% | 3.09% | 3.16% | 3.07% | Less than 3% |
| Total miles | 58,154 | 61,555 | 117,108 | 123,842 | 60,812 | |
| Av trip miles | 5.56 | 5.91 | 5.42 | 5.97 | 5.26 | |
| Within ready window | 92.45% | 89.82% | 91.41% | 89.35% | 90.32% | 92.00% or better |
| Excessively late/missed trips | 4 | 3 | 6 | 5 | 4.08 | Zero (0) |
| Call center volume | 5815 | 6446 | 11,864 | 12,677 | 6334 | |
| Hold times less than 2 minutes | 96.5% | 94.9% | 96.7% | 93.5% | 95.03% | Greater than 90% |
| Distinct riders | 776 | 803 | 995 | 1014 | 826 | |
| Most frequent rider | 57 rides | 62 rides | 113 rides | 106 rides | 60 rides | |
| Shared rides | 61.5% | 63.0% | 62.4% | 63.3% | 65.16% | Greater than 60% |
| Passengers per rev hour | 1.85 | 1.93 | 1.89 | 1.93 | 2.00 | Greater than 1.6 passengers/hour |
| Rides by supplemental providers | 4.90% | 4.93% | 5.37% | 4.89% | 6.69% | No more than 25% |
| Vendor cost per ride | \$28.52 | \$24.17 | \$25.41 | \$23.09 | \$23.99 | |
| ParaCruz driver cost per ride (estimated) | \$32.18 | N/A | \$32.26 | N/A | N/A | |
| Rides < 10 miles | 63.58% | 65.50% | 63.31% | 64.24% | 64.81% | |
| Rides > 10 miles | 36.42% | 34.50% | 36.69% | 35.76% | 35.19% | |
| Denied Rides | 0 | 0 | 0 | 0 | 0 | Zero |

Attachment B

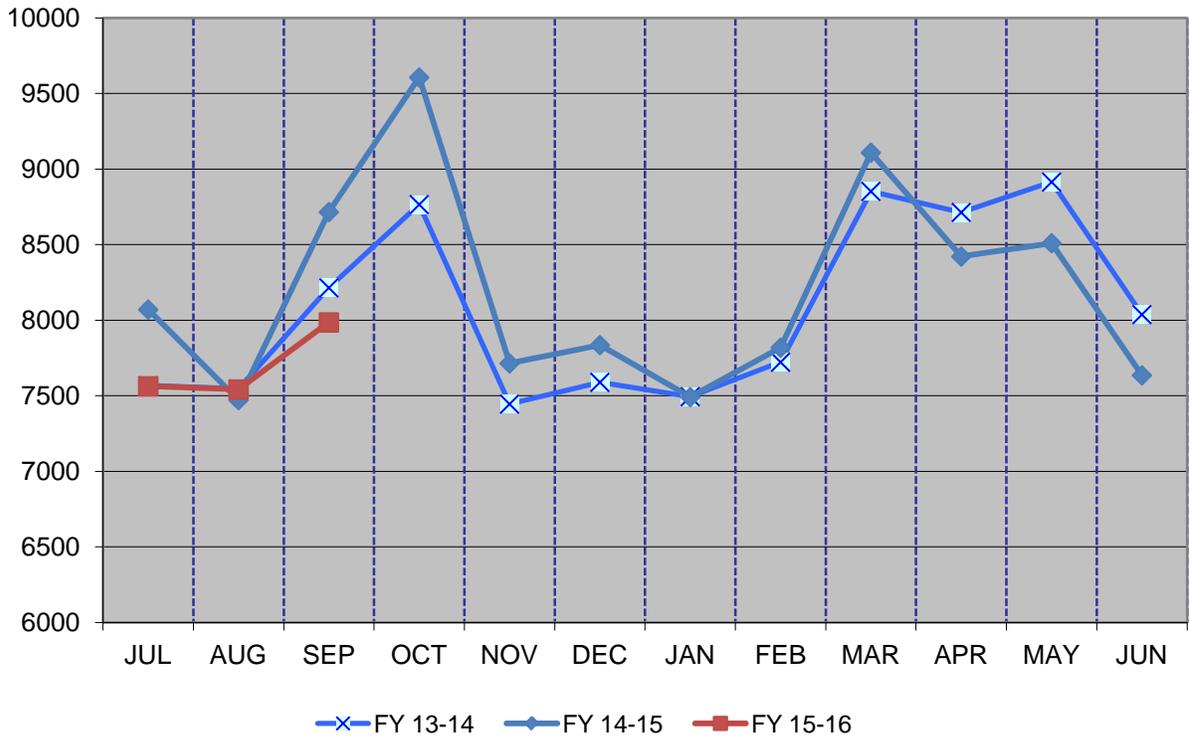
Board Meeting November 13, 2015

Comparative Operating Statistics through September 2015.

| | September 2014 | September 2015 | Fiscal 14-15 | Fiscal 15-16 | Performance Averages | Performance Goals |
|---|---------------------------|---------------------------|-------------------------|-------------------------|---------------------------------|----------------------------------|
| Requested | 9153 | 8882 | 25,259 | 25,377 | 8844 | |
| Performed | 8716 | 7986 | 24,259 | 23,091 | 8078 | |
| Cancels | 19.22% | 20.13% | 18.99% | 19.72% | 20.55% | |
| No Shows | 2.74% | 3.32% | 2.96% | 3.22% | 3.11% | Less than 3% |
| Total miles | 64,034 | 61,139 | 181,110 | 185,008 | 60,570 | |
| Av trip miles | 5.35 | 5.62 | 5.4 | 5.85 | 5.28 | |
| Within ready window | 91.06% | 88.54% | 91.32% | 89.07% | 90.11% | 92.00% or better |
| Excessively late/missed trips | 5 | 2 | 11 | 7 | 3.83 | Zero (0) |
| Call center volume | 6247 | 6332 | 12,062 | 19,009 | 6341 | |
| Hold times less than 2 minutes | 95.4% | 94.0% | 96.0% | 93.6% | 94.92% | Greater than 90% |
| Distinct riders | 843 | 824 | 1173 | 1180 | 825 | |
| Most frequent rider | 65 rides | 45 rides | 160 rides | 165 rides | 57 rides | |
| Shared rides | 65.5% | 64.8% | 63.5% | 63.8% | 65.10% | Greater than 60% |
| Passengers per rev hour | 1.99 | 1.97 | 1.93 | 1.97 | 2.00 | Greater than 1.6 passengers/hour |
| Rides by supplemental providers | 4.90% | 7.16% | 5.41% | 5.62% | 6.88% | No more than 25% |
| Vendor cost per ride | \$25.94 | \$24.84 | \$25.59 | \$23.86 | \$23.90 | |
| ParaCruz driver cost per ride (estimated) | \$30.46 | N/A | \$31.66 | N/A | N/A | |
| Rides < 10 miles | 63.09% | 67.57% | 63.23% | 65.37% | 65.18% | |
| Rides > 10 | 36.91% | 32.43% | 36.77% | 34.63% | 34.82% | |
| Denied Rides | 0 | 0 | 0 | 0 | 0 | Zero |

Attachment C

NUMBER OF RIDES COMPARISON CHART



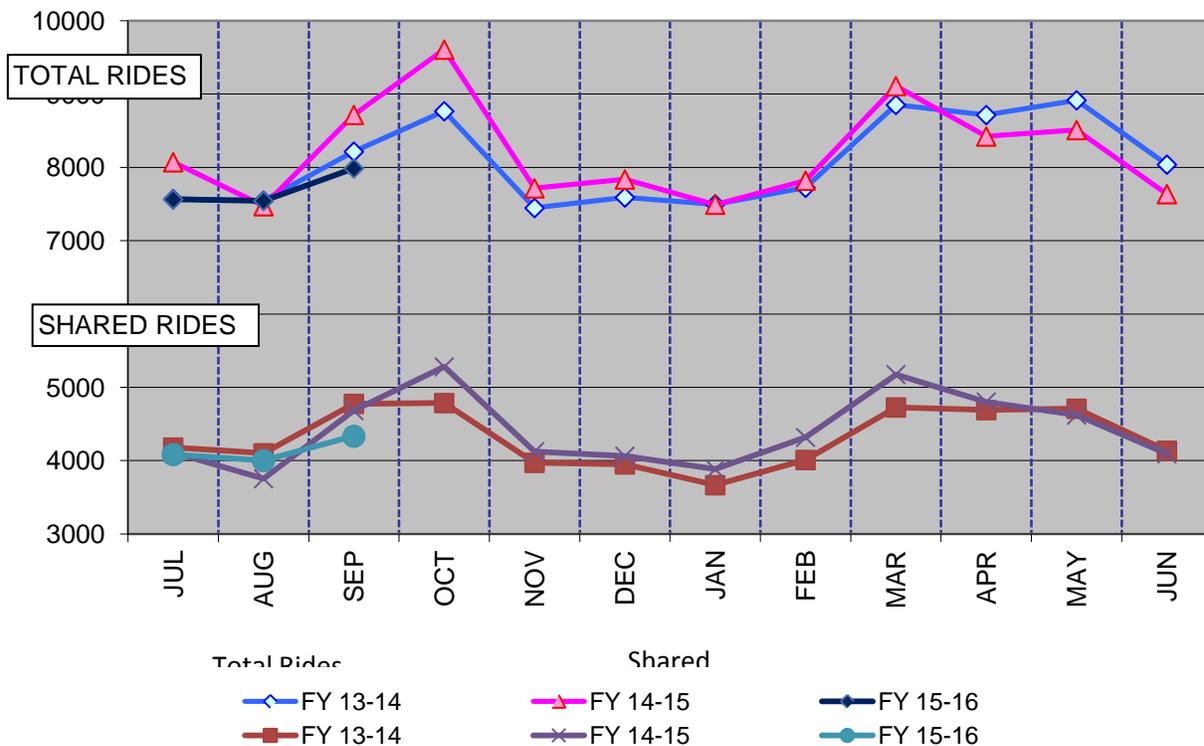
Data Table for Number of Rides performed monthly.

| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|-----------------|------|------|------|------|------|------|------|------|------|------|------|------|
| FY 13-14 | 7567 | 7546 | 8215 | 8766 | 7446 | 7590 | 7495 | 7723 | 8853 | 8714 | 8915 | 8038 |
| FY 14-15 | 8071 | 7472 | 8716 | 9607 | 7715 | 7836 | 7492 | 7819 | 9109 | 8422 | 8510 | 7636 |
| FY 15-16 | 7563 | 7542 | 7986 | | | | | | | | | |

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Attachment D

TOTAL RIDES vs. SHARED RIDES



Data table for total number of rides provided.

| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|-----------------|------|------|------|------|------|------|------|------|------|------|------|------|
| FY 13-14 | 7567 | 7546 | 8215 | 8766 | 7446 | 7590 | 7495 | 7723 | 8853 | 8714 | 8915 | 8038 |
| FY 14-15 | 8071 | 7472 | 8716 | 9607 | 7715 | 7836 | 7492 | 7819 | 9109 | 8422 | 8510 | 7636 |
| FY 15-16 | 7563 | 7542 | 7986 | | | | | | | | | |

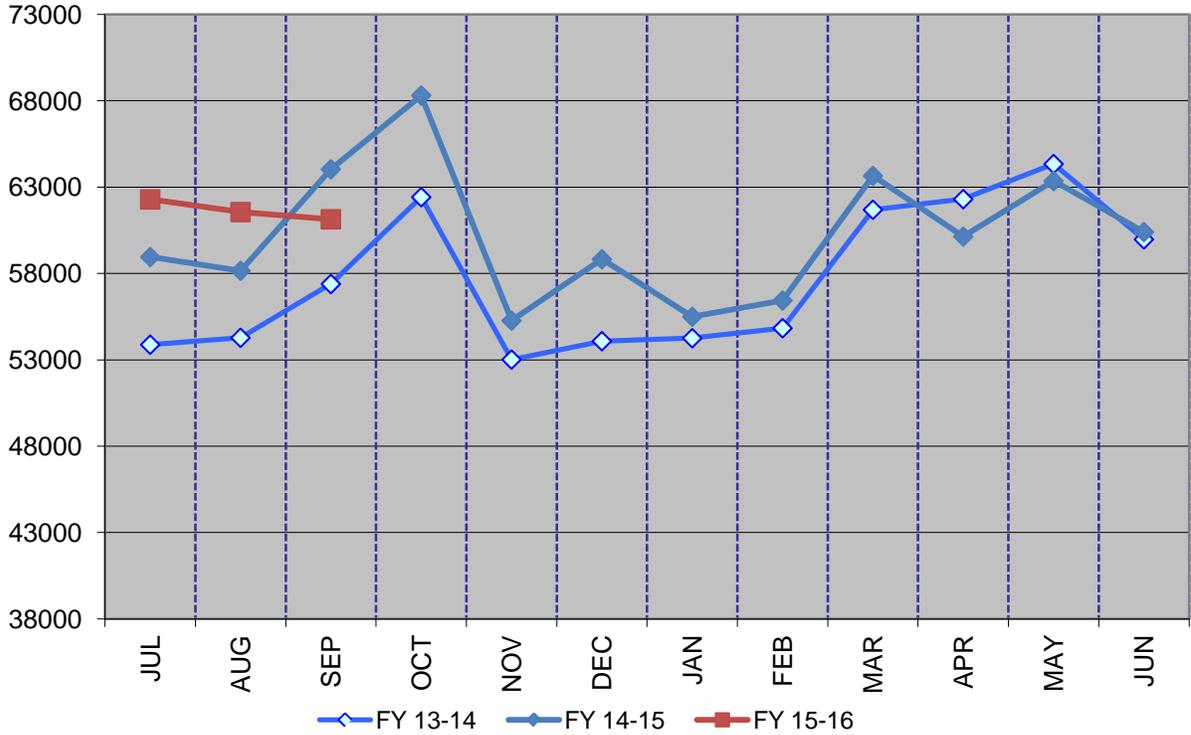
Data table for total number of shared rides provided.

| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|-----------------|------|------|------|------|------|------|------|------|------|------|------|------|
| FY 13-14 | 4179 | 4101 | 4775 | 4786 | 3971 | 3950 | 3666 | 4010 | 4726 | 4690 | 4709 | 4136 |
| FY 14-15 | 4110 | 3755 | 4683 | 5280 | 4123 | 4063 | 3883 | 4318 | 5175 | 4801 | 4623 | 4094 |
| FY 15-16 | 4083 | 4000 | 4334 | | | | | | | | | |

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Attachment E

MILEAGE COMPARISON



Data table for monthly mileage

| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|-----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| FY 13-14 | 53878 | 54278 | 57391 | 62420 | 53017 | 54083 | 54255 | 54833 | 61690 | 62304 | 64339 | 59974 |
| FY 14-15 | 58954 | 58154 | 64034 | 68305 | 55269 | 58823 | 55495 | 56434 | 63651 | 60135 | 63353 | 60397 |
| FY 15-16 | 62287 | 61555 | 61139 | | | | | | | | | |

Data table for year-to-date mileage

| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY |
|-----------------|-------|--------|--------|--------|--------|--------|---------------|--------|--------|--------|--------|
| FY 13-14 | 53878 | 108156 | 165547 | 227877 | 280894 | 334976 | 391682 | 446515 | 508205 | 570509 | 634848 |
| FY 14-15 | 58954 | 117108 | 181142 | 249415 | 304685 | 363487 | 419053 | 475529 | 539180 | 599315 | 665306 |
| FY 15-16 | 62287 | 123842 | 185008 | | | | | | | | |

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Attachment F

Board Meeting November 13, 2015

Monthly Assessments

| | UNRESTRICTED | RESTRICTED CONDITIONAL | RESTRICTED TRIP BY TRIP | TEMPORARY | DENIED | TOTAL |
|----------------|--------------|---------------------------|----------------------------|-----------|--------|-------|
| SEPTEMBER 2014 | 62 | 0 | 9 | 3 | 0 | 74 |
| OCTOBER 2014 | 51 | 5 | 7 | 7 | 0 | 70 |
| NOVEMBER 2014 | 34 | 0 | 2 | 4 | 1 | 41 |
| DECEMBER 2014 | 89 | 3 | 2 | 2 | 0 | 96 |
| JANUARY 2015 | 28 | 1 | 3 | 11 | 1 | 44 |
| FEBRUARY 2015 | 34 | 0 | 2 | 5 | 0 | 41 |
| MARCH 2015 | 35 | 0 | 3 | 1 | 0 | 39 |
| APRIL 2015 | 52 | 1 | 0 | 0 | 0 | 53 |
| MAY 2015 | 39 | 0 | 0 | 2 | 0 | 41 |
| JUNE 2015 | 36 | 0 | 4 | 4 | 0 | 44 |
| JULY 2015 | 40 | 0 | 0 | 5 | 0 | 45 |
| AUGUST 2015 | 21 | 0 | 2 | 4 | 0 | 27 |

Number of Eligible Riders for the month of August 2015 = 3788

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DATE: November 13, 2015
TO: Board of Directors
FROM: April Warnock, Paratransit Superintendent
**SUBJECT: ACCEPT AND FILE THE ACCESSIBLE SERVICES REPORTS FOR
THE MONTHS OF JULY, AUGUST AND SEPTEMBER 2015**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the Accessible Services Reports for the months of July, August and September 2015. Staff is recommending that this report be received as the final report; no further monthly/quarterly reports will be provided.

