

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## BOARD OF DIRECTORS REGULAR MEETING AGENDA FEBRUARY 9, 2001 (Second Friday of Each Month) SCMTD ENCINAL CONFERENCE ROOM \*370 ENCINAL STREET, SUITE 100\* SANTA CRUZ, CALIFORNIA

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATIONS
  - a. William Brooks RE: MetroBase
  - b. UTU RE: ADA Recertification - UTU Recommendations
3. LABOR ORGANIZATION COMMUNICATIONS
4. METRO USERS GROUP (MUG) COMMUNICATIONS
5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS
6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

### CONSENT AGENDA

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 1/12/01 AND 1/19/01  
Minutes: Attached
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS  
Report: Attached
- 7-3. ACCEPT AND FILE PASSENGER LIFT REPORT FOR JANUARY 2001  
Report: Attached
- 7-4. CONSIDERATION OF TORT CLAIMS: None
- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 1/18/01  
Minutes: Attached
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 1/17/01  
Minutes: Attached
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR DECEMBER 2000,  
APPROVAL OF BUDGET TRANSFERS  
Staff Report: Attached

\* Please note: Location of Meeting Place

- 7-8. CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF ASSETS  
Staff Report: Attached
- 7-9. CONSIDERATION OF AUTHORIZATION FOR DELETION OF MISSING ASSETS  
FROM DISTRICT'S RECORDS  
Staff Report: Attached
- 7-10. CONSIDERATION OF RESOLUTION AUTHORIZING THE SECRETARY/GENERAL  
MANAGER TO DISPOSE OF EXCESS ASSETS WITH AN ACQUISITION COST OF  
LESS THAN \$5,000.00  
Staff Report: Attached
- 7-11. CONSIDERATION OF DESIGNATION OF DISTRICT COUNSEL AS ALTERNATE  
MEMBER OF CALTIP BOARD OF DIRECTORS  
Staff Report: Attached
- 7-12. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR DECEMBER 2000  
Staff Report: Attached
- 7-13. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR  
DECEMBER 2000  
Staff Report: Attached
- 7-14. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE STATUS  
REPORT  
Staff Report: To Be Included in the Add-On Packet
- 7-15. ACCEPT AND FILE RESULTS OF THE WATSONVILLE SHOPPER SHUTTLE  
Staff Report: Attached
- 7-16. CONSIDERATION OF REDUCING PARKING LOT LIGHTING AT SCOTTS VALLEY  
TRANSIT CENTER  
Staff Report: Attached

#### **REGULAR AGENDA**

- 8. PRESENTATION AND CONSIDERATION OF RECOMMENDATIONS FROM THE  
ADA RECERTIFICATION STUDY - NELSON NYGAARD  
Introduction by: Kim Chin, Planning and Marketing Manager  
Presentation by: Richard Wiener, Nelson Nygaard  
Staff Report: Attached  
**ACTION TO BE TAKEN AT THE 2/9/01 BOARD MEETING**

9. CONSIDERATION OF ACCEPTANCE OF FINANCIAL STATEMENTS AND REPORTS OF INDEPENDENT AUDITOR FOR YEAR-ENDING JUNE 30, 2000.  
Introduction by: Elisabeth Ross, Finance Manager  
Presentation by: Grant Thornton, San Jose  
Staff Report: Attached
10. CONSIDERATION OF SECOND READING AND ADOPTION OF AMENDMENT TO FARE ORDINANCE TO DELETE RESTRICTIONS ON HIGHWAY 17 FOR SENIOR AND DISABLED FARES  
Presented by: Bryant Baehr, Operations Manager  
Staff Report: Attached
11. CONSIDERATION OF SERVICE IMPROVEMENTS FOR SPRING 2001  
Presented by: Bryant Baehr, Operations Manager  
Staff Report: Attached
12. CONSIDERATION OF AUTHORIZATION TO OPERATE A SHUTTLE BUS FOR THE UNITED TRANSPORTATION UNION (UTU) SENIOR DINNER  
Presented by: Bryant Baehr, Operations Manager  
Staff Report: Attached
13. CONSIDERATION OF APPROVAL OF A CONTRACT EXTENSION WITH FOOD AND NUTRITION SERVICES FOR PARATRANSIT SERVICES INCLUDING A 4% COST-OF-LIVING INCREASE, MODIFICATION OF THE PERCENTAGE OF TAXI RIDES OUT OF THE TOTAL PARATRANSIT RIDES AND OTHER MODIFICATIONS  
Presented by: Margaret Gallagher, District Counsel  
Staff Report: Attached
14. CONSIDERATION OF SUBMITTING COMMENTS TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION ON THE REGIONAL TRANSPORTATION PLAN "ACTION ELEMENT" LIST OF PROJECTS  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: Attached  
**ACTION TO BE TAKEN AT THE 2/9/01 BOARD MEETING**
15. CONSIDERATION OF ACCEPTANCE OF CONDITIONS FROM THE CALIFORNIA AIR RESOURCES BOARD (CARB) FOR IMPLEMENTATION OF THE URBAN BUS REGULATION  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: Attached
16. CONSIDERATION OF AGREEMENT WITH SANTA CRUZ SEASIDE COMPANY FOR PROVISION OF LATE NIGHT SERVICE  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: Attached

**SECTION II: CLOSED SESSION**

1. CONFERENCE WITH LABOR NEGOTIATOR  
Subdivision Pursuant to Government Code Section 54957.6.
  - a. Agency Negotiator: Paul Chandley  
  
Employee Organization: Service Employees Int'l Union, Local 415 (SEIU)

**SECTION III: RECONVENE TO OPEN SESSION**

1. REPORT OF CLOSED SESSION: District Counsel

**ADJOURN**

**NOTICE TO PUBLIC**

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

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

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

---

---

# BROOKS

---

---

## PROPERTIES

Michael Schmidt  
Santa Cruz Chamber of Commerce  
611 Ocean Street Suite 1  
Santa Cruz, CA 95060

LIMITED LIABILITY COMPANY

January 29, 2001

Dear Mr. Schmidt:

I operate Executive Office Suites at 700 River Street at Highway #1 and River Street and am part of the Harvey West Area Business group. I attended the Thursday, January 25, 2001, meeting of this group where Mr. Leslie White, Jan Beautz, Sheryl Ainsworth, Christopher Krohn, members of the Santa Cruz Metropolitan Transit District discussed with our group the proposed Metro base office and maintenance yard on Encinal Street in Harvey West Park. I must say I showed up at the meeting thinking Harvey West Park would not be a good place for this new large facility. I now think it is the right place for this facility.

Mr. Whites somewhat defensive but thorough presentation outlined the history of the possible site locations, why the **Westside** was considered and now why Harvey West Park is the current preferred site. I think the reasoning is well thought out and makes good logistics and business sense. The cost of the project at the Harvey West site will be substantial. However, as I well know in real estate what sounds expensive today is thought to be quite reasonable tomorrow. The Metro base is a long term proposition and I would urge them to spare no expense to "do it right" as the rewards will be realized for decades to come. The existing businesses which will be relocated will be treated fairly and I would bet that after all is said and done they will be better off than they are now. Overall it sounds like a good plan to me.

The Harvey West Park Area Business group should support this site for the Transit District. It makes good business sense for the Transit District and will serve our community efficiently for years to come. Please register my sentiment with the committee that will be putting forth a statement of our feeling on the appropriateness of the combined Metro facility in Harvey West Park.

Sincerely,



William Brooks

cc: Board of Directors ✓  
Santa Cruz Metropolitan Transit District



### **UTU POSITION ON CONSULTANTS RECOMMENDATIONS**

1. We agree that all current registrants should be required to undergo the re-certification process.
2. We agree the certification should be based on an in-person assessment.
3. Whether or not we agree that all applicants should be required to come in for an in-person assessment would depend on the definition of “hardship” cases.
4. We believe that application forms help with the tracking process and believe that the application form should be retained.
5. We agree that the in-person assessment should not be limited to those who have appealed their determination and also agree that there is a need for a well-developed appeals process.
6. We agree that the in-person assessment should be based on an interview but also see the merit of the hybrid model used in Las Vegas.
7. We agree that Metro should discontinue the practice of providing 30-day temporary eligibility certifications
8. We agree that eligibility should be limited to 3 year term limits with a one page renewal process.
9. We disagree with the recommendation that the eligibility function should be contracted out. We believe the re-certification function should be handled in-house because the District has a vested interest from a) the legal (ADA) perspective and b) from the cost-control perspective. Having a rehabilitation professional may be necessary and preferable to enable this function.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**Minutes- Board of Directors**

**January 12, 2001**

---

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, January 12, 2001 at the District Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Chairperson Beautz called the meeting to order at 8:38 a.m.

## **SECTION 1: OPEN SESSION**

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

#### **DIRECTORS PRESENT**

Sheryl Ainsworth  
Jan Beautz  
Tim Fitzmaurice  
Bruce Gabriel  
Michelle Hinkle  
Mike Keogh  
Christopher Krohn  
Rafael Lopez  
Dennis Norton  
Emily Reilly  
Ex-Officio Mike Rotkin

#### **DIRECTORS ABSENT**

Jeff Almquist (arrived at 8:41)

#### **STAFF PRESENT**

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

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

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

Scott Bugental, E&D TAC  
Debbie Hale, SCCRTC  
Patti Korba, SEA  
Jim Larsen, PG&E  
Manny Martinez, PSA  
Ian McFadden, UTU

John Mellon, VMU  
Bonnie Morr, UTU  
Carolyn O'Donnell, TMA  
Sam Storey, S.C. Transportation  
Marion Taylor, League of Women Voters  
Peggy Weaver, SEIU

**2. SWEARING IN CEREMONY FOR NEW DIRECTORS**

Superior Court Judge Richard Kessell, Retired, performed the swearing in ceremony for Directors Fitzmaurice, Lopez, Norton and Almquist.

Chairperson Beautz reported that Mike Rotkin would be returning to the Board as the Ex-Officio representative from the University of California, Santa Cruz.

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

Margaret Gallagher reported that there will be a conference with the Labor Negotiator, Paul Chandley, regarding labor negotiations with the United Transportation Union (UTU).

**THE CONSENT AGENDA WAS TAKEN OUT OF ORDER.**

**CONSENT AGENDA**

**10-1. APPROVE REGULAR BOARD MEETING MINUTES OF 12/8/00 and 12/15/00**

No questions or comments.

**10-2. ACCEPT AND FILE PRELIMINARY APPROVED CLAIMS**

No questions or comments.

**10-3. PASSENGER LIFT REPORT FOR DECEMBER 2000**

The Usage by Route report was placed at each Director's spot for insertion into their Agenda Packet.

**10-4. CONSIDERATION OF TORT CLAIMS: Deny the claim of: Lee Akamichi**

No questions or comments.

**10-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 12/14/00**

No questions or comments.

**10-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 12/13/00**

No questions or comments.

**10-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORTS FOR NOVEMBER 2000, APPROVAL OF BUDGET TRANSFERS**

Elisabeth Ross reported that the District is on budget. However, revenue projections are ahead of budget. Ex-Officio Director Rotkin inquired as to why revenue is ahead of budget and expenses are under budget and was informed that the sales tax revenue is ahead of schedule



by \$80,000 year-to-date. Interest Income is running high. There are several personnel vacancies which would account for the expenses being under budget. Mr. White added that the TDA funds are sales tax driven. The Service Review Board is being asked for their recommendations for service implementation utilizing the TDA and sales tax income funds.

Les White further added that if the Governor's budget is adopted for next year, the capital fund will increase by 87%. All recurring revenues will be utilized for service improvements, while one-time revenues will go towards capital projects.

In response to Director Fitzmaurice's questions regarding an armory shuttle, Bryant Baehr stated that the Service Review Committee would return to the Board in February with recommendations.

**10-8. CONSIDERATION OF ADOPTION OF RESOLUTION INCREASING PETTY CASH FUND FOR ADMINISTRATION**

No questions or comments.

**10-9. CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF VEHICLE #804**

No questions or comments.

**10-10. CONSIDERATION OF ADOPTION OF RESOLUTION AMENDING FY 00-01 BUDGET**

No action was taken on this item at last month's Board meeting.

**10-11. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR NOVEMBER 2000**

Ridership on the Highway 17 Express route is up by 12.7% and continues to increase. This route will be a target point for new equipment.

**10-12. ACCEPT AND FILE STATUS REPORT ON ADA STATUS REPORT FOR NOVEMBER 2000**

Kim Chin reported that there has been a leveling off of usage of the paratransit system, however, registrants have increased by 27.4%. This needs to be reviewed in the area of recertification. Paratransit rides have decreased in November 2000 compared to November 1999 and it was questioned as to whether this is a reflection of trip denials. If paratransit trips have reached their plateau or leveled off, this would affect the five-year projection in the budget.

**Chairperson Beautz returned to Oral and Written Communications at this time.**

**5. ORAL AND WRITTEN COMMUNICATIONS: (Not Prior to 9:00 a.m.)**

Written:

- |                                |                                    |
|--------------------------------|------------------------------------|
| a. Goodwill Industries         | RE: MetroBase                      |
| b. Kenneth Burch, UCSC         | RE: Board Resignation              |
| c. Scott Bugental, E&D TAC     | RE: ADA Contract Svcs. Percentages |
| d. John Mellon, SEIU Local 415 | RE: Parts Personnel Petition       |

- e. Bruce Arthur, Capitola City Council RE: Board Resignation

Oral:

Bonnie Morr stated that she would like the City, County and Transit District to combine funds to support a shuttle from the Homeless Resource Center to the armory. Chairperson Beautz asked that this item be agendized for the January 19, 2001 meeting.

**10-13. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE STATUS REPORT**

Ex-Officio Director Rotkin commented that the variance in ridership in December 2000 as opposed to December 1999 is due to the fact that classes ended on December 1, 2000 vs. December 8, 1999. Bryant Baehr added that service remained the same and that faculty and staff were still riding during this period. Mr. Baehr will submit a like comparison for next week's meeting.

Mr. Baehr further noted that the Transportation Commission authorized up to five new bus stops on Western Drive. David Konno will be working on this. Director Fitzmaurice will look into the problems being experienced on High Street and will keep Mr. White informed.

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

No questions or comments.

**6. LABOR ORGANIZATION COMMUNICATIONS**

No questions or comments.

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

No questions or comments.

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

No questions or comments.

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

The first page of the Passenger Lift Report was omitted in error. This page was distributed to the Directors at the meeting.

**REGULAR AGENDA**

**11. ELECTION OF DIRECTOR OFFICERS FOR THE YEAR 2001, TRANSPORTATION COMMISSION ASSIGNMENTS, AND METRO USERS GROUP (MUG) CHAIRPERSON**

**Summary:**

Elections will take place at the Board meeting of January 19, 2001.

**Discussion:**

Rafael Lopez will be removed from the list of nominees for alternate to the Transportation Commission.

**12. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**

No questions or comments.

**13. CONSIDERATION OF INCREASING THE TORT LIABILITY SETTLEMENT AUTHORITY OF THE GENERAL MANAGER OR HIS/HER DESIGNEE AND DISTRICT COUNSEL TO \$10,000**

**Summary:**

Les White explained that this item and Item #14 go together. Staff is requesting that the Board raise the tort liability settlement limit that the District Counsel, with the approval of the General Manager, would be authorized to approve from \$2,500 to \$10,000. The \$10,000 limit would include both vehicular and personal injury compensation.

**Discussion:**

There was concern that \$10,000 is too high of a limit to be approved without the claim being reviewed by the Board. Margaret Gallagher commented that any claim exceeding \$10,000 would be brought before the Board in Closed Session. Director Keogh requested that Ms. Gallagher contact Valley Transportation Authority (VTA) and Monterey-Salinas Transit (MST) to inquire as to their staff's authority to settle. Mr. White stated that only claims where the District is at fault would be settled. Claims that have any gray areas would be brought before the Board prior to settlement. Ms. Gallagher will contact VTA and MST for further information and report this back to the Board.

**14. CONSIDERATION OF RESOLUTION AUTHORIZING THE SECRETARY/GENERAL MANAGER AND DISTRICT COUNSEL TO ALLOW, COMPROMISE, AND/OR SETTLE ANY WORKERS' COMPENSATION CLAIM OR CASE FILED AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**Summary:**

Les White explained that the District is self-insured and a third party administrator is utilized to process Workers' Compensation claims. The change to the current process would be to have all claims in the range of \$5,000 to \$25,000 approved by District Counsel and the General Manager (or his designee), in addition to consulting with the third party administrator. Any claims in excess of \$25,000 would be brought before the Board for direction. Staff is

recommending that the Board take an active role in regard to claims management in this program.

**Discussion:**

Director Keogh asked how many claims less than and greater than \$25,000 are anticipated in this fiscal year. Director Reilly requested a history of claims over the years. A report will be presented at the January 19, 2001 meeting.

**15. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING TWO STAFF VEHICLES**

**Summary:**

Staff is requesting Board authorization for the General Manager to enter into a contract with S&C Ford for the purchase of two Ford Explorer vehicles.

**Discussion:**

Director Norton questioned the need for purchasing Sport Utility Vehicles (SUVs) when there are less expensive vehicles available. Tom Stickel reported that since the Transit Supervisors use their vehicles as a mobile office on their ten-hour shifts, the vehicles need to meet certain criteria. The Transit Supervisors surveyed other transit properties to determine what types of vehicles are being used in the industry. It was reported that many transit properties switched to SUVs because of the configuration. Several Directors asked for further information and requested that staff research compact SUVs and Hondas. Transit Supervisor Manny Martinez added that comfort is a consideration when purchasing buses; it should be a consideration for staff who utilize their vehicles for long shifts and different terrain. Director Almquist asked that the report from staff include which vehicles were tested and what specs were given to the dealers for the bidding process. A staff report will be supplied at next week's Board meeting.

**16. CONSIDERATION OF AWARD OF CONTRACT FOR PRINTING OF HEADWAYS**

**Summary:**

Les White reported that the District had a contract with Pizazz Printing for the printing of *Headways*. This vendor went bankrupt. Staff is recommending that the contract be awarded to Southwest Offset.

**17. CONSIDERATION OF AMENDING HAZARDOUS WASTE DISPOSAL CONTRACT WITH EVERGREEN ENVIRONMENTAL SERVICES**

No questions or comments.

**18. CONSIDERATION OF REPORT ON PASSENGER AMENITIES FOR HIGHWAY 17 BUSES**

**Discussion:**

Ex-Officio Director Rotkin inquired as to how the cost of a ride on the Highway 17 Express would change for a bus with and without a restroom. Bryant Baehr will arrange a survey of the riders to determine if they would be willing to pay an additional \$.25 for a bus that had a restroom. Les White quoted prices of various coaches that would accommodate restrooms. Director Almquist wondered what kind of marketing value restrooms would give staff access to for the future. Mr. Baehr also mentioned that rear door wheelchair lifts would be necessary if there were restrooms since a wheelchair could not fit down the center aisle. Also, laptop cords alone would cost \$5,000 per bus. Mr. Baehr will supply a breakdown of amenities and their costs by the next Board meeting.

**19. PRESENTATION AND CONSIDERATION OF TASK 14 OF THE COMPREHENSIVE OPERATIONAL AND FINANCIAL AUDIT (COFA) OF THE ADA PARATRANSIT CONTRACT - MULTISYSTEMS**

**Summary:**

Kim Chin reported that the purpose of this staff report is to present the Task 14 findings from MultiSystems.

**Discussion:**

Scott Bugental of the Elderly and Disabled Transportation Advisory Committee (E/D TAC) distributed a letter commenting on the Task 14 findings. This letter will be included in the add-on packet for next week's meeting. The Board received the report on the financial audit of the taxi companies. Director Almquist asked for information on how to eliminate the 70/30 split between rides allocated to taxi companies vs. Lift Line.

Debbie Hale of the Transportation Commission mentioned that their orientation is scheduled for February 22 at 9:00 a.m. New Transit District Board members may be interested in attending due to the relationship between the District and the Transportation Commission. Lunch will be provided.

**20. PRESENTATION AND CONSIDERATION OF RECOMMENDATIONS FROM THE ADA RECERTIFICATION STUDY - NELSON NYGAARD**

**Discussion:**

Director Ainsworth questioned whether Recommendation #6 should be an interview or an assessment. She is interested to know why Nelson Nygaard made that recommendation since it is unclear. Ex-Officio Rotkin referred to Recommendation #9 and asked about the structural basis that is in place and stated that it should be tied to the Transit District. Chairperson Beautz commented that the consultants should be prepared in writing to show how to control costs if they use outside people.

Scott Bugental mentioned that E/D TAC would address this report in February. The committee would like to offer additional input before the final decision is made. It was confirmed that the District would seek public input in February and make a decision in March.

Director Fitzmaurice inquired as to the District's cost for Recommendation #6 and was informed by Mr. Chin that the average cost for each functional assessment is approximately \$65.00. This assessment would involve an interview with a therapist who would evaluate the person from a functional standpoint. The consultant, Nelson Nygaard, will detail out some of these numbers for review at next week's Board meeting.

21. A. CONSIDERATION OF UPDATED BUS FLEET PLAN
- B. STATUS REPORT WITH REGARD TO DISCUSSION WITH THE CALIFORNIA AIR RESOURCES BOARD (CARB) CONCERNING REVIEW OF URBAN TRANSIT BUS FLEET RULE TO REDUCE HARMFUL ENGINE AND FUEL AIR EMISSIONS FOR URBAN TRANSIT BUSES
- C. CONSIDERATION OF FUEL PATH SELECTION FOR THE CALIFORNIA AIR RESOURCES BOARD (CARB)

**Summary:**

Mark Dorfman informed the Board that staff has been in numerous discussions with CARB and the District's request is now on the Executive Director's desk. The District is requesting permission to choose the diesel fuel path with the ability to convert to CNG at a later date. The reason for this is that the District has no facilities to fuel CNG buses at this time. Staff ran 15-year emission checks on this proposal and found that it reduces emissions. The Board will either need to make a decision on the path at the next Board meeting or choose the CNG path with a moratorium on bus purchases. If no decision is made at the 1/19/01 meeting, a special Board meeting could be held prior to January 31<sup>st</sup> to make this decision.

**Discussion:**

Mr. Dorfman reiterated that CARB staff, up to the Deputy Director, are in favor of the District's proposal. Jim Larson, Director of Clean Air Transportation Program, stated that he is guardedly optimistic about this approach. Mr. Larson offered his assistance in finding people to help bring a gas line in to the Harvey West area. He further stated that he is aware of turnkey providers available who can provide CNG or LNG. There would be no capital outlay by the District to provide this type of infrastructure. Les White commented that he and Mark Dorfman will attend the APTA conference in Phoenix and will view a LNG fueling facility. Director Keogh asked that PG&E evaluate the possibility of an interim fueling station somewhere in the county. Jim Larson of PG&E will come to next week's meeting with this cost. Ex Officio Director Rotkin mentioned that a storage facility for LNG would be a big issue in this County. Mr. White stated that the penalty for non-compliance by the January 31<sup>st</sup> deadline was reported by CARB staff to be approximately \$500 per day.

Mr. David Esmili of West Valley Community College offered his assistance. They are grant funded to assist organizations like the District to transition from traditional fuels to alternative fuels.

**22. CONSIDERATION OF EXTENDING THE PARATRANSIT CONTRACT WITH FOOD AND NUTRITION SERVICES FOR ONE YEAR WITH CPI ADJUSTMENT OF 4% AND OTHER TERMS**

**Discussion:**

Margaret Gallagher referred to Exhibit B of her staff report and stated that Food and Nutrition representatives have accepted most of the contract amendment language including Exhibit B as modified. Some modifications are needed to Exhibit C to incorporate recommendations from the consultants. Staff met with Sam Storey and Mark Hartunian of FNS who agreed with most of the language in Exhibit C. Additional language will be provided shortly by Mr. Storey and Mr. Hartunian for Exhibit C. Mr. Storey has been asked to provide staff with a proposal regarding the 70/30 split of ADA rides with taxicab companies. Information will also be included regarding items on taxi charge slips and how to process the information. Mr. White added that staff would either have information on the 70/30 split or request another month's extension in order to gather this information.

**SECTION II: CLOSED SESSION**

Chairperson Beautz adjourned to Closed Session at 10:25 a.m. and reconvened to Open Session at 11:17 a.m.

**SECTION III: RECONVENE TO OPEN SESSION**

**DIRECTORS PRESENT**

Sheryl Ainsworth  
Jeff Almquist  
Jan Beautz  
Michelle Hinkle  
Mike Keogh  
Dennis Norton  
Emily Reilly

**DIRECTORS ABSENT**

Tim Fitzmaurice  
Bruce Gabriel  
Christopher Krohn  
Rafael Lopez

**STAFF PRESENT**

Bryant Baehr, Operations Manager  
Paul Chandley, Human Resource Manager  
Mark Dorfman, Assistant General Manager  
Margaret Gallagher, District Counsel  
Les White, General Manager

## **1. REPORT OF CLOSED SESSION**

Margaret Gallagher stated that there was nothing to report from the Closed Session at this time.

### **ADJOURN**

There being no further business, Chairperson Beautz adjourned the meeting at 11:17 a.m.

Respectfully submitted,

DALE CARR  
Administrative Services Coordinator

### **NOTICE TO PUBLIC**

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

Members of the public may address the Board of Directors on a topic on the agenda by approaching the Board immediately after presentation of the staff report but before the Board of Directors' deliberation on the topic to be addressed. Presentations will be limited in time in accordance with District Resolution 69-2-1. When addressing the Board, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.

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



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**Minutes- Board of Directors**

**January 19, 2001**

---

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, January 12, 2001 at the City Hall Council Chambers, 809 Center Street, Santa Cruz, California.

Chairperson Beautz called the meeting to order at 8:34 a.m.

## **SECTION 1: OPEN SESSION**

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

#### **DIRECTORS PRESENT**

Sheryl Ainsworth  
Jeff Almquist  
Jan Beautz  
Tim Fitzmaurice  
Bruce Gabriel  
Michelle Hinkle  
Mike Keogh  
Christopher Krohn  
Dennis Norton  
Emily Reilly

#### **DIRECTORS ABSENT**

Rafael Lopez  
Ex-Officio Mike Rotkin

#### **STAFF PRESENT**

Bryant Baehr, Operations Manager  
Paul Chandley, Human Resource Manager

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

### **2. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION:**

Margaret Gallagher reported that there would be a discussion on whether or not to initiate litigation in one potential case. Additionally, the Board will also consider providing direction to its Labor Negotiator regarding United Transportation Union (UTU) labor negotiations.

### **3. ORAL AND WRITTEN COMMUNICATION REGARDING CLOSED SESSION**

None

## **SECTION II: CLOSED SESSION**

Chairperson Beautz adjourned to Closed Session at 8:35 a.m. and reconvened to Open Session at 9:20 a.m.

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

#### **STAFF PRESENT**

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

Mike Goodell, Sr. Database Administrator  
David Konno, Facilities Maint. Manager  
Elisabeth Ross, Finance Manager  
Judy Souza, Base Superintendent  
Tom Stickel, Fleet Maintenance Manager  
Leslie R. White, General Manager

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

Jim Bosso, S. C. Transportation  
Jennifer Bragar, Outreach Coordinator  
Wally Brondstatter, UTU  
Scott Bugental, E&D TAC  
Richard Camperud, Courtesy Cab  
Bart Cavallaro, Transit Rider  
Mark Hartunian, Food & Nutrition Services  
Patti Korba, SEA

Lynn Everett-Leigh, MultiSystems  
Manny Martinez, PSA  
Ian McFadden, UTU  
John Mellon, VMU  
Robert Scott, Engineering Consultant  
Sam Storey, S.C. Transportation  
Candace Ward, UCSC  
Peggy Weaver, SEIU  
Linda Wilshusen, SCCRTC

#### **1. REPORT OF CLOSED SESSION**

Margaret Gallagher reported that the Board decided to continue the decision regarding whether to initial litigation to allow for further investigation. Also, Ms. Gallagher reported that on January 12, 2001 the Board authorized its labor negotiator to enter into an agreement regarding wage adjustments to bus operator salary schedules as a result of implementation of new fareboxes. Authorization was unanimously given by Directors Ainsworth, Almquist, Beautz, Hinkle, Keogh, Norton and Reilly. This matter is also on the regular agenda later this morning.

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

##### Written:

- |  |                                    |
|--|------------------------------------|
| a. Goodwill Industries                 | RE: MetroBase                      |
| b. Kenneth Burch, UCSC                 | RE: Board Resignation              |
| c. Scott Bugental, E&D TAC             | RE: ADA Contract Svcs. Percentages |
| d. John Mellon, SEIU Local 415         | RE: Parts Personnel Petition       |
| e. Bruce Arthur, Capitola City Council | RE: Board Resignation              |
| f. Scott Bugental, E/D TAC             | RE: Paratransit Audit              |

##### Oral:

Barbara Grace spoke regarding hybrid technology. In light of hearing that the prices for natural gas have risen by 600%, she encouraged the Board to consider hybrid technology for part of the fleet.

Bart Cavallaro spoke regarding the Highway 17 Express bus and stated that the District is missing the opportunity to increase ridership from the San Jose State and University of Santa Clara communities. There are many evening classes where students may be reluctant to enter a parking lot at night to retrieve their vehicle. Mr. Cavallaro offered to attend a VTA meeting to inform them what is needed from riders on this side of the hill.

Director Ainsworth stated that the Scotts Valley Transit Center is overlit. Mr. White responded that the lighting at the center was prescribed by the Scotts Valley Police Dept. but that staff will meet with them to discuss minimum lighting while still maintaining safety.

### **3. LABOR ORGANIZATION COMMUNICATIONS**

None

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

MUG Chairperson Gabriel reported that there was a lengthy discussion regarding paratransit at their last meeting. There were four Motions made at the MUG meeting:

- 1) The Board should consider adding service from Homeless Shelter to Armory – 2 roundtrips per day. MUG recommends that service begins November 15, 2001 and runs through April 15, 2002.
- 2) Mug recommends the following:
  - a) That the Board continue the interactive process on the paratransit recertification.
  - b) To keep options available to non-ADA passengers while going through the Recertification process.
  - c) To support Task 14.
  - d) To support the Taxi Script Program.
- 3) MUG supports Staff recommendation for the purchase of (2) new supervisor vehicles.
- 4) Direct Metro Staff to move forward on purchasing used buses in a pro-active manner.

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

Sharon Barbour reported that there were three Motions made at the recent MASTF meeting and thanked the Board for accepting consumer input on the paratransit audit and recertification process:

- 1) Recommendation to the Board and management to participate in the Disabled Awareness Training Program as it relates to paratransit.
- 2) Recommendation to the Board and management that the District pursue acquisition of low floor model buses that have secondary lowering capability.

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

**ORAL AND WRITTEN COMMUNICATIONS:**

**ADD TO ITEM #2**                      Written Communication from Scott Bugental, Elderly & Disabled  
Transportation Advisory Committee (E&D TAC)  
RE: Paratransit Audit

**CONSENT AGENDA:**

**ADD TO ITEM #7-6**                      ACCEPT AND FILE MUG COMMITTEE MEETING MINUTES OF  
12/13/00  
(Add Minutes)

**ADD TO ITEM #7-13**                      ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ  
SERVICE STATUS REPORT  
(Replace Staff Report)

**ADD TO ITEM #7-14**                      CONSIDERATION OF APPOINTMENT OF MIKE ROTKIN AS  
UCSC EX-OFFICIO  
(Add Staff Report)

**REGULAR AGENDA:**

**ADD TO ITEM #20**                      CONSIDERATION OF REQUEST FROM HOMELESS SERVICES  
CENTER FOR SPECIAL BUS ROUTE  
(Add Staff Report)

**ADD TO ITEM #21**                      CONSIDERATION OF AMENDMENT OF FARE ORDINANCE TO  
DELETE RESTRICTIONS ON HIGHWAY 17 FOR SENIOR AND  
DISABLED FARES  
(Add Staff Report)

**CONSENT AGENDA**

- 7-1. **APPROVE REGULAR BOARD MEETING MINUTES OF 12/8/00 and 12/15/00**
- 7-2. **ACCEPT AND FILE PRELIMINARY APPROVED CLAIMS**
- 7-3. **PASSENGER LIFT REPORT FOR DECEMBER 2000**
- 7-4. **CONSIDERATION OF TORT CLAIMS: Deny the claim of: Lee Akamichi**
- 7-5. **ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 12/14/00**
- 7-6. **ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 12/13/00**
- 7-7. **ACCEPT AND FILE MONTHLY BUDGET STATUS REPORTS FOR NOVEMBER 2000,  
APPROVAL OF BUDGET TRANSFERS**
- 7-8. **CONSIDERATION OF ADOPTION OF RESOLUTION INCREASING PETTY CASH  
FUND FOR ADMINISTRATION**
- 7-9. **CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF VEHICLE #804**
- 7-10. **CONSIDERATION OF ADOPTION OF RESOLUTION AMENDING FY 00-01 BUDGET**

- 7-11. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR NOVEMBER 2000  
7-12. ACCEPT AND FILE STATUS REPORT ON ADA STATUS REPORT FOR NOVEMBER 2000  
7-13. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE STATUS REPORT  
7-14. CONSIDERATION OF APPOINTMENT OF MIKE ROTKIN AS UCSC EX-OFFICIO

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR AINSWORTH**

**Approve Consent Agenda.**

**The Motion passed with Director Norton abstaining on Item 7-1 and Directors Fitzmaurice and Krohn voting no on Item 7-14.**

**Discussion:**

Director Fitzmaurice stated that he doesn't believe an open process was held to appoint the University representative to the Board. Candace Ward will inform the appropriate UCSC officials of Director Fitzmaurice's concerns and request to formalize the application process for filling the position representing the university.

**REGULAR AGENDA**

8. ELECTION OF DIRECTOR OFFICERS FOR THE YEAR 2001, TRANSPORTATION COMMISSION ASSIGNMENTS, AND METRO USERS GROUP (MUG) CHAIRPERSON

**Summary:**

Nominations took place at the December 15, 2000 meeting for Board officers and Committee positions. Director Lopez was removed from the list of nominees for alternate to the Transportation Commission, because the City of Watsonville has appointed him to the Commission as its representative.

**Discussion:**

Bart Cavallaro, resident of Santa Cruz County, reviewed the history of the District committees and Board meetings. He stressed the fact that it is important to consider the non-elected Directors for appointment to the Transportation Commission.

Barbara Grace, representative of the Santa Cruz County Regional Group of the Sierra Club, read a letter from the Sierra Club endorsing Director Reilly as an appointee to the Transportation Commission. The Sierra Club's endorsement is due to Director Reilly's values regarding environmental protection.

Director Keogh withdrew his name for consideration as the Board Chair and stated that he supports Director Ainsworth for that position. Directors Fitzmaurice and Almquist withdrew their names from the nomination list for the Vice Chair position.

Director Fitzmaurice endorsed Directors Krohn and Reilly as appointees to the Transportation Commission. He stated that elected representatives would be a more reasonable choice in light of the Eminent Domain Authority which the District has been granted by the City for the MetroBase project. Director Almquist stated that the appointees to the Transportation Commission do not have to be elected officials. He added that there would be no representative from the 2<sup>nd</sup> District, or unincorporated Districts. Director Almquist endorsed Directors Norton, Gabriel and Keogh to the Commission. Director Reilly expressed concern about unelected officials serving on the Commission. Director Norton stated that there is a lack of representation from the 2<sup>nd</sup> District on both the District Board and Commission. He stated that he would look after the interests of the 2<sup>nd</sup> District and would like to be appointed to the Commission. Chairperson Beautz added that "elected" vs. "non-elected" Directors should not be an issue as each Director serves the public and all are equal members. She stated that it is very appropriate for any Director, whether elected or unelected, to be a member of the Commission.

**The following vote took place for the position of Board Chair:**

**Nominee Director Ainsworth as Chair**

**Ayes:** Directors Ainsworth, Almquist, Beautz, Gabriel, Hinkle, Keogh, Norton, Reilly  
**Noes:** Directors Fitzmaurice and Krohn  
**Absent:** Director Lopez  
**Abstain:** None

**Nominee Director Fitzmaurice as Chair**

**Ayes:** Directors Fitzmaurice and Krohn  
**Noes:** Directors Ainsworth, Almquist, Beautz, Gabriel, Hinkle, Keogh, Norton, Reilly  
**Absent:** Director Lopez  
**Abstain:** None

**Director Ainsworth was elected Chair with the majority of votes.**

**Due to the withdrawal of Directors Almquist and Fitzmaurice from the list of nominees for the Vice Chair position, Director Reilly was asked by the Chair if she accepted the position of Vice Chair. Director Reilly accepted this position.**

**The following vote took place for the appointment of representatives to the Santa Cruz County Regional Transportation Commission:**

**Nominee Director Norton**

**Ayes:** Directors Ainsworth, Almquist, Beautz, Fitzmaurice, Gabriel, Hinkle, Keogh, Krohn, Norton, Reilly  
**Noes:** None  
**Absent:** Director Lopez  
**Abstain:** None

**Nominee Director Gabriel**

**Ayes:** Directors Ainsworth, Almquist, Beautz, Gabriel, Hinkle, Keogh, Norton,  
**Noes:** Directors Fitzmaurice, Krohn, Reilly  
**Absent:** Director Lopez  
**Abstain:** None

**Nominee Director Keogh**

**Ayes:** Directors Ainsworth, Almquist, Beautz, Gabriel, Hinkle, Keogh  
**Noes:** Directors Fitzmaurice, Krohn, Norton, Reilly  
**Absent:** Director Lopez  
**Abstain:** None

**Nominee Director Krohn**

**Ayes:** Directors Fitzmaurice, Krohn, Norton, Reilly  
**Noes:** Directors Ainsworth, Almquist, Beautz, Gabriel, Hinkle, Keogh  
**Absent:** Director Lopez  
**Abstain:** None

**Nominee Director Reilly**

**Ayes:** Directors Fitzmaurice, Krohn, Norton, Reilly  
**Noes:** Directors Ainsworth, Almquist, Beautz, Gabriel, Hinkle, Keogh  
**Absent:** Director Lopez  
**Abstain:** None

**Directors Gabriel, Keogh and Norton have been elected as District representatives to the Transportation Commission.**

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR NORTON**

**Adopt the following order for alternates to the Transportation Commission:**

**Director Reilly as first alternate  
Director Krohn as second alternate  
Director Hinkle as third alternate**

**The Motion passed unanimously with Director Lopez absent.**

**The Chair asked Director Gabriel if he accepted the position of MUG Chair since he was the only nominee for this position. Director Gabriel accepted this position.**

**DIRECTOR AINSWORTH ASSUMED HER POSITION AS CHAIRPERSON AT THIS POINT.**

**9. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**

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

**FIFTEEN YEARS**

Walter Davila - Custodial Service Worker I  
Ian McFadden - Bus Operator  
Peter Milburn - Bus Operator  
Eduardo Silva - Bus Operator  
Serena Tover - Bus Operator

**TWENTY YEARS**

Roland Owens - Vehicle Service Technician

**10. CONSIDERATION OF INCREASING THE TORT LIABILITY SETTLEMENT  
AUTHORITY OF THE GENERAL MANAGER OR HIS/HER DESIGNEE AND DISTRICT  
COUNSEL TO \$10,000**

**Summary:**

Margaret Gallagher reported that staff is requesting Board authorization for the General Manager and District Counsel to settle tort liability claims up to \$10,000. Ms. Gallagher informed the Board that Valley Transportation Authority (VTA) has staff authority to settle up to \$50,000 per claim. Monterey-Salinas Transit (MST) staff has authority to settle up to \$15,000 per claim. The Board viewed the distribution of claims and was shown that the majority of claims were less than \$2,500. The next highest range in which the claims fell was the \$2,500 - \$5,000 range.

**Discussion:**

Ms. Gallagher stated that claim reports could be made to the Board on a quarterly basis to keep them informed.

**ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR ALMQUIST**

**Approve the Resolution which authorizes the General Manager or his/her designee and District Counsel to authorize tort liability settlements up to \$10,000 and submit a claims report on a quarterly basis to the Board.**

**AMENDMENT TO THE MOTION: DIRECTOR FITZMAURICE  
SECOND: DIRECTOR NORTON**

**Authorize settlement authority up to \$5,000.**

**The Amendment to the Motion did not carry.**



**The Original Motion passed unanimously with Director Lopez absent.**

**11. CONSIDERATION OF RESOLUTION AUTHORIZING THE SECRETARY/GENERAL MANAGER AND DISTRICT COUNSEL TO ALLOW, COMPROMISE, AND/OR SETTLE ANY WORKERS' COMPENSATION CLAIM OR CASE FILED AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**Summary:**

Les White reported that this item would change the way in which staff administers the Workers' Compensation Program. There would be tiers of review and control beyond just the Human Resources manager. Staff is recommending that any claims in excess of \$25,000 be reviewed by the Board. Any claims below \$25,000 would be reviewed internally and with the claims administrator, Firm Solutions.

**Discussion:**

Paul Chandley reviewed prior years' claims broken down by medical and indemnity costs. Currently, there are 17 claims in the process of the rehabilitation program. A contributor to the rising cost of Workers' Comp claims is the state law that increased the amount of wage loss replacement per week. In addition, the permanent disability weekly amount increased as well. A cost not reflected in Mr. Chandley's breakdown is the \$105,000 currently being paid to Firm Solutions as the administrator. Director Reilly inquired about the decrease in legal costs and was informed that there are two possibilities as to why this is occurring: Claims are being handled quicker through the litigation process; and, pre-trial conferences aid in decreasing legal costs. Staff is looking at implementing a district-wide health and safety committee. There have been an average of 3.4 settlements per year over the last seven years. Average annual settlement of these 3.4 claims is \$51,000. At the end of Year 2000, there were 87 open claims.

**ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR FITZMAURICE**

**Adopt the Resolution authorizing the Secretary/General Manager and District Counsel to allow, compromise, and/or settle any Workers' Compensation claim or case filed against the District up to \$25,000. Report claims analysis and expense to the Board at six-month intervals.**

**AMENDMENT: DIRECTOR ALMQUIST SECOND: DIRECTOR BEAUTZ**

**Add claims over \$25,000 to the Consent Agenda for Board review.**

**Motion and Amendment to Motion passed unanimously with Director Lopez absent.**

**12. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING TWO STAFF VEHICLES**

**Summary:**

Tom Stickel reported that there is a need to replace the Transit Supervisor vehicles and staff is requesting Board approval to award the contract to S&C Ford for two Ford Explorers. Mr. Stickel supplied the Board with a list of vehicle specifications included in the Invitation to Bid per the Board's request at the 1/12/01 meeting. Criteria for vehicle selection was to maximize driver space while staying inside the standard capacity. Several vehicles did not meet the criteria for hip, shoulder or head room.

**Discussion:**

Manny Martinez, Transit Supervisor, informed the Board that extensive research was conducted before choosing the Ford Explorers and mentioned that the Santa Cruz and Watsonville Police Departments and the County Sheriff's Dept. all utilize SUV vehicles. Tom Stickel addressed the issues of safety, specifically, the rollover problem and the type of tires. Mary Ferrick, Transit Supervisor, discussed hybrid vehicles and the interior space limitations.

**ACTION: MOTION: DIRECTOR GABRIEL SECOND: DIRECTOR ALMQUIST**

**Authorize the General Manager to enter into a contract with S&C Ford for the purchase of two Ford Explorer XLTs for use by the Transit Supervisors.**

Peggy Weaver, SEIU Local 415, stated that this is an ergonomics issue plus a work environment issue. Ms. Weaver is in favor of purchasing these vehicles for the Transit Supervisors. Several Directors expressed concern about public perception in purchasing SUVs for the District.

**The Motion passed with Directors Krohn, Fitzmaurice and Norton voting no, and with Director Lopez absent.**

DIRECTOR FIZMAURICE LEFT THE MEETING.

**13. CONSIDERATION OF AWARD OF CONTRACT FOR PRINTING OF HEADWAYS**

**Summary:**

Tom Stickel reported that the quarterly printing of *Headways* has been done under contract with Pizazz Printing. This vendor has filed for bankruptcy necessitating staff to go out to bid on this item. Four bids were received. Staff recommends awarding the bid to Southwest Offset Printing Company who was the lowest bidder.

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR KEOGH**

**Authorize the General Manager to enter into a contract with Southwest Offset Printing Company, Inc. for the printing of *Headways*.**

**Motion passed unanimously with Directors Lopez and Fitzmaurice absent.**

DIRECTOR FITZMAURICE RETURNED TO THE MEETING.

**14. CONSIDERATION OF AMENDING HAZARDOUS WASTE DISPOSAL CONTRACT WITH EVERGREEN ENVIRONMENTAL SERVICES**

**Discussion:**

Staff is requesting that the Board authorize the General Manager to execute an amendment to the contract with Evergreen Environmental to extend the term of the contract for one additional year.

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR KEOGH**

**Authorize General Manager to execute amendment to Evergreen Environmental's contract for one additional year.**

**Motion passed unanimously with Director Lopez absent.**

**15. CONSIDERATION OF REPORT ON PASSENGER AMENITIES FOR HIGHWAY 17 BUSES**

**Summary:**

Bryant Baehr reported on the cost of amenities for the Highway 17 Express buses per the Board's request. For laptop plugs, seatback trays, padded armrests and cup holders the cost would be \$12,530.50 per bus, not including vendor markup. The installation of restrooms on the Highway 17 buses would be \$25,000 per vehicle. Restrooms would dictate that rear wheelchair lifts would be necessary since wheelchairs could not travel down the center aisle. The cost of the rear door lift would be \$15,000 per bus. A charging station for waste disposal would be \$10,000. An additional \$1.35 per trip based on 180,000 annual riders would be needed to offset this cost.

**Discussion:**

Director Norton inquired if the amenities would increase ridership. Bryant Baehr stated that the amenities would be a positive aspect for the ridership. Les White commented that when ordering new buses from the manufacturer, the amenities could be specified and the manufacturer would bid on that basis. Specifications would come back to the Board for approval.

It is the desire of the MASTF committee that the Board continue to look at low floor configurations.

**ACTION: MOTION: DIRECTOR GABRIEL SECOND: DIRECTOR REILLY**

**Direct staff to move forward to acquire manufacturer bids on buses with specified amenities in a proactive manner. Include an analysis of how often the amenities will require repair/replacement.**

**AMENDMENT: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR REILLY**

**Direct staff to discontinue looking any further at the restroom issue.**

Linda Wilshusen of SCCRTC asked the Board to consider adding the cost of the amenities into the fare for the Highway 17 service.

**Motion passed unanimously with Director Lopez absent.**

**16. PRESENTATION AND CONSIDERATION OF TASK 14 OF THE COMPREHENSIVE OPERATIONAL AND FINANCIAL AUDIT (COFA) OF THE ADA PARATRANSIT CONTRACT - MULTISYSTEMS**

**Summary:**

Kim Chin reported that the purpose of this staff report is to report the progress of the Comprehensive Operational and Financial Audit. Tasks 1 - 13 were presented at the November 17, 2000 Board Workshop meeting. Task 14 will be presented at this meeting. E&D TAC put together a sub-committee to review Task 14. Their comments will be given to the Board at the end of the presentation.

**Presentation:**

Lynn Everett-Leigh of MultiSystems presented Task 14 to the Board. Topics reviewed were:

- a) Project Overview
- b) Summaries and Conclusions
- c) Demand Estimates
- d) Change Issues
- e) ADA Program Management
- f) SCMTD Support Staff
- g) Costs
- h) Service Standards and Policies
- i) Service Design Factors (costs/control/customer service)
- j) Meeting the Demand
- k) Cost Structure Principles
- l) Service Structure
- m) Costs
- n) Performance Measures
- o) Incentives and Penalties
- p) Action Steps - Hire program manager, develop policies, work on new RFP.

Director Beautz and Les White both inquired about solving the double billing issue if, in fact, one exists. Mr. White added that staff would need at least one month to determine if this problem

exists and if so, the magnitude of it. Ms. Everett-Leigh reiterated that the most important steps are:

- 1) Determine exactly how FNS is operating the paratransit business.
- 2) Hire a manager and staff support to manage the paratransit program.
- 3) Begin developing policies in order to move forward on an RFP

Sam Storey of Santa Cruz Transportation supports these recommendations and has been working with his staff to implement many of these changes. Mr. Storey stated that he would like to sign the contract extension and propose provisions to deal with the remaining issues at a later date, particularly the rider Bill of Rights. This Bill of Rights would be the primary instrument to be used to design and delivery the service.

Scott Bugental of E/D TAC submitted comments on the plan in writing to the Board Chair. This letter is included in the agenda packet. Ian McFadden of UTU stated that the union thinks that CTSA should be the primary provider of the paratransit service. UTU is anxious to see the recertification process begin, as they believe that there will be considerable cost savings.

Les White commented that staff would bring back a report on the issue of staffing and what can be done with the existing staff. Once the Board receives and accepts this report, staff will return to the Board with action steps.

**ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR AINSWORTH**

**The Board received and approved the Paratransit Comprehensive Operational and Financial Audit and report and directed staff to pursue the recommendations outlined as priority items.**

**Motion passed unanimously with Director Lopez absent.**

**17. PRESENTATION AND CONSIDERATION OF RECOMMENDATIONS FROM THE ADA RECERTIFICATION STUDY - NELSON NYGAARD**

**ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR GABRIEL**

**Continue this item to the Board workshop meeting on February 9, 2001.**

**Motion passed unanimously with Director Lopez absent.**

**ITEM 19 WAS TAKEN OUT OF ORDER**

**19. CONSIDERATION OF EXTENDING THE PARATRANSIT CONTRACT WITH FOOD AND NUTRITION SERVICES FOR ONE YEAR WITH CPI ADJUSTMENT OF 4% AND OTHER TERMS**

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR GABRIEL**

**In light of the information received in Closed Session, continue the contract with Food and Nutrition Services for one month to the next regular meeting of the Board so staff can continue the investigation into the billing practices.**

**Motion passed unanimously with Director Lopez absent.**

18. A. **CONSIDERATION OF UPDATED BUS FLEET PLAN**
- B. **STATUS REPORT WITH REGARD TO DISCUSSION WITH THE CALIFORNIA AIR RESOURCES BOARD (CARB) CONCERNING REVIEW OF URBAN TRANSIT BUS FLEET RULE TO REDUCE HARMFUL ENGINE AND FUEL AIR EMISSIONS FOR URBAN TRANSIT BUSES**
- C. **CONSIDERATION OF FUEL PATH SELECTION FOR THE CALIFORNIA AIR RESOURCES BOARD (CARB)**

**Summary:**

Mark Dorfman stated that Jack Kitowski of CARB was instructed to make the District's proposal work and to draft a letter to the District that will indicate CARB's conditions for accepting the District's proposal for buying convertible diesel buses. Staff is requesting that the Board authorize the alternative fuel path subject to CARB giving the District a favorable response and if the conditions cannot be accommodated, the District should default to a diesel path on 1/31/01 unless staff receives a letter from CARB stating that the decision can be delayed beyond the 1/31/01 deadline so that details can be worked out.

**Discussion:**

Director Keogh asked if the District could get an interim fueling station of adequate capacity in advance of settling the issue of the consolidated maintenance facility. Jim Larsen of PG&E responded that a temporary fueling station may be possible from several turnkey operators who are active in the marketplace in California with the understanding that they would be granted the long-term contract with the District to provide future fuel needs. Mr. Larsen posed the option of LNG as an alternative whereby the fueling facility could be established in approximately one year.

**DIRECTOR FITZMAURICE LEFT THE MEETING.**

Chairperson Ainsworth commented that she doesn't want to go in the LNG direction.

**DIRECTOR KROHN LEFT THE MEETING.**

Les White informed the Board that he has entered into discussions with Devco Oil to modify one of their mid-grade gas tanks into a green diesel distribution tank so the District could fuel at their facility on an interim basis. There would be some cost to the District.

**ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR BEAUTZ**

**Select alternative fuel path as 15-year decision contingent upon receipt of approval from CARB of convertible bus strategy by January 31, 2001. In the absence of this approval or receiving a waiver on the deadline, the District would default to the alternate fuel path.**

**Motion passed unanimously with Directors Fitzmaurice, Krohn and Lopez absent.**

**20. CONSIDERATION OF REQUEST FROM HOMELESS SERVICES CENTER FOR SPECIAL BUS ROUTE**

**Summary:**

Bryant Baehr reported that the District couldn't be in the charter business. The route from the homeless shelter to the National Guard Armory would need to be an open door, fixed route. The cost of this route would be \$23,048 for 86 days of operation. This amount is with no recovery of fares at all. The bus operators on this route would be on overtime pay rate.

**Discussion:**

Mr. Baehr stated that Mr. Cole, Executive Director of the Homeless Services Center, could probably pay the passenger fares only. In response to Director Norton's question, Mr. Baehr noted that Mr. Cole would need one week's notice prior to this route being put in place.

**ACTION: MOTION: DIRECTOR NORTON SECOND: DIRECTOR ALMQUIST**

**Establish this route conditioned on the Homeless Services Center paying for passenger fares. Request that the Homeless Services Center approach the City and County for \$5,000 each to contribute to the cost of this service. The District will only provide this service through April 15, 2001 and will revisit the issue of continuing this route in the future.**

Director Norton asked that counts be taken of the homeless riders.

**Motion passed unanimously with Directors Fitzmaurice, Krohn and Lopez absent.**

**21. CONSIDERATION OF AMENDMENT OF FARE ORDINANCE TO DELETE RESTRICTIONS ON HIGHWAY 17 FOR SENIOR AND DISABLED FARES**

**Summary:**

Bryant Baehr reported that on December 15, 2000 the Board approved eliminating the fare restrictions for seniors and the disabled on the Highway 17 Express route. At that time no public hearing had been conducted for revision to the fare ordinance. The purpose of this item is to receive public input regarding the proposed fare change.

**The public hearing was opened up at 12:56 p.m.**

There was no public input regarding this issue.

**The public hearing was closed at 12:57 p.m.**

**22. CONSIDERATION OF RATIFICATION OF SIDE AGREEMENT WITH UNITED TRANSPORTATION UNION, LOCAL 23**

**ACTION: MOTION: DIRECTOR AINSWORTH SECOND: DIRECTOR GABRIEL**

**Approve staff's recommendation to adopt the Side Agreement regarding the new fareboxes and increases to the bus operators' wage schedules and adding that the Board wants to ensure that the Agreement applies not only to the operation of fareboxes but also that it is applicable to the TriM units and implementation of any future change to the TRiM units.**

**Motion passed unanimously with Directors Fitzmaurice, Krohn and Lopez absent.**

**ADJOURN**

There being no further business, Chairperson Ainsworth adjourned the meeting at 12:59 p.m.

Respectfully submitted,

DALE CARR  
Administrative Services Coordinator

**NOTICE TO PUBLIC**

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

Members of the public may address the Board of Directors on a topic on the agenda by approaching the podium immediately after presentation of the staff report but before the Board of Directors' deliberation on the topic to be addressed. Presentations will be limited in time in accordance with District Resolution 69-2-1. When addressing the Board, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.