II. SUMMARY

- These Accessible Services Reports track activity of Santa Cruz Metropolitan Transit District's (METRO) Accessible Services Program (ASP) for the months of July, August and September 2015.
- The Accessible Services Coordinator (ASC) provides ongoing outreach to the disability and senior/older adult communities to promote METRO bus use and accessibility. ASC services included in METRO's Accessible Services Program are group orientations using METRO services and outreach to community groups.
- The ASC participates in METRO staff training and policy review regarding accessibility.
- The ASC represents METRO on outside Committees and Commissions.

III. DISCUSSION/BACKGROUND

The ASC's daily responsibilities are broken out into four categories as follows:

1. Mobility training that is customized support to allow access to METRO services.
2. Community outreach to promote METRO bus use and accessibility.
3. Participation in METRO staff training and policy review regarding accessibility.
4. Provides METRO representation on outside Committees and Commissions.

1. **Mobility Training that is customized support to allow access to METRO services can include:**

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

2. **Ongoing community outreach to promote METRO bus use and accessibility includes:**

- Set up and carry out class and group orientation to ride the bus: The ASC works with teachers, counselors, activity coordinators, and residents who request orientations for groups. After being introduced to METRO services by the ASC, the ASC facilitates groups in setting up field trips to ride buses together, receiving orientations at various destinations, including the Santa Cruz METRO Center and the Capitola Mall. The ASC provides guidance in obtaining Discount Fare Cards and other tools to encourage bus use.
- The ASC regularly attends meetings – such as the Santa Cruz County Seniors Commission and Commission on Disabilities – where transportation issues affecting older adults and people with disabilities are discussed and acted upon.
- The ASC is also invited to speak to other community groups to promote METRO and its accessibility. ASC time spent for each meeting

may include preparation such as agenda review, research on meeting topics, and assembling handouts. After attending the meeting, follow up activity may include reports on the meeting, individual information requests and referrals for mobility training and further outreach.

3. Participation in METRO staff training and policy review regarding accessibility includes:

- The ASC assists in specialized training sessions with newly hired Operators, for example; the 'Securement Testing' for new Operators.

4. Provides METRO representation on outside Committees and Commissions

- The ASC attends regular committee and commission meetings, such as the Santa Cruz County Commission on Disabilities and the Elderly and Disabled Transportation Advisory Committee as a METRO Representative. This includes all sub-committees of the committees/commissions.

Staff is recommending that this report be received as the final report; no further monthly or quarterly reports will be provided. As a result, net time savings to staff requirements will be high.

IV. FINANCIAL CONSIDERATIONS/IMPACT

On July 10, 2015, two (2) one day passes were utilized for route training.
On August 12, 2015 one (1) one day pass was utilized for route training.
On September 30, 2015 one (1) one day pass was utilized for route training.
Total cost of four (4) one day passes is \$24.00.

V. ATTACHMENTS

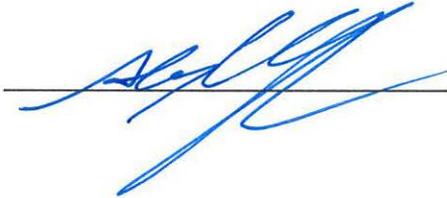
- Attachment A:** Accessible Services Program Report for July 2015
Attachment B: Accessible Services Program Report for August 2015
Attachment C: Accessible Services Program Report for September 2015

Prepared By: April Warnock, Paratransit Superintendent

VI. APPROVALS:

April Warnock, Paratransit Superintendent 

Approved as to form:
Leslyn K. Syren, District Counsel 

Alex Clifford, CEO/General Manager 

Attachment A

Accessible Services Report for July 2015

NOTE: TR is a generic reference for "Trainee" and the associated number is a unique identifier for each new trainee. This method is used in order to respect the confidentiality of the trainees.

Mobility training that is customized support to allow access for METRO services

- July 1- TR28 Conversation with TR28 and counselor. TR28 has been utilizing route 71 buses to travel between home and a class. (2 hours).
- July 6 – TR16 Follow up conversation with counselor regarding readiness for route training (2 hours).
- July 10 – TR46 Training on route 35 round trip between Boulder Creek and Felton Faire. (3 hours). The ASC round trip travel time was two hours.
- July 21- TR13 requests route training. Trip planning discussed. (2 hours).
- July 21- TR39 Conversation determined no further route training needed, file closed. (2 hours).
- July 27- TR7 Conversation setting up route training session (2 hours).
- July 27- TR46 Written summary completed. (1 hour).
- The amount of time dedicated to training sessions and follow up activity for the activities noted above is approximately 16 hours.
- Tracking of scheduled appointments vs. cancelled: Appointments scheduled on July 2 and July 21. No appointments were cancelled.

Community outreach to promote METRO bus use and accessibility

- July 1- Presentation to the Pajaro Valley Unified School District (PVUSD) Job Club at The Towers, Watsonville. There was an audience of 16 persons: 12 students, 2 counselors, a reporter and Career Development Specialist Ms. Butterworth. Topics of discussion were the accessible features of Metro service, how the bus helps people to hold jobs, and bus riding tips. Metro's web site was accessed to show students how to use the trip planner to plan a trip. The audience asked questions about fares, discount fares and where the buses traveled. Headways and business cards were distributed. (1 1/2 hours). The ASC round trip travel time was 2 1/4 hours.
- July 21- Presentation to Harbor High School, Special Day Class in Santa Cruz. Attending were Career Development Specialist Ms. Juarez and six participants.

Attachment A

Metro's web site was accessed to show students how to use the trip planner to plan a trip. The audience asked questions on destinations METRO buses travel to and how to obtain discount fare cards. Information was provided to facilitate individuals in learning to ride the bus and to facilitate field trips utilizing METRO's fixed route system. Headways and business cards were distributed. (1 1/2 hours). ASC travel time was 1 1/2 hours.

- Throughout July, the ASC communicated with approximately 26 individuals in person and/or over the phone. Most contacts regarded outreach, training and information requests.

Staff training and policy review regarding accessibility

- July 9- The ASC participated in the first staff transition training provided by Paratransit Supervisors Almanza and Sullivan regarding upcoming METRO ParaCruz' fare and service changes (3 hours).

Provides METRO representation on outside Committees and Commissions.

- July 21- Attended Pedestrian Safety Work Group (PSWG) at the Santa Cruz County Regional Transportation Commission (SCCRTC) offices in Santa Cruz: Five PSWG members, including Chair Ms. Elsea, reviewed progress on projects. Projects included Public Service Announcements and the distribution of the PSWG safety brochure (2 hours). The ASC round trip travel time between Santa Cruz Metro and the SCCRTC offices was 1/2 hour.

Attachment B

Accessible Services Report for August 2015

NOTE: TR is a generic reference for "Trainee" and the associated number is a unique identifier for each new trainee. This method is used in order to respect the confidentiality of the trainees.

Mobility training that is customized support to allow access for METRO services

- August 12- TR13 Conducted route training on routes 65, 55 and 68 travelling round trip between Santa Cruz and Capitola. (4 ½ hours) There was no ASC travel time.
- August 24- TR7 Confirmed next route training session (2 hours).
- August 25-TR16 Confirmed ready to resume route training. The ASC placed first phone call to trainee (instead of counselor) (2 hours).
- August 26- TR49 New referral. The ASC placed his first phone call to trainee (instead of counselor) (2 hours).
- August 26-TR50 New referral. The ASC placed first phone call to trainee (instead of counselor) (2 hours).
- August 31- TR13 Follow up conversation on future route training and completed written summary (3 ½ hours).
- The amount of time dedicated to training sessions and follow up activity for the activities noted above is approximately 16 hours.
- Tracking of scheduled appointments vs. cancelled: Appointment scheduled on August 24, No appointments were cancelled.

Community outreach to promote METRO bus use and accessibility

- August 27- Presentation for Foster Grandparents at Simpkins Family Swim Center in Live Oak- Attending were 60 Foster Grandparent volunteers, facilitator Ms. Greenwood and support staff. Questions were answered regarding mobility training, discount fares and where buses travelled. Headways, ParaCruz Changes brochures and business cards were distributed (2 hours). ASC round trip travel time was one hour.
- August 28- Presentation to Imagine Independent Living Services in Aptos- Attending the overview presentation of METRO's Accessible Services Program was Executive Director Mr. Pascover and four staff persons. Information was provided to assist clients that ILS staff worked with to ride METRO buses safely and questions were answered regarding bus service and mobility training.

Attachment B

Headways, discount fare forms, Mobility Training and ParaCruz Changes brochures were distributed. (1 1/2 hours). The ASC round trip travel time was 2 hours.

- Throughout August, the ASC communicated with approximately 44 individuals in person and/or over the phone. Most contacts regarded meeting follow up and outreach.

Staff training and policy review regarding accessibility

- August 11- Provided Verification of Transit Training (VTT) refresher training on the Americans with Disabilities Act (ADA) to a class of 10 fixed route bus operators. Also attending was Assistant Safety and Training Coordinator Ms. Toline. (1 ½ hours). Since the training took place at Pacific Station, there was no ASC travel time.
- August 13- Provided the ADA refresher module with Ms. Toline to a VTT class of five fixed route bus operators (1 ½ hours).
- August 18- Provided the ADA refresher module with Ms. Toline to a VTT class of 12 bus operators (1 ½ hours).
- August 19- Provided assistance to the Securement Testing for a class of nine new bus operators. One community member also participated. (4 ¼ hours). ASC preparation was ¾ hours. Since the testing began and ended at Pacific Station, there was no ASC travel time,

Provides METRO representation on outside Committees and Commissions.

- August 11- Attended the Elderly and Disabled Transportation Advisory Committee (E&D TAC) at the Santa Cruz County Regional Transportation Commission (SCCRTC) offices in Santa Cruz. Also attending were nine members of the committee, including Chair Ms. Elsea, four guests and two SCCRTC. METRO Paratransit Superintendent Ms. Warnock represented METRO at this meeting. The ASC attended as Alternate. The Committee approved a letter to be sent to METRO requesting that METRO ParaCruz continue its “door-to-door” service and not introduce a “door-to-curb” option, even if requested by customers. The Elderly and Disabled Transportation Advisory Committee (E&D TAC) has strong concerns for the safety of people with cognitive impairments, which are hard to assess and can change quickly (1 ½ hours). The ASC round trip travel between Santa Cruz Metro and the RTC was ½ hour.
- August 13- Attended the Santa Cruz County Commission on Disabilities at the SCCRTC offices. Guest Ms. Dowling shared with Commissioners that her access to doctors’ appointments will be cut when the METRO ParaCruz service area changes September 10. Ms. Dowling noted that she had met with County

Attachment B

Supervisor Bruce McPherson and asked for his help. Guest Mr. Patrick initiated discussion of a draft letter he is writing, intended to be sent to METRO (it was not distributed at the meeting) addressing concerns about the need to mitigate impact on paratransit riders when the upcoming changes to paratransit take effect. The discussion included a review of the services the Accessible Services Coordinator has provided to the community in the past. Attending were six Commissioners, including Vice Chair Ms. Taylor. Coordinator Ms. Thuerwacher and three guests were also present (1 hour). The ASC round trip travel time between Santa Cruz Metro and the SCCRTC was ½ hour.

- August 18- Attended the Santa Cruz County Seniors Commission at the SCCRTC offices. Seven Commissioners, including Chair Ms. McKibbin discussed collaborating on the draft letter discussed by Mr. Patrick at the Commission on Disabilities meeting on August 13. The ASC attended the beginning and the end of this meeting due to providing the VTT ADA refresher training at METRO. Also attending were three guests and Coordinator Ms. Thuerwacher. (¾ hour). ASC round trip travel time between the Metro and SCCRTC was ½ hour.

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Attachment C

Accessible Services Report for September 2015

NOTE: TR is a generic reference for "Trainee" and the associated number is a unique identifier for each new trainee. This method is used in order to respect the confidentiality of the trainees.

Mobility training that is customized support to allow access for METRO services

- September 8- TR49 Assessment set up (2 hours).
- September 9- TR16 Assessment set up (1 hour).
- September 11- TR7 Trainee cancels route training session.
- September 14- TR16/TR49 Pre-training route evaluation on routes 91X, 71 Clifford and 75 Green Valley and path of travel in neighborhoods (4 hours).
- September 15 – TR16 Completes assessment. Walked from school to nearest bus stops. Discussed trip planning. (2 hours). ASC travel time between Santa Cruz and Watsonville was 1 $\frac{3}{4}$ hours.
- September 23- TR49 Completes assessment. (1 hour). ASC travel time was 2 $\frac{1}{2}$ hours.
- September 24- TR16 Completes route check and assessment summaries and updates file. (4 $\frac{1}{2}$ hours).
- September 24- TR49 Completes route check and assessment summaries and opens file (3 hours).
- September 25- TR13 File update (1hour).
- September 25- TR45 Communicates via phone and email. Updates file. (1 hour).
- September 28- Communication via email. No further route training is requested. File closed. (4 hours).
- September 28- TR49 Confirms route training session. Sent additional information. (1 $\frac{1}{2}$ hours).
- September 29- TR7 Trainee confirms next route training session. (1 hour).
- September 30- TR42 Communication via phone and email. Updates file. (1 hour).

Attachment C

- September 30- TR16 Provides route training on route 71 to trainee's Watsonville class. Met with counselors and received two new referrals for route training (4 hours). ASC travel time is 1 ¾ hours.
- The amount of time dedicated to training sessions and follow up activity for the activities noted above is approximately 37 hours.
- Tracking of scheduled appointments vs. cancelled: Appointments scheduled on September 8, 9, 15, 23 and 29. Appointment cancelled on September 11.

Community outreach to promote METRO bus use and accessibility

- September 3- Attended a California Highway Patrol (CHP) Senior's Driving Class ("Age Well, Drive Smart" at the Aptos Public Library- CHP Officer Ms. Sharp conducted the class, attending were 35 seniors. Included in the curriculum was the option of using METRO as an alternative to driving. Discussion included information on discount fare, where buses travelled, and mobility training. Headways booklets, Large Print Headways and business cards were distributed. (2 hours). ASC round trip travel time was 1 1/2 hours.
- September 16- Attended the Santa Cruz County Fair at the Fairgrounds in Watsonville. Joined the Customer Service and METRO ParaCruz staff working the METRO table and vehicle display area. Spoke about METRO's Accessible Services Program to over 50 persons and answered their questions. Stokes Straps, Get Mobile with Metro brochures, Large Print Headways and business cards were distributed. (4 1/2 hours). The ASC round trip travel time between Santa Cruz and Watsonville was 2 hours.
- Throughout September, the ASC communicated with approximately 30 individuals in person and/or over the phone. Most contacts regarded training, outreach and meeting follow up.

Staff training and policy review regarding accessibility

- September 29- Provided Verification of Transit Training (VTT) refresher training on the Americans with Disabilities Act (ADA) to a class of 7 fixed route bus operators. Also attending was Assistant Safety and Training Coordinator Ms. Toline. (1 ½ hours). Since the training took place at Pacific Station, there was no ASC travel time.

Provides METRO representation on outside Committees and Commissions.

September 10- Attended the Santa Cruz County Commission on Disabilities meeting at the SCCRTC Santa Cruz offices. Five Commissioners attended, including Vice Chair Ms. Taylor; the Commission was one member short of a quorum to approve Motions. Also attending were Coordinator Ms. Thuerwachter and three guests. Guest Mr.

Attachment C

Holeman explained to Commissioners that METRO ParaCruz service to his daughter was being cut starting today. His daughter relied on that transportation to get safely from her Lompico home to a Santa Cruz Hope Services job site. The ASC provided ParaCruz Changes brochures and encouraged those present to notify METRO of service cut impacts and other concerns. Commissioner Neily linked the cuts in METRO ParaCruz service to the proposed cut from full to half time for the Accessible Services Coordinator position. (2 hours).

The ASC round trip travel time between Santa Cruz Metro and the SCCRTC offices was ½ hour.

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DATE: November 13, 2015
TO: Board of Directors
FROM: Andrew Kreck, Project Manager
**SUBJECT: CONSIDERATION OF METROBASE MONTHLY CHANGE ORDER
REPORT**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the Metrobase Monthly Change Order Report

II. DISCUSSION/BACKGROUND

The Santa Cruz Metropolitan Transit District (METRO) has a contract with Lewis C. Nelson and Sons, Inc. for the construction of the Judy K. Souza Operations Building.