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



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

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

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
2174P01	01/18/01	-80.00	E088 O'DONNELL, SHAWN		72203	VOID CHECK	-80.00	PRE-PAID
			VOID CHECK					
2198P01	01/24/01	-8.00	001374 SANTA CRUZ COUNTY SHERIFF		72205	VOID CHECK	-8.00	PRE-PAID
			VOID CHECK					
2294P01	01/18/01	-855.25	932 LEASE CO., A.L. INC.		72204	VOID CHECK	-855.25	PRE-PAID
			VOID CHECK					
2426	01/05/01	9,173.28	001043 VISION SERVICE PLAN		71993	JAN VISION INSURANCE	9,173.28	
2427	01/05/01	31,558.45	001616 UNUM		71994	JAN LTD INSURANCE	31,558.45	
2428	01/05/01	4,249.25	001745 ITT HARTFORD		71995	JAN LIFE INSURANCE	4,249.25	
2429	01/05/01	39,124.99	001633 FRUDENTIAL HEALTHCARE		71996	JAN DENTAL INSURANCE	39,124.99	
2430	01/05/01	121.34	728 SCMTD FETTY CASH - FINANCE		71997	FETTY CASH 12/5-1/2	121.34	
2431	01/12/01	1,289.06	001063 NEW FLYER INDUSTRIES LIMITED		71998	REV VEH PARTS 123	123.14	
					71999	REV VEH PARTS 128	128.44	
					72000	REV VEH PARTS 280	279.84	
					72001	REV VEH PARTS 340	339.57	
					72121	REV VEH PARTS 200	199.75	
					72122	REV VEH PARTS 87	88.36	
					72123	REV VEH PARTS 130	129.76	
2432	01/12/01	81.00	001112 BRINK'S TROPHY SHOPPE		72002	ENGRAVED PLAQUE	81.00	
2433	01/12/01	820.80	001263 ABBOTT STREET RADIATOR		72003	OUT REPAIR REV VEH	410.40	
					72004	OUT REPAIR REV VEH	410.40	
2434	01/12/01	53.65	001296 BENDER & CO. INC. - MATTHEW		72124	WC LAWS CA - 2001 ED	53.65	
2435	01/12/01	93,630.64	001316 DEVCO OIL		72005	DECEMBER FUEL	93,630.64	
2436	01/12/01	1,273.88	001346 CITY OF SANTA CRUZ		72006	CDOP RETAIL MGMT END	1,273.88	
2437	01/12/01	717.33	001379 SAFETY-KLEEN CORP		72007	HAZ WASTE DISPOSAL	717.33	
2438	01/12/01	250.00	001471 CALIFORNIA CHAMBER OF COMMERCE		72125	HUMAN RESOURCES CA	250.00	
2439	01/12/01	1,486.50	001492 EVERGREEN		72008	HAZ WASTE DISPOSAL	1,486.50	
2440	01/12/01	24.49	001648 STEVE'S UNION		72126	DECEMBER FUEL	24.49	
2441	01/12/01	305.50	001752 THOMPSON PUBLISHING GROUP, INC.		72009	LEAVE/DIS HANDBOOK	305.50	
					72128	FAMILY/MEDICAL EMER	275.00	
2442	01/12/01	5,950.00	001774 EDS CLAIMS SERVICES, INC.		72127	12/24-1/23 M/C SVC	5,950.00	
2443	01/12/01	475.61	001856 BAY COMMUNICATIONS		72129	DEC PHONE REPAIRS	475.61	
2444	01/12/01	405.00	001930 STATE BAR OF CALIFORNIA		72010	2001 MEMBERSHIP FEE	405.00	
2445	01/12/01	15.00	001932 WATSONVILLE POLICE DEPARTMENT		72011	REPORT # 00W07960	15.00	
2446	01/12/01	593.08	001936 WORLDCOM TECHNOLOGIES, INC.		72130	DECEMBER LONG DIST.	593.08	
2447	01/12/01	115.00	001945 SANTA CRUZ COUNTY BAR ASSN		72012	2001 MEMBERSHIP FEE	115.00	
2448	01/12/01	37.00	001992 LRP PUBLICATIONS		72013	DISABILITY PAMPHLET	37.00	
2449	01/12/01	2,282.19	002005 TRANSIT RESOURCES, INC.		72014	REV VEH PARTS	2,282.19	
					72015	REV VEH PARTS	65.04	
2450	01/12/01	2,166.72	002021 HALL KINION		72016	TRMPS W/E 12/17 LEGL	2,166.72	
2451	01/12/01	93.85	002063 COSTCO		72017	EMP INCENTIVE	93.85	
					72018	PHOTO PROCESS OPS	30.04	
					72019	PHOTO PROCESS OPS	21.10	
2452	01/12/01	1,279.35	002069 A TOOL SHED, INC.		72020	EQUIPT RENTAL FAC	1,279.35	
2453	01/12/01	97.00	002054 BIG SUR BOTTLED WATER, INC		72021	DEC WATER ADMIN	97.00	
					72130	DEC WATER PLANNING	58.00	
2454	01/12/01	114.70	002106 AMERICAN SUPPLY COMPANY		72022	CUSTODIAL SUPPLIES	114.70	
2455	01/12/01	1,510.00	002119 LEWIS TREE SERVICE, INC.		72023	TREE REMOVAL SVCS	1,510.00	
2456	01/12/01	850.00	002125 BUTGERS UNIVERSITY - NTI		72024	REGISTRATION 4/1-4	850.00	
2457	01/12/01	373.60	002141 FAIRMONT HOTEL		72025	HOTEL 2/11-13 (APTA)	373.60	

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

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

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TRANS. TYPE	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
2458	01/12/01	3,012.00	002143	TOXSCAN, INC.	72026	STORM WATER ANALYSIS	3,012.00	
2459	01/12/01	505.00	002168	DSL.NET	72027	DEC CENTREX LINE	505.00	
2460	01/12/01	1,247.69	002192	BAY EQUIPMENT & REPAIR	72028	OUT REPAIR OTHER VEH	1,247.69	
2461	01/12/01	2,000.00	002267	SHAW & YODER	72029	DEC LEGISLATIVE SVCS	2,000.00	
2462	01/12/01	6,037.60	002287	CALIFORNIA SERVICE EMPLOYEE	72131	JAN MEDICAL INS.	6,037.60	
2463	01/12/01	2,599.07	002292	CINCO GROUP, INC.	72030	REV VEH PARTS	2,599.07	
2464	01/12/01	135.00	002380	MOBILE STORAGE GROUP, INC.	72132	12/18-1/15 CONTAINER	135.00	
2465	01/12/01	285.00	002415	SOLARI RANCH	72031	OUT REPAIR BLDG/INFR	285.00	
2466	01/12/01	19.95	002422	VISUAL BASIC	72133	SUBSCRIPTION 2001	19.95	
2467	01/12/01	361.17	002459	SCOTTS VALLEY WATER DISTRICT	72032	10/10-12/5 KINGS VLG	28.56	
					72033	10/10-12/5 KINGS VLG	332.61	
2468	01/12/01	66.31	002495	CURIALE DELLAVERSON HIRSCHFELD	72134	PROF SVCS DECEMBER	66.31	
2469	01/12/01	900.00	002527	SOLAR DESIGN	72034	OCT-DEC SVIC LANDSCP	900.00	
2470	01/12/01	348.75	002611	INNOCOM CORPORATION	72035	REV VEH PARTS	348.75	
2471	01/12/01	3,447.27	002626	NELSON NYGAARD	72181	PROF SVCS TO 11/24	3,447.27	
2472	01/12/01	444.11	002634	PITNEY WORKS	72182	POSTAGE RESET-PLANNG	444.11	
2473	01/12/01	537.10	002639	NEXTEL COMMUNICATIONS	72135	11/26-12/25 PHONES	537.10	
2474	01/24/01	2,594.67	002713	SANTA CRUZ AUTO TECH, INC	72036	OUT REPAIR OTHER VEH	578.83	
					72037	OUT REPAIR OTHER VEH	1,062.51	
					72038	OUT REPAIR OTHER VEH	310.04	
					72039	OUT REPAIR OTHER VEH	643.29	
2475	01/12/01	385.90	004	NORTH BAY FORD LINC-MERCURY	72136	REV VEH PARTS	385.90	
2476	01/12/01	10,781.39	009	PACIFIC GAS & ELECTRIC	72137	10/31-12/30 RODRIGZ	1,806.22	
					72138	11/30-12/30 BEACH ST	81.60	
					72139	12/1-12/30 RODRIGZ	198.71	
					72140	11/28-12/27 SAKATA	10.50	
					72141	11/28-12/27 SAKATA	69.65	
					72142	12/1-1/3 ENCINAL	1,495.81	
					72143	12/1-1/3 DU BOIS	492.03	
					72144	12/2-1/2 RIVER	1,076.29	
					72145	12/2-1/2 GOLF CLUB	1,031.74	
					72146	12/1-1/3 ENCINAL	861.23	
					72147	12/1-1/3 DUBOIS	2,048.28	
					72148	12/2-1/2 GOLF CLUB	1,000.00	
					72149	12/2-1/2 RIVER ST	322.74	
2477	01/12/01	4,680.10	013	MCI SERVICE PARTS, INC.	72040	REV VEH PARTS	994.79	
					72041	REV VEH PARTS	227.38	
					72042	REV VEH PARTS	277.83	
					72043	REV VEH PARTS/SUPPLY	44.88	
					72150	REV VEH PARTS	2,538.29	
					72162	REV VEH PARTS	244.54	
					72184	REV VEH PARTS	291.27	
					72185	REV VEH PARTS	-238.88	
2478	01/12/01	330.31	020	ADT SECURITY SYSTEMS.	72044	ANNUAL BILLING	24.00	
					72045	JAN ALARM WTC	30.61	
					72046	JAN ALARM MDF	87.54	
					72047	JAN ALARMS MNF	48.29	
					72048	JAN ALARM OPS	40.83	
					72049	JAN ALARM SCMC	42.00	
					72050	JAN ALARM S UTC	27.83	

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

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

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
				72051	JAN ALARMS DUB	30.41	
2479	01/12/01	298.60	PACIFIC TRUCK PARTS, INC.	72052	REV VEH PARTS	298.60	
2480	01/12/01	585.49	KELLY-MOORE PAINT CO INC.	72053	REPAIRS/MAINT FAC	585.49	
2481	01/12/01	376.49	MISSION UNIFORM	72054	UNIFORMS/LAUNDRY	376.49	
2482	01/12/01	2,220.26	PALACE ART & OFFICE SUPPLY	72151	OFFICE SUPPLY PLANNG	125.14	
				72152	OFFICE SUPPLY FLEET	81.50	
				72153	OFFICE SUPPLY OPS	426.88	
				72154	OFFICE SUPPLY FLEET	544.00	
				72155	OFFICE SUPPLY PLANNG	90.89	
				72156	OFFICE SUPPLY FIN	103.99	
				72157	OFFICE SUPPLY FLEET	31.18	
				72158	OFFICE SUPPLY HRD	280.79	
				72159	OFFICE SUPPLY PLANNG	730.65	
				72160	OFFICE SUPPLY PLANNG	81.38	
				72161	OFFICE SUPPLY OPS	216.46	
2483	01/12/01	156.60	ROYAL WHOLESALE ELECTRIC	72055	ELECTRICAL SUPPLY	156.60	
2484	01/12/01	496.00	GREEN LINE	72056	GREASE TRAP - WTC	496.00	
2485	01/12/01	535.68	BATTERIES U.S.A. INC.	72057	REV VEH PARTS	535.68	
2486	01/12/01	1,158.38	CITY OF SANTA CRUZ	72162	PARKING DEF FEE	1,158.38	
2487	01/12/01	94.80	KENVILLE & SONS LOCKSMITH	72058	MECHANICAL SUPPLIES	94.80	
2488	01/12/01	18.08	COAST PAPER & SUPPLY INC.	72059	CUSTODIAL SUPPLIES	18.08	
2489	01/12/01	31,750.62	STATE BOARD OF EQUALIZATION	72163	STORAGE TANK FEE	31,750.62	
2490	01/12/01	7,217.62	DIXON & SON, INCORPORATED	72164	DEC TIRES & TUBES	7,217.62	
2491	01/12/01	99,078.58	EDS CLAIMS SERVICES, INC.	72165	DEC TRUST ACCOUNT	99,078.58	
2492	01/12/01	1,013.57	STATE STEEL COMPANY	72060	REV VEH PARTS	1,013.57	
2493	01/12/01	2,882.84	SAN LORENZO LUMBER CO., INC.	72061	DEC PARTS/SUPPLIES	2,882.84	
2494	01/12/01	169.35	SCHMTD PETTY CASH - OPS	72062	PETTY CASH OPS	169.35	
2495	01/12/01	411.22	CUMMINS-ALLISON CORPORATION	72166	COIN SORTER/COUNTER	411.22	
2496	01/12/01	165.60	JOBS AVAILABLE	72063	CLASSIFIED ADS	165.60	
2497	01/12/01	4,429.19	SANTA CRUZ AUTO PARTS, INC.	72064	REFLECTIVE DECALS	4,429.19	
				72167	DEC PARTS/SUPPLIES	1,893.57	
2498	01/12/01	832.85	ZEP MANUFACTURING COMPANY	72065	CLEANING SUPPLIES	579.15	
				72066	PARTS & SUPPLIES	253.80	
2499	01/12/01	414.76	SANTA CRUZ SENTINEL	72168	ADVERTISING - DEC	414.76	
2500	01/12/01	150.00	UNIVERSITY OF CALIFORNIA	72067	NOV ROOM RENTAL	150.00	
2501	01/12/01	2,586.13	HOSE SHOP, INC., THE	72068	FLUMBSNG SUPPLIES	104.50	
				72069	REV VEH PARTS/SUPPLY	2,481.63	
2502	01/12/01	626.10	TOWNSEND'S AUTO PARTS	72169	REV VEH PARTS/SUPPLY	626.10	
2503	01/12/01	45.65	CENTRAL WELDERS SUPPLY, INC.	72070	PARTS & SUPPLIES	45.65	
2504	01/12/01	1,621.34	GOLDEN GATE PETROLEUM	72071	FUELS - F. LEET	1,621.34	
2505	01/12/01	502.89	LIFT-U-INC.	72072	REV VEH PARTS	502.89	
2506	01/12/01	1,001.38	BOWMAN DISTRIBUTION	72073	PARTS & SUPPLY 275	295.03	
				72074	PARTS & SUPPLY 689	706.35	
2507	01/12/01	89.64	MISSION PRINTERS	72075	BUSINESS CARDS	44.82	
				72170	BUSINESS CARDS-MOGLZ	44.82	
2508	01/12/01	73.23	SANTA CRUZ GLASS CO., INC.	72076	OUT REPAIR WIND/IMPR	73.23	
2509	01/12/01	399.61	GRAINGER INC. W. W.	72077	TRANSFER SWITCH	399.61	
				72078	ELECTRICAL SUPPLIES	150.99	
				72079	PROXIMITY SWITCH	74.43	
				72080	ELECTRICAL SUPPLIES	71.87	

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

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

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
				72081	PLUMBING SUPPLIES	187.75	
2510	01/12/01	923.03	294 ANDY'S AUTO SUPPLY	72083	REV VEH PARTS/SUPPLY	923.03	
2511	01/12/01	96.45	298 ERGOMETRICS	72084	SCORING 25 APPLICANT	96.45	
2512	01/12/01	70.00	299 STANEK, RICHARD	72082	TYPEWRITER REPAIR	70.00	
2513	01/12/01	620.13	316 WATSONVILLE AUTO SUPPLY	72186	REV VEH PARTS	620.13	
2514	01/12/01	147.05	331 PHIL'S SMOG	72085	OUT REPAIR OTHER VEH	147.05	
2515	01/12/01	4,067.20	338 CREATIVE PIPE, INC.	72086	BIKE PARKING RACKS	4,067.20	
2516	01/12/01	150.00	345 SANTA CRUZ COUNTY OFFICE OF	72087	OCT/NOV FINGERPRINTS	150.00	
2517	01/12/01	387.01	358 POWR-FLITE	72088	CUSTODIAL SUPPLY	95.84	
				72089	CUSTODIAL SUPPLY	291.17	
2518	01/12/01	48.78	372 FEDERAL EXPRESS	72171	NOV/DEC POSTAGE	48.78	
2519	01/12/01	6,235.33	378 STEWART & STEVENSON	72090	REV VEH PARTS/SUPPLY	4,016.44	
				72091	REV VEH PARTS	988.34	
				72092	REV VEH PARTS	1,230.55	
2520	01/12/01	960.00	385 WESTAFF	72093	TEMPS W/E 12/9 FAC	480.00	
				72094	TEMPS W/E 12/16 FAC	480.00	
2521	01/12/01	2,319.50	410 TRANSIT INFORMATION PRODUCTS	72095	GRAPHIC SVCS	175.50	
				72096	GRAPHIC SVCS	1,888.36	
				72187	GRAPHIC SVCS	255.64	
2522	01/12/01	1,748.13	418A SANTA CRUZ COUNTY	72997	JULY-DEC FUEL- CNS	1,748.13	
2523	01/12/01	295.00	421 PACE PUBLICATIONS	72098	TRANSIT ACCESS REPRT	295.00	
2524	01/12/01	1,627.53	432 EXPRESS PERSONNEL SERVICES	72172	TEMPS W/E 12/17 FLT	1,627.53	
2525	01/12/01	296.70	434 VERIZON WIRELESS MESSAGING	72173	JANUARY PAGES	146.70	
				72174	JANUARY REPEATER	150.00	
2526	01/12/01	457.24	436 WEST GROUP PAYMENT CTR	72175	AUG-NOV INTERNET	457.24	
2527	01/12/01	2,500.00	442 RAYMUNDO ENGINEERING CO. INC.	72099	PROF/TECH SVCS	2,500.00	
2528	01/12/01	1,970.00	475 TRAPEZE SOFTWARE GROUP, INC.	72188	CONSULTANT-BD WKSHP	1,970.00	
2529	01/12/01	3,562.70	480 DIESEL MARINE ELECTRIC	72100	REV VEH PARTS	3,562.70	
2530	01/12/01	346.11	484 PACIFIC COAST SPECIALTIES	72101	ADVERT DISTRICT FROM	346.11	
2531	01/12/01	197.69	491 BAY RUBBER COMPANY	72102	REPAIRS/MAINT.	197.69	
2532	01/12/01	146,412.70	502 PUBLIC EMPLOYEES'	72176	JANUARY MEDICAL INS	146,412.70	
2533	01/12/01	3,545.88	506 MILE-X EQUIPMENT, INC.	72103	FILTER CRUSHER 3546	3,545.88	
2534	01/12/01	2,336.60	509 IMPRESSIONS ON HOLD	72104	PRODUCTION AGREEMENT	2,336.60	
2535	01/12/01	120.56	512 MCGRAW-HILL COMPANIES	72105	HB AIR COND. BOOK	120.56	
2536	01/12/01	101.62	534 CEB	72106	CA MECHANICS UPDATE	101.62	
2537	01/12/01	58.58	579 LAB SAFETY SUPPLY INC.	72107	VINYL GLOVES 48	58.58	
2538	01/12/01	1,207.95	596 DENOMINATOR COMPANY, THE	72108	REV VEH PARTS 1184	1,207.95	
2539	01/12/01	148.48	647 GFI BENFARE	72177	FAREBOX KEYS - OPS	148.48	
2540	01/12/01	6.00	708 CALIFORNIA HIGHWAY PATROL	72109	REPORT SC 12-00-26	6.00	
2541	01/12/01	292.42	932 LEASE CO., A.L. INC.	72178	PLUMBING SUPPLIES	292.42	
2542	01/12/01	443.52	980 MCMASTER-CARR SUPPLY CO	72110	ACRYLIC SHEET-FAREBX	443.52	
2543	01/12/01	44.00	E027 MAWSON MICHAEL	72179	DMV/VTT FEES OPS	44.00	
2544	01/12/01	10.00	E064 DROZCO, RICHARD	72111	DMV/VTT FEES OPS	10.00	
2545	01/12/01	34.00	E067 SWART, RANDY	72112	DMV RENEWAL-FLEET	34.00	
2546	01/12/01	55.90	E089 O'DONNELL, SHAWN	72113	MILEAGE-SALINAS 2X	55.90	
2547	01/12/01	300.00	E370 CANALES, DONNA	72114	MEDICAL INS. WAIVER	300.00	
2548	01/12/01	300.00	E394 KILBURN, PETER	72115	MEDICAL INS. WAIVER	300.00	
2549	01/12/01	300.00	E409 TRAYLOR, SOOZIE	72116	MEDICAL INS. WAIVER	300.00	
2550	01/12/01	45.79	R034 ENTERPRISE RENT-A-CAR	72117	SETTLEMENT CLAIM	45.79	
2551	01/12/01	1,209.29	R335 RILEY COLLINS BODY SHOP	72118	SETTLEMENT CLAIM	1,209.29	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 CHECK JOURNAL DETAIL BY CHECK NUMBER  
 ALL CHECKS F O R COAST COMMERCIAL BANK

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

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
2552	01/12/01	475.00	R336 HALL, LEO P.		72119	SETTLEMENT CLAIM	475.00	
2553	01/12/01	1,518.00	R337 MARINI, JOEL		72120	SETTLEMENT CLAIM	1,518.00	
2554	01/18/01	205.00	492 SOUTH CAROLINA INSURANCE CO.		72189	FLOOD INSURANCE	205.00	
2555	01/18/01	94.00	M001 HORTON, JOSEPH		72190	MEDICAL PREMIUM REIM	94.00	
2556	01/18/01	94.00	M002 RACKLEY, EARL		72191	MEDICAL PREMIUM REIM	94.00	
2557	01/18/01	47.00	M003 WYANT, JUDI		72192	MEDICAL PREMIUM REIM	47.00	
2558	01/18/01	47.00	M004 FORT ILLA, EARLENE		72193	MEDICAL PREMIUM REIM	47.00	
2559	01/18/01	47.00	M005 ROSS, EMERY		72194	MEDICAL PREMIUM REIM	47.00	
2560	01/18/01	122.00	M006 VAN DER ZANDE, ED		72195	MEDICAL PREMIUM REIM	122.00	
2561	01/18/01	86.00	M007 BLAIR-ALWARD, GREGORY		72196	MEDICAL PREMIUM REIM	86.00	
2562	01/18/01	86.00	M008 CAMPOS, ARVILLA		72197	MEDICAL PREMIUM REIM	86.00	
2563	01/18/01	292.00	M009 FREEMAN, MARY		72198	MEDICAL PREMIUM REIM	292.00	
2564	01/18/01	86.00	M010 SHORT, SLOAN		72199	MEDICAL PREMIUM REIM	86.00	
2565	01/18/01	28.00	M011 LAWSON, LOIS		72200	MEDICAL PREMIUM REIM	28.00	
2566	01/18/01	28.00	M012 ROSE, JACK		72201	MEDICAL PREMIUM REIM	28.00	
2567	01/18/01	20.00	M013 JAHNKE, EILEEN		72202	MEDICAL PREMIUM REIM	20.00	
2568	01/26/01	3,313.78	001 PACIFIC BELL/SAC		72206	JAN PHONE LINE - MIS	339.67	
					72207	JAN PHONE LINE - MIS	339.67	
					72208	JAN SUMMARY PHONES	2,634.44	
2569	01/26/01	1,326.28	001119 MACERICH PARTNERSHIP, LP, THE		72209	LEASE CAPITOLA MALL	1,326.28	
2570	01/26/01	410.40	001263 ABBOTT STREET RADIATOR		72210	RADIATOR VEH # 9829	410.40	
2571	01/26/01	108.69	001315 WASTE MANAGEMENT OF S C		72211	DEC-246 KINGS WLF RD	108.69	
2572	01/26/01	674.82	001407 RED WING SHOE STORE		72212	DECEMBER BOOTS	674.82	
2573	01/26/01	3,421.00	001523 SANTA CRUZ MEDICAL CLINIC		72213	MEDICAL EXAMS	1,821.00	
					72214	MEDICAL EXAMS OPS	1,270.00	
					72215	MEDICAL EXAMS FLEET	330.00	
2574	01/26/01	1,353.49	001529 MAIL-WELL ENVELOPE		72216	ENVELOPES-PAYROLL	1,353.49	
2575	01/26/01	39,150.00	001762 FOOD & NUTRITION SERVICES, INC		72217	JAN DISPATCH FEE	39,150.00	
2576	01/26/01	5,950.00	001774 EGS CLAIMS SERVICES, INC.		72218	WORKFR. CORR. SVC FEE	5,950.00	
2577	01/26/01	421.00	001844 BRINKS INCORPORATED		72219	JANUARY SECURITY	421.00	
2578	01/26/01	900.00	001897 HUMPHREY, YVONNE A.		72220	LEASE VERNON ST. LOT	900.00	
2579	01/26/01	627.20	001991 BAY STAFFING		72221	TEMPS W/E 12/31 HRD	627.20	
2580	01/26/01	6,058.00	002035 BOWMAN & WILLIAMS		72222	RRF SERVICE OCT/NOV	1,058.75	
					72223	PROF SERVICE NOV/DEC	5,026.25	
2581	01/26/01	30.54	002063 COSTCO		72223	PHOTO PROCESS-OPS	30.54	
2582	01/26/01	6,736.94	002104 SELF-INSURANCE PLANS		72224	CA W/C PPF ASSESSMNT	6,736.94	
2583	01/26/01	27,262.06	002116 HINSHAW, EDWARD & BARBARA		72225	LEASE 370 ENCINAL ST	21,706.43	
					72226	LEASE 120 DUBOIS	5,555.63	
2584	01/26/01	11,508.79	002117 IULIANG, NICK		72227	LEASE 111 DUBOIS	9,866.58	
					72228	UTILITIES-111 DUBOIS	1,622.21	
2585	01/26/01	9,675.00	002123 GARG, INC.		72230	YEARLY MAINT. HASTUS	9,675.00	
2586	01/26/01	139.00	002223 MTA US&C		72231	ANNUAL MEMBERSHIP	139.00	
2587	01/26/01	863.96	002245 STAPLES CREDIT PLAN		72232	2 WORKCENTERSLANNG	863.96	
2588	01/26/01	3,747.60	002346 CHANEY, CARDYN L. ASSOC., INC.		72233	JAN LEGISLATIVE REP	3,750.00	
					72234	JAN-DEC EXPENSES	197.60	
2589	01/26/01	34.00	002352 UNITED STATES POSTAL SERVICE		72235	POSTAGE STAMPS - FLT	34.00	
2590	01/26/01	2,604.75	002412 BORDEN DECAL CO., INC.		72236	KEYPRO-LOGO DECALS	454.95	
					72237	BLACK NUMBER DECALS	1,947.80	
2591	01/26/01	57,783.48	002555 S & C FORD OF SAN FRANCISCO		72238	2 EA-2001 TRUCKS	57,783.48	
2592	01/26/01	1,520.00	002610 FREDERICK ELECTRONICS CORP.		72239	LEASE 375 ENCINAL	1,520.00	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 CHECK JOURNAL DETAIL BY CHECK NUMBER  
 ALLCHECKSFORCOASTCOMMERCIALBANK

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

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
2593	01/26/01	3,300.00	002672	USL FINANCIALS	72240	JAN-JUNE MAINT. USL	3,300.00	
2594	01/26/01	192.00	002675	WEST GROUP	72241	BARCLAYS CA CODES 13	192.00	
2595	01/26/01	89.95	004	NORTH BAY FORD LINCOLN-MERCURY	72242	REPAIR VEH #6110	89.95	
2596	01/26/01	270.84	007	UNITED PARCEL SERVICE	72243	FREIGHT OUT - FLEET	270.84	
2597	01/26/01	3,520.70	009	PACIFIC GAS & ELECTRIC	72244	12/6-1/6 PACIFIC AVE	407.23	
					72245	12/8-1/11 KINGS VLG	589.66	
					72246	12/8-1/11 KINGS VLG	19.00	
					72247	12/8-1/11 KINGS VLG	322.16	
					72248	12/13-1/12 PAUL SWT	57.60	
					72249	12/6-1/6 PACIFIC AVE	346.58	
					72250	12/6-1/6 PACIFIC AVE	467.73	
					72251	12/6-1/6 PACIFIC AVE	375.00	
					72252	12/6-1/6 PACIFIC AVE	922.32	
					72253	11/30-12/31 CNS FUEL	13.42	
2598	01/26/01	900.00	017	SUN MICROSYSTEMS, INC.	72254	1/1-3/31 SUPPORT	900.00	
2599	01/26/01	6,476.34	018	SALINAS VALLEY FORD SALES	72255	REV VEH PARTS/SUPPLY	5,492.73	
					72256	SAFETY SUPPLIES	69.72	
					72257	REV VEH PARTS	1,153.89	
2600	01/26/01	45.36	034	BLUEPRINT EXPRESS	72258	COPY OF BLUEPRINTS	45.36	
2601	01/26/01	1,924.61	041	MISSION UNIFORM	72259	DEC UNIFORMS/LAUNDRY	419.35	
					72277	DEC UNIFORMS/LAUNDRY	180.70	
					72278	DEC UNIFORMS/LAUNDRY	1,016.08	
					72279	DEC UNIFORMS/LAUNDRY	308.48	
2602	01/26/01	44.42	061	REGISTER FAJARONIAN	72260	LEGAL ADS	44.42	
2603	01/26/01	193.27	062	LEXIS PUBLISHING	72261	CA W/C CLAIM BEN BK	94.69	
					72262	CA W/C HANDBOOK	98.58	
2604	01/26/01	271.60	074	KENWILL ELA. SONS & LOCKSMITH	72263	MECHANICAL SUPPLIES	271.60	
2605	01/26/01	12,117.55	079	SANTA CRUZ MUNICIPAL UTILITY	72264	10/31-1/2 GOLF CLUB	1,255.22	
					72265	10/31-1/2 RIVER ST	2,766.14	
					72266	10/31-1/2 ENCINAL ST	174.68	
					72267	10/31-1/2 ENCINAL ST	582.40	
					72268	10/31-1/2 111 DUBDIS	1,033.20	
					72269	11/1-1/2 PACIFIC AVE	234.95	
					72270	11/1-1/2 PACIFIC AVE	62.55	
					72271	11/1-1/2 PACIFIC AVE	5,828.85	
					72272	DEC DUMP FEES-FAC	178.96	
2606	01/26/01	2,234.00	080	STATE BOARD OF EQUALIZATION	72273	OCT-DEC USE TAX	2,234.00	
2607	01/26/01	2,252.52	080A	STATE BOARD OF EQUALIZATION	72274	OCT-DEC FUEL TAX	2,252.52	
2608	01/26/01	117.13	083	THYSSEN DOVER ELEVATOR	72275	JAN ELEVATOR MAINT.	117.13	
2609	01/26/01	191.25	090	CRYSTAL SPRINGS WATER CO.	72276	DEC WATER -FLEET	191.25	
2610	01/26/01	14.52	107	SAN LORENZO LUMBER CO., INC.	72346	PARTS & SUPPLIES	14.52	
2611	01/26/01	2,100.00	110	TRANSMART	72280	CUSTODIAN SERVICES	2,100.00	
2612	01/26/01	1,770.75	117	GILLIG CORPORATION	72281	REV VEH PARTS	1,770.75	
2613	01/26/01	1,564.03	130	WATSONVILLE CITY WATER DEPT.	72282	11/1-1/4 RODRIGUEZ	67.97	
					72283	11/1-1/4 RODRIGUEZ	55.82	
					72284	11/1-1/4 RODRIGUEZ	489.74	
					72285	1/17 RODRIGUEZ	1,162.00	
					72286	12/1-1/3 RODRIGUEZ	6.80	
					72287	12/1-1/3 SAKATA LN	67.27	
					72288	12/1-1/3 SAKATA LANE	12.45	

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

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

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTI	TRANSACTION AMOUNT	COMMENT
2614	01/26/01	5,736.76	134 DAY WIRELESS SYSTEMS	72289	OUT REPAIR EQUIPT	3,857.76	
				72290	OUT REPAIR EQUIPT	1,879.00	
2615	01/26/01	290.14	144 BOSS MANUFACTURING CO.	72291	SAFETY SUPPLIES	290.14	
2616	01/26/01	633.96	163 COMMUNITY PRINTER, INC.	72292	PRINTING LETTERHEAD	633.96	
2617	01/26/01	295.38	186 WILSON, GEORGE H., INC.	72293	PLUMBING SUPPLIES	241.92	
				72294	PLUMBING SUPPLIES	53.46	
2618	01/26/01	25.00	188 PACIFIC BUS MUSEUM	72295	ANNUAL MEMBERSHIP	25.00	
2619	01/26/01	627.20	191 GOLDEN GATE PETROLEUM	72296	DEC FUELS - FLEET	627.20	
2620	01/26/01	211.20	215 IKON OFFICE SOLUTIONS	72297	1/1-2/1 COPIER	211.20	
2621	01/26/01	3,817.46	221 VEHICLE MAINTENANCE PROGRAM	72298	REV VEH PARTS 829	829.20	
				72299	REV VEH PARTS 2988	2,988.26	
2622	01/26/01	59.40	225 MISSION PRINTERS	72347	BUSINESS CARDS	59.40	
2623	01/26/01	2,002.60	282 BRAINER INC. W.W.	72301	ELECTRICAL SUPPLIES	2,002.60	
2624	01/26/01	800.00	307 SANTA CRUZ CHAMBER OF COMMERCE	72302	ANNUAL MEMBERSHIP	800.00	
2625	01/26/01	172.00	309 GOOD TIMES	72303	CLASSIFIED ADS	172.00	
2626	01/26/01	45,633.48	376 MULTISYSTEMS, INC	72348	OCT & NOV PROF SVCS	45,633.48	
2627	01/26/01	3,013.74	378 STEWART & STEVENSON	72304	REV VEH PARTS	895.88	
				72305	REV VEH PARTS	196.37	
				72306	REV VEH PARTS	829.59	
				72307	MACHINERY & EQUIPT	844.34	
				72308	REV VEH PARTS	247.56	
2628	01/26/01	864.00	365 WESTAFF	72309	TEMPS W/E 12/30 FAC	864.00	
2629	01/26/01	23,575.70	396 LASER AUTO CENTER	72310	2001 PASSENGER VAN	23,575.70	
2630	01/26/01	130.87	422 IMAGE SALES INC.	72311	PHOTO SUPPLY - HRD	130.87	
2631	01/26/01	1,324.54	432 EXPRESS PERSONNEL SERVICES	72312	TEMPS W/E 12/31 FLET	1,324.54	
2632	01/26/01	2,000.00	433 AMPAC BUILDING MAINTENANCE	72313	DEC SVTC MAINTENANCE	2,000.00	
2633	01/26/01	121.50	436 WEST GROUP PAYMENT CTR	72315	STATE & LOC GOVT LIA	121.50	
2634	01/26/01	154.44	493 IMAGING PRODUCTS, INTERNATIONAL	72314	PHOTO SUPPLY - OPS	154.44	
2635	01/26/01	22,408.72	500 PAIGE 'S SECURITY SERVICES, INC	72316	DEC SECURITY	22,408.72	
2636	01/26/01	389.92	510 ASCOM HASLER LEASING	72317	JAN-FEB POSTAGE MACH	389.92	
2637	01/26/01	228.00	516 DENVER POST, THE	72318	ADVERTISING - HR	228.00	
2638	01/26/01	371.00	517 CHICAGO TRIBUNE	72319	ADVERTISING - HRD	371.00	
2639	01/26/01	590.00	518 ROCKHURST COLLEGE CONTINUING	72320	REGISTRATION 2/9/01	590.00	
2640	01/26/01	54.11	520 LIB COMPUTER & INFO	72321	MCS TRAINING BOOK	54.11	
2641	01/26/01	405.65	521 NEXX DIRECT	72322	COMPUTER SUPPL IE 406	405.65	
2642	01/26/01	819.68	523 COURTYARD BY MARRIOTT	72349	TRAINING - 4 DAYS	819.68	
2643	01/26/01	247.15	546 BRANITE ROCK COMPANY	72323	REPAIRS & MAINT.	247.15	
2644	01/26/01	7,222.00	694 CALIFORNIA TRANSIT ASSOCIATION	72324	ANNUAL MEMBERSHIP	7,222.00	
2645	01/26/01	6.00	702 CALIFORNIA HIGHWAY PATROL	72325	REPORT # 01-40	6.00	
2646	01/26/01	120.33	788 SCMTD PETTY CASH - FINANCE	72350	1/8-1/24 PETTY CASH	120.33	
2647	01/26/01	100.00	B001 AINSWORTH, L. GERRY	72335	JANUARY MEETINGS	100.00	
2648	01/26/01	100.00	B002 ALMQUIST, JEFF	72336	JANUARY MEETINGS	100.00	
2649	01/26/01	100.00	B003 RE-NUIT7 JAN	72337	JANUARY MEETINGS	100.00	
2650	01/26/01	100.00	B004 FIZZMONRBY, TIM	72338	JANUARY MEETINGS	100.00	
2651	01/26/01	100.00	B005 GABRIEL, BRUCE	72339	JANUARY MEETINGS	100.00	
2652	01/26/01	100.00	B006 HINKLE, MICHELLE	72340	JANUARY MEETINGS	100.00	
2653	01/26/01	100.00	B007 KEDDH, MICHAEL	72341	JANUARY MEETINGS	100.00	
2654	01/26/01	100.00	B008 KROHN, CHRISTOPHER	72342	JANUARY MEETINGS	100.00	
2655	01/26/01	50.00	B009 LOPEZ, RAFAEL	72343	JANUARY MEETINGS	50.00	
2656	01/26/01	100.00	B010 NORTON, DENNIS	72344	JANUARY MEETINGS	100.00	

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

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

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
2657	01/26/01	100.00	B011 REILLY, EMILY		72345	JANUARY MEETINGS	100.00	
2658	01/26/01	200.00	E054 WILLIS, DARRELL		72327	TRAINING 2/12-16	200.00	
2659	01/26/01	160.00	E077 PEREZ, RICARDO		72351	TRAINING 1/29-2/1	160.00	
2660	01/26/01	160.00	E079 VAN DYKE, CURTIS		72352	TRAINING 1/29-2/1	160.00	
2661	01/26/01	10.00	E092 YEO, BILL		72328	DMV/VTT FEES - OPS	10.00	
2662	01/26/01	44.00	E101 LYNCH, GLENN		72329	DMV/VTT FEES - OPS	44.00	
2663	01/26/01	30.15	E141 FAULK, CAROLYN		72330	FLOOR MATS-LEGAL	30.15	
2664	01/26/01	10.00	E142 MORSE, DONNA		72331	DMV/VTT FEES- OPS	10.00	
2665	01/26/01	72.45	E323 GALL, TERRY		72332	WINDOWS BOOKS	72.45	
2666	01/26/01	120.00	E397 GALLAGHER, MARGARET		72333	APTA 2/11-13	120.00	
2667	01/26/01	44.00	E464 TOVAR, SERENA		72334	DMV/VTT FEES - OPS	44.00	
2668	01/31/01	77.06	344 SCD CAFE LUNCH BOARD ORIENT.		72353	LUNCH BOARD ORIENT.	77.06	MANUAL
TOTAL		912,987.87	COAST COMMERCIAL BANK			TOTAL CHECKS	246	912,987.87



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
OPERATIONS DIVISION - PASSENGER LIFT USAGE REPORT  
JANUARY, 2001**

<b><u>ACCESSIBLE ROUTES</u></b>	<b><u>CURRENT MONTH</u></b>	<b><u>LAST MONTH</u></b>
ROUTE #1/7 UCSC Beach	13	11
ROUTE #1/3B/4/7 UCSC/MISSION/HARVEY WEST BEACH -WEEKENDS	10	11
ROUTE #8/1 EMELINE/UCSC -WEEKDAYS	25	25
ROUTE #12 SEABRIGHT/UCSC - WEEKDAYS	2	1
ROUTE #30/31/6/36 SCOTTS VALLEY/SEABRIGHT - WEEKDAYS	46	62
ROUTE #30/6/2/3A/4/6 WESTERN/MISSION STREET/HARVEY WEST/SEABRIGHT - WEEKENDS	14	18
ROUTE #33/34 FELTON/LOMPICO/ZAYANTE - WEEKDAYS	7	2
ROUTE #35/35A/36 SANTA CRUZ/BOULDER CREEK	72	98
ROUTE #40/41 DAVENPORT/BONNY DOON - WEEKDAYS	2	2
ROUTE #40/41/42 DAVENPORT/BONNY DOON - WEEKENDS	8	3
ROUTE #51/52/60/63/81/42 CAPITOLA/SOQUEL/DOMINICAN - WEEKDAYS	200	253
ROUTE #54/59/60 LA SELVA/CAPITOLA/SOQUEL - WEEKENDS	7	3
ROUTE #2/3A/3B/4/7/65/66/67 MISSION/WESTERN/HARVEY WEST BEACH/LIVE OAK - WEEKDAYS	328	334
ROUTE #65/66/67 LIVE OAK - WEEKENDS	71	76
ROUTE #1/3N/54/69/69N/69W UCSC/APTOS/CABRILLO - WEEKDAYS	277	244
ROUTE #69A/69W SANTA CRUZ/WATSONVILLE - WEEKENDS	25	49
ROUTE #70/81/36 CABRILLO/SANTA CRUZ/CAPITOLA MALL/ WATSONVILLE - WEEKDAYS	56	74
ROUTE #71 SANTA CRUZ/WATSONVILLE	281	306
ROUTE #72/73/75/78/79 WATSONVILLE/LOCAL	180	232
ROUTE #91/81 COMMUTER EXPRESS/CAPITOLA MALL/ WATSONVILLE -WEEKDAYS	41	29

FIRST NIGHT		3
<b><u>TOTAL LIFT PASSENGERS</u></b>	1665	1836

NO. OF MECHANICAL FAILURES OF LIFTS IN-SERVICE	1	1
TOTAL NUMBER OF HOURS DROPPED DUE TO LIFT FAILURE	1 :00	:43
NUMBER OF PASSENGERS PASSED UP DUE TO NON-FUNCTIONING LIFTS ON ACCESSIBLE ROUTES	0	0
NUMBER OF TIMES A DISTRICT BACK-UP LIFT VAN WAS UTILIZED	0	0

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

VEHICLE CATEGORY	TOTAL BUSES	AVG # DEAD IN GARAGE	AVG #AVAIL. FOR SERVICE	AVG # IN SERVICE	AVG # SPARE BUSES	AVG # LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLYER	63	10	53	48	5	48	100%
GILLIG	28	3	25	14	11	14	100%
GMC	8	2	6	4	2	4	100%
CHAMPION	4	0	4	1	3	1	100%

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

VEHICLE CATEGORY	TOTAL BUSES	AVG # DEAD IN GARAGE	AVG #AVAIL. FOR SERVICE	AVG # IN SERVICE	AVG # SPARE BUSES	AVG # LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLYER	63	N/A	N/A	44	N/A	44	100%
GILLIG	28	N/A	N/A	7	N/A	7	100%
GMC	8	N/A	N/A	3	N/A	3	100%
CHAMPION	4	N/A	N/A	1	N/A	1	100%

**BIKE REPORT**

THIS MONTH    LAST MONTH

TOTAL BIKES CARRIED	14353	12672
---------------------	-------	-------

JANUARY 200 1

printed 02/01/2001

SERVICE INTERRUPTION SUMMARY REPORT  
L I F T P R O B L E M S  
01/01/2001 TO 01/31/2001

DATE	BLOCK	ROUTE	TIME	DIRBUS	REASON	N:BUS	A:BUS	HR:MN	MILE	LOST	DELAY
01/30/2001	69	0518P	08092	LIFT	WON'T STOW			00:30			
01/30/2001	69	0521P	18093	DOWN	LIFT			00:30	4.22	0030	0000
									3.98	0030	0000
									08.20		

AM Peak 00:00 00.00  
 Midday 00:00 00.00  
 PM Peak 01:00 08.20  
 Other 00:00 00.00  
 Weekday 01:00 Oa. 20  
 Saturday 00:00 00.80  
 Sunday 00:00 00.00

# METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF)\*

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

## MINUTES

The Metro Accessible Services Transit Forum met for its monthly meeting on Thursday January 18, 2001 in Room 223 of the University Town Center, 1101 Pacific Avenue, Santa Cruz CA.

MASTF MEMBERS PRESENT: Sharon Barbour, Jim Bosso, Ted Chatterton, Connie Day, Shelley Day, Michael Edwards, Bill Fieberling, Kasandra Fox, Michelle Hinkle, Ed Kramer, Fahmy Ma'Awad, Thom Onan, Dennis Papadopulo, Barbara Schaller, Cheryl Schmitt, Patricia Spence.

### METRO STAFF PRESENT:

Bryant Baehr, Operations Department Manager  
Kim Chin, Planning and Marketing Department Manager  
John Daugherty, Accessible Services Coordinator  
Beverly Edwards, Bus Operator  
Linda Garbez, S.E.I.U. Representative  
David Konno, Facilities Maintenance Department Manager  
Steve Paulson, U.T.U. Representative  
Tom Stickel, Fleet Maintenance Department Manager

### BOARD MEMBERS PRESENT:

Michelle Hinkle

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

- 1) MASTF recommends that Board and Management members participate in disability awareness training as it relates to paratransit.
- 2) MASTF thanks the Board for the community input allowed in the paratransit audit process.
- 3) MASTF recommends to Board and Management that METRO pursues acquisition of Low Floor model buses with secondary lowering capability.

RELEVANT ATTACHMENTS: None.

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

- 1) MASTF recommends that Board and Management members participate in disability awareness training as it relates to paratransit.
- 2) MASTF recommends to Board and Management that METRO pursues acquisition of Low Floor model buses with secondary lowering capability.

I. CALL TO ORDER AND INTRODUCTIONS

MASTF Executive Committee member Sharon Barbour called the meeting to order at 2:15 p.m. She noted that the meeting was starting late due to the opportunity to inspect a bus parked outside. She shared that Kasandra Fox and Deborah Lane were unable to attend the meeting today due to illness.

After Introductions, Ms. Barbour asked for a moment of silence on behalf of Will Hogan. Mr. Hogan, a long time MASTF member, suffered a fatal heart attack during a bus ride last month.

II. APPROVAL OF THE DECEMBER 14, 2000 MASTF MINUTES

Patricia Spence corrected one statement in the first paragraph of 6.3 “Bus Service Committee Report” on Page Seven. The Minutes state that Ms. Spence "asked Mark Dorfman to explain his statement in the article that the “pressing need” for Watsonville residents was bus service to Santa Cruz.” Ms. Spence clarified that she had asked Mr. Dorfman “how they arrived at the conclusion” about the pressing need of Watsonville residents.

**MASTF Motion: That the December 14, 2000 MASTF Minutes be approved as corrected.**

**M/S/PU: Edwards, Papadopulo**

### III. AMENDMENTS TO THE AGENDA

Ms. Barbour shared that last Thursday the MASTF Executive Committee had added three items to the Agenda:

New Business: 6.2 MASTF Discussion: Proposed Amendment to Create Paratransit Services Chairperson Position

Bus Stop Improvement Committee Report: c) Bus Stop at 30<sup>th</sup> Avenue and Brommer Street; and d) Bus Stop Shelter at 17<sup>th</sup> Avenue and Tremont

### IV. ORAL COMMUNICATION AND CORRESPONDENCE

Beverly Edwards thanked the group for the Certificate of Appreciation awarded for her work as a bus operator last month. She noted that MASTF's contributions assist "giving a whole community the opportunity to take advantage of our transit system."

Ted Chatterton said that "Express" bus service is not properly identified. He noted that the term "Express" describes the destination of a bus. He believed that an Express bus should pick him up when he is waiting at a bus stop. Bryant Baehr noted that Mr. Chatterton had brought up a word issue, not a routing issue. Ms. Edwards noted that Express routes (such as Route 36) make connections with other bus routes at Santa Cruz Metro Center possible. Steve Paulson shared that unscheduled stops along an Express bus route are not permitted at the driver's discretion. Ms. Barbour noted that the issue could be placed on the Agenda for next month's meeting.

Mr. Baehr reported that he would use the language from MASTF flyers posted inside buses to describe MASTF for the [www.volunteermatch.org](http://www.volunteermatch.org) service. Inquiries sent to him would be forwarded to Kasandra Fox and John Daugherty.

Mr. Baehr also shared that new bus stops would be built along Western Drive to allow for more Route 1 University bus service.

Mr. Daugherty described three letters (Attachments A, B and C) that could be of interest to MASTF members. The first letter was sent to METRO General Manager Les White by Wilson Fieberling and concerned the capability of public transit to accommodate bicycles. The second letter sent by Ms. Fox to Mr. Fieberling was an invitation to speak at today's meeting. The third letter was sent by the Consumer Advisory Committee of the San Andreas Regional Center to Kim Chin. The letter contains compliments and requests about current bus service.

Pat Spence distributed a few copies of a questionnaire concerning bus service. She noted that the topic of the questionnaire would be covered under Agenda item 6.3b, "MASTF Consideration of Service Priorities."

Barbara Schaller read excerpts from two Commendations to the group.

Ms. Barbour announced that Jeff LeBlanc had resigned as MASTF's Bus Stop Improvement Committee Chairperson. She added that an election for a new Chairperson would take place at the next MASTF meeting.

## V. ONGOING BUSINESS

### 5.1 Paratransit Update

#### a) MASTF Recommendation: Paratransit Audit Report

Mr. Daugherty shared that work by METRO staff, consultants and community partners on two projects – a comprehensive operational and financial audit and revised methods to certify new and current paratransit users – was progressing. Mr. Baehr added that the METRO Board had the opportunity to act on audit recommendations tomorrow. He also noted that the METRO Board could act on certification recommendations in March.

Ms. Spence noted that she has been involved with paratransit service since September 1997. She passed along a "Thank You" to Mr. Daugherty and



METRO Management “who have been so kind as to read my letters and value them for the recommendations I was making.”

Ms. Spence also shared that since the METRO Board meeting last November she has had two lingering questions. She asked about the process to determine whether door to door or curb to curb service would be utilized. She shared that she knew that the law only required curb to curb service. She pointed out that door to door service and driver escort provides “the only way that I’ve been able to be independent.” The second lingering question concerned the issue of the length of paratransit trips. She proposed that Board members and METRO Management participate in disability awareness training as it relates to paratransit services. “There is a real human element that has to function within these regulations,” she observed. She believed that Board and Management members would benefit from “an actual on hands working conception of what it is to be in a wheelchair and try to get around on the service.”

Discussion following the proposal from Ms. Spence included her comment that she had raised the training issue with Michael Bradshaw of the Central Coast Center for Independent Living (CCCIL) and that he could assist with developing such training. Mr. Baehr recalled that the half-day he had used a manual wheelchair while working for another transit district had been “very enlightening.” Fahmy Ma’Awad noted that he was surprised by the discussion since the topic had been brought up one year ago. He also pointed out that “we don’t want to focus on just one disability.” Mr. Edwards requested that the training issue be placed on the Agenda for next month.

The following Motion emerged from discussion:

**MASTF Motion: MASTF recommends that Board and Management members participate in disability awareness training as it relates to paratransit.**

**M/S/PU: Spence, Edwards**

Thom Onan expressed the hope that consultants would present a clear recommendation on how the paratransit ombudsman is going to work with clients to gather information. He observed that it is unclear to paratransit riders who they should contact and how they contact persons to report compliments and complaints.

Ms. Spence asked if METRO was seriously considering taking paratransit service "in house." Mr. Baehr responded that meeting the demands of fixed route service and the development of Metro Base were higher priorities. Ms. Spence recommended that Lift Line handle the majority of paratransit trips distributed in a flexible manner between Lift Line and the taxi companies. She believed that Lift Line could provide service in a more expedient manner. Jim Bosso responded that taxis have delivered a higher percentage of "on time" trips than Lift Line (84% compared to 81%). He also noted that to be reliable to drivers and meet demand he needed to "lock in" paratransit trips reserved the night before for taxis. He did not believe that flexible scheduling would work.

Ms. Barbour shared the Metro Users Group (MUG) had passed a Motion yesterday thanking the Board for allowing community input. Discussion following her remarks concluded with the following Motion:

**MASTF Motion: MASTF thanks the Board for the community input allowed in the paratransit audit process.**

**M/S/PU: C. Day, Schaller**

Ms. Schaller noted that MUG had also passed a Motion yesterday that encouraged that current paratransit users who are not recertified have access to taxi scrip coupons. Kim Chin clarified that the Board's approach was to maximize options for paratransit users who are not recertified for paratransit. He noted that Food and Nutrition Services and not the METRO Board controlled taxi scrip. Ms. Barbour suggested that further discussion of paratransit recertification be carried over to the next MASTF meeting.

- b) ADA Paratransit Report
- c) Transportation Advocacy (Thom Onan)

There were no reports on the two items above.

## 5.2 MASTF Recommendation: High Floor or Low Floor Model Bus

Ms. Barbour hoped that people had taken the opportunity to check out the New Flyer model bus outside. Mr. Baehr used his cell phone to call Kasandra Fox and then placed his phone on the table so she could hear conversation and participate. He explained that Tom Stickel had spoken with a New Flyer representative in Oakland to arrange the bus model visit. Mr. Baehr hoped MASTF would recommend whether METRO go in a High Floor or Low Floor model “direction” with the next bus purchase.

Discussion included a variety of questions about the different models of buses and the Low Floor model bus outside. “Can I tell you what I think of that bus?” Ms. Fox asked, “I think it’s perfect.” She suggested that the ramp be deployed for all passengers to make boarding easier. She noted that “the real issue is width and ease of boarding and deboarding.”

Other comments included compliments for the additional ramp length that allowed “secondary lowering capability” for the bus model outside.

The following Motion to Board and Management concluded discussion:

**MASTF Motion: MASTF recommends to the Board and Management that METRO pursues acquisition of Low Floor model buses with secondary lowering capability.**  
**M/S/PU: Edwards, Papadopulo**

Ms. Fox concluded her participation in the meeting.

### 5.3 MASTF Discussion: Bikes Inside Buses

Bill Fieberling introduced himself to the group. He noted that he worked with the Bicycle Committee that is one of the advisors for the Major Transportation Study conducted by the Santa Cruz County Regional Transportation Commission. He explained that a bicyclist had brought to his attention the concern that racks on METRO buses can carry only two bicycles at one time. He noted that bicycle travel would be assisted if bicyclist could take bikes inside buses to handle uphill travel (such as the UCSC routes) and long distances (such as the routes between Santa Cruz and Watsonville). He believed that bus operators would know if room was available for a bicycle and rider inside the bus. He pointed out that bicyclists that also drove cars could be encouraged to leave their cars behind if bicycles were allowed inside buses.

Discussion following Mr. Fieberling's comments included Mr. Baehr's observation that the California Highway Patrol and California Vehicle Code place weight and length restrictions on how buses can carry bikes. He also noted that METRO would be "picking it up from scratch" if it decided to develop racks for the rear of buses since rear loading bike racks are no longer being manufactured. Mr. Edwards noted that there was a "safety issue" when bikes are brought inside and there is no bike securement system awaiting the bikes. Mr. Chatterton recalled that he had supported allowing bikes inside Routes 40 41 and 42 that serve Bonny Doon and Davenport. He noted that there was "no room" for bikes inside other bus routes. Mr. Bosso asked if there would be a problem with the "dedicated space" of the securement area if a wheelchair user boarded the bus and displaced a bicycle user.

"My experience of the bicycling community is that this issue won't go away," Cheryl Schmitt stated, "You've heard it before and you'll probably continue to hear it because the need is there and there hasn't been a good solution for the need yet." Ms. Barbour noted that she, as a bicycle user, was familiar with the need. She thanked Mr. Fieberling and Ms. Schmitt for attending the meeting and invited them to return to future meetings with new ideas.

## VI NEW BUSINESS

### 6.1 Review of MASTF Goals for Last Year (2000)

Ms. Barbour shared that a list of goals for last year would be attached to these Minutes (Attachment D). She encouraged the group to review them and come to the next meeting prepared to discuss them.

### 6.2 MASTF Discussion: Proposed Amendment to Create Paratransit Services Chairperson Position

The following Motion to MASTF membership emerged from discussion:

**MASTF Motion: MASTF approves the creation of a Paratransit Services Chairperson position for the MASTF Executive Committee.**

**M/S/PU: Papadopulo, Edwards**

Ms. Spence asked that a roster of meeting dates be included in the next meeting packet with the By Law Amendment (Attachment E) approved by the Motion. Ms. Barbour noted that an election for the new Paratransit Services Chairperson position would occur next month.

## MASTF COMMITTEE REPORTS

### 6.3 Training and Procedures Committee Report (Dennis Papadopulo)

Dennis Papadopulo reported that several new bus operators had completed their bus route training. He added that eight new bus operators had just been hired.

### 6.4 Bus Service Committee Report (Sharon Barbour)

#### a) Metro Users Group (MUG)

Ms. Barbour reported:

- Yesterday MUG had supported a language change in the Spanish language *Headways*. They favored describing persons with disabilities as living with impediments instead of incapacities.
- MUG also supported options being available for persons not recertified for ADA paratransit service. MUG approved of Task 14 submitted by the audit consultants. MUG also supported availability of taxi scrip for persons not recertified.
- A proposal to create new bus service was presented to the Board. Mr. Chin and Mr. Baehr explained that a bus had been donated to the Santa Cruz Homeless Shelter so that 80 to 100 persons a day could be transported between the shelter and the armory. Shelter staff requested that METRO now provide this service until mid April 2001. Mr. Baehr shared that he had prepared a report for the Board to consider tomorrow. He pointed out that law prohibited METRO from providing charter service. METRO service would be open door, fare charging and publicized. Ms. Barbour shared that the request was hotly contested during the MUG meeting before MUG supported Board consideration of the request.

**Due to Adjournment, all other Agenda items (from 6.4b through 6.11) were tabled until the next MASTF meeting.**

- b) MASTF Consideration of Service Priorities
- 6.5 Bus Stop Improvement Committee Report
  - a) Bus Stop Advisory Committee (BSAC)
  - b) Accessible Bus Stop at Capitola Road and Clares Street
  - c) Bus Stop at 30<sup>th</sup> Avenue and Brommer Street (Deborah Lane)
  - d) Bus Stop Shelter at 17<sup>th</sup> Avenue and Tremont (Dennis Papadopulo)

#### OTHER COMMITTEE REPORTS

- 6.6 U.T.U. Report (Steve Paulson)
- 6.7 S.E.I.U. Report (Linda Garbez)
- 6.8 Commission on Disabilities Report
- 6.9 Elderly and Disabled Transportation Advisory Committee
- 6.10 Board Meeting Reports
- 6.11 Next Month's Agenda Items

MASTF Minutes  
January 18, 2001  
Page Eleven

## VII ADJOURNMENT

**The meeting was adjourned at 4:00 p.m.**

**M/S/C: Papadopulo, Edwards (Kramer and Onan voted “No”)**

**NOTE: NEXT MAST MEETING IS: Thursday February 15, 2001 from 2:00-4:00 p.m., in Room 223 of the University Town Center, 1101 Pacific Avenue, Santa Cruz, CA.**

**NOTE: NEXT S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday February 9, 2001 at 8:30 a.m. at the S.C.M.T.D. Administrative Offices, 370 Encinal Street in Santa Cruz, CA.**

**NOTE: THE FOLLOWING S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday February 16, 2001 at 9:00 a.m. at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.**

# Santa Cruz Metropolitan Transit District

**Minutes-Metro Users Group**

**January 17, 2001**

---

The Santa Cruz Metropolitan Transit District Metro Users Group met at 2:10 p.m., Wednesday, January 17, 2001, at the District's Encinal Conference Room, 370 Encinal Street, Suite 100, Santa Cruz.

**MEMBERS PRESENT**

Bruce Gabriel, Chair  
Sharon Barbour  
G. Ted Chatterton  
Cliff Nichols  
Michelle Hinkle  
Barbara Schaller  
Connie Day  
Shelley Day

**VISITORS PRESENT**

**SCMTD STAFF PRESENT**

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

---

**MUG RESOLUTIONS TO METRO BOARD OF DIRECTORS**

1. MUG recommends the Board consider adding service from Homeless Shelter to Armory – 2 roundtrips per day. MUG recommends service begin November 15, 2001 and run through April 15, 2002.
2. MUG recommends to the Board the following:
  - a) Continue the interactive process on the paratransit recertification .
  - b) To keep options available to non-ADA passengers while going through the Recertification process.
  - c) The support of Task 14.
  - d) Support of the Taxi Script Program.
3. MUG supports Staff recommendation for the purchase of (2) new supervisor vehicles.

---

**MUG RESOLUTIONS TO METRO MANAGEMENT**

---



1. **CALL TO ORDER AND INTRODUCTION**

2. **ADDITIONS AND DELETIONS TO THE AGENDA**

**ACTION: MOTION: Sharon Barbour SECOND: Connie Day**

MUG recommends that Shuttle Service to the Armory be added to the agenda as item 5g.

**ACTION: MOTION: Sharon Barbour SECOND: Connie Day**

MUG recommends that Supervisors Vehicles be added to the agenda as item 5h.

3. **ORAL AND WRITTEN COMMUNICATIONS AND ANNOUNCEMENTS**

Bryant Baehr reported that he is currently reviewing the MUG bylaws for language to be posted on "VolunteerMatch.org". Mr. Baehr will be using his e-mail address for feedback. The information gathered will be brought back to MUG and MASTF Committees for review. Chairperson Gabriel agreed to this idea.

Sharon Barbour thought the Spanish signage in the buses read incorrectly. Ms. Barbour added that she thought the signs should read "Seniors and People with Disabilities". Kim Chin stated that the translation will be reviewed for any errors.