Per the Board's request, the Project Manager is to provide a monthly summary of change orders. Since the Report to the Board on October 23, 2015, the Contractor has not signed any contract change orders. Therefore, no change orders have been executed by METRO in the last month. Change orders have continued to be negotiated, written, and transmitted to the Contractor for direct costs with a deferred determination of time adjustment. The Contractor is requesting time be extended for the transmitted change orders prior to signing the change orders. The determinations of time extensions are unresolved and are disputed between the parties. Until August 2015, the Contractor had proposed and agreed that Change Orders were to be issued for direct costs and that the determination of time would be deferred. In August 2015 the Contractor notified the Project Manager that the deferment of time was no longer acceptable to him.

III. FINANCIAL CONSIDERATIONS/IMPACT

See attached. This listing is the same as the October 23, 2015 listing. Since the last Board Meeting on October 23, 2015, there have been twelve (12) change orders issued to Lewis C. Nelson and Sons, Inc. for their signature.

IV. ATTACHMENTS

Attachment A: Executed Change Orders Table

Prepared by: Andrew Kreck

V. APPROVALS:

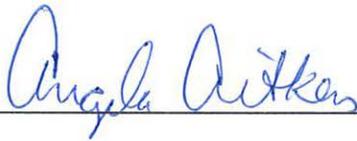
Andrew Kreck, Project Manager



Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

Executed Change Orders

Contract No. 12-23

| | | | |
|--------------------------------|-----------------|-------------------------------|-----------------|
| Original Contract Amount: | \$13,572,000.00 | Revised Contract Amount: | \$14,440,916.18 |
| Original Contract Time (Days): | 668 | Revised Contract Time (Days): | 779 |
| Total Project Contingency: | \$1,832,365.00 | Contingency Remaining: | \$1,731,605.00 |

| No. | Effective Date | Description | Increase in Contract Amount | Increase in Contract Time (in Days) | Approved By |
|--------|----------------|--|-----------------------------|-------------------------------------|---------------------|
| 001 | 5/16/13 | Site improvements at 135 Dubois | \$ 200,586.00 | -0- | Board/Les White |
| 002 | 6/4/13 | Extend completion date by 49 days | \$ - | 49 | Board/Les White |
| 003 | 6/4/13 | Additional site improvements at 135 Dubois | \$ 36,369.00 | -0- | Les White |
| 004 | 6/4/13 | Demolish concrete sound wall; Provide Pile Driving Notification | \$ 17,297.00 | -0- | Les White |
| 005 | 6/4/13 | Demolish CPU planter wall, trees, shrubs, and chain link fencing | \$ 8,905.00 | -0- | Les White |
| 006 | 7/25/13 | Expose tops of overdriven piles | \$ 2,324.00 | -0- | Les White |
| 007 | 8/7/13 | Cut off prestressed concrete piles 54 ft. long or less | \$ 50,000.00 | -0- | Les White |
| 007 S1 | 4/21/15 | Cut off prestressed concrete piles 54 ft. long or less | \$ - | 16 | Board/Alex Clifford |
| 008 | 9/26/13 | Cut off prestressed concrete piles longer than 54 ft. to achieve correct elevation | \$ 26,000.00 | -0- | Les White |
| 009 | 9/26/13 | Provide labor, equipment, and materials to modify pile caps | \$ 18,994.00 | -0- | Les White |
| 010 | 9/15/14 | Fire Service Backflow Preventor (FD #17) | \$ 10,621.00 | -0- | Alex Clifford |
| 011 | 2/25/14 | Weather & Misc. Delay | \$ - | 13 | Board/Alex Clifford |
| 012 | 11/20/14 | Differing site condition encountered during parking lot demolition. | \$ 49,777.00 | -0- | Alex Clifford |
| 013 | 11/20/14 | Modification of parking deck storm drain piping at grid lines E/1 on ground floor | \$ 1,920.00 | -0- | Alex Clifford |
| 014 | 3/17/15 | Add battery backups/delete overhead coils | \$ - | -0- | Alex Clifford |
| 015 | 12/8/14 | Partnering sessions (METRO's one half share of cost) | \$ 10,000.00 | -0- | Alex Clifford |
| 016 | 1/6/15 | Furnishing and installing of epoxy-coated rebar dowels | \$ 3,798.68 | -0- | Alex Clifford |
| 017 | 1/14/15 | Additional vehicular PCC pavement | \$ 15,182.00 | -0- | Alex Clifford |

Attachment A

| No. | Effective Date | Description | Increase in Contract Amount | Increase in Contract Time (in Days) | Approved By |
|--------|----------------|--|-----------------------------|-------------------------------------|---------------------|
| 018 | 6/16/15 | Aluminum Brake Metal | \$ 28,280.50 | Deferred | Alex Clifford |
| 019 | 6/26/15 | CalTrans Encroachment Permit | \$ 23,523.00 | Deferred | Alex Clifford |
| 020 | 6/16/15 | Relocate Firewall - Door Louvers and FSDs | \$ (803.00) | Deferred | Alex Clifford |
| 022 | 6/16/15 | Elevator Penthouse | \$ 23,870.00 | Deferred | Alex Clifford |
| 023 | 5/4/15 | Stair Gate | \$ 4,446.00 | -0- | Alex Clifford |
| 025 | 6/16/15 | Illuminated Handrail | \$ 21,668.00 | Deferred | Alex Clifford |
| 026 | 6/16/15 | Plumbing Changes | \$ 6,740.00 | Deferred | Alex Clifford |
| 027 | 6/8/15 | Security Camera Conduits | \$ 55,616.00 | Deferred | Alex Clifford |
| 028 | 6/8/15 | Future Car Charging Conduits | \$ 21,399.00 | Deferred | Alex Clifford |
| 029 | 6/16/15 | Contaminated Soil Abatement | \$ 32,011.00 | Deferred | Alex Clifford |
| 030 | 6/16/15 | HVAC Revisions - Split System | \$ 14,385.00 | Deferred | Alex Clifford |
| 031 | 3/17/15 | Pile Redesign | \$ 62,942.00 | 12 | Board/Alex Clifford |
| 032 | 3/17/15 | Pile Cap Redesign | \$ 31,717.00 | 21 | Board/Alex Clifford |
| 033 | 3/17/15 | Additional Sitework | \$ 12,799.00 | -0- | Alex Clifford |
| 035 | 6/16/15 | Provide Cut Metal Letters | \$ 19,467.00 | Deferred | Alex Clifford |
| 036 | 4/8/15 | Dwarf Wall & 6 Inch Sill Curb | \$ 6,712.00 | -0- | Alex Clifford |
| 039.S1 | 7/10/15 | Buy America FRC Panels | \$ - | Deferred | Alex Clifford |
| 040 | 6/16/15 | Added Motor Operated Solar Shades | \$ 20,199.00 | Deferred | Alex Clifford |
| 043 | 6/16/15 | PG&E Gas and Electric Substructures | \$ 2,499.00 | Deferred | Alex Clifford |
| 047 | 7/7/15 | Concrete Backfill at Waterline in River Street | \$ 28,444.00 | Deferred | Alex Clifford |
| 048 | 6/25/15 | Boulder Removal | \$ 632.00 | Deferred | Alex Clifford |
| 051 | 6/16/15 | Delete Fixture Type DD at Transformer Enc. | \$ (905.00) | Deferred | Alex Clifford |
| 052 | 6/16/15 | Relocate Fixture Type WE | \$ 352.00 | Deferred | Alex Clifford |
| 053 | 7/6/15 | Delete Grout Bed | \$ (2,382.00) | Deferred | Alex Clifford |
| 054 | 7/10/15 | Edge of Slab Revision | \$ 1,297.00 | Deferred | Alex Clifford |
| 062 | 7/30/15 | Chain Link Fence on Retaining Wall | \$ 2,234.00 | Deferred | Alex Clifford |

Totals: \$ 868,916.18 111



DATE: November 13, 2015
TO: Board of Directors
FROM: Erron Alvey, Purchasing Manager
SUBJECT: CONSIDERATION OF AUTHORIZATION TO USE THE STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES CMAS CONTRACT FOR THE PURCHASE OF HON FURNITURE FOR THE NEW OPERATIONS FACILITY IN AN AMOUNT NOT TO EXCEED \$80,000

I. RECOMMENDED ACTION

Authorize the CEO to use the State of California, Department of General Services CMAS Contract for the purchase of HON desks and other facility furniture for the new Operations building in an amount not to exceed \$80,000.

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) has budgeted for the purchase of furniture for the new Judy K. Souza Operations Facility.
- Staff requests the use of the State of California, Department of General Services, California Multiple Award Schedules (CMAS) Contract for this procurement as a means of saving money and streamlining the procurement process.
- Staff recommends that the Board of Directors authorize the CEO to use the State of California, Department of General Services CMAS Contract for the purchase of HON furniture for an amount not to exceed \$80,000.

III. DISCUSSION/BACKGROUND

METRO has a need for desks, tables, chairs, and other facility furniture for the new Judy K. Souza Operations Facility. One of the CMAS contracts issued by the State of California, Department of General Services is with The HON Company, which manufactures high-quality office furniture, including desks, tables, and chairs that come with a lifetime warranty. Palace Office Interiors, a local business, is the authorized HON dealer through which the order will be placed.

Utilizing Department of General Services contracts streamlines the procurement process and allows for better pricing than METRO would normally obtain due to the greater quantities requested in the state bids.

Staff recommends that the Board of Directors authorize the CEO to use the State of California, Department of General Services CMAS Contract for the purchase HON desks and other facility furniture for a total amount not to exceed \$80,000.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Funds to support this procurement are available in the MetroBase Life of Project budget as of 10/23/15 within the line item "Furniture and Cubicles for New Facility" for \$150,000.

V. ALTERNATIVES CONSIDERED

- None. The procurement process would be untimely if staff was to perform its own competitive bid, and METRO would likely be unable to obtain lower pricing than the State schedule.

VI. ATTACHMENTS

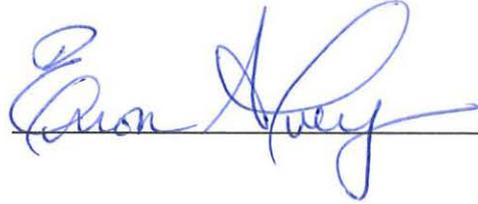
None.

Note: The State of California CMAS Contract and the detailed cost proposal are available for viewing at METRO's Purchasing Department.

Prepared By: Joan Jeffries, Administrative Assistant

VII. APPROVALS:

Erron Alvey, Purchasing Manager



Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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DATE: November 13, 2015

TO: Board of Directors

FROM: Alex Clifford, CEO/General Manager

SUBJECT: RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT REQUESTING THAT THE SANTA CRUZ COUNTY TRANSPORTATION COMMISSION STATE ITS INTENT TO NOT USE CURRENT BUS FUNDING SOURCES, INCLUSIVE OF GROWTH IN CURRENT FUNDING SOURCES, TO FUND PASSENGER RAIL

I. RECOMMENDED ACTION

That the Board of Directors adopt a Resolution expressing their desire that the METRO representatives to the Santa Cruz County Regional Transportation Commission (SCCRTC) ask that the SCCRTC Commissioners consider a motion stating the Commission's intent to not use current bus funding sources, inclusive of growth in current funding sources, to fund passenger rail, as described in the Resolution.

II. SUMMARY

- On June 12, 2015 the Santa Cruz Metropolitan Transit District (METRO) Board of Directors reviewed and commented on the SCCRTC's Draft Passenger Rail Feasibility Study.
- The METRO staff report included a request from the CEO that the Board request that the SCCRTC adopt a policy commitment that would protect current and future bus funding from being used to fund passenger rail.
- The METRO Board motion asked staff to work with the SCCRTC and return to the Board with a clear resolution for Board consideration.
- Since June, the CEO has worked with the SCCRTC Executive Director to jointly develop a statement that both executive leaders could coalesce around. That mutually agreed upon statement is contained in this report.
- The CEO requests that the METRO Board of Directors adopt a Resolution and directs its three representatives to the SCCRTC to request the Commission's Chairman to place an item on Agenda for the Commissioners to state its intent not to use current bus funding sources, inclusive of growth in current funding sources, to fund passenger rail, as described in the Resolution attached to this Board report.

III. DISCUSSION/BACKGROUND

On June 12, 2015 the METRO Board received a review and comment Board report on the SCCRTC Draft Passenger Rail Feasibility Study. Included in that report was a request from the CEO that the "METRO Board of Directors request that the RTC Board adopt a policy commitment that all planning, construction, implementation, operation, maintenance and capital expenditures of any future rail service shall not be funded with local, state, or federal funding sources currently or anticipate to be programmed by METRO for operations and capital functions, inclusive of anticipated and actual growth in such funding sources. Further, that the RTC identify additional funds required to provide bus service to future rail stations."

Following discussion about the Draft Rail Feasibility Study, the METRO Board considered the CEO's request and adopted a motion that staff work with RTC and return to the Board at the first meeting in August with a clear resolution for Board consideration.

The CEO and the SCCRTC Executive Director have had the opportunity to meet a few times since the June Board meeting and have coalesced around the following statement:

If rail transit is constructed in Santa Cruz County, METRO shares the SCCRTC's vision of an integrated bus and rail transit system that expands mobility and increases overall regional ridership. To that end, stable and growing bus transit funding sources are paramount to the success of this vision.

METRO requests that the SCCRTC Board state its intent that future planning, construction, implementation, operation, maintenance and capital expenditures for rail transit service be funded in a manner that does not diminish METRO bus transit service, and does not reduce local, state, or federal funding sources currently programmed by METRO for operations and capital functions, inclusive of growth in current funding sources.

The CEO requests that the METRO Board of Directors adopt the attached Resolution and ask its three representatives to the SCCRTC to request the Commission's Chairman to place an item on Agenda for the Commissioners to consider, stating their intent not to use current bus funding sources, inclusive of growth in current funding sources, to fund passenger rail, as described in the Resolution attached to this Board report.

IV. FINANCIAL CONSIDERATIONS/IMPACT

There are no financial impacts in adopting the recommended statement. There are potential significant negative financial impacts to METRO should future bus funding be diverted to fund passenger rail.

V. ALTERNATIVES CONSIDERED

- Do nothing – While a Resolution adopted by the SCCRTC does not bind future SCCRTC Boards, the CEO believes it is important at the beginning stages of the rail discussion for the record to reflect a strong commitment by both Boards to preserve current bus funding, inclusive of growth in current funding sources, and for rail funding to be focused on funding sources in areas not considered today to be traditional bus funding sources.
- The METRO Board could adopt a modified version of the Resolution presented today.

VI. ATTACHMENTS

Attachment A: Resolution

Prepared By: Alex Clifford, CEO/General Manager

VII. APPROVALS:

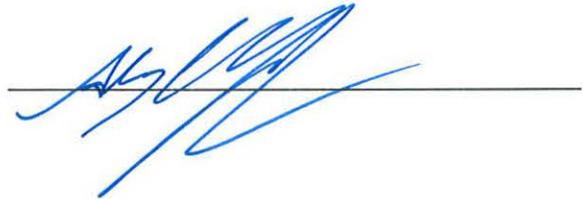
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

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

Resolution No.

On the Motion of Director:

Duly Seconded by Director:

The Following Resolution is Adopted:

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT REQUESTING THE SANTA CRUZ COUNTY TRANSPORTATION COMMISSION STATE ITS INTENT TO NOT USE CURRENT BUS FUNDING SOURCES, INCLUSIVE OF GROWTH IN CURRENT FUNDING SOURCES, TO FUND PASSENGER RAIL

WHEREAS, The Santa Cruz County Regional Transportation Commission has been circulating a Draft Passenger Rail Feasibility Study for comment; and

WHEREAS, funding plans are still being developed to plan, construct, operate and maintain passenger rail in Santa Cruz County; and

WHEREAS, bus operating funding sources in recent years have not kept pace with the year-over-year growth in operating expenses; and

WHEREAS, bus capital funding sources are not expected to keep up with METRO's unfunded state-of-good-repair funding needs of over \$200 million over the next ten years; and

WHEREAS, If rail transit is constructed and operated in Santa Cruz County, METRO shares the Santa Cruz County Regional Transportation Commission's vision of an integrated bus and rail transit system that expands mobility and increases overall regional ridership; and

WHEREAS, to that end, stable and growing bus transit funding sources are paramount to the success of this vision; and

NOW, THEREFORE, BE IT RESOLVED, that the Santa Cruz Metropolitan Transit District Board directs its three representatives who are Santa Cruz County Regional Transportation Commissioners (SCCRTC) to request that the SCCRTC Chairman place an item on the Commission's Agenda in the very near future asking the Commission to state its intent that future planning, construction, implementation, operation, maintenance and capital expenditures for rail transit service be funded in a manner that does not diminish METRO bus transit service, and does not reduce local,

Attachment A

Resolution No. _____
Page 2

state, or federal funding sources currently programmed by METRO for operations and capital functions, inclusive of growth in current funding sources.