4. **CONSENT AGENDA**

**ACTION: MOTION: Sharon Barbour SECOND: Connie Day**

Approve the following items accepted by the Committee:

- a) Receive and Accept December Meeting Minutes:  
(Attached)
- b) Monthly Attendance Report  
(Attached)
- c) Review of Minutes of Board of Directors Meeting  
(Attached)
- d) Review of Board meeting Agenda Items:

1. Quarterly Performance Report
2. Quarterly Ridership Report

**The motion was approved unanimously.**

**5. ON-GOING ITEMS**

**5a) Review of Headways Redesign Issues**

Kim Chin reported that many bus routes will be added in Spring 2001. Mr. Chin added that the re-design of Headways will be delayed until the Summer, to accommodate for the proposed service increases. Mr. Chin stated that the next issue of Headways will be of a contemporary style and information will be easier to read and understand.

Sharon Barbour stated that the colored Spanish version (blue) wasn't easily distinguished from the color black. Ms. Barbour suggested using the color red. Kim Chin added that MASTF had agreed on the color blue. Mr. Chin will look into alternate color schemes for the next issue.

Ted Chatterton stated that he thought the bus stop signs seemed confusing and difficult for most people to understand. Mr. Chatterton thought that placing red arrows stating "*You Are Here*" might lessen the confusion. Kim Chin agreed that a more "user friendly" sign is needed and that will be considered with the redesign of Headways 2001.

**5b) Service and Planning Update**

Bryant Baehr stated that the Service Review Committee will be reporting back to MUG in February 2001.

**5c) Marketing**

Kim Chin stated that the Marketing Department is in the process of promoting a more positive image of the District. Also, the budget proposal for the upcoming year has been completed. Mr. Chin will report back with details for the years 2001-2002 as they come available.

**5d) Cabrillo College**

Bryant Baehr read aloud a letter from Carolyn O'Donnell stating that she could not attend the meeting.

The letter gave an outline of Ms. O'Donnell's plan for Cabrillo College. Mr. Baehr added that Carolyn O'Donnell is the acting Transportation Coordinator at this time.

Chairperson Gabriel stated that he will be in contact with the Student President to set up a meeting. This meeting would include and coincide with Bryant Baehr and Leslie White.

#### **5e) Bus Procurement**

Bryant Baehr stated that MASTF would be discussing high floor buses vs. low floor configuration at the Board Meeting on January 19, 2001. These recommendations will be brought back to MUG and MASTF. After reviewing, Tom Stickel and Bryant Baehr will meet with Leslie White to discuss committee findings.

Ted Chatterton asked if the order for 37 buses had been placed yet. Bryant Baehr stated that can't happen until a fuel path is chosen. Mr. Baehr added that the Board of Directors will discuss the fuel path (alternative fuel vs. diesel) at the Board Meeting being held on January 19, 2001.

#### **5f) Bus Stop Signs**

Chairperson Gabriel stated that bus stop signs need to be more visible. Currently, the signs only face the direction of the oncoming bus. Chair Gabriel stated that this information should be made visible from the back of the signs also. David Konno stated that stickers could be placed on the back of the signs so that information is visible from both directions. Bryant Baehr added that the Marketing Department is currently in the process of redesigning the Bus Stop logo, incorporating all ideas for easier visibility/reading.

Kim Chin reported that future bus schedules might be placed between the two pieces of large plexi-glass on the sides of bus shelters. This would make for easier reading/visibility.

Bryant Baehr stated that the Transportation Commission approved up to (5) bus stop signs on Western Drive. David Konno added that his department will be placing "*No Smoking*" signage on all bus stop faces. These signs will also state – "*No smoking within 40 feet of bus stops*" in both English and Spanish.

**5g) Shuttle Service to the Armory**

Bryant Baehr stated that he received a request from Ken Cole, Director of the Homeless Shelter, to add bus service from the Armory to Coral Street twice a day. The anticipated ridership would be from 80-100 people each way, each day. Mr. Baehr stated that the Board would be looking at this option at the January 19, 2001 Board Meeting.

The committee discussed various options.

**ACTION: MOTION: Sharon Barbour                      SECOND: Connie Day**

**The Board consider adding service from Homeless Shelter to Armory – 2 roundtrips per day. MUG recommends service beginning November 15, 2001 and run through April 15, 2002.**

**5h) Supervisors Vehicles**

Bryant Baehr stated that the District is looking into purchasing (2) new supervisors vehicles. The District is looking at the Ford Explorer. Chairperson Gabriel along with Director Krohn made the suggestion to look at a CNG fueled Van. Sharon Barbour wondered about fueling facility for CNG and if the District would have access to it. Bryant Baehr stated that the District would have access to fueling, possibly through the county.

The committee discussed various vehicles and fuel options.

**ACTION:        MOTION: Ted Chatterton                      SECOND: Barbara Schaller**

**MUG supports Staff recommendation for the purchase of (2) new supervisor vehicles.**

**The committee voted unanimously.**

**6.        UPDATES**

**6a)        ADA Recertification/Audit**

Kim Chin reported that the consultants will be presenting the last task (Task 14) for review and approval at the January 19, 2001 Board Meeting. This will conclude the Comprehensive Operational and Financial Audit for Paratransit Services. Payment options for Paratransit Services will also be discussed at this time.

Mr. Chin added that the consultants will also be bringing information regarding the current standing of ADA Recertification. The Board Members will be given the opportunity to comment at the January 19, 2001 Board Meeting. The information gathered will be brought back to MUG, MASTF and E & DTAC Committees for review in February. The findings from these committees will return to the Board for final action in March 2001.

Chairperson Gabriel stated that he would like to see Taxi Script continued for people who are not eligible for ADA Paratransit services. Kim Chin confirmed that his belief is that the Board is interested in preserving options for those not eligible. Ted Chatterton agreed that Taxi Script is a good idea.

Barbara Schaller was concerned that Taxi Script might be discontinued. Kim Chin stated that the thought was to keep Taxi Script, the Board would need to determine what the "split" would be. Mr. Chin added that the consultants would also be looking at how Liftline is charging per trip.

Chairperson Gabriel stated that he supported the Auditor's recommendation to eliminate the 70/30 split as long as we get something from Liftline.

Kim Chin added that the Board will also be looking at the current "30-day temporary eligibility policy" to determine if changes need to be made. Mr. Chin added that there are many areas surrounding this issue that will need to be discussed.

**ACTION: MOTION: Sharon Barbour SECOND: Barbara Schaller**

**Mug recommends the following:**

- 1) MUG recommends that the Board continue the interactive process on the paratransit recertification .**
- 2) To keep options available to non-ADA passengers while going through the Recertification process.**
- 3) The support of Task 14.**
- 4) Support of the Taxi Script Program.**

**The committee voted unanimously.**

**7. NEW BUSINESS**

**8. OPEN DISCUSSION**

**9. ADJOURNMENT**

The meeting adjourned at 3:58 p.m.

Respectfully submitted,

SHERRI EAST  
Administrative Secretary

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 16, 2001  
**TO:** Board of Directors  
**FROM:** Elisabeth Ross, Manager of Finance  
**SUBJECT: MONTHLY BUDGET STATUS REPORT FOR DECEMBER 2000, AND APPROVAL OF BUDGET TRANSFERS**

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors approve the budget transfers for the period of January 1 - 31, 2001.**

## II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$14,331,244 or \$599,874 over the amount of revenue expected to be received during the first six months of the fiscal year, based on the budget revised in October.
- Total operating expenses for the year to date, including grant programs, in the amount of \$12,490,405, are at 42.6% of the revised budget. Day to day operating expenses total \$12,480,409 or 43.4% of the revised budget.
- A total of \$300,580 has been expended through December 31<sup>st</sup> for the FY 00-01 Capital Improvement Program.

## III. DISCUSSION

An analysis of the District's budget status is prepared monthly in order to apprise the Board of Directors of the District's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year. The attached monthly revenue and expense report represents the status of the District's FY 00-01 budget as of December 31, 2000. The fiscal year is 50.0% elapsed.

### A. Operating Revenues

Revenues are \$599,874 over the amount projected to be received for the period. Sales tax revenue is \$560,615 ahead of budget projections as of December 31<sup>st</sup> due to a higher quarterly wrap-up payment than projected in December. Variances are explained in the notes following the report.

### B. Operating Expenses

Day to day operating expenses for the year to date (excluding grant-funded programs, capital transfers and pass-through programs) total \$12,480,409 or 43.4% of the revised budget, with 50.0% of the year elapsed. Variances are explained in the notes following the report.

**C. Capital Improvement Program**

For the year to date, a total of \$300,580 has been expended on the Capital Improvement Program.

**IV. FINANCIAL CONSIDERATIONS**

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

**V. ATTACHMENTS**

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



MONTHLY REVENUE AND EXPENSE REPORT  
OPERATING REVENUE - DECEMBER 2000

Operating Revenue	FY 00-01 Budgeted for Month	FY 00-01 Actual for Month	FY 00-01 Budgeted YTC	FY 99-00 Actual YTD	FY 00-01 Actual YTD	YTD Variance from Budgetec	
Passenger Fares	\$ 251,325	\$ 241,045	\$ 1,601,050	\$ 1,542,813	\$ 1,610,404	\$ 9,354	See Note 1
Paratransit Fares	\$ 21,097	\$ -	\$ 106,149	\$ 83,522	\$ 69,764	\$ (36,385)	See Note 1
Special Transit Fares	\$ 83,611	\$ 81,621	\$ 685,989	\$ 690,837	\$ 710,062	\$ 24,073	See Note 1
Highway 17 Revenue	\$ 66,023	\$ 66,601	\$ 402,274	\$ 373,436	\$ 426,074	\$ 23,801	See Note 1
Advertising Income	\$ 12,000	\$ 12,000	\$ 72,000	\$ 60,000	\$ 72,000	\$ -	
Other Aux Transp Rev	\$ 917	\$ 880	\$ 5,500	\$ 6,519	\$ 6,227	\$ 727	
Rent Income	\$ 10,629	\$ 9,657	\$ 66,274	\$ 54,776	\$ 69,085	\$ 2,811	
Interest - General Fund	\$ 103,860	\$ 112,910	\$ 574,127	\$ 408,543	\$ 587,361	\$ 13,234	See Note 2
Non-Transportation Rev	\$ 533	\$ 449	\$ 3,200	\$ 914	\$ 4,844	\$ 1,644	
Sales Tax Income	\$ 1,459,942	\$ 1,839,272	\$ 7,699,667	\$ 7,269,037	\$ 8,260,282	\$ 560,615	See Note 3
TDA Funds	\$ -	\$ -	\$ 2,498,607	\$ 2,337,032	\$ 2,498,607	\$ -	
MBUAPCD Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Local Funding	\$ 18,537	\$ 18,537	\$ 16,534	\$ -	\$ 16,534	\$ -	
State Guideway Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other State Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FTA Op Asst - Sec 5303	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FTA Op Asst - Sec 5307	\$ -	\$ -	\$ -	\$ 505,614	\$ -	\$ -	
FTA Op Asst - Sec 5311	\$ -	\$ -	\$ -	\$ 36,604	\$ -	\$ -	
Other Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Operating Revenue	\$ 2,028,474	\$ 2,382,972	\$ 13,731,370	\$ 13,369,647	\$ 14,331,244	\$ 599,874	

**MONTHLY REVENUE AND EXPENSE REPORT  
OPERATING EXPENSE SUMMARY - DECEMBER 2000**

	FY 00-01 Final Budget	FY 00-01 Revised Budget	FY 99-00 Expended YTD	FY 00-01 Expended YTD	Percent Expended of Budget	
<b>PERSONNEL ACCOUNTS</b>						
Administration	\$ 586,021	\$ 554,021	\$ 193,767	\$ 241,309	43.6%	
Finance	\$ 526,041	\$ 506,041	\$ 190,188	\$ 216,736	42.8%	
Planning & Marketing	\$ 799,773	\$ 858,773	\$ 334,243	\$ 331,610	38.6%	
Human Resources	\$ 419,954	\$ 424,454	\$ 170,085	\$ 200,574	47.3%	
Information Technology	\$ 346,012	\$ 346,012	\$ 98,912	\$ 151,090	43.7%	
District Counsel	\$ 294,577	\$ 271,576	\$ 91,725	\$ 88,295	32.5%	
Facilities Maintenance	\$ 955,338	\$ 947,838	\$ 387,052	\$ 402,630	42.5%	
Operations	\$ 1,785,628	\$ 1,706,628	\$ 750,201	\$ 804,436	47.1%	
Bus Operators	\$ 10,088,130	\$ 10,159,750	\$ 4,407,367	\$ 4,881,610	48.0%	
Fleet Maintenance	\$ 3,371,075	\$ 3,504,025	\$ 1,268,132	\$ 1,436,990	41.0%	
Retired Employees Benefits	\$ 354,602	\$ 354,602	\$ 110,162	\$ 162,288	45.8%	
Total Personnel	\$ 19,527,151	\$ 19,633,720	\$ 8,001,834	\$ 8,917,568	45.4%	
<b>NON-PERSONNEL ACCOUNTS</b>						
Administration	\$ 539,600	\$ 546,537	\$ 245,284	\$ 247,551	45.3%	
Finance	\$ 464,325	\$ 464,388	\$ 228,792	\$ 235,852	50.8%	See Note 4
Planning & Marketing	\$ 188,425	\$ 188,425	\$ 72,845	\$ 61,263	32.5%	
Human Resources	\$ 92,740	\$ 104,960	\$ 44,556	\$ 39,840	38.0%	
Information Technology	\$ 95,925	\$ 96,259	\$ 47,485	\$ 45,440	47.2%	
District Counsel	\$ 311,405	\$ 184,405	\$ 52,626	\$ 65,585	35.6%	
Facilities Maintenance	\$ 201,791	\$ 215,791	\$ 93,702	\$ 102,026	47.3%	
Wats TC Operation	\$ 89,244	\$ 88,994	\$ 32,957	\$ 32,597	36.6%	
Santa Cruz Metro Center	\$ 253,030	\$ 253,280	\$ 85,243	\$ 88,611	35.0%	
Scotts Valley TC	\$ 122,535	\$ 122,535	\$ 51,488	\$ 43,771	35.7%	
Paratransit Program	\$ 3,244,666	\$ 3,244,666	\$ 949,102	\$ 1,001,108	30.9%	See Note 5
Operations	\$ 201,891	\$ 201,457	\$ 506,583	\$ 87,720	43.5%	
Bus Operators	\$ 6,000	\$ 6,000	\$ -	\$ 2,872	47.9%	
Fleet Maintenance	\$ 2,747,222	\$ 3,244,032	\$ 1,013,854	\$ 1,563,333	48.2%	
Op Prog/SCCIC	\$ 1,300	\$ 8,054	\$ 75	\$ 2,728	33.9%	
Reserve for Service Additions	\$ 150,000	\$ 150,000	\$ -		0.0%	
Pre-Paid Exp Adj/Incurred W/C	\$ -	\$ -	\$ (58,373)	\$ (57,456)		See Note 6
Total Non-Personnel	\$ 8,710,099	\$ 9,119,783	\$ 3,366,219	\$ 3,562,841	39.1%	
Subtotal Operating Expense	\$ 28,237,250	\$ 28,753,503	\$ 11,368,053	\$ 12,480,409	43.4%	
Grant Funded Studies/Programs	\$ 43,750	\$ 97,496	\$ 37,761	\$ 9,995	10.3%	
Transfer to/from Cap Program	\$ -	\$ -	\$ 9,476	\$ -	0.0%	
Pass Through Programs	\$ 450,000	\$ 480,000		\$ -	0.0%	
		\$ -				
Total Operating Expense	\$ 28,731,000	\$ 29,331,000	\$ 11,415,290	\$ 12,490,405	42.6%	
YTD Operating Revenue Over YTD Expense				\$ 1,840,839		

**CONSOLIDATED OPERATING EXPENSE  
DECEMBER 2000**

	FY 00-01 Final Budget	FY 00-01 Revised Budget	FY 99-00 Expended YTD	FY 00-01 Expended YTD	% Exp YTD of Budget	
<b>LABOR</b>						
Operators Wages	\$ 5,275,946	\$ 5,357,442	\$ 2,378,279	\$ 2,584,919	48.2%	
Operators Overtime	\$ 687,958	\$ 691,378	\$ 372,115	\$ 415,278	60.1%	See Note 7
Other Salaries & Wages	\$ 5,551,026	\$ 5,458,174	\$ 2,106,907	\$ 2,295,134	42.0%	
Other Overtime	\$ 211,271	\$ 241,271	\$ 144,142	\$ 129,919	53.8%	See Note 8
	\$ 11,726,200	\$ 11,748,265	\$ 5,001,443	\$ 5,425,462	46.2%	
<b>FRINGE BENEFITS</b>						
Medicare/Soc Sec	\$ 96,120	\$ 112,450	\$ 41,736	\$ 50,284	44.7%	
PERS Retirement	\$ 855,952	\$ 864,508	\$ 343,463	\$ 379,246	43.9%	
Medical Insurance	\$ 1,858,621	\$ 1,886,341	\$ 711,791	\$ 865,352	45.9%	
Dental Plan	\$ 501,187	\$ 507,271	\$ 172,222	\$ 227,705	44.9%	
Vision Insurance	\$ 122,065	\$ 123,541	\$ 48,361	\$ 52,517	42.5%	
Life Insurance	\$ 64,318	\$ 64,858	\$ 24,104	\$ 25,298	39.0%	
State Disability Ins	\$ 106,904	\$ 108,896	\$ 15,113	\$ 29,148	26.8%	
Long Term Disability Ins	\$ 444,702	\$ 7,894	\$ 98,369	\$ 187,619	41.9%	
Unemployment Insurance	\$ 27,692	\$ 28,208	\$ 6,616	\$ 5,706	20.2%	
Workers Comp/Incurred WC	\$ 1,373,821	\$ 1,391,821	\$ 540,328	\$ 522,011	37.5%	
Absence w/Pay	\$ 2,325,929	\$ 2,325,929	\$ 990,721	\$ 1,138,194	48.9%	
Other Fringe Benefits	\$ 23,640	\$ 23,740	\$ 7,567	\$ 9,238	38.9%	
	\$ 7,800,951	\$ 7,885,457	\$ 3,000,391	\$ 3,492,318	44.3%	
<b>SERVICES</b>						
Acctng/Admin/Bank Fees	\$ 413,210	\$ 413,010	\$ 112,956	\$ 187,439	45.4%	
Prof/Legis/Legal Services	\$ 284,475	\$ 342,001	\$ 89,007	\$ 99,013	29.0%	
Temporary Help	\$ 12,534	\$ 124,598	\$ 61,027	\$ 79,240	63.6%	See Note 9
Uniforms & Laundry	\$ 38,497	\$ 38,497	\$ 13,380	\$ 17,242	44.8%	
Security Services	\$ 297,843	\$ 297,843	\$ 87,491	\$ 119,133	40.0%	
Outside Repair - Bldgs/Eqmt	\$ 160,444	\$ 158,923	\$ 59,992	\$ 53,179	33.5%	
Outside Repair - Vehicles	\$ 245,000	\$ 245,000	\$ 96,769	\$ 84,689	34.6%	
Waste Disp/Ads/Other	\$ 163,855	\$ 185,555	\$ 56,684	\$ 61,755	37.9%	
	\$ 1,615,858	\$ 1,782,767	\$ 577,306	\$ 701,690	39.4%	
<b>CONTRACT TRANSPORTATION</b>						
Contract Transportation	\$ 400	\$ 400	\$ -	\$ 22	5.5%	
Paratransit Service	\$ 3,033,966	\$ 3,033,966	\$ 949,102	\$ 882,953	29.1%	See Note 5
Hwy 17 Service	\$ -	\$ -	\$ 412,827	\$ -	0.0%	
	\$ 3,034,366	\$ 3,034,366	\$ 1,361,929	\$ 882,975	29.1%	
<b>MOBILE MATERIALS</b>						
Fuels & Lubricants	\$ 1,190,637	\$ 1,628,567	\$ 398,543	\$ 627,246	38.5%	
Tires & Tubes	\$ 150,000	\$ 150,000	\$ 98,404	\$ 49,780	33.2%	
Body/Upholstery Supplies	\$ 7,500	\$ 7,500	\$ 1,209	\$ 873	11.6%	
Revenue Vehicle Parts	\$ 603,885	\$ 603,885	\$ 242,758	\$ 339,331	56.2%	See Note 10
Inventory Adjustment	\$ -	\$ -	\$ (49,703)	\$ 195,515		See Note 11
	\$ 1,952,022	\$ 2,389,952	\$ 691,211	\$ 1,212,745	50.7%	

**CONSOLIDATED OPERATING EXPENSE  
DECEMBER 2000**

	FY 00-01 Final Budget	FY 00-01 Revised Budget	FY 99-00 Expended YTD	FY 00-01 Expended YTD!	% Exp YTD of Budget	
<b>OTHER MATERIALS</b>						
Postage &-Mailing/Freight	\$ 17,100	\$ 17,475	\$ 6,646	\$ 8,308	47.5%	
Printing	\$ 86,411	\$ 86,036	\$ 34,415	\$ 33,059	38.4%	
Office/Computer Supplies	\$ 68,318	\$ 69,683	\$ 32,061	\$ 32,989	47.3%	
Safety Supplies	\$ 17,928	\$ 17,928	\$ 6,174	\$ 4,627	25.8%	
Cleaning Supplies	\$ 70,400	\$ 70,400	\$ 40,853	\$ 25,922	36.8%	
Repair & Maint Supplies	\$ 72,780	\$ 79,980	\$ 34,990	\$ 43,754	54.7%	See Note 12
Parts, Non-Inventory	\$ 50,000	\$ 50,000	\$ 26,889	\$ 30,444	60.9%	See Note 13
Tools/Tool Allowance	\$ 19,780	\$ 20,380	\$ 3,896	\$ 4,164	20.4%	
Photos/Mktg/Other Supplies	\$ 15,862	\$ 15,862	\$ 4,022	\$ 6,202	39.1%	
	\$ 418,579	\$ 427,744	\$ 189,946	\$ 189,468	44.3%	
<b>UTILITIES</b>	\$ 312,079	\$ 312,079	\$ 137,321	\$ 107,566	34.5%	
<b>CASUALTY &amp; LIABILITY</b>						
Insurance - Prop/PL & PD	\$ 175,000	\$ 175,000	\$ 56,208	\$ 73,953	42.3%	
Settlement Costs-	\$ 250,000	\$ 100,000	\$ 28,086	\$ 27,694	27.7%	
Repairs to Prop	\$ 11,750	\$ 11,750	\$ (4,093)	\$ (3,266)		See Note 14
Prof/Other Services	\$ 30,500	\$ 30,500	\$ 14,564	\$ 7,664	25.1%	
	\$ 467,250	\$ 317,250	\$ 94,765	\$ 106,045	33.4%	
<b>TAXES</b>	\$ 41,872	\$ 42,072	\$ 21,847	\$ 22,303	53.0%	See Note 15
<b>MISC EXPENSES</b>						
Dues & Subscriptions	\$ 50,564	\$ 43,164	\$ 23,397	\$ 17,091	39.6%	
Media Advertising	\$ 46,400	\$ 49,400	\$ 7,969	\$ 4,450	9.0%	
Employee Incentive Program	\$ 15,000	\$ 15,135	\$ 7,820	\$ 7,603	50.2%	See Note 16
Training	\$ 42,170	\$ 42,170	\$ 14,580	\$ 16,485	39.1%	
Travel & Local Meetings	\$ 61,025	\$ 63,125	\$ 23,686	\$ 24,489	38.8%	
Other Misc Expenses	\$ 13,500	\$ 13,500	\$ 10,632	\$ 9,358	69.3%	See Note 17
	\$ 228,659	\$ 226,494	\$ 88,084	\$ 79,475	35.1%	
<b>OTHER EXPENSES</b>						
Leases & Rentals	\$ 533,164	\$ 533,164	\$ 241,333	\$ 270,570	50.7%	See Note 18
Service Reserve	\$ 150,000	\$ 150,000	\$ -	\$ -	0.0%	
Transfer to Capital	\$ -	\$ 1,391	\$ 9,476	\$ -	0.0%	
Pass Through Programs	\$ 450,000	\$ 480,000	\$ -	\$ -	0.0%	
	\$ 1,133,164	\$ 1,164,555	\$ 250,809	\$ 270,570	23.2%	
<b>Total Operating Expense</b>	<b>\$ 28,731,000</b>	<b>\$ 29,331,000</b>	<b>\$ 11,415,049</b>	<b>\$ 12,490,405</b>	<b>42.6%</b>	

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

CAPITAL PROJECTS	Program Budget	Expended in	
		December	YTD Expended
<b>Grant Funded Projects</b>			
Consolidated Operating Facility	\$ 8,104,770	\$ 6,464	\$ 96,153
Urban Bus Replacement	\$ 7,600,591	\$ 2,834	\$ 2,834
Engine Repower Project	\$ 3,037,000		
ADA Paratransit Vehicles	\$ 287,500		
Farebox Replacement	\$ 1,000,000	\$ 843	\$ 843
Computer System	\$ 152,500	\$ 572	\$ 46,418
Benches with Bike Storage (MBUAPCD)	\$ 30,000		\$ 19,164
Non-Revenue Vehicle Replacement CNG	\$ 130,000		
Talking Bus	\$ 4,500		\$ 4,500
	\$ 20,346,861		
<b>District Funded Projects</b>			
Bus Stop Improvements	\$ 203,600		\$ 3,538
Yield Signs for Buses	\$ 56,000		
Radio Replacement	\$ 12,000		
Software for HR, Fac Mnt, Flt Mnt	\$ 75,000		
Bike Racks for Buses	\$ 4,500	\$ 3,885	\$ 3,885
Scotts Valley Transit Center Construction	\$ 9,000		
Facilities Repair & Improvements	\$ 199,023	\$ 17,197	\$ 30,845
Machinery/Equipment Repair/Impr	\$ 47,100	\$ 7,212	\$ 61,154
Non-Revenue Vehicle Replacement	\$ 160,000		\$ 19,827
Office Equipment	\$ 8,500	\$ 7,630	\$ 11,419
	\$ 774,723		
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 21,121,584</b>	<b>\$ 46,637</b>	<b>\$ 300,580</b>
<b>CAPITAL FUNDING SOURCES</b>			
	<b>Budget</b>	<b>Received in December</b>	<b>YTD Received</b>
Federal Capital Grants	\$ 14,554,489		\$ 68,016
State Capital Grants	\$ -		
STA Funding	\$ 787,198	\$ 206,708	\$ 206,708
Local Capital Grants	\$ 60,481		\$ 481
Transfer from Operating Budget	\$ -		
Interest Income	\$ -		
District Reserves	\$ 5,719,416	\$ -	\$ 25,375
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 21,121,584</b>	<b>\$ 206,708</b>	<b>\$ 300,580</b>

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

1. Passenger fares (farebox and pass sales) are \$9,354 or 0.6% over the revised budget amount for the year to date. Paratransit fares are \$36,385 or 34% under budget for the period because the November and December revenue is not included in this report. Special transit fares (contracts) are \$24,073 or 3.5% over the budgeted amount. Highway 17 Express revenue is \$23,801 or 6% over the year to date budgeted amount. Together, all four passenger revenue accounts are over the budgeted amount for the first six months of the fiscal year by a net \$20,843 or 0.7%.
2. Interest income is \$13,234 or 2.3% over budget for the year to date due to a higher treasury balance than projected since some capital projects have been delayed.
3. Sales tax income is \$560,615 or 7.3% over budget for the first six months of the fiscal year due to a higher quarterly wrap-up payment than projected. The budget projected a 6% increase over the previous year for the July - September sales period, while the receipts actually increased 13.7%.
4. Finance non-personnel expenses are at 50.8% of the budget due to payment of annual insurance premiums.
5. Paratransit program expense is only at 30.9% of the budget because the November and December contractor billings were not available by the report deadline. If these payments were included, year-to-date expense would be closer to 40% of the budget.
6. Pre-paid expense adjustment provides for allocating large annual payments, such as casualty and liability insurance, over the entire year so that the total expenses District-wide for the month and year to date are not skewed.
7. Bus Operator overtime is at 60.1% of the revised budget to cover shifts of several operators on long-term absence. Total payroll for Bus Operators is within budget.
8. Other overtime is at 53.8% of the budget due to high overtime in Operations as a result of Transit Supervisor absences. Total payroll for non-Operators is within budget.
9. Temporary help is at 63.6% of the budget due to hire of temporary workers during recruitment of new employees in the departments of Human Resources, Facilities Maintenance, and Fleet Maintenance, and a long-term absence in Human Resources.
10. Revenue vehicle parts expense is at 56.2% of the budget due to purchase of replacement engines.
11. Each month, the change in the Fleet Maintenance inventory value is recorded as either an expense or credit depending on whether the inventory increased or decreased.
12. Repair and maintenance supplies are at 54.7% of the budget due to a one-time purchase of bike parking racks.

13. Non-inventory parts expense is at 60.9% of the budget due to volume purchases.
14. Repairs to property is a casualty and liability account to which repairs to District vehicles and property are charged when another party is liable for the damage. All collections made from other parties for property repair are applied to this account to offset the District's repair costs. Collections have been applied for the year to date, but some repairs have yet to be charged to the account.
15. Taxes are at 53.0% of the budget due to annual payment of special tax assessments on the Scotts Valley Transit Center.
16. Employee incentive program expense is at 50.2% of the budget due to annual purchase of safe driving awards and payments for the annual holiday event.
17. Other miscellaneous expense is at 69.3% of the budget due to write-offs of uncollectable debts.
18. Leases and rentals are at 50.7% of the budget due to the annual payment of pro rata property taxes for one facility.

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

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
<b>TRANSFER # 01-026</b>			
TRANSFER FROM:	2200503351	Building Repair/Outside	\$ (1,391)
TRANSFER TO:	110002-514015	Leasehold Improvement	\$ 1,391
REASON:	For HVAC improvements at the Encinal Facility.		
<b>TRANSFER # 01-027</b>			
TRANSFER FROM:	1200504311	Off ice Supplies	\$ (72)
TRANSFER TO:	1100-504311	Off ice Supplies	\$ 72
REASON:	To cover cost of bottled water for Coffee Club employees at the Encinal Facility. (Cost is reimbursed by employees.)		
<b>TRANSFER # 01-028</b>			
TRANSFER FROM:	1500-504313	Computer Supplies	\$ (3,000)
TRANSFER TO:	1500-504311	Office Supplies	\$ 3,000
REASON:	To cover expected expenditures for FY 00-01 for the IT Department.		
<b>TRANSFER # 01-029</b>			
TRANSFER FROM:	1200-503031	Professional Services	\$ (500)
TRANSFER TO:	1500-504311	Office Supplies	\$ 500
REASON:	To purchase back-up printer for Payroll.		
<b>TRANSFER # 01-030</b>			
TRANSFER FROM:	1500-504211	Postage & Mailing	\$ (125)
TRANSFER TO:	1500-504215	Printing	\$ 125
REASON:	To cover cost of printing manuals for Multi-Systems IT training.		
<b>TRANSFER # 01-031</b>			
TRANSFER FROM:	4100-401021	Other Salaries	\$ (21,000)
TRANSFER TO:	4100-503041	Temporary Help	\$ 21,000
REASON:	To cover costs while recruiting for two positions in the Fleet Maintenance Department.		



**FY 00-01 BUDGET TRANSFERS**

**1/1/01 - 1/31/01**

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
<b>TRANSFER # 01-032</b>			
TRANSFER FROM:	3200-504215	Printing	\$ (334)
TRANSFER TO:	1500-504215	Printing	\$ 334
REASON:	To cover additional costs for printing manuals for Multi-Systems IT training.		
<b>TRANSFER # 01-033</b>			
TRANSFER FROM:	1500-509123	Travel	\$ (1,000)
TRANSFER TO:	1500-504313	Computer Supplies	\$ 1,000
REASON:	To cover cost of software for IT Department.		
<b>TRANSFER # 01-034</b>			
TRANSFER FROM:	3200-501021	Other Salaries	\$ (30,000)
TRANSFER TO:	3200-501023	Other Overtime	\$ 30,000
REASON:	To cover Transit Supervisor overtime for the Operations Department for the remainder of FY 00-01.		

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 16, 2001  
**TO:** Board of Directors  
**FROM:** Elisabeth Ross, Manager of Finance  
**SUBJECT: AUTHORIZATION FOR DISPOSAL OF ASSETS**

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

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

## III. DISCUSSION

All of the items proposed for disposal are either obsolete or broken and not economically repairable. One item, a hand-held radio, was lost nine months after purchase, so the remaining book value is \$699.86. The other four items with book value are the components of the previous coin counting system and have a net book value of \$2,120.67. The system has been replaced with the coin counting system associated with the new fareboxes. Since the old system is not working properly due to a faulty logic board, Operations staff has determined that there is no market for the sale of the equipment.

According to department representatives, the items on the list have no resale value. They will be offered to Ecology Action or another group, and the remainder of the items will be disposed of by the Facilities Maintenance Department through recycling or at a County disposal site.

## IV. FINANCIAL CONSIDERATIONS

The current net book value of the entire list of items is \$2,820.53. This amount will be recorded as a loss on the District's records.

## V. ATTACHMENTS

**Attachment A:** List of Assets Designated for Disposal as of February 16, 2001.

## ATTACHMENT A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
Assets Designated For Disposal As Of February 16, 2001

ASSET NUMBER	DESCRIPTION	PURCHASE DATE	ACQUISITION COST	NET BOOK VALUE	MARKET VALUE	REASON FOR DISPOSAL
00281.00A	Electric Pencil Sharpener	06/08/82	\$50.00	\$0.00	\$0.00	OBSOLETE
00302.00A	Microcassette Transcriber	06/05/82	\$100.00	\$0.00	\$0.00	OBSOLETE
00545.00A	Arc Welder	08/12/82	\$195.00	\$0.00	\$0.00	OBSOLETE
00692.00A	Hand Held Radio (Motorola)	09/28/82	\$938.92	\$0.00	\$0.00	BROKEN I NER
00780.00A	Jet-Sort Coin Counter	02/08/83	\$11,981.58	\$0.00	\$0.00	BROKEN I NER
01729.00A	Typewriter (Canon)	04/26/85	\$259.55	\$0.00	\$0.00	OBSOLETE
01729.00D	Typewriter (Canon)	04/26/85	\$1,002.63	\$0.00	\$0.00	OBSOLETE
01730.00A	Typewriter (Canon)	04/26/85	\$259.55	\$0.00	\$0.00	OBSOLETE
01730.00D	Typewriter (Canon)	04/26/85	\$1,002.63	\$0.00	\$0.00	OBSOLETE
01790.00A	Cummins Currency Counter	01/26/87	\$1,556.14	\$0.00	\$0.00	BROKEN I NER
01827.00A	Chair	06/18/85	\$27.68	\$0.00	\$0.00	BROKEN I NER
01933.00A	Refrigerator	01/24/86	\$239.63	\$0.00	\$0.00	BROKEN I NER
02000.00A	Heater	02/19/87	\$89.99	\$0.00	\$0.00	BROKEN I NER
02127.00A	Typewriter (IBM)	02/09/87	\$633.68	\$0.00	\$0.00	OBSOLETE
02154.00A	Star Printer	06/25/87	\$104.03	\$0.00	\$0.00	OBSOLETE
02154.00H	Star Printer	06/25/87	\$401.85	\$0.00	\$0.00	OBSOLETE
02159.00A	Television 19" Color (Zenith)	06/26/87	\$259.99	\$0.00	\$0.00	OBSOLETE
02206.00A	CRT (Ampex)	11/13/87	\$79.94	\$0.00	\$0.00	OBSOLETE
02206.00H	CRT (Ampex)	11/13/87	\$308.79	\$0.00	\$0.00	OBSOLETE
02388.00A	Coin Counter	06/21/89	\$635.31	\$0.00	\$0.00	BROKEN I NER
02402.00A	Tape Erase Portable	07/08/89	\$307.79	\$0.00	\$0.00	OBSOLETE
02403.00A	Fan (Patton)	07/19/89	\$42.55	\$0.00	\$0.00	BROKEN I NER
02460.00A	Chair	06/24/91	\$33.36	\$0.00	\$0.00	BROKEN I NER
02461.00A	Chair	06/24/91	\$33.36	\$0.00	\$0.00	BROKEN I NER
02577.00A	CRT-Video 7	09/09/92	\$204.59	\$0.00	\$0.00	OBSOLETE
02610.00A	Technitrol Currency Counter	04/05/93	\$977.84	\$289.09	\$0.00	BROKEN I NER
02678.00A	Fax Machine (Sharp)	10/12/91	\$622.44	\$0.00	\$0.00	OBSOLETE
02760.00A	Heater	01/05/97	\$57.36	\$0.00	\$0.00	BROKEN I NER
02762.00A	Fax Machine (Muratec)	02/14/94	\$546.66	\$0.00	\$0.00	OBSOLETE
02962.00A	Honeywell Air Cleaner	05/16/95	\$336.92	\$0.00	\$0.00	BROKEN I NER
02978.00A	Fax Machine (Sharp)	06/29/94	\$340.93	\$0.00	\$0.00	OBSOLETE
02988.00A	HD, 345MB SCSI	01/12/95	\$300.19	\$0.00	\$0.00	OBSOLETE
02991.00A	Fax Machine (Brothers)	09/29/94	\$324.74	\$0.00	\$0.00	OBSOLETE
03019.00A	Fax Machine (Minolta Murata)	07/01/92	\$2,051.34	\$0.00	\$0.00	OBSOLETE
03032.00A	Typewriter (Canon)	05/10/85	\$1,379.18	\$0.00	\$0.00	OBSOLETE
03092.00A	Micro Cassette Recorder	06/04/82	\$80.00	\$0.00	\$0.00	BROKEN I NER
03094.00A	Laminator	02/12/98	\$86.39	\$0.00	\$0.00	BROKEN I NER
03241.00A	Mailing Machine (Pitney B)	10/14/94	\$1,616.34	\$0.00	\$0.00	OBSOLETE
03242.00A	Electronic Scale (Pitney B)	10/14/94	\$1,210.51	\$0.00	\$0.00	OBSOLETE
03311.00A	Cummins Currency Counter	03/01/96	\$1,741.59	\$232.20	\$0.00	BROKEN I NER
03327.00A	Calculator (Sharp)	02/23/96	\$132.13	\$0.00	\$0.00	BROKEN I NER
03387.00A	Air Filter, Hepa	01/10/97	\$108.24	\$0.00	\$0.00	BROKEN I NER
03515.00A	Keyboard Drawer	05/25/97	\$84.79	\$0.00	\$0.00	OBSOLETE
03532.00A	Security Stand	03/10/97	\$936.36	\$374.55	\$0.00	BROKEN I NER
03533.00A	Dot Matrix Printer	03/10/97	\$443.83	\$0.00	\$0.00	BROKEN I NER
03534.00A	Coin Jet Sort Machine	03/10/97	\$3,062.09	\$1,224.83	\$0.00	BROKEN I NER
04067.00A	HT 1000 Radio (Motorola)	08/18/99	\$846.98	\$699.86	\$0.00	LOST -- 512000
<b>TOTALS</b>			<b>\$38,035.39</b>	<b>\$2,820.53</b>	<b>\$0.00</b>	

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 16, 2001  
**TO:** Board of Directors  
**FROM:** Elisabeth Ross, Manager of Finance  
**SUBJECT: AUTHORIZATION FOR DELETION OF MISSING ASSETS FROM DISTRICT'S RECORDS**

## I. RECOMMENDED ACTION

Staff recommends that the Board of Directors authorize deletion of the missing assets and inventoriable items listed in Attachment A from the District records.

## II. SUMMARY OF ISSUES

- Since the inception of the District, assets and inventoriable items that were identified as “missing” during periodic physical counts were placed on a separate listing in the District’s records and never officially declared excess.
- Many of the items on the attached list were likely disposed of when broken or no longer of use, without the proper paperwork being completed by the department in possession of the item. The items were then not accounted for in the next physical count and identified as “missing.”
- At this time, District records contain approximately 450 items dating back to 1975 which have been identified as “missing.” Since these items are no longer in the District’s possession, it is appropriate to delete them from District records.

## III. DISCUSSION

None.

## IV. FINANCIAL CONSIDERATIONS

The current net book value of the entire list is zero, so there is no financial impact on the District from deleting these items from District records.

## V. ATTACHMENTS

**Attachment A:** List of Missing Assets and Inventoriable Items at February 16, 2001

## ATTACHMENT A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
Assets Designated for Disposal as of February 16, 2001

ASSET NUMBER	DESCRIPTION	PURCHASE DATE	ACQUISITION COST	NET BOOK VALUE	MARKET VALUE	REASON FOR DISPOSAL
00026.00A	CALCULATOR	9/2/76	\$120.84	50.00	50.00	MISSING
00032.00A	CHAIR STL VIRCO STK	4/21/82	\$63.00	50.00	50.00	MISSING
00046.00A	CHAIR EXEC	6/12/85	\$220.00	50.00	50.00	MISSING
00051.00A	SCANNER	12/1/78	\$84.95	50.00	50.00	MISSING
00064.00A	CASSETTE RECORD	12/15/79	\$100.00	50.00	50.00	MISSING
00080.00A/D	COUCH UPH BROWN	5/29/80	\$508.76	50.00	50.00	MISSING
00086.00A	CHAIR SEC STL	7/25/83	\$50.00	50.00	50.00	MISSING
00087.008	CABINET SLDOOR 1 SHF	8/14/80	\$163.79	50.00	50.00	MISSING
00092.00A	FILE CAB 3DR	7/10/85	5155.00	50.00	50.00	MISSING
00098.00A/C	CHAIR STL AWD	12/13/79	\$74.02	50.00	50.00	MISSING
00098.008	RADIO EQUIPMENT	2/1/75	\$9,024.79	50.00	50.00	MISSING
00102.00A/C	FILE CAB 2DR	12/13/79	5118.22	50.00	50.00	MISSING
00103.00H	RADIO EQUIPMENT	5/27/88	\$4,024.00	50.00	50.00	MISSING
00112.00A	FILE CAB 2DR	10/22/79	\$161.88	50.00	50.00	MISSING
00113.00A	CALCULATOR	11/5/82	5132.74	50.00	50.00	MISSING
00114.00A	CHAIR STL A	11/1/86	\$63.00	50.00	50.00	MISSING
00119.00A	TRIPOD KENLOCK 2000	6/12/81	5100.00	50.00	50.00	MISSING
00129.00A	CALCULATOR	11/5/82	\$132.74	50.00	50.00	MISSING
00131.00A	CHAIR STL	12/31/79	\$59.64	50.00	50.00	MISSING
00135.00A	TABLE WD 1SHF WCAB	12/13/79	\$60.75	50.00	50.00	MISSING
00138.00A	CALCULATOR	11/5/82	\$132.74	50.00	50.00	MISSING
00141.00A	LIGHT TABLE	5/23/80	\$150.00	50.00	50.00	MISSING
00142.00A/C	CHAIR STL AWD	12/13/79	\$74.02	50.00	50.00	MISSING
00146.00A	DESK 2PERSON INFO	12/20/79	\$250.00	50.00	50.00	MISSING
00147.00A	DESK 2PERSON INFO	12/20/79	\$250.00	50.00	50.00	MISSING
00148.00A	HEATERPRESTO	9/16/80	550.00	50.00	50.00	MISSING
00154.00A	FILE CAB 3DR	7/10/85	5155.00	50.00	50.00	MISSING
00161.00A	FAN TATUNG LB-16	12/6/85	570.00	50.00	50.00	MISSING
00162.008	CABINET WD 4DR LOCK	8/14/80	\$163.79	50.00	50.00	MISSING
00174.00A	CALCULATOR	11/5/82	5132.74	50.00	50.00	MISSING
00175.00A	DICT 3LINE SW SKUTC	12/15/79	5250.00	50.00	50.00	MISSING
00176.00A	DICT 3LINE SW SKUTC	12/15/79	5250.00	50.00	50.00	MISSING
00181.00A	TABLE FOLD MED PORT	3/24/81	5624.82	50.00	50.00	MISSING
00182.00A	CAB UP 2DOOR STL LK	6/15/82	5170.00	50.00	50.00	MISSING
00183.00A	BLACKBOARD 4X3	6/7/80	535.00	50.00	50.00	MISSING
00185.00A	CAB STL 2DOOR UP	3/2/80	5156.00	50.00	50.00	MISSING
00187.00A	CALCULATOR MI 1 D	11/5/82	5132.74	50.00	50.00	MISSING
00189.008	CHAIR SEC STL	3/4/81	5129.03	50.00	50.00	MISSING
00191.00B	CHAIR SEC STL	3/4/81	5129.03	50.00	50.00	MISSING
00196.00D	DESK WD 1 PED WTYP	9/9/85	5156.05	50.00	50.00	MISSING
00197.00D	DESK WD 1 PED WTYP	9/9/85	5179.28	50.00	50.00	MISSING
00205.00A	BOOKCASE 3SHELF	10/11/86	575.00	50.00	50.00	MISSING
00206.00A	BOOKCASE 3SHELF	10/11/86	575.00	50.00	50.00	MISSING
00210.00A	CALCULATOR	11/5/82	5132.74	50.00	50.00	MISSING
00212.00A	CALCULATOR	11/5/82	\$132.74	50.00	50.00	MISSING
00213.00A	CALCULATOR	11/5/82	5132.74	50.00	50.00	MISSING
00214.00A	FAN TATUNG	12/6/85	570.00	50.00	50.00	MISSING
00223.00A	CALCULATOR	11/5/82	5132.74	50.00	50.00	MISSING
00224.00A	CASSETTE RECORD	9/6/82	580.00	50.00	50.00	MISSING
00226.00A/C	CHAIR STL STK	4/4/80	532.13	50.00	50.00	MISSING
00229.00A/C	COUCH WD UPH	12/13/79	5434.07	50.00	50.00	MISSING
00234.00A	COFFEE MAKER	10/20/87	586.00	50.00	50.00	MISSING
00235.008	CHAIR SEC STL	4/3/81	5100.11	50.00	50.00	MISSING
00236.008	CHAIR SEC STL	4/3/81	5100.11	50.00	50.00	MISSING
00237.008	CHAIR SEC STL	4/3/81	5100.11	50.00	50.00	MISSING
00238.00A	REFRIGERATOR	6/11/84	5239.75	50.00	50.00	MISSING
00240.00A	DESK WD 1 PED	10/25/79	538.33	50.00	50.00	MISSING
00243.008	CALCULATOR	11/14/80	5202.30	50.00	50.00	MISSING
00252.00A	CHAIR SEC STL	7/25/83	\$50.00	50.00	50.00	MISSING
00253.008	CHAIR SEC STL	2/20/81	550.00	50.00	50.00	MISSING
00254.00B	CHAIR SEC STL	3/4/81	5129.03	50.00	50.00	MISSING
00255.008	CHAIR SEC STL	2/20/81	550.00	50.00	50.00	MISSING
00257.00A	CHAIR PLS STL STK	4/14/84	550.00	50.00	50.00	MISSING
00259.00A	CHAIR PLS STL STK	4/14/84	550.00	50.00	50.00	MISSING

## ATTACHMENT A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
Assets Designated for Disposal as of February 16, 2001

ASSET NUMBER	DESCRIPTION	PURCHASE DATE	ACQUISITION COST	NET BOOK VALUE	MARKET VALUE	REASON FOR DISPOSAL
00270.00A	CALCULATOR	11/5/82	\$132.74	50.00	\$0.00	MISSING
00272.00A	CHAIR SEC STL	7/25/83	550.00	50.00	\$0.00	MISSING
00277.00A/C	FILE CAB 2DR	12/13/79	\$118.22	50.00	\$0.00	MISSING
00280.00A	FAN TATUNG LB1 6	12/6/85	570.00	50.00	\$0.00	MISSING
00284.00A	FILE CAB 2DR VSM	9/20/87	5135.00	50.00	\$0.00	MISSING
00285.00A	FILE CAB 2DR VSM	9/20/87	5135.00	50.00	\$0.00	MISSING
00293.00A	CASSETTE RADIO TAPE	1015182	585.00	50.00	\$0.00	MISSING
00296.00A	SCANNER	12/8/78	\$84.95	50.00	\$0.00	MISSING
00301.00A	FILM SCREEN CRU	10123182	5150.00	50.00	\$0.00	MISSING
00303.00A	BLACKBOARD 3X4	12/13/81	525.00	50.00	\$0.00	MISSING
00306.00A	CALCULATOR	11/5/82	5132.74	50.00	\$0.00	MISSING
00309.00A	CALCULATOR	11/5/82	5132.74	50.00	\$0.00	MISSING
00316.00A	CHAIR SEC STL A	12/13/79	574.02	50.00	\$0.00	MISSING
00324.00A	FILE CAB 2DR VSM	9/20/87	5135.00	50.00	\$0.00	MISSING
00330.00A	CHAIR STRT WD UPH	4/21/82	563.00	50.00	\$0.00	MISSING
00331.00A	TABLE MED STL WD	3/19/81	570.00	50.00	\$0.00	MISSING
00332.00A	TABLE SM WD	8/15/82	560.00	50.00	\$0.00	MISSING
00336.00A/D	DESK WD 1 PED WTYP	9/9/85	5225.72	50.00	\$0.00	MISSING
00338.00A	DESK WD 1 PED	12/13/79	5137.15	50.00	\$0.00	MISSING
00342.00A	CHAIR STRT WD UPH	4/21/82	563.00	50.00	\$0.00	MISSING
00343.00A	CHAIR SEC STL A	5/22/80	5100.86	50.00	\$0.00	MISSING
00344.00A	CHAIR SEC STL A	5/22/80	5100.86	50.00	\$0.00	MISSING
00345.00A	CHAIR SEC STL A	5/22/80	5100.86	50.00	\$0.00	MISSING
00346.00B	CHAIR SEC STL A	2/13/81	5100.86	50.00	\$0.00	MISSING
00355.00A/C	TABLE SM STL WD	4/4/80	540.00	50.00	\$0.00	MISSING
00357.00B	CALCULATOR	11/14/80	5202.30	50.00	\$0.00	MISSING
00358.00A	FAN TATUNG LB1 6	12/6/85	570.00	50.00	\$0.00	MISSING
00359.00A	CHAIR STL STK PLS	2/16/87	555.00	50.00	\$0.00	MISSING
00360.00A	CHAIR STL STK PLS	2/16/87	555.00	50.00	\$0.00	MISSING
00361.00A	CHAIR STL STK PLS	2/16/87	555.00	50.00	\$0.00	MISSING
00362.00A	CHAIR STL STK PLS	2/16/87	555.00	50.00	\$0.00	MISSING
00363.00A	CHAIR STL STK PLS	2/16/87	555.00	50.00	\$0.00	MISSING
00364.00A	CHAIR STL STK PLS	2/16/87	555.00	50.00	\$0.00	MISSING
00365.00B	CHAIR SEC STL A	2/13/81	5100.86	50.00	\$0.00	MISSING
00367.00B	CHAIR SEC STL A	2/13/81	5100.86	50.00	\$0.00	MISSING
00368.00B	CHAIR SEC STL A	2/13/81	5100.86	50.00	\$0.00	MISSING
00372.00B	CABINET STL WD LOCK	2/27/81	5466.68	50.00	\$0.00	MISSING
00373.00A	FAN EDISON 204007B	12/19/86	565.00	50.00	\$0.00	MISSING
00375.00A	CLOCK ELE SM SPARTU	6/8/89	592.00	50.00	\$0.00	MISSING
00376.00A	CLOCK ELE LG DWCI	6/8/89	550.00	50.00	\$0.00	MISSING
00378.00A	HEATER MARKEL 198TS	4/13/83	575.00	50.00	\$0.00	MISSING
00379.00A	ORGANIZER STL	6/15/82	5150.00	50.00	\$0.00	MISSING
00380.00A	LADDER STL 2STEP ST	5/26/83	5152.30	50.00	\$0.00	MISSING
00381.00A	HEATER TITAN T760B	2/25/83	565.00	50.00	\$0.00	MISSING
00382.00A	COFFEE WESTBEND 594	11/13/85	595.00	50.00	\$0.00	MISSING
00384.00A	CATHOLD STL	12/13/83	5100.00	50.00	\$0.00	MISSING
00386.00A	COPIER M215	10/8/81	5445.70	50.00	\$0.00	MISSING
00387.00A/C	TABLE SM STL WD	4/4/80	540.00	50.00	\$0.00	MISSING
00388.00A	CAB WD 2DOOR BARLK	6/12/82	5132.74	50.00	\$0.00	MISSING
00391.00B	CHAIR SEC STL	8/14/80	5125.68	50.00	\$0.00	MISSING
00392.00B	CHAIR SEC STL	8/14/80	5125.68	50.00	\$0.00	MISSING
00401.00B	TYPEWRITER	8/21/80	5958.50	50.00	\$0.00	MISSING
00403.00A	SCANNER	12/8/78	584.95	\$0.00	\$0.00	MISSING
00404.00A	TABLE TYPING WWHLS	9/18/82	575.00	\$0.00	\$0.00	MISSING
00407.00A/C	CHAIR STL STK	4/4/80	532.13	\$0.00	\$0.00	MISSING
00409.00A/C	CHAIR STL STK	4/4/80	532.13	\$0.00	\$0.00	MISSING
00410.00A/C	CHAIR STL STK	4/4/80	532.13	\$0.00	\$0.00	MISSING
00412.00A/C	CHAIR STL STK	4/4/80	532.13	\$0.00	\$0.00	MISSING
00413.00A/C	CHAIR STL STK	4/4/80	532.13	\$0.00	\$0.00	MISSING
00414.00A/C	CHAIR STL STK	4/4/80	532.13	\$0.00	\$0.00	MISSING
00416.00A/C	CHAIR STL STK	4/4/80	532.13	\$0.00	\$0.00	MISSING
00417.00A/C	CHAIR STL STK	4/4/80	532.13	\$0.00	\$0.00	MISSING
00419.00A/C	CHAIR STL STK	4/4/80	532.13	\$0.00	\$0.00	MISSING
00420.00A/C	CHAIR STL STK	4/4/80	532.13	\$0.00	\$0.00	MISSING

## ATTACHMENT A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
Assets Designated for Disposal as of February 16, 2001

ASSET NUMBER	DESCRIPTION	PURCHASE DATE	ACQUISITION COST	NET BOOK VALUE	MARKET VALUE	REASON FOR DISPOSAL
00421.00A/C	CHAIR STL STK	4/4/80	\$32.13	50.00	50.00	MISSING
00422.00A/C	CHAIR STL STK	4/4/80	\$32.13	50.00	50.00	MISSING
00423.00A/C	CHAIR STL STK	4/4/80	\$32.13	50.00	50.00	MISSING
00424.00A/C	CHAIR STL STK	4/4/80	\$32.13	50.00	50.00	MISSING
00425.00A/C	CHAIR STL STK	4/4/80	\$32.13	50.00	50.00	MISSING
00427.00A/C	CHAIR STL STK	4/4/80	\$32.13	50.00	50.00	MISSING
00428.00A/C	CHAIR STL STK	4/4/80	\$32.13	50.00	50.00	MISSING
00430.00A/C	CHAIR STL STK	4/4/80	\$32.13	50.00	50.00	MISSING
00431.00A/C	CHAIR STL STK	4/4/80	\$32.13	50.00	50.00	MISSING
00433.00A/C	CHAIR STL STK	4/4/80	\$32.13	50.00	50.00	MISSING
00434.00A/C	CHAIR STL STK	4/4/80	\$32.13	50.00	50.00	MISSING
00436.00A/C	CHAIR STL STK	4/4/80	\$32.13	50.00	50.00	MISSING
00437.00A/C	CHAIR STL STK	4/4/80	\$32.13	50.00	50.00	MISSING
00438.00A/C	CHAIR STL STK	4/4/80	\$32.13	50.00	50.00	MISSING
00440.00A/C	CHAIR STL STK	4/4/80	\$32.13	50.00	50.00	MISSING
00441.00A/C	CHAIR STL STK	4/4/80	\$32.13	50.00	50.00	MISSING
00446.00A	TABLE FOLD LG STL W	3/12/82	5150.00	50.00	50.00	MISSING
00449.00A/C	CHAIR STL STK	4/4/80	\$32.13	50.00	50.00	MISSING
00450.00A/C	CHAIR STL STK	4/4/80	\$32.13	50.00	50.00	MISSING
00451.00A/C	CHAIR STL STK	4/4/80	\$32.13	50.00	50.00	MISSING
00453.00A/C	CHAIR STL STK	4/4/80	\$32.13	50.00	50.00	MISSING
00454.00A/C	CHAIR STL STK	4/4/80	\$32.13	50.00	50.00	MISSING
00455.00A/C	CHAIR STL STK	4/4/80	\$32.13	50.00	50.00	MISSING
00456.00A/C	CHAIR STL STK	4/4/80	\$32.13	50.00	50.00	MISSING
00457.00A/C	CHAIR STL STK	4/4/80	\$32.13	50.00	50.00	MISSING
00459.00A	TABLE FOLD LG STL W	3/5/82	5100.00	50.00	50.00	MISSING
00460.008	TABLE MED STL WD	2/20/81	575.00	50.00	50.00	MISSING
00461.00A	TABLE SM WD STL	4/4/80	58.00	50.00	50.00	MISSING
00464.00A	BULL BRDS STAND	1/14/80	5175.00	50.00	50.00	MISSING
00465.00A	BULL BRDS STAND	1/14/80	5175.00	50.00	50.00	MISSING
00466.00A	BULL BRDS STAND	11/11/80	5175.00	50.00	50.00	MISSING
00467.00A/C	CHAIR STL STK	4/4/80	532.13	50.00	50.00	MISSING
00471.00A	BULL BRDS STAND	1/14/80	5175.00	50.00	50.00	MISSING
00474.00A	CAB PIG STL	9/18/83	5250.00	50.00	50.00	MISSING
00475.00A	CAB PIG STL	9/18/83	5250.00	50.00	50.00	MISSING
00476.00A	CAB PIG STL	9/18/83	5250.00	50.00	50.00	MISSING
00487.00A	BULL BRDS 4X6	6/7/89	\$169.19	50.00	50.00	MISSING
00488.00A	BULL BRDS 4X6	6/7/89	\$169.19	50.00	50.00	MISSING
00493.00A	CHAIR HIGHBACK STL	9/29/80	5175.07	50.00	50.00	MISSING
00495.008	DESK STL 2PED	8/14/80	\$222.61	50.00	50.00	MISSING
00496.00A/D	DESK STL 1 PED	9/9/85	\$223.65	50.00	50.00	MISSING
00497.008	DESK STL 2PED	8/14/80	\$222.61	50.00	50.00	MISSING
00498.00A	TABLE TYPING WWHLS	10/3/82	\$75.00	50.00	50.00	MISSING
00503.00A	CAB PIG 3X6 BLACK	4/5/84	5276.00	50.00	50.00	MISSING
00508.00A	LOCKER SM 2MAN SHRT	12/21/84	5235.07	50.00	50.00	MISSING
00509.008	TYPEWRITER	8/21/80	\$958.50	50.00	50.00	MISSING
00510.00A	CALCULATOR	11/5/82	5132.74	50.00	50.00	MISSING
00511.00A	BLACKBOARD 2X4	5/14/82	525.00	50.00	50.00	MISSING
00515.00A	BANDSAW JET HVBS461	9/11/79	5410.03	50.00	50.00	MISSING
00518.00A	LIFTRUCK CRFT58721		50.00	50.00	50.00	MISSING
00519.00A	VACUUM SHOP		50.00	50.00	50.00	MISSING
00523.00A	CAMERA ONESTEP	3/4/80	567.95	50.00	50.00	MISSING
00524.00A	CAMERA ONESTEP	3/4/80	567.95	50.00	50.00	MISSING
00525.00A	CAMERA FLASH	3/4/80	539.95	50.00	50.00	MISSING
00526.00A	CAMERA FLASH	3/4/80	539.95	50.00	50.00	MISSING
00527.00A	CAMERA ONESTEP	3/4/80	567.95	50.00	50.00	MISSING
00538.00A	CAMERA FLASH BX550	9/14/79	575.00	50.00	50.00	MISSING
00539.00A	LEN ZOOM OPTICS	9/14/79	5159.95	50.00	50.00	MISSING
00540.00A	LEN 28MM TOYO OPTIC	9/14/79	5114.95	50.00	50.00	MISSING
00541.00A	CAMERA AV1	9/14/79	5229.95	50.00	50.00	MISSING
00542.00A	LEN CANON 50MM	9/14/79	5754.77	50.00	50.00	MISSING
00544.00A	CALCULATOR	11/5/82	5132.74	50.00	50.00	MISSING
00547.00A	WELD REGULATOR		50.00	50.00	50.00	MISSING
00548.00A	WELD REGULATOR		50.00	50.00	50.00	MISSING