PASSED AND ADOPTED this 13th Day of November 2015 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:

Dene Bustichi, Chair

Attest:

Alex Clifford, CEO/General Manager

Approved as to form:

Leslyn K. Syren, District Counsel



DATE: November 13, 2015
TO: Board of Directors
FROM: Isaac Holly, I.T. Manager
SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT AMENDMENT WITH GIRO, INC. FOR HASTUS SOFTWARE

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO to execute a contract amendment with GIRO, Inc. to renew the Hastus (Version 2009) maintenance and support contract in the amount of \$78,941 for the 2016 calendar year

II. SUMMARY

- On November 14, 2014, the Board of Directors approved a contract amendment with Giro, Inc. for Hastus software maintenance and support for the 2015 calendar year.
- This maintenance contract needs to be renewed annually in order to continue to receive the following for this mission-critical Santa Cruz Metropolitan Transit District (METRO) system:
 - Unlimited support via telephone and email
 - Bug fixes and customization for the current Hastus version
 - Eligibility for new Hastus versions at a reduced license cost

III. DISCUSSION/BACKGROUND

- Hastus is a unified software environment that enables METRO to:
- Report monthly and annual service stats to the National Transit Database (NTD) to remain eligible for FTA funding
- Plan new service changes accurately and efficiently
- Assign work to Operators and deploy them to and from the field
- Accurately compute Operator pay and schedule leave
- Track Operator performance and track license and medical certificate renewal
- Publish accurate timetables to print and web media
- Provide a data feed to the Google Transit Trip Planner

Prior to the current Hastus version, METRO was running an earlier version of Hastus with just the scheduling related modules. METRO identified a need to replace its aging, text-based dispatch system so in 2009 a grant opportunity

became available via ARRA (American Reinvestment and Recovery Act). This grant funded the upgrade and expansion to the current Hastus version at the time with additional modules to allow for a complete scheduling and dispatch management system. METRO was then able to retire the legacy dispatch system. The cost for this new unified system, licensed for a fleet of 80 peak vehicles (the number of buses in service at one time) including integration and customization was \$1.4M.

Giro's maintenance schedule is based on calendar year and needs to be renewed on a yearly basis. On November 14, 2014, the Board of Directors approved a contract amendment with Giro, Inc. for the Hastus Maintenance and Support Contract for the 2015 calendar year and this contract expires at the end of December 2015. The 2016 Maintenance and Support Contract currently being presented is based on the following deployed software modules:

- Hastus-Vehicle (Service schedules)
- Hastus-Crew (Operator work creation)
- CrewOpt (Automated crew scheduling)
- Hastus-Roster (Period rosters for personnel)
- Minbus (Automated vehicle blocking)
- Hastus-ATP (Run-time analysis environment)
- Geo (Geocoding of stops and route itineraries)
- Bid (Operator work selection)
- Hastus-Daily (Operations daily vehicle and crew management)
- Hastus-Rider & Checker (ridership analysis and survey tool)
- SelfService (Operator web access to their work assignments)
- EPM (Operator Discipline and award management)

This maintenance contract includes five days worth of software development time to allow for further customizations as new needs are identified. If these days are not used, they may be carried over into the next year.

Staff recommends that the Board of Directors authorize the CEO to execute a contract amendment with Giro, Inc. for Hastus Maintenance and Support in the amount of \$78,941 for the 2016 calendar year.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The funding in the amount of \$78,941 is included in the FY16 current fiscal year's IT Department Operating budget within the Maintenance Fees (503352) account.

V. ALTERNATIVES CONSIDERED

- Do nothing. There is no alternative recommended at this time. Hastus is a critical foundation to the core functions of the scheduling and deployment of METRO service. Not renewing this contract would result in losing the eligibility to receive technical support and updates, as well as incurring additional cost towards the purchase of future versions of Hastus.
- Going out to bid for a new system of this magnitude is not feasible at this time due to the lack of a viable alternative and budget to support it. METRO is in the process of evaluating alternative systems that offer similar functionality.

VI. ATTACHMENTS

Attachment A: Giro Hastus Maintenance and Support Contract
(Reference number 617-9)

Prepared By: Isaac Holly, I.T. Manager

VII. APPROVALS:

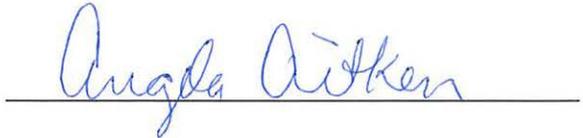
Isaac Holly, I.T. Manager



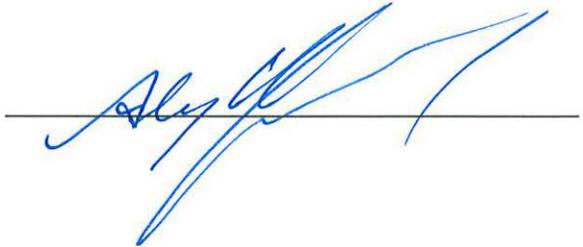
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

HASTUS
MAINTENANCE AND SUPPORT CONTRACT
(Reference number: 617-9)

ENTERED INTO BETWEEN:

GIRO INC./LE GROUPE EN INFORMATIQUE ET RECHERCHE OPÉRATIONNELLE, having its principal place of business at 75, Port-Royal Street East, Suite 500, in the city of Montreal, Province of Quebec, Canada, H3L 3T1.

(hereinafter referred to as "GIRO")

AND:

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, having its principal place of business at 110 Vernon Street, Santa Cruz, California, USA 95060.

(hereinafter referred to as the "Client")

FOR:

The software *HASTUS-Vehicle*, *HASTUS-Crew*, *CrewOpt*, *HASTUS-Roster*, *Minbus*, *HASTUS-ATP*, *Geo*, *Bid*, *HASTUS-DailyCrew*, *HASTUS-DailyVehicle*, *HASTUS-Rider*, *Checker*, *SelfService*, and *EPM* version 2009 (hereinafter referred to as "Software") used by the Client for the operation of a maximum of eighty (80) peak vehicles (for *EPM* module, allows management of a maximum of ninety (90) non-driving employees).

Starting on January 1, 2016 (the "Commencement Date") for successive periods of one year each.

1. SERVICES PROVIDED

GIRO will provide the Client with the following services beginning on the Commencement Date of this Agreement specified above and conditionally on payment of annual charges for support and maintenance as defined in Section 2:

1.1 GIRO will assign, in a maximum delay of 24 hours, an employee to correct a Software defect, once the Client has provided GIRO with a detailed description of the said defect. For the purposes of this Agreement, a defect is considered to exist when the Software does not perform according to the description given in the appropriate version of the User Guide and online help and when the said defect affects the performance of the Software. Correction of any problems due to one or several of the following causes is excluded from this Agreement: an accident, a disaster, faulty use of Software, inappropriate use of the Software, additions and/or modifications (including changes to system setting files) which are made to the Software by other than GIRO's personnel except if these additions and/or modifications have been done with prior approval by GIRO, a change to an unsupported version of the operating system or database management system, and failure to supply the necessary facilities for correct operation of the Software.

1.2 Electronic mail and telephone support are available from Monday to Friday inclusively from 9 a.m. to 5 p.m. (Eastern Standard Time) excluding Québec public holidays.

1.3 When the *Geo* module is included in the Software, the support required to assist in one annual conversion of the geographical data is included. However, any Software modification required for the data conversion is not covered by this Agreement and the additional costs will be invoiced.

1.4 GIRO will provide the Client with a bank of five (5) person-days of GIRO staff time. This time can be used to perform tests on system operation, to make minor modifications to the Software, to train personnel on the Client's premises, and to approve additions and/or modifications made by the Client. The use of these staff days is determined by the Client. Non-used days can be accumulated and used in subsequent years as long as this Agreement is renewed by the Client without interruption. The time needed by GIRO personnel to perform modifications requested by the Client under this Agreement and that are not defects as defined in the present Agreement will be deducted from this bank. If there are no remaining person-days available in the bank, therefore the time necessary to perform any work requested by the Client under this Agreement except for work required for defects as defined in this Agreement, will be charged to the Client by GIRO according to current rates for GIRO personnel.

Attachment A

1.5 Availability for the Client, without additional licence fees, of all additions and improvements made to the Software by GIRO for other customers, excluding new modules or new products. These improvements or additions to the Software could be a new report, a new command or a new function. If requested by the Client, they can be adapted and/or installed by GIRO on the Client's version of the Software without any additional licence fees related to their purchase. New versions of the Software up to release 2011 are also available without additional licence fees. Charges relative to the installation of these additions, improvements or new version by GIRO, if applicable, will be payable by the Client and invoiced separately. Any charges relative to third party software licences are also payable by the Client.

1.6 A 20% discount on the licence fee is accorded to the Client when a new module of *HASTUS* is added to *HASTUS-Vehicle* and *HASTUS-Crew*. This discount is valid only if the Client has maintained a Maintenance and Support Contract without interruption since the initial installation of the Software.

2. TERMS AND CONDITIONS

2.1 For services specified in Section 1, the Client will pay GIRO a fee of \$78,941 US. The total amount is payable when the Agreement comes into effect or, for subsequent years, at the anniversary date of this Agreement.

2.2 The annual fee includes the following direct expenses: telephone charges, fax and courier incurred by GIRO during the provision of the services specified in this Agreement. Travel and living expenses that may be incurred are not included.

2.3 The present Agreement is automatically renewed for successive periods of one year each.

2.4 The Client may cancel the present Agreement by notifying GIRO in writing two (2) months before the renewal date of the present Agreement.

2.5 GIRO will notify the Client of any increases to the price of the Support and Maintenance Contract at least three (3) months before the annual renewal date.

2.6 All charges quoted or understood in the present Agreement will be increased as necessary to reflect any applicable taxes in effect at the time that the monies become due.

2.7 The Client will supply GIRO with a method to access the installed Software remotely for maintenance and support purposes.

2.8 GIRO undertakes not to reveal any of the Client's confidential information acquired during product installation and support activities without the express authorization of the Client.

2.9 Any *HASTUS* maintenance and support contract previously signed between the Client and GIRO is hereby rescinded.

The Client acknowledges that he has read this Agreement, understood it, and has agreed to be bound by its terms and conditions. Further, he agrees that it is the complete and exclusive statement of the Agreement between the parties and that it supersedes all proposals or prior Agreements, oral or written, and all other communications between the parties relating to its subject matter.

At Montreal, this 2nd day of September 2015

GIRO INC./LE GROUPE EN INFORMATIQUE ET RECHERCHE OPÉRATIONNELLE

Per:

Name: Annie Gagné

Title: Director, Business Relations

Signature: 

Duly authorized, as she so declares.

At _____, this ____ day of _____.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Per:

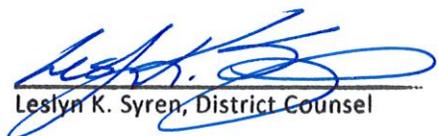
Name: Alex Clifford

Title: CEO/General Manager

Signature: _____

Duly authorized, as he/she so declares.

APPROVED AS TO FORM


Leslyn K. Syren, District Counsel



DATE: November 13, 2015

TO: Board of Directors

FROM: Robyn Slater, Human Resources Manager

SUBJECT: CONSIDER A RETROACTIVE SALARY SCHEDULE ADJUSTMENT FOR THE ACCOUNTANT I/II/SUPERVISING ACCOUNTANT CAREER LADDER, RESULTING FROM A GROUP SALARY SURVEY, CONDUCTED AS PROVIDED UNDER THE TERMS OF THE SEIU MEMORANDUM OF UNDERSTANDING (MOU)

I. RECOMMENDED ACTION

That the Board approve a new salary schedule for the Accountant II, which is five percent under the median of the market, and align the other two classifications of Accountant I and Supervising Accountant, accordingly.

II. SUMMARY

- SEIU-SEA requested a group salary survey for Accountant I/II/Supervising Accountant on behalf of its members, in accordance with their MOU in December of 2014.
- Staff surveyed eleven peer agencies, of which seven were determined to be “match” jobs. Santa Cruz METRO staff followed a compensation strategy of five percent below the median.
- Staff recommends that the Board approve the recommendation to increase the salary schedule of the Accountant II by approximately 8%, and adjust the other two classification’s salary schedules accordingly.

III. DISCUSSION/BACKGROUND

In accordance with Article 8.2.3 of the SEIU MOU, a request was made to conduct a group salary survey for the Accountant I/II/Supervising Accountant career ladder. Since the Accountant I and Supervising Accountant classifications were vacant, it was agreed that the Accountant II classification would be used as a “benchmark” and the other two classifications would be aligned based on the data collected.

Salary data was collected from the following agencies: Santa Clara VTA, AC Transit, County of Santa Cruz, City of Santa Cruz, Monterey Salinas Transit, San Joaquin RTD, and Golden Gate Transit. Central Contra Costa Transit, SamTrans, Santa Barbara Transit, and Riverside Transit responded, but their classifications were not similar to those of the surveyed classification.

All of the agencies used different salary ranges. The median (middle) of the salary range was determined, and it was established that the Santa Cruz METRO’s

Accountant II classification is currently paid 13.54% under the median of the combined agencies.

In light of the current structural deficit, and absent a codified past practice, the CEO followed a compensation strategy which pays five percent below the median. This resulted in a salary increase of approximately 8%.

Based on the group salary survey information presented to SEIU-SEA, the counteroffer from SEIU-SEA to Santa Cruz METRO on September 21, 2015, and in accordance with Article 8.2.3, the final decision of the CEO/General Manager offered to SEIU-SEA on October 15, 2015 is as follows for the Accountant II position, with the Accountant I and Supervising Accountant salary schedules adjusted accordingly:

- Step 6 hourly rate - \$38.91
- Retro pay back to first pay period of FY15, starting June 18, 2015

On October 29, 2015, SEIU-SEA agreed to this new salary schedule.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The incumbent in the Accountant II position is currently at Step 6 of the salary schedule, and will receive retroactive pay to June 18, 2015.

Additional costs to the Operating Budget for the above decision will be approximately \$8,200 in FY16.

V. ALTERNATIVES CONSIDERED

- Do nothing; however, this is not recommended as the current salary is under market.
- Bring the salary schedule of the Accountant I/II/Supervising Accountant up to the market median.

VI. ATTACHMENTS

Attachment A: New Salary Schedule for Accountant I/II/Supervising Accountant

Prepared By: Suzanne Silva, Assistant Human Resources Manager

VII. APPROVALS:

Robyn Slater, HR Manager

 for
Robyn Slater

Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Attachment A

New Steps for Accountant II

1. Steps: enter value for step 6 to calculate Steps 1, 2, 3, 4, and 5 (5% between steps)

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|----------|----------|----------|----------|----------|----------|
| \$ 30.50 | \$ 32.03 | \$ 33.62 | \$ 35.30 | \$ 37.07 | \$ 38.91 |

% between steps 5.00% 5.00% 5.00% 5.00% 5.00%

2. Steps with L: 10 years

| Step 1L | Step 2L | Step 3L | Step 4L | Step 5L | Step 6L |
|----------|----------|----------|----------|----------|----------|
| \$ 32.03 | \$ 33.62 | \$ 35.30 | \$ 37.07 | \$ 38.91 | \$ 40.86 |

2. Steps with LL: 15 years

| Step 1LL | Step 2LL | Step 3LL | Step 4LL | Step 5LL | Step 6LL |
|----------|----------|----------|----------|----------|----------|
| \$ 33.56 | \$ 35.22 | \$ 36.98 | \$ 38.84 | \$ 40.76 | \$ 42.81 |

New Steps for Accountant I

1. Calculate spread between pay scales for Accountant II and Accountant I (pay rates as of 06/18/201

| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|---------------|----------|----------|----------|----------|----------|----------|
| Accountant II | \$ 28.23 | \$ 29.68 | \$ 31.16 | \$ 32.75 | \$ 34.37 | \$ 36.08 |
| Accountant I | \$ 26.91 | \$ 28.23 | \$ 29.68 | \$ 31.16 | \$ 32.75 | \$ 34.40 |

Spread % 5.00% 5.00% 5.00% 5.00% 5.00% 5.00%

2. Calculate new steps for Accountant I (5% between steps)

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|----------|----------|----------|----------|----------|----------|
| \$ 29.05 | \$ 30.50 | \$ 32.03 | \$ 33.63 | \$ 35.31 | \$ 37.08 |

3. Steps with L: 10 years

| Step 1L | Step 2L | Step 3L | Step 4L | Step 5L | Step 6L |
|----------|----------|----------|----------|----------|----------|
| \$ 30.50 | \$ 32.03 | \$ 33.63 | \$ 35.31 | \$ 37.08 | \$ 38.93 |

4. Steps with LL: 15 years

| Step 1LL | Step 2LL | Step 3LL | Step 4LL | Step 5LL | Step 6LL |
|----------|----------|----------|----------|----------|----------|
| \$ 31.95 | \$ 33.56 | \$ 35.23 | \$ 36.99 | \$ 38.85 | \$ 40.78 |

Attachment A

New Steps for Supervising Accountant

1. Calculate spread between pay scales for Accountant II and Supervising Accountant (pay rates as of 06/18/2015)

| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|------------------------|----------|----------|----------|----------|----------|----------|
| Accountant II | \$ 28.23 | \$ 29.68 | \$ 31.16 | \$ 32.75 | \$ 34.37 | \$ 36.08 |
| Supervising Accountant | \$ 33.37 | \$ 35.03 | \$ 36.77 | \$ 38.62 | \$ 40.53 | \$ 42.56 |
| Spread % | -15.00% | -15.00% | -15.00% | -15.00% | -15.00% | -15.00% |

2. Calculate new steps for Supervising Accountant (5% between steps):

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|----------|----------|----------|----------|----------|----------|
| \$ 35.08 | \$ 36.83 | \$ 38.67 | \$ 40.60 | \$ 42.63 | \$ 44.76 |

3. Steps with L: 10 years

| Step 1L | Step 2L | Step 3L | Step 4L | Step 5L | Step 6L |
|----------|----------|----------|----------|----------|----------|
| \$ 36.83 | \$ 38.67 | \$ 40.60 | \$ 42.63 | \$ 44.76 | \$ 47.00 |

4. Steps with LL: 15 years

| Step 1LL | Step 2LL | Step 3LL | Step 4LL | Step 5LL | Step 6LL |
|----------|----------|----------|----------|----------|----------|
| \$ 38.58 | \$ 40.51 | \$ 42.53 | \$ 44.66 | \$ 46.89 | \$ 49.24 |



DATE: November 13, 2015
TO: Board of Directors
FROM: Liseth Guizar, Safety, Security & Risk Manager
SUBJECT: CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSAL FOR THE PURCHASE AND INSTALLATION OF A VIDEO SURVEILLANCE SYSTEM FOR THE JUDY K. SOUZA OPERATIONS BUILDING AND FUEL & WASH FACILITY

I. RECOMMENDED ACTION

That the Board of Directors authorize the Purchasing Manager to issue a formal Request for Proposal for the purchase and installation of a video surveillance system for the Operations Facility and Fuel & Wash Facility

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) currently has active video surveillance systems at several of its facilities. The Fuel & Wash facility is equipped with video surveillance; however, due to its age, the system is quickly becoming obsolete.
- The new Operations facility is being built with an integrated conduit system to accommodate the installation of video surveillance.
- METRO requires the services of an outside vendor to purchase and install a video surveillance system for the new Operations and Fuel & Wash facilities.

III. DISCUSSION/BACKGROUND

In 2011, a comprehensive video surveillance system was installed at various METRO facilities. However, due to funding limitations, some facilities which had existing video surveillance capabilities were not upgraded to the new system. The Fuel & Wash facility was one of the facilities which was not upgraded to the new system.

On May 8, 2015, the Board approved a revised MetroBase Life of Project budget which allocated funds from the Prop 1B California Transit Security Grant Program (CTSGP-Cal OES) for the purchase and installation of security cameras at the new Judy K. Souza Operations Building.

The purpose of the security cameras is to enhance security at both the Operations and the Fuel & Wash facility. While the Fuel & Wash facility has an existing system, it is difficult to maintain due to its age. When the system malfunctions, it is difficult to find parts, increasing the “downtime” of the system.

In addition, its software does not integrate with the greater comprehensive surveillance system's software.

Staff requests that the Board authorize the issuance of a formal Request for Proposal for the purchase and installation of a video surveillance system at the Operations and Fuel & Wash facilities.

IV. FINANCIAL CONSIDERATIONS/IMPACT

This action will authorize the initiation of a procurement estimated to result in a contract with a value of approximately \$172,000. The funding for this project will be provided by the CalOES Transit Security Grant within the MetroBase Phase II (Operations Building) Life of Project Budget as of 10/23/15.

V. ALTERNATIVES CONSIDERED

- Do nothing. This is not recommended, as the existing system at the Fuel & Wash facility is becoming obsolete and is difficult to maintain in proper working condition. In addition, conduits for the wiring of the video surveillance system have already been integrated into the new Operations facility in anticipation of the surveillance system.

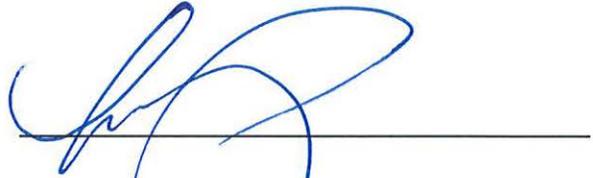
VI. ATTACHMENTS

Attachment A: Authorizing Resolution

Prepared By: Liseth Guizar, Safety, Security & Risk Manager

VII. APPROVALS:

Liseth Guizar,
Safety, Security & Risk Manager



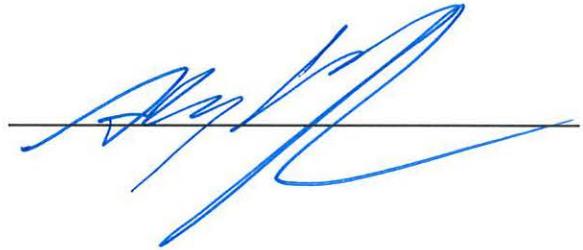
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Attachment A

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

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

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING THE PURCHASING MANAGER TO SOLICIT PROPOSALS FOR PURCHASE AND INSTALLATION OF A VIDEO SURVEILLANCE SYSTEM AT THE NEW OPERATIONS FACILITY AND THE FUEL AND WASH FACILITY

WHEREAS, the Santa Cruz Metropolitan Transit District has a need for Purchase and Installation of a video surveillance system at the new Operations Facility and the Fuel and Wash Facility;

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

THAT, the Purchasing Manager is authorized to issue a Request for Proposal for the services and/or supplies described above; and

THAT, the IFB is approved for release pursuant to the provisions of the Santa Cruz Metropolitan Transit District's Procurement Policy.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District this 13th day of November, 2015 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:
Dene Bustichi, Board Chair

Attachment A

Resolution No. _____
Page 2

Attest:
Alex Clifford, CEO/General Manager _____

Approved as to form:
Leslyn K. Syren, District Counsel _____



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS
CERTIFICATE OF APPRECIATION

TO

**IDAN ALVARADO
VAN DRIVER**

**FOR THE COMPLETION OF 10 YEARS OF SERVICE
BETWEEN 2005 AND 2015.**

GIVEN THIS 13TH DAY OF NOVEMBER 2015.



CHAIR, BOARD OF DIRECTORS



CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

To

RHIANNON AXTON
BUS OPERATOR

FOR THE COMPLETION OF **10 YEARS OF SERVICE**
BETWEEN 2005 AND 2015.

GIVEN THIS 13TH DAY OF NOVEMBER 2015.



CHAIR, BOARD OF DIRECTORS



CEO / GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

To

ED DAVIDSON
BUS OPERATOR

FOR THE COMPLETION OF **10 YEARS OF SERVICE**
BETWEEN 2005 AND 2015.

GIVEN THIS 13TH DAY OF NOVEMBER 2015.



CHAIR, BOARD OF DIRECTORS



CEO / GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

To

JUAN HERNANDEZ
VEHICLE SERVICE WORKER II

FOR THE COMPLETION OF **15** YEARS OF SERVICE
BETWEEN 2000 AND 2015.

GIVEN THIS 13TH DAY OF NOVEMBER 2015.



CHAIR, BOARD OF DIRECTORS



CEO / GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

TO

JUAN FERNANDEZ MAGANA BUS OPERATOR

FOR THE COMPLETION OF **10** YEARS OF SERVICE
BETWEEN 2005 AND 2015.

GIVEN THIS 13TH DAY OF NOVEMBER 2015.

CHAIR, BOARD OF DIRECTORS

CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

To

PETER MILBURN
BUS OPERATOR

FOR THE COMPLETION OF **30** YEARS OF SERVICE
BETWEEN 1985 AND 2015.

GIVEN THIS 13TH DAY OF NOVEMBER 2015.



CHAIR, BOARD OF DIRECTORS



CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

TO

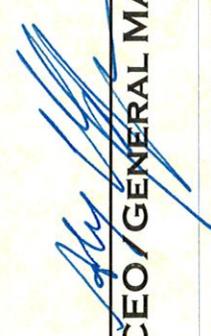
JOY OLANDER
PAYROLL ACCOUNTING SUPPORT SPECIALIST

**FOR THE COMPLETION OF 10 YEARS OF SERVICE
BETWEEN 2005 AND 2015.**

GIVEN THIS 13TH DAY OF NOVEMBER 2015.



CHAIR, BOARD OF DIRECTORS



CEO / GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

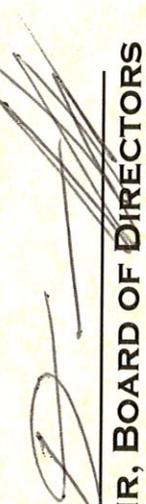
CERTIFICATE OF APPRECIATION

To

JAIMÉ RENTERÍA
BUS OPERATOR

FOR THE COMPLETION OF **10 YEARS OF SERVICE**
BETWEEN 2005 AND 2015.

GIVEN THIS 13TH DAY OF NOVEMBER 2015.



CHAIR, BOARD OF DIRECTORS



CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

TO

SENAIDA RODRIGUEZ
ADMINISTRATIVE ASSISTANT / SUPERVISOR

FOR THE COMPLETION OF **10 YEARS OF SERVICE**
BETWEEN 2005 AND 2015.

GIVEN THIS 13TH DAY OF NOVEMBER 2015.



CHAIR, BOARD OF DIRECTORS



CEO / GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

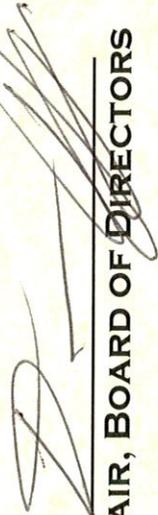
CERTIFICATE OF APPRECIATION

TO

CHRIS SULLIVAN
PARATRANSIT SUPERVISOR

FOR THE COMPLETION OF **10 YEARS OF SERVICE**
BETWEEN 2005 AND 2015.

GIVEN THIS 13TH DAY OF NOVEMBER 2015.



CHAIR, BOARD OF DIRECTORS



CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

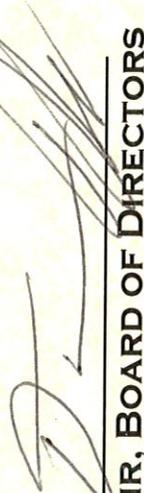
CERTIFICATE OF APPRECIATION

To

HECTOR TORRES
BUS OPERATOR

FOR THE COMPLETION OF **10 YEARS OF SERVICE**
BETWEEN 2005 AND 2015.

GIVEN THIS 13TH DAY OF NOVEMBER 2015.



CHAIR, BOARD OF DIRECTORS



CEO / GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

TO

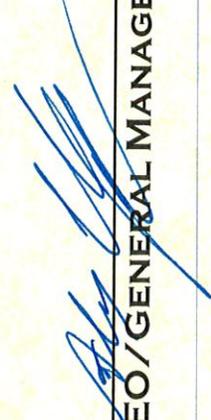
VALENTIN ZARATE
BUS OPERATOR

FOR THE COMPLETION OF **10 YEARS OF SERVICE**
BETWEEN 2005 AND 2015.

GIVEN THIS 13TH DAY OF NOVEMBER 2015.



CHAIR, BOARD OF DIRECTORS



CEO / GENERAL MANAGER



Year to Date Monthly Financial Report as of July 31, 2015

Santa Cruz METRO Board of Directors

November 13, 2015

Angela Aitken, Finance Manager

FY16 Operating Revenue and Expenses

For the Month Ending July 31, 2015

8% of Fiscal Year Elapsed

| \$ In Thousands | Actual | Budget | Actual vs Budget |
|---|----------------|----------------|-------------------------|
| Operating Revenue: | \$1,941 | \$1,956 | (\$15) |
| Operating Expenses: | | | |
| Labor - Regular | \$1,407 | \$1,472 | (\$65) |
| Labor - Overtime | \$235 | \$202 | \$33 |
| Fringe Benefits | \$1,664 | \$1,716 | (\$52) |
| Non-Personnel Expenses | \$563 | \$718 | (\$155) |
| Total Operating Expenses: | \$3,869 | \$4,108 | (\$239) |
| Operating Budget Under / (Over): | | | \$224 |

11.2



FY16 Operating Revenue and Expenses

Year to Date as of July 31, 2015

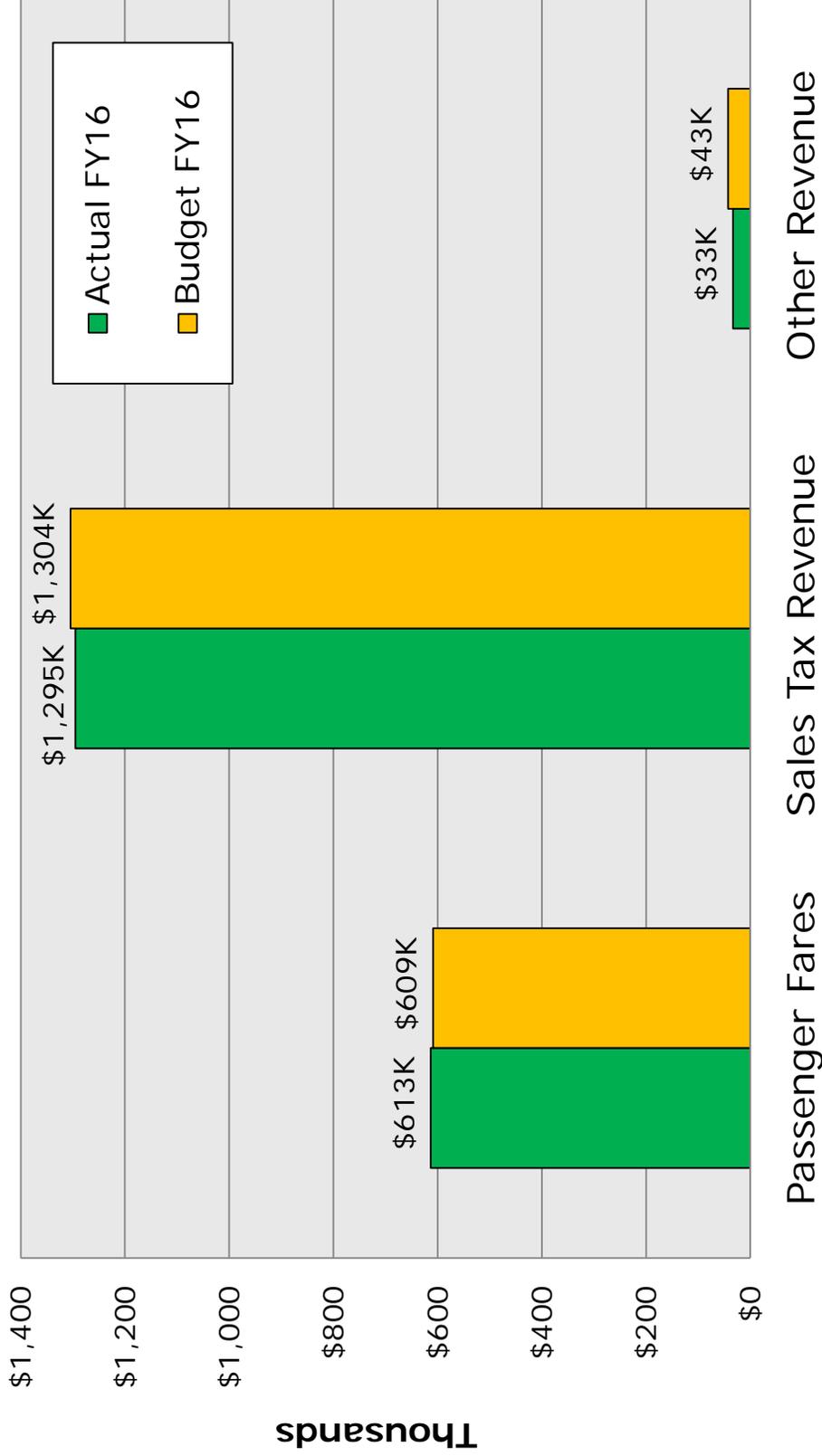
8% of Fiscal Year Elapsed

| \$ In Thousands | Actual | Budget | Actual vs Budget |
|---|----------------|----------------|-------------------------|
| Operating Revenue: | \$1,941 | \$1,956 | (\$15) |
| Operating Expenses: | | | |
| Labor - Regular | \$1,407 | \$1,472 | (\$65) |
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| Non-Personnel Expenses | \$563 | \$718 | (\$155) |
| Total Operating Expenses: | \$3,869 | \$4,108 | (\$239) |
| Operating Budget Under / (Over): | | | \$224 |

11.3



FY16 Operating Revenue by Major Funding Source
Year to Date as of July 31, 2015
 8% of Fiscal Year Elapsed