## ATTACHMENT A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
Assets Designated for Disposal as of February 16, 2001

ASSET NUMBER	DESCRIPTION	PURCHASE DATE	ACQUISITION COST	NET BOOK VALUE	MARKET VALUE	REASON FOR DISPOSAL
00550.00A	DRILL 3/8 CORDLESS	8/24/82	\$135.40	50.00	\$0.00	MISSING
00553.00A	VACUUM CLEANER	9/24/80	\$192.00	50.00	\$0.00	MISSING'
00555.00A	CHAIR STL STK	5/12/88	555.00	50.00	\$0.00	MISSING
00556.00A	CHAIR STL STK	5/22/88	555.00	50.00	\$0.00	MISSING
00557.00A	CHAIR STL STK	5/22/88	555.00	50.00	\$0.00	MISSING
00560.00A	LOCKER SM 6MAN SHRT		50.00	50.00	\$0.00	MISSING
00561.OOA	LOCKER SM 6MAN SHOR		50.00	50.00	\$0.00	MISSING
00563.00A	LAWNMOWER 35HP		50.00	50.00	\$0.00	MISSING
00565.00A	LIFTTRUCK BARROW RB		50.00	50.00	\$0.00	MISSING
00566.00A	VACUUM CLEANER BEAM		50.00	50.00	\$0.00	MISSING
00567.00A	LADDER 20ft	9/16/82	5118.00	50.00	\$0.00	MISSING
00570.00A	LADDER 8ft STL	6/29/82	550.00	50.00	\$0.00	MISSING
00574.00A	HEATER 198TS	6/2/83	575.00	50.00	\$0.00	MISSING
00577.00A	CHAIR WD BAR	10119187	5150.00	50.00	\$0.00	MISSING
00578.00A	CHAIR STL PLS FOLD	3/19/86	552.00	50.00	\$0.00	MISSING
00579.00A	CHAIR STL PLS STK	3/19/86	552.00	50.00	\$0.00	MISSING
00580.00A	CHAIR STL STK PLS	2/16/87	555.00	50.00	\$0.00	MISSING
00581.OOA	CHAIR STL STK PLS	2/16/87	555.00	50.00	\$0.00	MISSING
00582.00A	CHAIR STL STK PLS	2/16/87	555.00	50.00	\$0.00	MISSING
00583.00A	CHAIR STL STK PLS	2/16/87	555.00	50.00	\$0.00	MISSING
00584.00A	CHAIR STL STK PLS	2/16/87	555.00	50.00	\$0.00	MISSING
00590.00A	CAB UP 2DOR 4DR	8/15/81	5807.00	50.00	\$0.00	MISSING
00595.00A	HEATER GEMINI	3/16/84	5100.00	50.00	\$0.00	MISSING
00607.00A	SANDER FINISH	3/17/82	576.95	50.00	\$0.00	MISSING
00624.00A	TABLE FOLD SM	3/22/82	575.00	50.00	\$0.00	MISSING
00631.OOA	CHAIR SEC STL ARM	5/13/82	5119.28	50.00	\$0.00	MISSING
00636.00A/C	CHAIR STL AWD	12/13/79	\$74.02	50.00	\$0.00	MISSING
00637.00A	DRILL AIR	6/9/82	\$135.32	50.00	\$0.00	MISSING
00638.00A	DRILL AIR	6/9/82	5130.00	50.00	\$0.00	MISSING
00645.00A	SLIDE PROJECTOR 460	10/19/84	5185.00	50.00	\$0.00	MISSING
00646.00A	CASSETTE RADIO	3/24/84	\$79.56	50.00	\$0.00	MISSING
00651.OOA	HEATER 400	8/15/83	5100.00	50.00	\$0.00	MISSING
00655.00A	CALCULATOR	12/13/84	5132.74	50.00	\$0.00	MISSING
00656.00A	CASSETTE TRANS 1150	6/16/82	585.00	50.00	\$0.00	MISSING
00659.00A	CHAIR STL STK	5/22/88	555.00	50.00	\$0.00	MISSING
00662.00A	CHART ANALYZER	3/2/82	\$109.00	50.00	\$0.00	MISSING
00668.00A	STORAGE BUILDING	2/17/81	\$242.97	50.00	\$0.00	MISSING
00684.00A	AIR RATCHET 3/8"	8131182	595.50	50.00	\$0.00	MISSING
00691.OOA	RADIO POWER PACK	9/28/82	\$938.92	\$0.00	\$0.00	MISSING
00692.00A	RADIO POWER PACK	9/28/82	\$938.92	\$0.00	\$0.00	MISSING
00695.00A	CHAIR SEC STL AWD	10113182	\$95.84	\$0.00	\$0.00	MISSING
00701.OOA	PISTON RING COMP	10/7/82	\$82.70	\$0.00	\$0.00	MISSING
00709.00A	FOLDTABLE 30X60 MED	10/19/82	\$46.86	\$0.00	\$0.00	MISSING
00720.00A	SETTING MASTER	11/7/82	\$673.90	\$0.00	\$0.00	MISSING
00721.OOA	CYL CHECK GAUGE	1017182	5335.05	\$0.00	\$0.00	MISSING
00726.00A	BULL BRDS 36X60	11/22/82	\$201.45	\$0.00	\$0.00	MISSING
00729.00A	TABLE COMPUTER	11130182	\$180.91	\$0.00	\$0.00	MISSING
00731.OOA	HEATER	10118182	531.82	\$0.00	\$0.00	MISSING
00735.00A	SPANNER SOCKET	10/7/82	\$56.25	\$0.00	\$0.00	MISSING
00741.OOA	FRNT CLUTCH ALIGN	10/7/82	591.50	\$0.00	\$0.00	MISSING
00742.00A	LIFTING BRACKET	12/31/79	\$65.20	\$0.00	\$0.00	MISSING
00745.00A	PLANETRY BSH INST	10/7/82	595.30	\$0.00	\$0.00	MISSING
00746.00A	SUPT PIN INSTL	1017182	\$58.55	\$0.00	\$0.00	MISSING
00761.OOA	DRILL CHARGER	1/3/83	594.25	\$0.00	\$0.00	MISSING
00769.00A	CASH REGISTER	1/19/83	51,118.26	\$0.00	\$0.00	MISSING
00771.OOA	HEATER BASE BRD	1125183	\$120.00	\$0.00	\$0.00	MISSING
00775.00A	LADDER 32ft ALUM	2/3/83	\$178.88	\$0.00	\$0.00	MISSING
00782.00A	PLAN RACK HOLDER960	3/15/83	5159.75	\$0.00	\$0.00	MISSING
00789.00A	LADDER 8ft FIBER	5/26/83	\$152.30	\$0.00	\$0.00	MISSING
00795.00A	AIR COMPRESS HR1512	7/1 0178	\$1,459.35	\$0.00	\$0.00	MISSING
00800.00A	GREASE GUN	8/2/83	550.00	\$0.00	\$0.00	MISSING
00801.OOA	GREASE GUN	8/2/83	550.00	\$0.00	\$0.00	MISSING
00802.00A	DRAIN PAN	8/2/83	550.00	\$0.00	\$0.00	MISSING
00803.00A	DRAIN PAN	8/2/83	550.00	\$0.00	\$0.00	MISSING



## ATTACHMENT A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
Assets Designated for Disposal as of February 16, 2001

ASSET NUMBER	DESCRIPTION	PURCHASE DATE	ACQUISITION COST	NET BOOK VALUE	MARKET VALUE	REASON FOR DISPOSAL
00804.00A	OIL PUMP	8/2/83	5350.00	50.00	50.00	MISSING
00821.00A	WISE BENCH	8/2/83	\$214.21	50.00	50.00	MISSING
00827.00A	ANVIL 11 OLB	6/1/83	5134.00	50.00	50.00	MISSING
00832.00A	DRILL 3/8	6/14/83	5115.04	50.00	50.00	MISSING
00835.00A	CALCULATOR	6/20/83	\$106.45	50.00	50.00	MISSING
00841.00A	TABLE FOLD MED	6/22/83	\$84.14	50.00	50.00	MISSING
00857.00A	BULL BRDS 3X4 WHT	6/3/83	534.54	50.00	50.00	MISSING
00858.00A	BULL BRDS 4X8	6/24/83	595.00	50.00	50.00	MISSING
00859.00A	RECORDER CASSETTE	6/24/83	\$131.21	50.00	50.00	MISSING
00860.00A	FAN DESK	6/24/83	597.87	50.00	50.00	MISSING
00862.00A	FAN DESK	6/24/83	597.87	50.00	50.00	MISSING
00865.00A	TABLE COMPUTER PED	7/6/83	5127.27	50.00	50.00	MISSING
00872.00A	SCANNER RADIO POCKE	6/29/83	5128.62	50.00	50.00	MISSING
00875.00A	BULL BRDS STAND FIB	6/13/83	5282.00	50.00	50.00	MISSING
00876.00A	BULL BRDS STAND FIB	6/13/83	5282.00	50.00	50.00	MISSING
00898.00A	DESK STL 1 PED WD TO	9/9/85	546.02	50.00	50.00	MISSING
00898.00D	DESK STL 1 PED WD TO	9/9/85	5177.63	50.00	50.00	MISSING
00904.00A	CHAIR SEC STL BROWN	7/19/83	5125.97	50.00	50.00	MISSING
00918.00A	CHAIR STL STK	8/3/83	535.15	50.00	50.00	MISSING
00925.00A	CHAIR STL STK	8/3/83	535.15	50.00	50.00	MISSING
00926.00A	CHAIR STL STK	8/3/83	535.15	50.00	50.00	MISSING
00930.00A	OIL PUMP W/HOSE	7/19/83	5794.32	50.00	50.00	MISSING
00931.00A	OIL PUMP W/HOSE	7/19/83	5794.32	50.00	50.00	MISSING
00933.00A	FILE CAB 1 DR PENDFL	8/5/83	5106.45	50.00	50.00	MISSING
00936.00A	TIME CLOCK	8/3/83	563.90	50.00	50.00	MISSING
00937.00A	FILE CAB 5DR LATAL	8/4/83	5595.34	50.00	50.00	MISSING
00939.00A	RECORDER CASSETTE	7/26/83	556.39	50.00	50.00	MISSING
00940.00A	CHAIR DRAFTING	8/12/83	598.67	50.00	50.00	MISSING
00943.00A	RADIO PACK CHARGER	8/10/83	5484.51	50.00	50.00	MISSING
00945.00A	RADIO POWER PACK	8/1 0183	5484.51	50.00	50.00	MISSING
00952.00A	VACUUM SHOP WET/DRY	7/25/83	5676.27	50.00	50.00	MISSING
00967.00A	CAB W/SINK	10/1/83	5163.94	50.00	50.00	MISSING
00968.00A	CAB W/SINK	10/1/83	5163.94	50.00	50.00	MISSING
00969.00A	ANSWERING MACHINE	8/19/83	5119.95	50.00	50.00	MISSING
00974.00A	CHAIR EXEC A GRAY	10/17/83	\$202.16	50.00	50.00	MISSING
00975.00A	CHAIR EXEC A GRAY	10/7/83	5202.16	50.00	50.00	MISSING
00977.00A	BENCH WORK	9/19/83	5111.75	50.00	50.00	MISSING
00982.00A	BENCH WORK	9/19/83	5111.75	50.00	50.00	MISSING
00994.00A	GRINDERS 4.5	10/9/83	\$127.80	50.00	50.00	MISSING
01005.00A	JACK 12TON	9/12/83	\$101.67	50.00	50.00	MISSING
01009.00A	JACK 12TON	9/12/83	\$101.67	50.00	50.00	MISSING
01010.00A	JACK 12TON	9/12/83	5101.68	50.00	50.00	MISSING
01019.00A	BATTERY CHARG 24V Q	12/22/83	5104.03	50.00	50.00	MISSING
01019.00C	IMPACT GUN W/SOCKET	12/22/83	\$416.12	50.00	50.00	MISSING
01055.00A	DRILL 3/8	3/5/84	5115.87	50.00	50.00	MISSING
01079.00A	DRILL 1/2	4/11/84	\$132.06	50.00	50.00	MISSING
01087.00A	HEATER W/FAN	5/9/84	\$153.32	50.00	50.00	MISSING
01088.00A	OIL PUMP W/REG HOSE	5/9/84	\$617.37	50.00	50.00	MISSING
01089.00A	WELD REGULATOR W/TO	5/26/84	\$210.87	50.00	50.00	MISSING
01091.00A	COUNTER CAB(2)DIPAT	6/5/84	\$897.79	50.00	50.00	MISSING
01092.00A	FAN K-1C	6/7/84	\$21.29	50.00	50.00	MISSING
01093.00A	COATTREE WD OAK	6/11/84	558.58	50.00	\$0.00	MISSING
01104.00A	MICROWAVE	6/15/84	5260.93	50.00	\$0.00	MISSING
01106.00A	DINETTE W/(4)CHAIRS	6/15/84	5212.87	50.00	\$0.00	MISSING
01114.00A	CHAIR W/ARMS GREY	6/28/84	5225.78	50.00	\$0.00	MISSING
01115.00A	CHAIR W/ARMS GREY	6/28/84	5225.78	50.00	\$0.00	MISSING
01116.00A	CHAIR DRAFT	6/28/84	5250.28	50.00	\$0.00	MISSING
01118.00A	SOLDING IRON	6/28/84	\$37.69	50.00	\$0.00	MISSING
01125.00A	WHEELBARROW C5 3/4	10/1 0184	595.81	50.00	\$0.00	MISSING
01126.00A	LADDER 4ft WD	7/17/84	527.98	50.00	\$0.00	MISSING
01127.00A	BATTERY CHARGER W52	7/27/84	515.79	50.00	\$0.00	MISSING
01135.00A	GRINDER STAND	5/11/83	5110.00	50.00	\$0.00	MISSING
01137.00A	GRINDER STAND ROUND	5/11/83	5110.00	50.00	\$0.00	MISSING
01140.00A	HOIST HAND 1/4-10TO	5/11/83	5350.00	50.00	\$0.00	MISSING

## ATTACHMENT A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
Assets Designated for Disposal as of February 16, 2001

ASSET NUMBER	DESCRIPTION	PURCHASE DATE	ACQUISITION COST	NET BOOK VALUE	MARKET VALUE	REASON FOR DISPOSAL
01146.00A	WISE JSV-6H6"	5/11/83	\$215.10	\$0.00	\$0.00	MISSING
01150.00A	GRINDER 762RE	5/11/83	\$189.55	\$0.00	\$0.00	MISSING
01156.00A	ANVIL 110lb	5/11/83	\$134.00	\$0.00	\$0.00	MISSING
01157.00A	HEADSET TELEPHONE	10/10/84	\$127.75	\$0.00	\$0.00	MISSING
01158.00A	HEADSET TELEPHONE	10/10/84	\$127.75	\$0.00	\$0.00	MISSING
01159.00A	HEADSET TELEPHONE	10/10/84	\$127.75	\$0.00	\$0.00	MISSING
01160.00A	HEADSET TELEPHONE	10/10/84	\$127.75	\$0.00	\$0.00	MISSING
01171.00A	CART GREEN W/PUMP T	3/21/82	570.00	\$0.00	\$0.00	MISSING
01172.00A	CHAIR DRAFT	9/7/86	\$250.00	\$0.00	\$0.00	MISSING
01269.00A	OIL PUMP 203-87		\$0.00	\$0.00	\$0.00	MISSING
01270.00A	AIR COMPRESSOR	2/19/81	\$1,855.76	\$0.00	\$0.00	MISSING
01273.00A	COPIER NP-150	12/5/84	\$1,879.72	\$0.00	\$0.00	MISSING
01279.00A	TABLE FOLD 6ft STL	5/10/85	\$54.24	\$0.00	\$0.00	MISSING
01280.00A	TABLE FOLD 6ft STL	5/10/85	\$54.24	\$0.00	\$0.00	MISSING
01281.00A	TABLE FOLD 6ft STL	5/10/85	\$54.24	\$0.00	\$0.00	MISSING
01282.00A	TABLE FOLD 6ft STL	5/10/85	\$54.24	\$0.00	\$0.00	MISSING
01283.00A	TABLE FOLD 6ft STL	5/10/85	\$54.24	\$0.00	\$0.00	MISSING
01285.00A	TABLE FOLD 6ft STL	5/10/85	\$54.24	\$0.00	\$0.00	MISSING
01288.00A	TABLE FOLD 6ft STL	5/10/85	\$54.24	\$0.00	\$0.00	MISSING
01339.00A	BOOKCASE 4SHF WD	11/23/84	\$89.99	\$0.00	\$0.00	MISSING
01341.00A	HOSE REEL W-9200-0L	1/2/85	5447.30	\$0.00	\$0.00	MISSING
01392.00A	HANDTRUCK SILVER	3/6/85	574.95	\$0.00	\$0.00	MISSING
01393.00A	SAW 77	3/7/85	5129.95	\$0.00	\$0.00	MISSING
01400.00A/D	CHAIR TAS WORK W/AR	5/31/85	\$278.92	\$0.00	\$0.00	MISSING
01412.00A/D	CHAIR BIO W/ARMS	5/31/85	\$291.00	\$0.00	\$0.00	MISSING
01422.00A/D	CHAIR STL STK RUST	5/31/85	\$87.33	\$0.00	\$0.00	MISSING
01425.00A/D	CHAIR STL STK RUST	5/31/85	\$87.33	\$0.00	\$0.00	MISSING
01430.00A/D	CHAIR STL STK RUST	5/31/85	\$87.33	\$0.00	\$0.00	MISSING
01443.00A/D	CHAIR STL STK RUST	5/31/85	\$87.33	\$0.00	\$0.00	MISSING
01446.00A/D	CHAIR STL STK RUST	5/31/85	\$87.33	\$0.00	\$0.00	MISSING
01476.00A/D	TABLE COFFEE OAK	5/31/85	\$289.68	\$0.00	\$0.00	MISSING
01477.00A/D	TABLE COFFEE OAK	5/31/85	\$289.68	\$0.00	\$0.00	MISSING
01506.00A/D	BENCH WORK STEEL	3/6/85	5306.82	\$0.00	\$0.00	MISSING
01516.00A/D	CART SERVICE 18X30	1/3/85	5150.49	\$0.00	\$0.00	MISSING
01520.00A/D	CART SERVICE 18X30	1/3/85	\$150.49	\$0.00	\$0.00	MISSING
01700.00A/D	LADDER 8ft TYPE 1	1/8/85	\$89.11	\$0.00	\$0.00	MISSING
01738.00A/D	CALCULATOR	6/27/85	\$234.47	\$0.00	\$0.00	MISSING
01740.00A	CALCA 1228PD	5/19/77	\$263.94	\$0.00	\$0.00	MISSING
01782.00A	SCANNER RADIO POCKE	2/24/87	\$169.79	\$0.00	\$0.00	MISSING
01783.00A	AIR HAMMER RIVET GU	3/9/87	\$256.11	\$0.00	\$0.00	MISSING
01785.00A	GRINDER MTL W/5 WHL	3/12/87	\$157.92	\$0.00	\$0.00	MISSING
01801.00A	TOOL BOX SIDEOPEN	8/6/85	571.30	\$0.00	\$0.00	MISSING
01802.00A	FIRST AID KIT TRUCK	8/6/85	\$69.28	\$0.00	\$0.00	MISSING
01804.00A	CHAIR W/ARMS	8/22/85	\$135.22	\$0.00	\$0.00	MISSING
01814.00A	DRILL 3/8 AIR	1/3/85	\$149.63	\$0.00	\$0.00	MISSING
01823.00A	TABLE FOLD 6ft STL	6/18/85	553.24	\$0.00	\$0.00	MISSING
01849.00A	CALCULATOR	6/27/85	\$27.37	\$0.00	\$0.00	MISSING
01851.00A/D	TABLE FOLD 6ft WALN	4/29/85	574.50	\$0.00	\$0.00	MISSING
01853.00A/D	TABLE FOLD 6ft WALN	4/29/85	574.50	\$0.00	\$0.00	MISSING
01855.00A/D	TABLE FOLD 6ft WALN	4/29/85	574.50	\$0.00	\$0.00	MISSING
01858.00A/D	TABLE FOLD 6ft WALN	4/29/85	574.50	\$0.00	\$0.00	MISSING
01860.00A/D	TABLE FOLD 6ft WALN	4/29/85	574.50	\$0.00	\$0.00	MISSING
01862.00A/D	WISE DRILL PRESS	2/19/85	\$89.13	\$0.00	\$0.00	MISSING
01863.00A/D	WISE DRILL PRESS	2/19/85	\$89.13	\$0.00	\$0.00	MISSING
01864.00A	AIR GUN CP797-SP6	8/2/85	\$525.99	\$0.00	\$0.00	MISSING
01865.00A	GREASE GUN W/WHIPHS	7/23/85	\$101.29	\$0.00	\$0.00	MISSING
01876.00A/D	VACUUM SHOP 90	1/8/85	5311.41	\$0.00	\$0.00	MISSING
01879.00A	PRESS-N-SNAP TOOL	3/27/85	\$62.26	\$0.00	\$0.00	MISSING
01890.00A	BEARING PACKER	2/27/85	\$121.41	\$0.00	\$0.00	MISSING
01899.00A	BACK CHAIR	10/1/85	547.91	\$0.00	\$0.00	MISSING
01921.00A	HEATER W/FAN	9/30/85	\$49.85	\$0.00	\$0.00	MISSING
01924.00A	COPY STAND	2/13/86	\$82.95	\$0.00	\$0.00	MISSING
01938.00A	TAP&DIE SET 54PIECE	2/5/86	\$74.58	\$0.00	\$0.00	MISSING
01942.00A	SANDER FINISHING	3/26/86	\$78.81	\$0.00	\$0.00	MISSING

## ATTACHMENT A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
Assets Designated for Disposal as of February 16, 2001

ASSET NUMBER	DESCRIPTION	PURCHASE DATE	ACQUISITION COST	NET BOOK VALUE	MARKET VALUE	REASON FOR DISPOSAL
01976.00A	LADDER 24ft ALUM EX	1123187	5118.98	50.00	50.00	MISSING
01993.00A	RECORDER MICO	1/7/87	5106.45	50.00	50.00	MISSING
01998.00A	CALCULATOR	2/10/87	5203.30	50.00	50.00	MISSING
02000.00A	HEATERBASEBRD	2/19/87	\$89.99	50.00	50.00	MISSING
02001.00A	BULL BRD 72X60 TAN	5/9/86	594.73	50.00	50.00	MISSING
02003.00A	BULL BRD 72X60 TAN	5/9/86	594.73	50.00	50.00	MISSING
02009.00A	BULL BRD 72X60 BLUE	5/9/86	594.73	50.00	50.00	MISSING
02030.00A	CALCULATOR	6/11/86	545.00	50.00	50.00	MISSING
02033.00A	BUS RADIO	7/1/86	\$1,930.31	50.00	50.00	MISSING
02044.00A	TABLE COMPUTER	7/22/86	537.06	50.00	50.00	MISSING
02072.00A	CHAIR STL SADDLE	9/25/86	\$63.89	50.00	50.00	MISSING
02085.00A	CAMERA	10113186	563.86	50.00	50.00	MISSING
02087.00A	TABLE FOLDNG 30 X 7	10127186	5119.28	50.00	50.00	MISSING
02103.00A	ANSWERING MACHINE	7/11/86	593.72	50.00	50.00	MISSING
02104.00A	CHAIR STL STK BLUE	9/11/86	529.29	50.00	50.00	MISSING
02117.00A	TIME CLOCK	12/29/86	5294.75	50.00	\$0.00	MISSING
02124.00A	BENCH WORK 48x30	1/12/87	590.79	50.00	\$0.00	MISSING
02134.00A	SOCKETS 1 1/8& 2 1/	4/2/87	5335.88	50.00	\$0.00	MISSING
02138.00A	RADIO POWER PACK	5/4/87	\$1,150.38	50.00	\$0.00	MISSING
02146.00A	CHAIR UPH ARM SAND	5/28/87	5132.06	50.00	\$0.00	MISSING
02147.00A	CHAIR UPH ARM SAND	5/28/87	5132.06	50.00	\$0.00	MISSING
02158.00A	CHAIR (4)STK STL BR	5/21/87	5123.54	50.00	\$0.00	MISSING
02165.00A	CAMERA 35mm	6/29/87	590.10	50.00	\$0.00	MISSING
02166.00A	CHAIR SEC BLU-GRAY	6/30/87	5149.09	50.00	\$0.00	MISSING
02168.00A	TABLE TYP STL TAN	7/6/87	560.95	50.00	\$0.00	MISSING
02173.00A	CHAIR TANYA	7/7/87	5225.63	50.00	\$0.00	MISSING
02186.00A	TABLE COMPUTER WALN	8/20/87	5163.02	50.00	\$0.00	MISSING
02213.00A	CHAIR UPH 5FUNCTION	12/11/87	\$228.98	50.00	\$0.00	MISSING
02216.00A	CHAIR SWIVEL	12/22/87	5211.94	50.00	\$0.00	MISSING
02262.00A	CALCULATOR	2/12/88	555.32	50.00	\$0.00	MISSING
02264.00A	SAWZAL	3/2/88	5138.40	50.00	\$0.00	MISSING
02272.00A	SLIDE VIEWER 200	4/4/88	5158.69	50.00	\$0.00	MISSING
02280.00A	TABLE FOLD 7ft WAL	6/7/88	547.91	50.00	\$0.00	MISSING
02296.00A	CANOPY PORTABLE	2/5/88	5348.20	50.00	\$0.00	MISSING
02299.00A	SCANNER RADIO MOBIL	7/27/88	5138.40	50.00	\$0.00	MISSING
02300.00A	SCANNER RADIO MOBIL	7/27/88	5138.40	50.00	\$0.00	MISSING
02320.00A	CHAIR 5FUNCTION TAN	11/11/88	5225.63	50.00	\$0.00	MISSING
02325.00A	SUMP PUMP 1/2HP	11/30/88	50.00	50.00	\$0.00	MISSING
02379.00A	CALCULATOR		50.00	50.00	\$0.00	MISSING
02387.00A	ROOM DIVIDER (4)	9/8/89	5249.53	50.00	\$0.00	MISSING
02393.00A	MICRO RECORDER	7/3/89	5128.76	50.00	\$0.00	MISSING
02395.00A	DESK STEEL	7/10/89	553.25	50.00	\$0.00	MISSING
02405.00A	FAN 14	7/19/89	542.55	50.00	\$0.00	MISSING
02416.00A	POWER CAT	9/18/89	5220.42	50.00	\$0.00	MISSING
02420.00A	HEATER BASE 4"	11/16/89	5101.19	50.00	\$0.00	MISSING
02421.00A	HEATER BASE 4"	11/16/89	5101.19	50.00	\$0.00	MISSING
02428.00A	DRILL CORDLESS	12/26/89	5148.38	50.00	\$0.00	MISSING
02431.00A	DESKTOP ORGANIZER	12/4/89	5158.43	50.00	\$0.00	MISSING
02440.00A	SUMP PUMP SUBMRSBLE	2/1/90	5234.47	50.00	\$0.00	MISSING
02459.00A	STACKING CHAIR	6/24/91	533.36	50.00	\$0.00	MISSING
02492.00A	BOOKCASE - 6 SHELF	5/1/80	5118.15	50.00	\$0.00	MISSING
02550.00A	DRILL CORDLESS	3/25/92	5178.61	50.00	\$0.00	MISSING
02552.00A	DRILL CORDLESS	4/15/92	5156.96	50.00	\$0.00	MISSING
02598.00A	RIVET GUN -AIR	1017192	5323.74	50.00	\$0.00	MISSING
02608.00A	DRILL CORDLESS	2/24/93	5178.62	50.00	\$0.00	MISSING
02656.00A	STAND, TERMINAL	1/20/96	564.94	50.00	\$0.00	MISSING
02929.00A	AIR HAMMER W/CHISEL	1/25/94	565.76	50.00	\$0.00	MISSING
03009.00A	POSTAGE METER	5/1/87	\$1,344.32	50.00	\$0.00	MISSING
03010.00A	POSTAGE SCALE	5/1/87	\$1,098.00	50.00	\$0.00	MISSING
03014.00A	FAN 5 WAY	5/28/88	597.00	50.00	\$0.00	MISSING
03072.00A	TABLE FOLDING SM	8/3/81	554.23	50.00	\$0.00	MISSING
03087.00A	TABLE FOLDING	5/10/85	555.00	50.00	\$0.00	MISSING
03101.00A	TIMING LIGHT	1/3/85	5112.97	50.00	\$0.00	MISSING
03203.00A	DRILL ANGLE	6/1/94	5200.53	50.00	\$0.00	MISSING

## ATTACHMENT A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
Assets Designated for Disposal as of February 16, 2001

ASSET NUMBER	DESCRIPTION	PURCHASE DATE	ACQUISITION COST	NET BOOK VALUE	MARKET VALUE	REASON FOR DISPOSAL
03210.00A	HEAT GUN	9/7/94	\$67.91	50.00	50.00	MISSING
03213.00A	CHAIR W/ARM GRAY	1/23/95	\$213.25	50.00	50.00	MISSING
03543.00A	HEATER, ELEC PORT	12/18/96	553.48	50.00	50.00	MISSING
03544.00A	HEATER, ELEC PORT	12/18/96	553.48	50.00	50.00	MISSING
03548.00A	KEYBOARD DRAWER	7/29/97	5161.96	50.00	50.00	MISSING
03654.00A	FAN, POWER	6/2/98	543.19	50.00	50.00	MISSING
C9999.00A	1989 TRUCK BED COVE	4/12/89	\$1,444.50	50.00	50.00	MISSING
U2042.00A	TABLE COMPUTER STAN	7/25/86	579.32	50.00	50.00	MISSING
	TOTALS		\$88,140.98	50.00	50.00	

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 16, 2001

**TO:** Board of Directors

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

**SUBJECT: RESOLUTION AUTHORIZING THE SECRETARY/GENERAL MANAGER TO DISPOSE OF EXCESS ASSETS WITH AN ACQUISITION COST OF LESS THAN \$5,000**

## I. RECOMMENDED ACTION

Staff recommends that the Board of Directors adopt the attached resolution authorizing the Secretary/General Manager to dispose of excess assets with an acquisition cost of less than \$5,000.