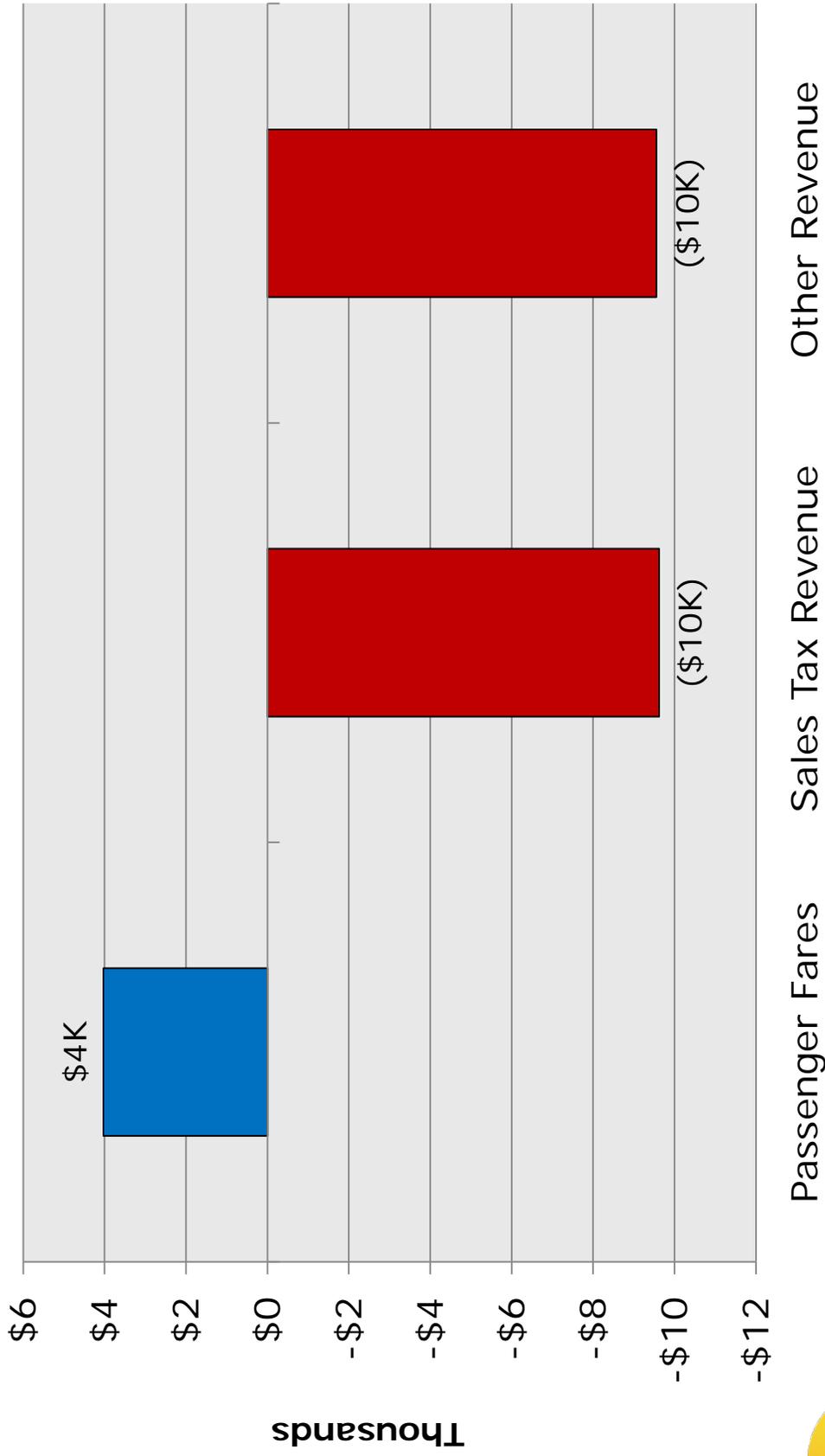


11.4



Favorable/(Unfavorable) Revenue Variance to Budget Year to Date as of July 31, 2015

8% of Fiscal Year Elapsed

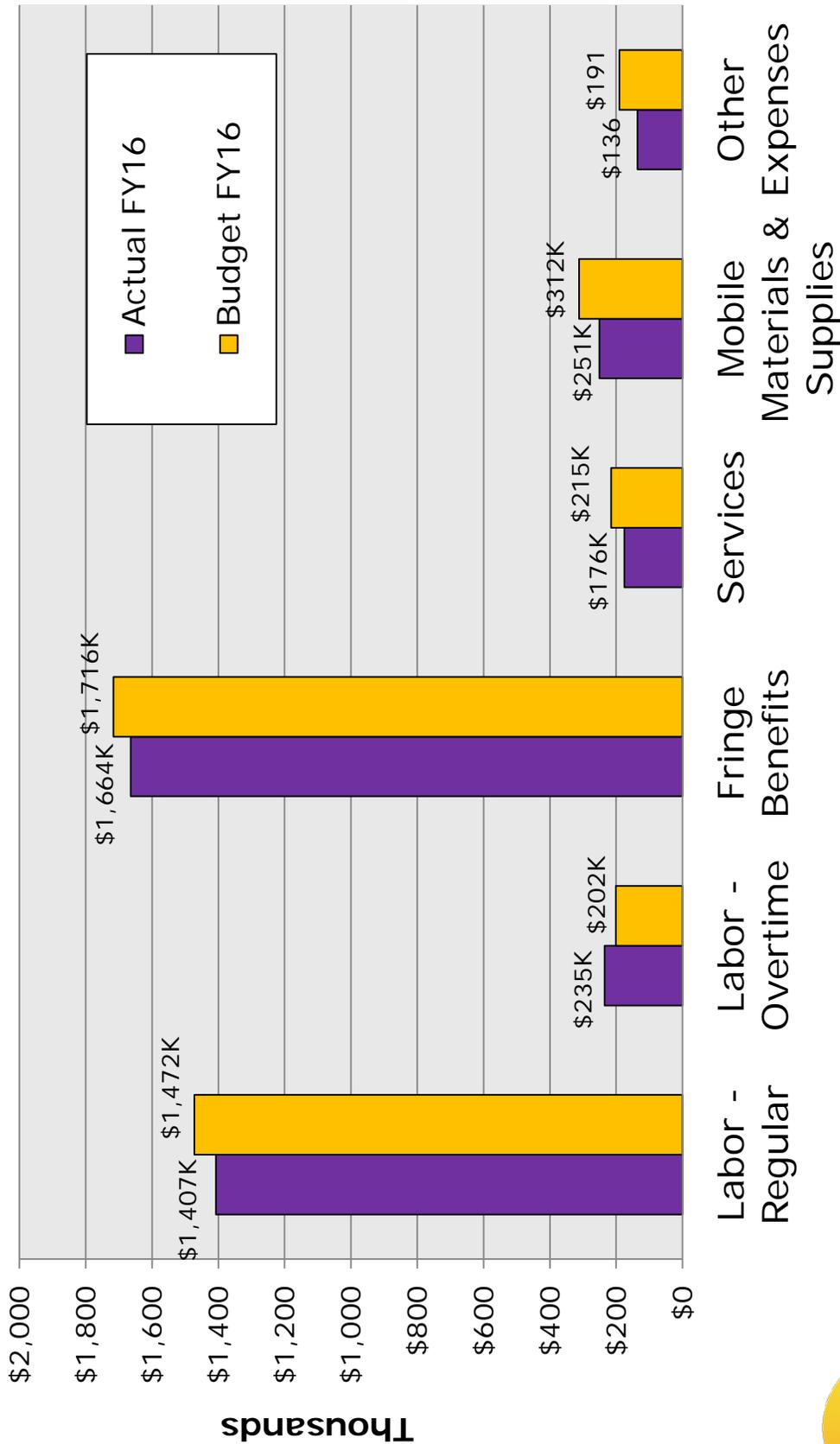


11.5



FY16 Operating Expenses by Major Expense Category Year to Date as of July 31, 2015

8% of Fiscal Year Elapsed



11.6



(Favorable)/Unfavorable Expense Variance to Budget Year to Date as of July 31, 2015

8% of Fiscal Year Elapsed

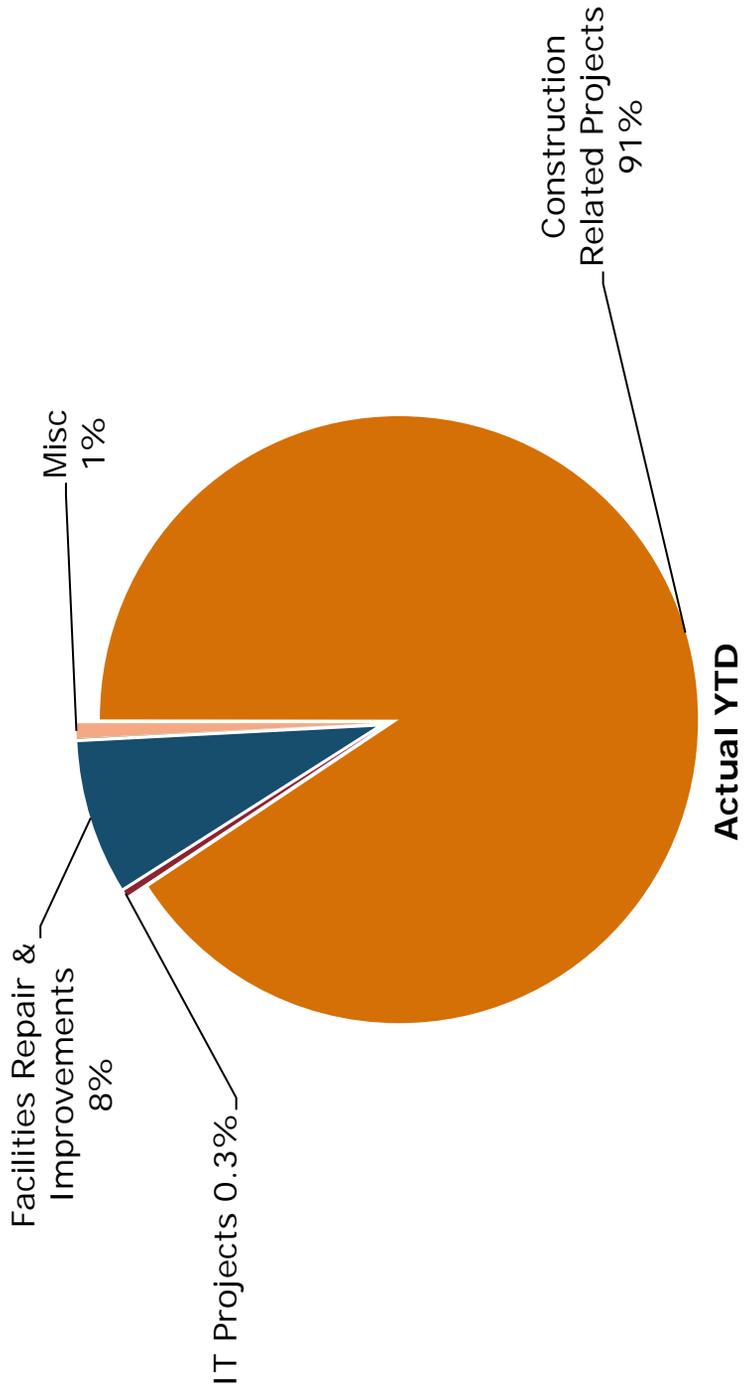


FY16 Capital Budget

Spending Year to Date as of July 31, 2015

8% of Fiscal Year Elapsed

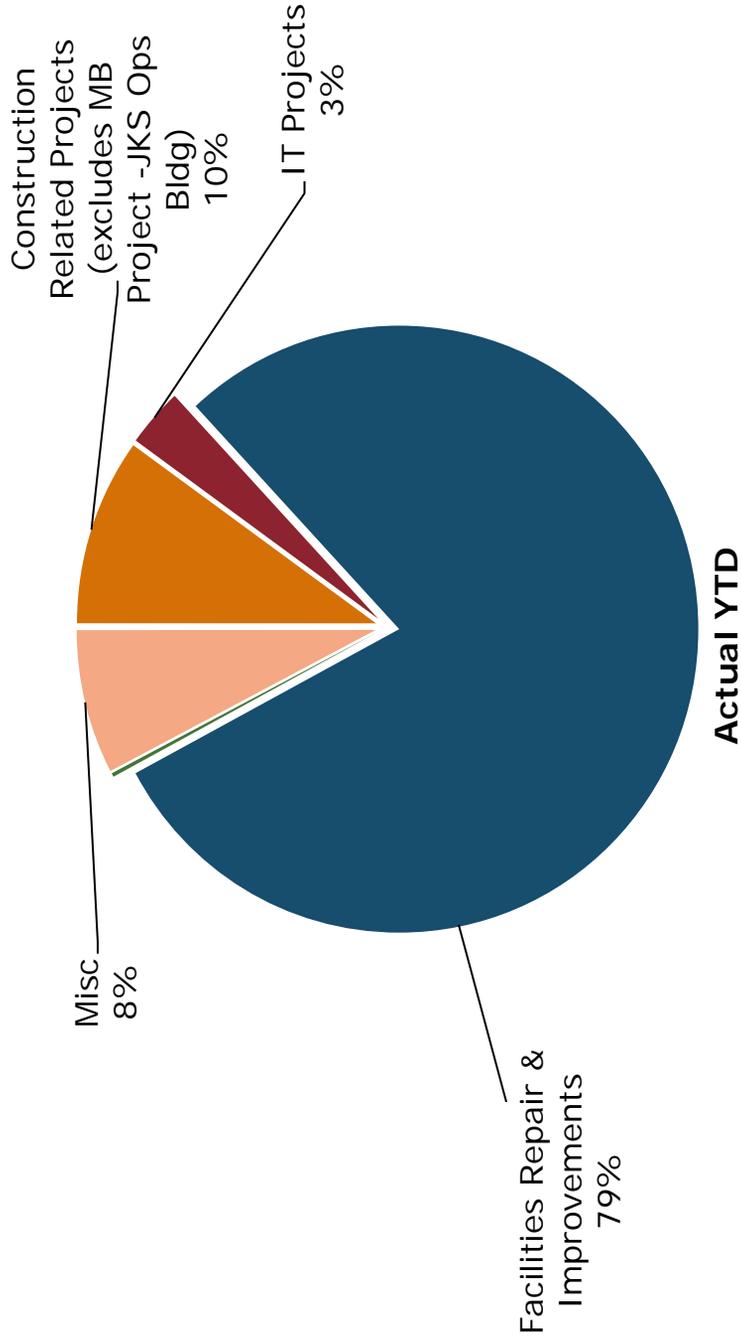
| | Actual YTD | Total FY16 Budget | % Spent YTD |
|--------------------------------|--------------------|---------------------|-------------|
| Total Capital Projects: | \$1,075,123 | \$12,274,192 | 9% |



FY16 Capital Budget - Excludes MetroBase Project - JKS Ops Bldg.
Spending Year to Date as of July 31, 2015

8% of Fiscal Year Elapsed

| | Actual YTD | Total FY16 Budget | % Spent YTD |
|--------------------------------|------------------|--------------------|-------------|
| Total Capital Projects: | \$110,347 | \$2,493,159 | 4% |



MetroBase Phase II Operations Building

Life of Project

Budget Adopted October 23, 2015

Spending as of October 29, 2015

11.10



MetroBase Phase II - Life of Project

Spending as of October 29, 2015

| \$ In Thousands | Budget | Actual | Remaining | % Spent |
|---|-----------------|-----------------|----------------|------------|
| LCN – Prime Construction Contract | \$13,572 | \$12,710 | \$862 | 94% |
| Construction Contract Contingency | \$2,025 | \$895 | \$1,130 | 44% |
| In-House Project Management | \$633 | \$633 | \$0 | 100% |
| Consultant Costs (Hill Int'l., TRC and RNL) | \$5,919 | \$4,572 | \$1,347 | 77% |
| Non-Construction Contingencies | \$0 | \$0 | \$0 | 0% |
| Contracted Professional Services – prior to 9/26/14 | \$150 | \$150 | \$0 | 100% |
| Additional Cost and Services (VSWs, Security, Dubois, etc.) | \$3,126 | \$1,946 | \$1,180 | 62% |
| Totals Under/(Over): | \$25,425 | \$20,906 | \$4,519 | 82% |

11.11



Questions

11.12





DATE: November 13, 2015
TO: Board of Directors
FROM: Angela Aitken, Finance Manager and DBE Liaison Officer
SUBJECT: ACCEPT THE PROPOSED DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL OF 1.73% FOR FEDERALLY FUNDED PROCUREMENTS FOR FFY15 - FFY17 AND OPEN THE PUBLIC COMMENT PERIOD BEGINNING NOVEMBER 13, 2015

I. RECOMMENDED ACTION

That the Board of Directors Accept the proposed DBE Goal for FFY15 - FFY17 and Open the 45-day Public Comment Period beginning November 13, 2015 for METRO to receive comments.

II. SUMMARY

- As a recipient of Federal Transit Administration (FTA) Funds, Santa Cruz Metropolitan Transit District (METRO) is required to comply with Title 49 of the Code of Federal Regulations, Part 26 (49 CFR Part 26), which states that grantees must establish and implement a Disadvantaged Business Enterprise (DBE) program and set DBE participation targets in DOT-Assisted contracts.
- METRO staff calculated the proposed DBE Goal for FFY15-FFY17 of 1.73% using the goal setting methodology in *Appendix A*.
- METRO's Public Notice announcing its proposed DBE Goal for FFY15-FFY17 will be published in the Santa Cruz Sentinel, the Watsonville Pajaronian, at METRO's Administrative office and on its website.
- A Public Hearing will be held on January 22, 2016 to receive public comments on METRO's proposed DBE goal and its rationale.
- METRO will accept public comments on the proposed goal during the 45-day comment period beginning November 13, 2015 through January 22, 2016.

III. DISCUSSION/BACKGROUND

The Federal Transit Administration (FTA) requires that any recipient of more than \$250,000 in FTA funds annually must set a DBE Goal. METRO will receive approximately \$5.7 million in FTA funding in FFY15 and has set a proposed DBE Goal.

As an eligible recipient of federal-aid funding, METRO is required to comply with Title 49 of the Code of Federal Regulations, Part 26 (49 CFR Part 26). The FTA has shifted away from the requirement to calculate an annual DBE goal, and now requires recipients to calculate their DBE goal every three years. The FTA 3-year reporting period for the overall goal is October 1, 2015 to September 30, 2017.

Using the goal setting methodology in *Appendix A*, METRO staff recommends an overall DBE goal of 1.73% for Department of Transportation (DOT) assisted contracts. This three-year goal was calculated using the FY15 budget. Once the future budgets are determined, and the contracting opportunities are known, METRO will adjust this proposed goal, as necessary.

The proposed three-year DBE goal of 1.73% was calculated based on the current and prior year's contracting opportunities in grants received or anticipated to be received from FTA in FFY15 through FFY17.

The purpose of the DBE program is to increase the opportunities for minority and women-owned small businesses to participate in federally funded projects. The primary objective of the DBE program is to provide a level playing field on which DBEs can compete fairly for DOT assisted contracts. Establishing a level playing field helps to guarantee nondiscrimination in the award and administration of DOT-assisted contracts. The CUCP certifies that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs in California.

It is the policy of METRO to ensure that DBEs have an equal opportunity to receive and participate in DOT-assisted contracts. METRO will never exclude any person from participating in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, national origin, disability or sexual orientation.

At this time, METRO staff is requesting that the Board of Directors accept the proposed DBE goal of 1.73% and open the public comment period. Comments on the proposed goal will be accepted through the close of the public hearing on January 22, 2016.

Upon the completion of the 45-day public comment period, METRO will hold a public hearing to receive any additional comments on the proposed DBE goal on January 22, 2016 (*See Attachment A*).

IV. FINANCIAL CONSIDERATIONS/IMPACT

METRO staff anticipates that there will be costs associated with the outreach efforts to gather public comments, including the costs for publication in the Santa

Cruz Sentinel and the Watsonville Pajaronian, but does not anticipate that it will be more than \$1,200. Adopting the proposed DBE Program Goal for FFY15 – FFY17 has no significant financial impact. However, contracts funded with FTA assistance will be monitored for DBE goal achievement and reported to FTA on a quarterly basis.

V. ALTERNATIVES CONSIDERED

- Do nothing is an alternative, but staff does not recommend this option, as METRO would jeopardize its receipt of federally funded contracts.

VI. ATTACHMENTS

Attachment A: Resolution setting a Public Hearing on January 22, 2016 to Adopt the Proposed DBE Goal for FFY15 – FFY17
Appendix A: DBE Goal for FFY15 – FFY17 and Goal-Setting Methodology

Prepared By: Rickie-Ann Kegley, Paralegal

VII. APPROVALS:

Angela Aitken, Finance Manager



Approved as to form:
Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager



Attachment A

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

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

RESOLUTION SETTING A PUBLIC HEARING ON JANUARY 22, 2016 TO ADOPT THE PROPOSED DISADVANTAGED BUSINESS EVETRPRISE (DBE) GOAL FOR FFY15 – FFY17

WHEREAS, the Santa Cruz Metropolitan Transit District (METRO), as a recipient of more than \$250,000 in federal funds from the Federal Transit Administration (FTA), is required to set a DBE Goal every three years;

WHEREAS, Santa Cruz METRO staff calculated the proposed DBE Goal of 1.73% for federal fiscal years 2015 through 2017;

WHEREAS, Santa Cruz METRO's Board of Directors opened the public comment period at the Board Meeting on November 13, 2015 to accept comments on METRO's proposed DBE Goal for FFY15 - FFY17;

WHEREAS, Santa Cruz METRO will accept comments for a minimum of 45-days, concluding at the Board Meeting on January 22, 2016.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, that:

A Public Hearing shall commence on January 22, 2016, at 9:00am or as soon thereafter as the matter may be heard, in the Santa Cruz City Council Chambers at 809 Center Street, Santa Cruz, CA for purposes of discussing the adoption of the proposed DBE Goal of 1.73% for FFY15 – FFY17. The proposed DBE Goal for FFY15 – FFY17 includes:

1. **Adoption of the DBE Goal-Setting Methodology** ("Appendix A" to this Resolution)

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on November 13, 2015 by the following vote:

AYES: DIRECTORS –

Attachment A

Resolution No. _____

Page 2

NOES: DIRECTORS –

ABSENT: DIRECTORS –

ABSTAIN: DIRECTORS –

DENE BUSTICHI
Board Chair

ATTEST:

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel

Attachment A

**EXHIBIT A, SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
RESOLUTION NO. _____**

**METRO'S DBE GOAL FOR FFY15 – FFY17 AND
GOAL-SETTING METHODOLOGY**

(Attached)

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Appendix A



Federal Fiscal Year 2015 - 2017 (FFY15-FFY17) Disadvantaged Business Enterprise Overall Goal and Goal Setting Methodology

I. INTRODUCTION

The FTA requires that any recipient of more than \$250,000 in FTA funds annually must have a DBE goal. Santa Cruz Metropolitan Transit District (Santa Cruz METRO) will receive approximately \$5.7 million in FTA funding in FFY15 and will set a DBE goal, as it has for more than 20 years.

The FTA shifted from a requirement to calculate annually the DBE goal to calculating it every three years. Santa Cruz METRO complied with the requirement to calculate an annual goal through FFY11 and produced a three-year goal beginning with the FFY12-FFY14 period. Based on the requirements set forth in 49 CFR Part 26 (Regulations), Santa Cruz METRO is setting the goal for the three-year FFY15-FFY17 period. The FTA reporting period for the recommended overall goal will be October 1, 2015 to September 30, 2017.

II. PROPOSED OVERALL GOAL FOR FFY15-FFY17

The recommended overall DBE goal for the FFY15-FFY17 period is 1.73% for U.S. Department of Transportation, Federal Transit Administration (FTA) assisted contracts. Calculation of this goal was based on a percentage of all FTA-assisted contracting funds anticipated to be expended between July 1, 2014 and June 30, 2017. Because the budgets beyond FY15 are uncertain at this time, due to changes in federal funding support, and because of potential changes in Santa Cruz METRO's contracting opportunities year-to-year, Santa Cruz METRO calculated the three-year DBE goal based upon the known FY15 budget. Santa Cruz METRO will adjust its DBE goal, if necessary, when future budgets are known and if the contracting opportunities change.

The 1.73% overall goal identifies the relative availability of DBEs based on evidence of ready, willing and able DBEs in relationship to comparable businesses known to be available to compete for Santa Cruz METRO's FTA-assisted contracts. The goal reflects staff's determination of the level of DBE participation expected to be achieved absent the effects of discrimination.

Santa Cruz METRO intends to meet this three-year goal to the maximum extent feasible through race neutral measures. To ensure public participation in the goal-setting process, Santa Cruz METRO staff participated in outreach planning efforts through the Bay Area Business Outreach Community. The proposed overall goal will be publicized in the media and on Santa Cruz METRO's website. In addition, the proposed goal will be posted at Santa Cruz METRO's office in Santa Cruz, California.

Appendix A

III. OVERALL GOAL SETTING METHODOLOGY

The proposed three-year overall goal of 1.73% DBE participation is based on current and prior year contracting opportunities in grants received or anticipated to be received from FTA that Santa Cruz METRO will expend in FY2015 through FY2017. As mentioned previously, operating budgets for FY2016 and FY2017 have not been developed. While the amounts of FTA assistance and budgeted items will differ each year, it is anticipated the types and percentages of contracting opportunities will be similar to those projected for FY2015. The total adjusted FTA-assisted funds for FY2015 are \$48,464,472 with \$1,223,065 in contracting opportunities.

The two-step goal setting process required by the regulations has been used to determine the recommended overall goal for FFY15-FFY17. The two steps for setting an overall DBE goal are:

1. Establish a base figure for the relative availability of DBEs
2. Determine the base figure adjustment, if necessary

The Regulations describe several methods to calculate a DBE goal. In order to establish the base figure for the relative availability of DBEs, Santa Cruz METRO staff determined a simple percentage of DBE vendors in the contracted types of work, weighted by the proportion of total contract opportunities in that type of work as shown in the overall budget. The base DBE goal was then further adjusted to reflect Santa Cruz METRO's actual experience to narrowly tailor the base goal to market conditions. This multi-step process is set forth in detail below. The final goal is expressed as both the percentage and amount of federal dollars in DBE contracting opportunities.

Step 1: Establishing a Base Figure

A. Analyzing Available DBEs in the Relevant Contracting Markets

To calculate Santa Cruz METRO's proposed DBE Goal for FFY15-FFY17, staff used data from Santa Cruz METRO's FY15 Operating and Capital Budget (Budget), the latest (2013) US Bureau of Census County Business Patterns (CBP) database and the California Department of Transportation (Caltrans) database of all statewide, certified DBE vendors, which is updated daily. Both the CBP and Caltrans DBE vendor database offer vendor groupings according to the type of work vendors perform, as categorized by the North American Industry Classification System (NAICS), which provides a two to six-digit number corresponding to every known type of work performed by businesses in North America. In order to compare data from all three data sources using a common classification, staff identified all of the goods and services for which Santa Cruz METRO typically contracts by a corresponding NAICS code. The following text and tables describe the steps taken to calculate the base DBE goal and the adjusted final DBE goal.

First, staff examined Santa Cruz METRO's FY15 Budget to determine the type and amount of contracts which could be awarded from these budgets. As stated above, from an Operating Budget of \$48,464,472, potential contract opportunities equal \$1,223,065. There were no contract opportunities in the Capital Budget. The FTA provides \$5,690,364 in operating assistance and no capital funding assistance. The following table shows the calculations for the first step in determining the base DBE goal.

Appendix A

Santa Cruz METRO DBE Goal Calculation for FFY15 - FFY17 (FFY15 Goal calculation as basis for three-year goal)

Step 1.A: Santa Cruz METRO FY15 Operating Budget Contract Opportunities ⁽¹⁾

| | (A) Total | (B) \$ Procurement in Operating Budget | (C) % Procurement in Operating Budget (B) / (A) X 100 | (D) \$ FTA Operating Assistance | (E) \$ FTA Operating Assistance in Procurements (C) * (D) |
|-----------------------|---------------|---|---|---------------------------------------|---|
| FY15 Operating Budget | \$ 48,464,472 | \$ 1,223,065 | 2.52% | \$ 5,690,364 | \$ 143,604 |

⁽¹⁾ Santa Cruz METRO's FY15 Capital Budget has no federally-funded contract opportunities.

Next, staff identified each item of potential contract work in the Budget by a corresponding NAICS code. Staff aggregated the types of work into the four broader Procurement Groups of Construction, Transportation, Wholesale and Services as set forth in the table below. The four Procurement Groups derived from all contract opportunities are shown in the following table by dollar amount and percentage of total contract opportunities, if any, in each Procurement Group.

Step 1.B. Santa Cruz METRO FY15 Operating Budget Contract Opportunities by Procurement Group

| Procurement Group | (1) Construction | (2) Transport | (3) Wholesale | (4) Services | (5) Total |
|---|---------------------|------------------|------------------|-----------------|--------------|
| \$ in Group (FY12 Budget) | \$ - | \$ 33,333 | \$ 21,250 | \$ 1,168,482 | \$ 1,223,065 |
| % of All Procurements in Group | 0.00% | 2.73% | 1.74% | 95.54% | 100.00% |
| \$ FTA in Group [(1) % * \$ Step 1. (E)] | \$ - | \$ 3,914 | \$ 2,495 | \$ 137,195 | \$ 143,604 |

Staff then determined the market area from which vendors that bid on Santa Cruz METRO contracts would likely be chosen. Since it is conceivable that a vendor may come from as far north as Sonoma, or as far south as Santa Barbara for the award of a large contract, staff included all of Caltrans Districts 04 and 05 when conducting its base DBE goal calculation. In addition, staff included any DBE vendor in the state that indicated that they perform work in Caltrans Districts 04 and 05, regardless of the vendor's location. The following fourteen counties fall within Caltrans Districts 04 and 05, which therefore create Santa Cruz METRO's market area for the purposes of developing the base DBE goal:

- o Alameda County
- o Contra Costa County
- o Marin County
- o Monterey County
- o Napa County
- o San Benito County
- o San Francisco County
- o San Luis Obispo County
- o San Mateo County
- o Santa Barbara County
- o Santa Clara County

Appendix A

- o Santa Cruz County
- o Solano County
- o Sonoma County

After determining the relevant market area, staff extracted a count of all vendors in the market area from both the County Business Patterns (CBP) database and the Caltrans DBE vendor directory by using the same NAICS code attached to each piece of potential contract work in the Santa Cruz METRO FY15 Operating Budget. The count of all such vendors, DBE vendors and the percentage of DBE vendors by Procurement Group in Santa Cruz METRO's market area are shown in the following table.

Step 1.C. Santa Cruz METRO Market Area Firms by NAICS in Procurement Groups Total Firms and Certified DBEs

| County | (1) | (2) | (3) | (4) | #Firms in NAICS |
|--------------------------------------|----------------------|--------------------------|---|---|--------------------|
| | Construction 2382 | Transportation 485991 | Wholesale 221210,323110, 423120,423130, 424120,424720, 8112 | Services 5221,5241, 541, 561612, 561720,562112,621111,8111, 812332 | |
| Caltrans District 04 | | | | | |
| Alameda | 660 | 11 | 355 | 8,024 | 9,050 |
| Contra Costa | 457 | 5 | 117 | 5,195 | 5,774 |
| Marin | 169 | 0 | 48 | 2,345 | 2,562 |
| Napa | 69 | 0 | 15 | 669 | 753 |
| San Francisco | 349 | 7 | 148 | 8,365 | 8,869 |
| San Mateo | 424 | 15 | 132 | 4,553 | 5,124 |
| Santa Clara | 767 | 9 | 309 | 11,925 | 13,010 |
| Solano | 168 | 4 | 44 | 1,065 | 1,281 |
| Sonoma | 353 | 2 | 93 | 2,421 | 2,869 |
| Caltrans District 05 | | | | | |
| Monterey | 203 | 2 | 46 | 1,514 | 1,765 |
| San Benito | 44 | 0 | 2 | 145 | 191 |
| San Luis Obispo | 184 | 1 | 54 | 1,477 | 1,716 |
| Santa Barbara | 238 | 2 | 62 | 2,287 | 2,589 |
| Santa Cruz | 144 | 1 | 34 | 1,387 | 1,566 |
| Districts 04 & 05 | 4,229 | 59 | 1,459 | 51,372 | 57,119 |
| Certified DBEs | | | | | |
| Market Area | Construction | Transport. | Wholesale | Services | #DBEs in NAICS |
| | NAICS | NAICS | NAICS | NAICS | |
| District 04 & 05 & Statewide DBEs | 111 | 7 | 45 | 1,362 | 1,525 |
| %DBE | 2.62% | 11.86% | 3.08% | 2.65% | 2.67% |

Sources: US Bureau of the Census, County Business Patterns, 2013

CA Dept. of Transportation, UCP Directory of DBEs, 7/28/15

Appendix A

B. Calculating the Base DBE Figure

Next, staff used the DBE percentage obtained above for each Procurement Group and multiplied that by the percentage (weight) of the total work to be performed in that Procurement Group previously determined above in Step 1.B. This calculation produced the Santa Cruz METRO base DBE goal for FFY15-FFY17 as set forth in the below table.

Step 1.D: Santa Cruz METRO's FFY15-FFY 17 DBE Goal for FTA Assisted Contracts Weighted Average of DBE Participation by Procurement Group as a Percentage of Total Contracts ⁽²⁾% DBE Participation and Projected \$ FTA in DBE Contract Awards

| | (1) Construction | (2) Transport. | (3) Wholesale | (4) Services | |
|---|---------------------|-------------------|------------------|-----------------|-----------------|
| | NAICs | NAICs | NAICs | NAICs | Total |
| % DBEs in Market Area | 2.62% | 11.86% | 3.08% | 2.65% | 2.67% |
| % Contract \$ in Group | 0.00% | 2.73% | 1.74% | 95.54% | 100.00% |
| Weighted %DBE (% Contracts * %DBE) | 0.00% | 0.32% | 0.05% | 2.53% | 2.91% |
| FTA Dollars in DBE Contracts | | | | | |
| \$ FTA Assistance | \$ - | \$ 3,914 | \$ 2,495 | \$ 137,195 | \$ 143,604 |
| \$ FTA in DBE Contracts % DBE * Total \$ FTA Assistance | 0.00 | 113.89 | 72.60 | 3,992.20 | \$ 4,179 |

⁽²⁾ Sum of (% DBE * % Group in Procurement Budget) for all four Procurement Groups

Step 2: Adjustment of Base DBE Goal

In order to obtain the final DBE goal in accordance with the methods described in the Regulations, staff examined the following factors: (1) the actual rate of DBE participation on FTA-funded contracts during the last five years relative to the adopted DBE goals; (2) anticipated contracting opportunities for the FY15 Budget; and (3) the mid-point between Santa Cruz METRO's five preceding goals and the mid-point between Santa Cruz METRO's five preceding attainments. We note that there are no relevant disparity studies that Santa Cruz METRO can use in the Step 2 analysis – California Department of Transportation has an availability and disparity study, dated June 29, 2007, but it is not relevant for Santa Cruz METRO. We also note that Santa Cruz METRO does not have data that addresses statistical disparities in the ability of DBEs to get financing, bonding and insurance or on employment, self-employment, education and training, or union apprenticeship programs.

Staff examined budgetary changes by categorizing contracting opportunities in the FY15 Budget as shown in the following table. The FY15 budget does not have contracting and subcontracting opportunities in construction as in previous years because the contracting for the Judy K. Souza Operating Facility was a factor in the FFY09 - FFY14 goals. For FY15, nearly all of the anticipated procurements arise from operating budget and lacks sub-contracting opportunities which are favorable to small businesses. This lack of large construction contracting opportunities justifies lowering the FFY15 – FFY17 goal below the base DBE figure of 2.91%.

Appendix A

DBE Reporting - FFY15 Contract Awards Categorized

| No. | NEW CONTRACTS | FTA\$? | Budget | Category | Contract Value | Start Date | Length (yrs) |
|-----------|---|------------|-----------|----------------|----------------|------------|--------------|
| FM-15-001 | Executive Recruiting Services [KL2 CONNECTS, LLC] | | Operating | Services | \$25,000 | 9/29/14 | 1 |
| 15-08 | Third Party Administration of Worker's Comp Claims [ATHENS] | | Operating | Services | \$275,000 | 3/30/15 | 2 |
| 15-02 | Fleet Maintenance Outside Repairs [DOC AUTO LLC] | | Operating | Services | \$50,000 | 4/15/15 | 1 |
| 15-02 | Fleet Maintenance Outside Repairs [SPECIALIZED AUTO AND FLEET] | | Operating | Services | \$25,000 | 4/15/15 | 1 |
| 15-02 | Fleet Maintenance Outside Repairs [NORTH BAY FORD] | | Operating | Services | \$45,000 | 4/15/15 | 1 |
| 15-02 | Fleet Maintenance Outside Repairs [SCOTT'S BODY SHOP] | | Operating | Services | \$20,000 | 4/15/15 | 1 |
| 15-02 | Fleet Maintenance Outside Repairs [KRAFT] | | Operating | Services | \$10,000 | 4/15/15 | 1 |
| 15-02 | Fleet Maintenance Outside Repairs [LOTTS INC.] | | Operating | Services | \$2,000 | 4/15/15 | 1 |
| 15-07 | Security Guard Services [FIRST ALARM] | | Operating | Services | \$1,830,000 | 6/1/15 | 3 |
| 15-10 | Supplemental Paratransit Services [SC TRANSPORTATION] | | Operating | Transportation | \$400,000 | 5/1/15 | 2 |
| RTCC | Bus Air, Fuel and Oil Filters [VEHICLE MAINTENANCE PROGRAM, INC.] | | Operating | Wholesale | \$40,000 | 7/1/14 | 2 |
| 15-12 | Purchase of Heavy Duty Coach Batteries [BATTERIES USA] | | Operating | Wholesale | \$60,000 | 6/15/15 | 2 |
| 14-12 | Biological Monitor for Outfall Construction (OPS Build) [BIOMAAS] | Yes | Capital | Services | \$30,000 | 7/9/14 | 2 |
| 15-04 | Project Management Consultant Services [HILL, INC.] | Yes | Capital | Services | \$1,500,000 | 9/15/14 | 1.2 |

DBE Prime Contractor Participation in DBE Awards

| | 2009 | 2010 | 2011 | 2012-2014 | 2015-2017 |
|--------------------------------------|-------------|-------------|-------------|---------------------|------------------|
| #October - March | 0 | 0 | 0 | 2 | 2 |
| \$ October - March | \$ - | \$ - | \$ - | \$ 878,593 | \$ 26,431 |
| # April - September | 0 | 0 | 0 | 4 | |
| \$ April - September | \$ - | \$ - | \$ - | \$ 185,500 | |
| FY # Prime Total¹ | 0 | 0 | 0 | 6 | 2 |
| FY \$ Prime Total¹ | \$ - | \$ - | \$ - | \$ 1,064,093 | \$ 26,431 |
| Race-Neutral Shortfall ² | 0.33% | 1.73% | 2.12% | 0.98% | -0.55% |

¹ Most of Santa Cruz METRO's DBE participation has been through sub-contracts; therefore, the DBE attainment of the Prime contractors falls below the total DBE attainment.

² Santa Cruz METRO's DBE goal is calculated using race-neutral methods only. No Contract goals are set. The shortfall amount shown reflects only race-neutral efforts.

Appendix A

The table below compares the actual rate of DBE participation on FTA-funded contracts to the adopted DBE goals during the last four cycles. As shown, attainments lag below goals by an amount ranging from 0.33% to 2.12%, providing support for adjusting the base DBE figure downward.

Santa Cruz METRO FFY09 - FFY15 DBE Goal Attainment

| | 2009 | 2010 | 2011 | 2012-2014 | 2015, first half |
|----------------|-------|-------|-------|-----------|------------------|
| DBE Goal | 1.33% | 1.73% | 2.12% | 1.54% | 1.50% |
| DBE Attainment | 1.00% | 0.00% | 0.00% | 0.56% | 2.05% |

METRO DBE Goal Median Value

| | | | | |
|-------|-------|--------------|-------|-------|
| 1.33% | 1.50% | 1.54% | 1.73% | 2.12% |
|-------|-------|--------------|-------|-------|

METRO DBE Attainment Median Value

| | | | | |
|-------|-------|--------------|-------|-------|
| 0.00% | 0.00% | 0.56% | 1.00% | 2.05% |
|-------|-------|--------------|-------|-------|

Considering the factors above, Santa Cruz METRO will adjust its Step 1 calculated DBE goal downward by averaging its Step 1 Goal of 2.91% with its median DBE contracting attainment of 0.56% from the last five goal periods. The identified adjustments made for Step 2 reduces the DBE goal from 2.91% to 1.73%, which makes the final goal reasonable, rational and compliant with the Regulations. Santa Cruz METRO therefore recommends a 1.73% overall DBE goal applicable to FTA-assisted contracts which equates to \$2,484 in federal funds for DBE participation for FFY15.

FINAL OVERALL DBE GOAL

1.73 percent

In accordance with 49 CFR 26.45 and FTA guidance in revising its methodology for calculating a DBE goal, Santa Cruz METRO will use a DBE goal of 1.73% for FFY15 - FFY17. Santa Cruz METRO's proposed DBE goal and the methodology will be available at Santa Cruz METRO's Administrative Offices, 110 Vernon Street, Santa Cruz, CA 95060, on METRO's website www.scmtd.com.

IV. PROJECTION OF PERCENTAGE OF THREE-YEAR OVERALL DBE GOAL TO BE ACHIEVED THROUGH RACE-NEUTRAL MEASURES

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

Appendix A

Because of the emphasis placed on race-neutral methods and the small dollar amounts of projected new formal contracts with subcontracting opportunities, Santa Cruz METRO will not be setting contract-specific DBE goals on new contracts to be awarded in FFY15 through FFY17.

In addition, Santa Cruz METRO will focus on developing, refining and implementing race-neutral methods for facilitating DBE participation by advising prospective contractors of the areas for possible subcontracting opportunities, and availability of DBE firms to perform such work. Santa Cruz METRO will continue to solicit DBE participation on an ongoing basis, use DBE firms that have successfully completed prior projects, encourage eligible firms to become certified as DBEs, and provide requested technical assistance and related services when feasible.

Race-neutral measures will comprise 100% of the total contracting opportunities through various types of contracts, including construction, professional services, procurement of materials, supplies, equipment, and other services. Santa Cruz METRO will monitor carefully its progress during the course of each year. All contracts that have DBE commitments will be monitored for compliance.

V. PUBLICATION OF PROPOSED THREE-YEAR OVERALL DBE GOAL

Federal Regulations require that Santa Cruz METRO publish a notice in general circulation and DBE- oriented media announcing the proposed goal for FFY15 through FFY17 contracts assisted by U.S. DOT. Legal notices announcing the proposed goal will be published in one general circulation newspaper, *Santa Cruz Sentinel* and one minority-focused newspaper, *Watsonville Pajaronian*. Both notices will be published in Spanish and English. In addition, a legal notice will be posted at Santa Cruz METRO's Administrative office in Santa Cruz, California and on its website.

The legal notice will inform the public that information on the proposed goal and methodology is available for inspection during normal business hours at Santa Cruz METRO's office for thirty days from the date of publication. This notice will also advise that Santa Cruz METRO and U.S. DOT will accept public comments on the proposed goal and methodology for a period of forty-five days from the date of publication. At the conclusion of the public review and comment period, Santa Cruz METRO will take the approved goal and methodology to its Board of Directors for approval.

VI. COMPLIANCE WITH CALIFORNIA PROPOSITION 209

The three-year overall DBE goal complies with the California Civil Rights Initiative, Proposition 209, in that any continuing race-conscious measures for new contracts, or contracts in progress, apply only to U.S. DOT-assisted contracts.

The race-neutral elements of Santa Cruz METRO's *DBE Program* are applicable to all third-party contracts, regardless of funding source, in a manner that is consistent with Proposition 209. By this means, the administration of Santa Cruz METRO's contracts to include the participation of DBEs on a nondiscriminatory basis is preserved.

- ADDITIONAL MATERIALS DISTRIBUTED
AT BOARD MEETING -

REVISED Attachment A

New Steps for Accountant II

1. Steps: enter value for step 6 to calculate Steps 1, 2, 3, 4, and 5 (5% between steps)

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|----------|----------|----------|----------|----------|----------|
| \$ 30.50 | \$ 32.02 | \$ 33.62 | \$ 35.30 | \$ 37.06 | \$ 38.91 |

% between steps 5.00% 5.00% 5.00% 5.00% 5.00%

2. Steps with L: 10 years

| Step 1L | Step 2L | Step 3L | Step 4L | Step 5L | Step 6L |
|----------|----------|----------|----------|----------|----------|
| \$ 32.03 | \$ 33.62 | \$ 35.30 | \$ 37.07 | \$ 38.91 | \$ 40.86 |

2. Steps with LL: 15 years

| Step 1LL | Step 2LL | Step 3LL | Step 4LL | Step 5LL | Step 6LL |
|----------|----------|----------|----------|----------|----------|
| \$ 33.56 | \$ 35.22 | \$ 36.98 | \$ 38.84 | \$ 40.76 | \$ 42.81 |

New Steps for Accountant I

1. Calculate spread between pay scales for Accountant II and Accountant I (pay rates as of 06/18/2015)

| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|---------------|----------|----------|----------|----------|----------|----------|
| Accountant II | \$ 28.23 | \$ 29.68 | \$ 31.16 | \$ 32.75 | \$ 34.37 | \$ 36.08 |
| Accountant I | \$ 26.91 | \$ 28.23 | \$ 29.68 | \$ 31.16 | \$ 32.75 | \$ 34.40 |

Spread % 5.00% 5.00% 5.00% 5.00% 5.00% 5.00%

2. Calculate new steps for Accountant I (5% between steps)

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|----------|----------|----------|----------|----------|----------|
| \$ 29.05 | \$ 30.50 | \$ 32.03 | \$ 33.63 | \$ 35.31 | \$ 37.08 |

3. Steps with L: 10 years

| Step 1L | Step 2L | Step 3L | Step 4L | Step 5L | Step 6L |
|----------|----------|----------|----------|----------|----------|
| \$ 30.50 | \$ 32.03 | \$ 33.63 | \$ 35.31 | \$ 37.08 | \$ 38.93 |

4. Steps with LL: 15 years

| Step 1LL | Step 2LL | Step 3LL | Step 4LL | Step 5LL | Step 6LL |
|----------|----------|----------|----------|----------|----------|
| \$ 31.95 | \$ 33.56 | \$ 35.23 | \$ 36.99 | \$ 38.85 | \$ 40.78 |

DISTRIBUTED AT 11/13/15 BOARD MEETING

8-12A.1

REVISED Attachment A

New Steps for Supervising Accountant

1. Calculate spread between pay scales for Accountant II and Supervising Accountant (pay rates as of 06/18/2015)

| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|------------------------|----------|----------|----------|----------|----------|----------|
| Accountant II | \$ 28.23 | \$ 29.68 | \$ 31.16 | \$ 32.75 | \$ 34.37 | \$ 36.08 |
| Supervising Accountant | \$ 33.37 | \$ 35.03 | \$ 36.77 | \$ 38.62 | \$ 40.53 | \$ 42.56 |
| Spread % | -15.00% | -15.00% | -15.00% | -15.00% | -15.00% | -15.00% |

2. Calculate new steps for Supervising Accountant (5% between steps):

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|----------|----------|----------|----------|----------|----------|
| \$ 35.08 | \$ 36.83 | \$ 38.67 | \$ 40.60 | \$ 42.63 | \$ 44.76 |

3. Steps with L: 10 years

| Step 1L | Step 2L | Step 3L | Step 4L | Step 5L | Step 6L |
|----------|----------|----------|----------|----------|----------|
| \$ 36.83 | \$ 38.67 | \$ 40.60 | \$ 42.63 | \$ 44.76 | \$ 47.00 |

4. Steps with LL: 15 years

| Step 1LL | Step 2LL | Step 3LL | Step 4LL | Step 5LL | Step 6LL |
|----------|----------|----------|----------|----------|----------|
| \$ 38.58 | \$ 40.51 | \$ 42.53 | \$ 44.66 | \$ 46.89 | \$ 49.24 |

DISTRIBUTED AT 11/13/15 BOARD MEETING



THE CITY COUNCIL OF WATSONVILLE
Cordially Invites the Public to

**MEET & GREET NEW
CITY MANAGER
CHARLES A.
MONTOYA**

Thursday, December 3, 2015
4:00 p.m. to 6:00 p.m.

CIVIC PLAZA COMMUNITY ROOM
275 Main Street, 4th Floor
Watsonville

Free Parking

Distributed at 11/13/15 METRO Board Meeting



County of Santa Cruz

BOARD OF SUPERVISORS

701 OCEAN STREET, SUITE 500, SANTA CRUZ, CA 95060-4069
(831) 454-2200 • FAX: (831) 454-3262 TDD: (831) 454-2123

JOHN LEOPOLD
FIRST DISTRICT

ZACH FRIEND
SECOND DISTRICT

RYAN COONERTY
THIRD DISTRICT

GREG CAPUT
FOURTH DISTRICT

BRUCE MCPHERSON
FIFTH DISTRICT

AGENDA: 12/8/15

November 9, 2015

BOARD OF SUPERVISORS
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

RE: NOTIFICATION OF AT-LARGE VACANCY ON THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
BOARD OF DIRECTORS

Dear Members of the Board:

The Board of Supervisors appoints three at-large County representatives of the general community to the Santa Cruz Metropolitan Transit District Board of Directors. Currently, one position will expire on December 31, 2015, creating a vacancy.

Pursuant to policy adopted by the Board of Supervisors in 1995, of the three individuals appointed to these positions, at least one appointee must be a person who lives with a disability and uses public transportation as their primary means of transportation. To ensure that this condition is met, the individual appointed to fill this vacancy must meet this criteria.

Accordingly, I recommend that the Board accept this letter as notification of this vacancy, with nominations for appointment to be received on January 12, 2016, and final appointment to be considered on January 26, 2016.

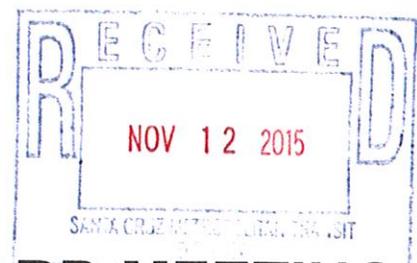
Sincerely,

GREG CAPUT, Chairman
Board of Supervisors

GC:fh
Attachment

cc: Norm Hagen
 Alex Clifford, General Manager, Santa Cruz METRO

2536A6



DISTRIBUTED AT 11/13/15 BOARD MEETING



Projected at 11/13/15 Board Meeting 10.1



Projected at 11/13/15 Board Meeting

10.2



Projected at 11/13/15 Board Meeting

10.3





Projected at 11/13/15 Board Meeting

10.5



Projected at 11/13/15 Board Meeting 10.6