## II. SUMMARY OF ISSUES

- The Board currently approves of disposal of all property.
- Most transit properties present only property with significant value to the Board for disposal.
- Staff proposes to present property to the Board with an acquisition cost of \$5,000 or more, with the Secretary/General Manager approving disposal of property with an acquisition cost of less than \$5,000.

## III. DISCUSSION

Section 98233 of the Public Utilities Code provides that the Board of Directors may dispose of any real or personal property within or without the District when in its judgment it is for the best interests of the District to do so. Currently, all items proposed for disposal are presented to the Board of Directors for approval. This includes items that are obsolete, broken and not economically repairable, or just worn out.

In the past, a list of broken and/or obsolete items were presented to the Board once every year or so. However, as the District is now purchasing more replacement equipment and rolling stock, items recommended for disposal are presented to the Board several times per year.

A survey of other transit properties was conducted and the results appear in Attachment B. The current trend in the transit industry is for governing boards to only authorize disposal of assets with significant value, if at all. As indicated on the attached list, many transit boards do not authorize disposal of any items. Staff contacted the County of Santa Cruz and was told that the Board of Supervisors authorizes disposal of items with a market value greater than \$500. However, since market value can be determined subjectively, staff does not recommend that

approach. Further, County staff indicated that the policy had not been updated in over twenty years, so the \$500 minimum was very low. District staff attempted to contact City of Santa Cruz staff for their policy but was unsuccessful.

The District's administrative process for declaring items as excess and authorizing disposal could be streamlined if the Secretary/General Manager had the authority to authorize disposal of property. Last month, staff rushed a report to the Board recommending disposal of a non-revenue vehicle with zero book value because the timeline was so short between a recent smog test and the actual sale through an auction company.

It is proposed that the Board continue to approve of disposal of items with an acquisition cost of \$5,000 or more since this would include most rolling stock and major equipment.

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

The proposed action will result in no financial impact on the District.

#### **V. ATTACHMENTS**

**Attachment A:** Resolution Authorizing the Secretary General Manager to Dispose of Excess Assets with an Acquisition Cost of Less Than \$5,000

**Attachment B:** Disposal Policies of Other Agencies

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 AUTHORIZING THE SECRETARY/GENERAL MANAGER  
TO DISPOSE OF EXCESS ASSETS  
WITH AN ACQUISITION COST OF LESS THAN \$5,000**

**WHEREAS**, under Section 98233 of the Public Utilities Code, the Board of Directors may dispose of any real or personal property within or without the District when in its judgment it is for the best interests of the District to do so; and

**WHEREAS**, the Board of Directors periodically declares as excess property that is obsolete, not economically repairable, or otherwise of no benefit to the District, and authorizes disposal of said property; and

**WHEREAS**, the current trend in the transit industry is for governing boards to only authorize disposal of assets with significant value.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED**, that the Secretary/General Manager is authorized to order the disposal of any assets or other real or personal property with an acquisition cost of less than \$5,000.00, if such property is determined by the Secretary/General Manager or his/her designee to be excess.

**PASSED AND ADOPTED** this 16<sup>th</sup> day of February 2001, by the following vote:

**AYES:** Directors –

**NOES:** Directors –

**ABSTAIN:** Directors –

**ABSENT:** Directors -

**APPROVED** \_\_\_\_\_  
SHERYL AINSWORTH  
Chairperson

**ATTEST** \_\_\_\_\_  
LESLIE R. WHITE  
Secretary/General Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
MARGARET GALLAGHER  
District Counsel

## **DISPOSAL POLICIES**

### **AGENCY**

### **POLICY**

#### **Transit Properties**

Central Contra Costa	The Board is informed of disposal of buses. No Board approval.
Golden Empire	No Board approval for any disposals. Rolling stock disposals are discussed with the Board.
Golden Gate	Board approval only for disposal of rolling stock.
Livermore	Disposal of property with an original acquisition cost of \$25,000 or more, and disposal of rolling stock are taken to the Board for approval. All other property is declared surplus by the General Manager.
Riverside	No Board approval for any disposals.
Sacramento	Board approval only for rolling stock.
San Diego	Property with an original acquisition cost of \$20,000 or more is taken to the Board for approval for disposal.
Santa Barbara	Only disposal of large items is discussed with the Board. Purchasing approves transfers to the warehouse.

#### **Local Government Agencies**

City of Santa Cruz	Not available.
County of Santa Cruz	Disposal of items with a market value greater than \$500 is approved by the Board. (This policy has not been updated for-about 25 years.)



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 16, 2001  
**TO:** Board of Directors  
**FROM:** Elisabeth Ross, Finance Manager  
**SUBJECT: DESIGNATION OF DISTRICT COUNSEL AS ALTERNATE MEMBER OF CALTIP BOARD OF DIRECTORS**

## I. RECOMMENDED ACTION

Staff recommends that the Board of Directors adopt the attached resolution designating District Counsel as the District's alternate representative to the California Transit Insurance Pool (CalTIP).

## II. SUMMARY OF ISSUES

- The District's casualty and liability insurance is provided through CalTIP, a self-insured pool of California transit operators. The District is required to designate a representative to the CalTIP Board of Directors and an alternate representative.
- Since the CalTIP Board of Directors sets policy that affects many aspects of the District's risk management, operations and maintenance functions, the Board appointed the Assistant General Manager as the District's primary representative in 1998.
- With District Counsel taking a more active role in CalTIP activities, it is appropriate for her to serve as the District's alternate representative on the CalTIP Board.

## III. DISCUSSION

The District is a charter member of CalTIP, which was established in 1987. The Manager of Operations was the District's CalTIP representative from 1987 to 1996, since he also served as risk manager. However, in 1996, the risk function was split and transferred to District Counsel, the Finance Manager and the Human Resources Manager. The Finance Manager has served as the CalTIP alternate representative since 1998. At this time, District Counsel is able to participate more fully in CalTIP activities including serving as the alternate Board member.

## IV. FINANCIAL CONSIDERATIONS

None.

## V. ATTACHMENTS

**Attachment A:** Resolution Appointing Director and Alternate Member of the California Transit Insurance Pool (CalTIP)

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 APPOINTING DIRECTOR  
AND ALTERNATE MEMBER OF THE  
CALIFORNIA TRANSIT INSURANCE POOL (CAL TIP)**

**WHEREAS**, the Board of Directors of the Santa Cruz Metropolitan Transit District, at its April 17, 1987 meeting, did hereby authorize participation by the District in the California Transit Insurance Pool (CalTIP) beginning July 1, 1987; and

**WHEREAS**, it is necessary for the Board of Directors to approve appointments of a Director and an alternate Director of the California Transit Insurance Pool; and

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED**, that the Assistant General manager is hereby appointed the Director and District Counsel is hereby appointed the alternate Director of the California Transit Insurance Pool to serve at the pleasure of the Board of Directors of the Santa Cruz Metropolitan Transit District

**PASSED AND ADOPTED** this 16<sup>th</sup> day of February 2001, by the following vote:

**AYES:** Directors –

**NOES:** Directors –

**ABSTAIN:** Directors –

**ABSENT:** Directors -

**APPROVED** \_\_\_\_\_  
SHERYL AINSWORTH  
Chairperson

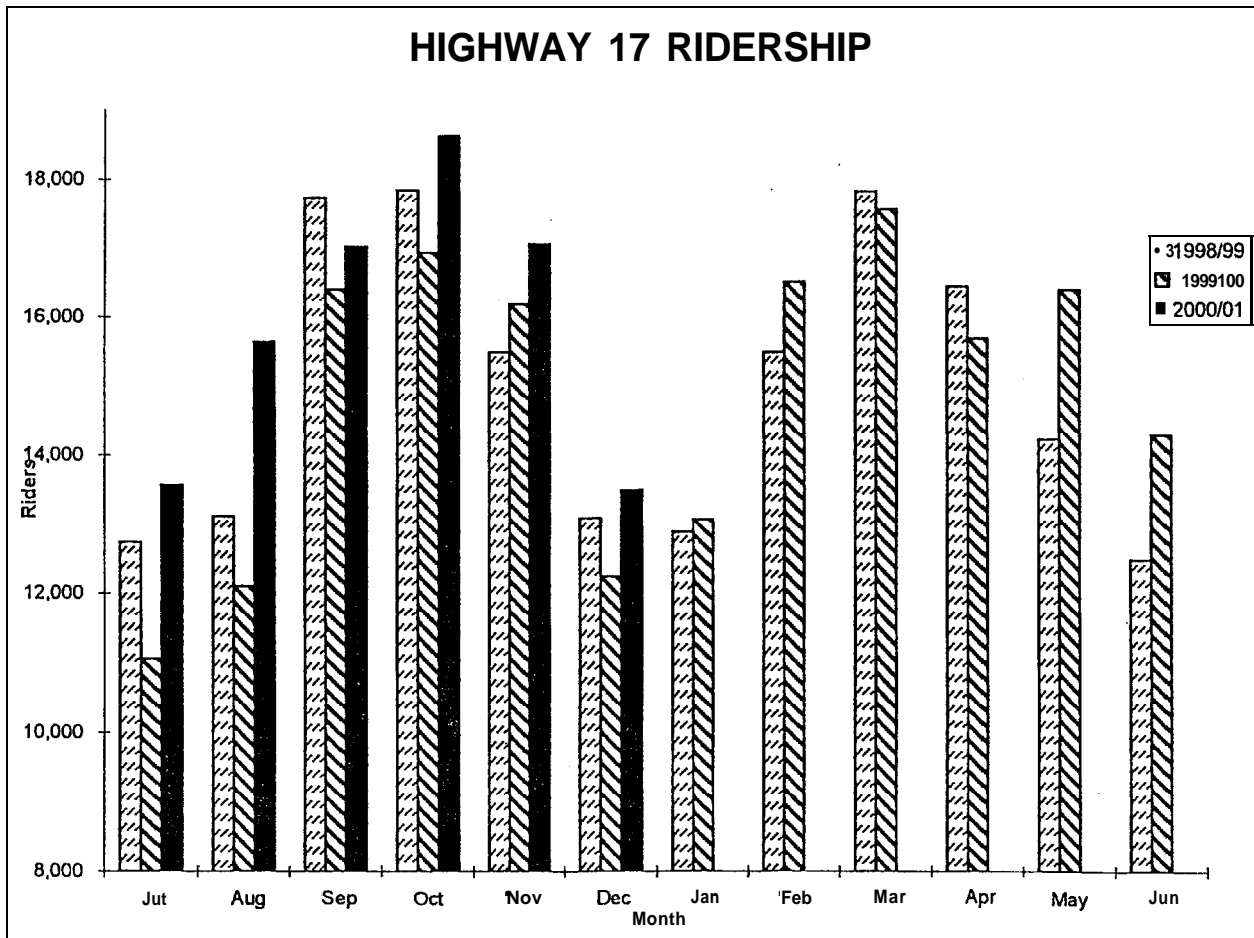
**ATTEST** \_\_\_\_\_  
LESLIE R. WHITE  
Secretary/General Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
MARGARET GALLAGHER  
District Counsel

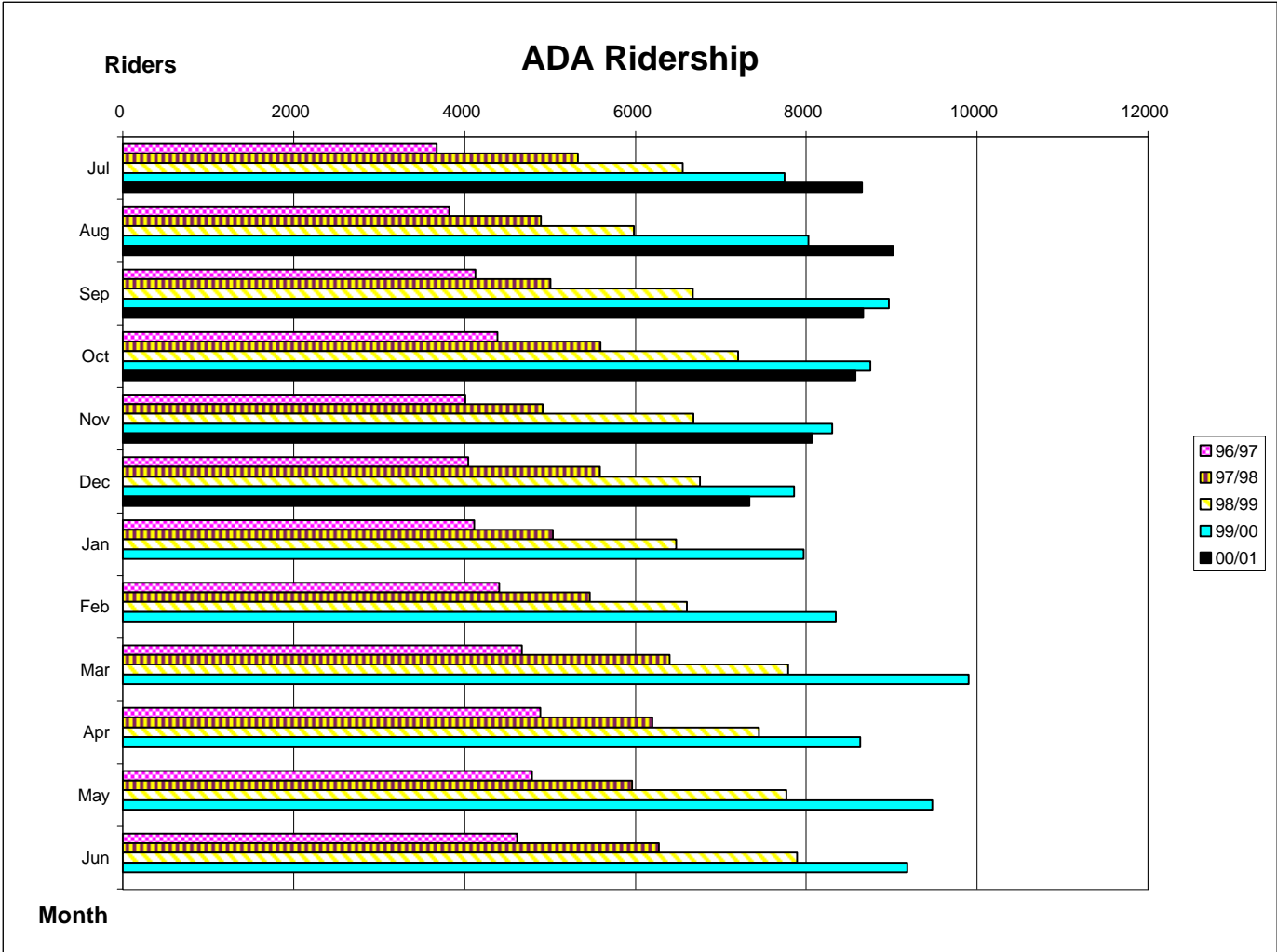
# HIGHWAY 17 - DECEMBER 2000

	November			YTD		
	2000/01	1999/00	%	2000/01	1999/00	%
<b>FINANCIAL</b>						
Cost	\$ 99,718	\$ 107,181	(7.0%)	\$ 628,223	\$ 687,914	(8.7%)
Farebox	\$ 31,751	\$ 30,772	3.2%	\$ 211,780	\$ 203,978	3.8%
Operating Deficit	\$ 66,234	\$ 74,366	(10.9%)	\$ 404,966	\$ 470,864	(14.0%)
Santa Clara Subsidy	\$ 33,117	\$ 31,700	4.5%	\$ 202,483	\$ 219,481	(7.7%)
METRO Subsidy	\$ 33,117	\$ 42,666	(22.4%)	\$ 202,483	\$ 372,903	(45.7%)
San Jose State Subsidy	\$ 1,733	\$ 2,042	(15.1%)	\$ 11,476	\$ 13,071	(12.2%)
<b>STATISTICS</b>						
Passengers	13,488	12,242	10.2%	95,391	84,928	12.3%
Revenue Miles	29,925	32,918	(9.1%)	190,024	190,024	0.0%
Revenue Hours	1,164	1,280	(9.1%)	7,390	7,390	0.0%
<b>PRODUCTIVITY</b>						
Cost/Passenger	\$ 7.39	\$ 8.76	(15.6%)	\$ 6.59	\$ 8.10	(18.7%)
Revenue/Passenger	\$ 2.35	\$ 2.51	(6.4%)	\$ 2.22	\$ 2.40	(7.6%)
Subsidy/Passenger	\$ 5.04	\$ 6.24	(19.3%)	\$ 4.37	\$ 5.70	(23.4%)
Passengers/Mile	0.45	0.37	21.2%	0.50	0.45	12.3%
Passengers/Hour	11.59	9.56	21.2%	12.91	11.49	12.3%
Recovery Ratio	31.8%	28.7%	10.9%	33.7%	29.7%	13.7%



**ADA Paratransit Program  
Monthly Status Report**

	This December	Last December	% Change	This YTD	Last YTD	% Change
Cost	\$ 171,927	\$ 170,658	0.7%	\$1,160,981	\$ 1,073,197	8.2%
Revenue	\$14,652	\$15,700	-6.7%	\$100,530	\$99,222	1.3%
Subsidy	\$157,275	\$154,958	1.5%	\$1,060,451	\$973,975	8.9%
Passengers	7,326	7,850	-6.7%	50,265	49,611	1.3%
Cost/Ride	\$23.47	\$21.74	8.8%	\$23.10	\$ 21.63	7.5%
Subsidy/Ride	\$21.47	\$19.74	8.8%	\$21.10	\$19.63	7.5%
Operating Ratio	8.5%	9.2%	-7.4%	8.7%	9.2%	-6.3%
% Rides on Taxi	65.7%	69.4%	-5.4%	69.3%	71.4%	-2.9%
Program Registrants	8,065	6,720	20.0%	8,065	6,720	20.0%
Rides/Registrant	0.9	1.2	-22.2%	6.2	7.4	-15.6%



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 16, 2001  
**TO:** Board of Directors  
**FROM:** Bryant J. Baehr, Manager of Operations  
**SUBJECT: STATUS REPORT ON WATSONVILLE SHOPPER SHUTTLE**

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

- Staff was directed to report to the Board of Directors detailing the operating statistics of the Watsonville Shopper Shuttle.
- The Watsonville Shopper Shuttle has been operated for the past two (2) years. Of significance, in 1999 the shopper shuttle was fare free and in 2000 the shuttle had a fare of .25 cents.
- In 1999 the average ridership was 15 passengers per hour. In 2000, the average ridership was 8 passengers per hour, a decrease of 47% in ridership.
- The District's cost to operate the shuttle in 1999 was \$3,339.60 and in 2000 \$4,457.40. The City of Watsonville paid 77% of the operating cost with the District's contribution of 23%.

## III. DISCUSSION

At the December 2000 Board of Directors meeting, staff was directed to report to the Board of Directors the results of the Watsonville Shopper Shuttle.

For the past two (2) years the Board of Directors has authorized the operation of the Watsonville Shopper Shuttle from December 1st through December 30th. Listed below are the operating statistics for the last two (2) years. A significant change from 1999 to 2000 was the implementation of a \$.25 fare for year 2000. In 1999 the Watsonville Shopper Shuttle was fare free. Routing, departure times and number of buses assigned to the service remained the same for both years.

Eight (8) hours of service were performed on weekdays and 20 hours of service were performed on weekends. The difference in service hours between 1999 and 2000 is a result of how the individual days fell in the calendar. Christmas, when no service was provided, fell on a Saturday in 1999 and on a Monday in 2000. There were eight (8) weekend days in 1999 and nine (9) in

2000. The cost per service hour for 1999 was \$55 per service hour and for 2000 it was \$57 per service hour.

Year	Days of Operation	Total Ridership	Hours of Service	Total Cost	Watsonville Share	Farebox	District Share of Cost (23% of total)
1999	29	4,769	316	\$17,380.00	\$14,040.40	0	\$3,339.60
2000	29	2,827	340	\$19,380.00	\$14,215.85	\$706.75	\$4,457.40

	<b>1999</b>	<b>2000</b>
Average Daily Ridership	164	97
Passengers per hour	15	8
Cost per passenger	\$2.94	\$5.03
District Subsidy per passenger	\$.70	\$1.58

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

The financial impact of operating this service was \$4,457.40.

#### **V. ATTACHMENTS**

**Attachment A:** None

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 16, 2001  
**TO:** Board of Directors  
**FROM:** David J. Konno, Manager of Facilities Maintenance  
**SUBJECT: CONSIDERATION OF REDUCING PARKING LOT LIGHTING AT SCOTTS VALLEY TRANSIT CENTER**

## I. RECOMMENDED ACTION

**Consider reducing the lighting in Scotts Valley Transit Center's parking lot as recommended by Scotts Valley Police Department and the Scotts Valley Planning Department**

## II. SUMMARY OF ISSUES

- Scotts Valley Transit Center's lighting requirement
- Review of lighting requirement by Scotts Valley's Police and Planning Departments

## III. DISCUSSION

At the January meeting of the Board of Directors, staff was asked to review the parking lot lighting requirements for the Scotts Valley Transit Center (SVTC) to see if we could reduce energy consumption yet maintain a safe operating environment.

During the transit center's design review process the District was required to; 1) limit project lighting to the minimum intensity required to provide safety considerations (as determined through the project design review at the City). All parking lot lighting fixtures shall be directed away from existing residences to the north and northeast, 2) provide additional lighting along the easterly side of the parking lot, the ramps and the Cinema building, and 3) provide a specific type of light fixture in the parking lot. The plans and lighting levels were then reviewed and approved by both the Scotts Valley Police Department (SVPD) and the Scotts Valley Planning Department.

There are thirty-four poles, with double lamp fixtures for a total of seventy-four 150-watt HPS lamps. There are an additional 16 lights on the exterior of the building. All of the exterior lights and parking lot lights are on a single time controller that energizes the system. The lighting system is only energized during service hours.

Chief Walpole of the SVPD has expressed a willingness to amend their lighting requirement as long as there is adequate lighting for safety. The District will meet with both the SVPD and Planning Dept. to review the lighting requirements on Tuesday February 6, 2001.

**III. FINANCIAL CONSIDERATIONS**

None at this time

**IV. ATTACHMENTS**

**Attachment A:** Letter from Chief Steve Walpole, SVPD

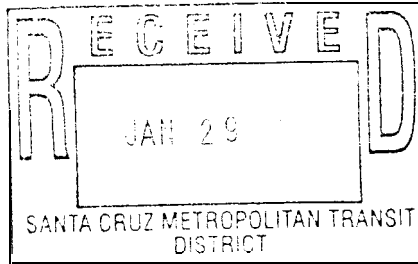




# SCOTTS VALLEY POLICE DEPARTMENT

ONE CIVIC CENTER DRIVE . SCOTTS VALLEY, CALIFORNIA 95066 • PHONE (831) 438-2326 . FAX (831) 438-6930

CHIEF OF POLICE  
STEPHEN D. WALPOLE



January 25, 2001

Mr. Leslie R. White  
General Manager  
Santa Cruz Metro Transit District  
370 Encinal Street, Ste 100  
Santa Cruz, CA 95060

RE: LIGHTING AT TRANSIT DISTRICT PARK AND RIDE - CITY OF SCOTTS VALLEY

Dear Mr. White:

As you know, the governor has asked all cities, and government entities to reduce their electric use by seven percent due to the enormous energy crisis issues that the state is currently experiencing.

Mayor Ainsworth has requested that the Transit District consider a reduction of energy at the City of Scotts Valley's Transit District park and ride facility located on Kings Village Road. As you know, my department played a key role in developing a safety lighting plan for this facility and we appreciate the Transit District working with us on this issue. However, with the governor's request in mind and the fact it appears that California will be in this energy shortage crisis for the present and possibly mid-term future, I believe it would be beneficial to consider a reduction in lighting at the Scotts Valley park and ride facility. As such, my staff would be willing to work with the Transit District in developing a new lighting reduction plan that would address safety concerns and reduce the facility's electric use which would meet the governor's current requests.

In conclusion, please give me a call concerning these issues so that we can set a date to meet and discuss a lighting reduction plan for the Transit District's park and ride facility in Scotts Valley. I can be reached at 440-5651.

Sincerely,

SCOTTS VALLEY POLICE DEPARTMENT

Stephen D. Walpole  
Chief of Police

SDW:jcp

cc: Mayor Ainsworth  
City Manager Comstock  
Captain Bush

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 16, 2001  
**TO:** Board of Directors  
**FROM:** Kim Chin, Planning and Marketing Manager  
**SUBJECT: PRESENTATION AND CONSIDERATION OF RECOMMENDATIONS FROM THE ADA RECERTIFICATION STUDY - NELSON NYGAARD**

## I. RECOMMENDED ACTION

**The purpose of this staff report is to provide an opportunity for the community to comment on the work elements completed to date as part of the ADA Recertification project, and to receive direction from the Board on remaining elements to be presented to the community in February, and to the Board for action in March.**

## II. SUMMARY OF ISSUES

- On Friday, November 17, 2000, the Board and the community received a presentation at a workshop from Nelson Nygaard, the consultants selected to evaluate and develop recommendations for a revised paratransit recertification program. The input received has been incorporated by the consultants into the appropriate tasks.
- The consultant has completed additional tasks identified in the work scope, and will be presenting their findings and recommendations at this board meeting in January to receive input and direction. The consultants will then make the appropriate modifications before presenting them to the community, the Metro User's Group (MUG), the Metro Accessible Services Transit Forum (MASTF) and the Elderly and Disabled Technical Advisory Committee in February for additional review.
- The consultant will present the community's input in a final report to the Board scheduled for action in March 2001.

## III. DISCUSSION

At the workshop on Friday, November 17, 2001, the consultants reviewed a series of problem areas connected with the current certification program for persons applying for paratransit service in Santa Cruz County. These included:

- Duplication of efforts by Metro and Lift Line staff,
- Duration of eligibility,
- File and data maintenance,

- Staffing issues,
- Accuracy and adequacy of passenger file information.

In addition, the consultant also reviewed four service models including:

- Self certification,
- Interview,
- Full functional testing, and
- A Hybrid system.

At today's board meeting, the consultant will discuss in greater detail, the four possible service models to get further input. Other areas for review are:

- Should the current registrants automatically receive eligibility, or should they be recertified?
- Paper or in-person interviews?
- If there are in-person interviews, should everyone be subject to the interview, or can some applicants' eligibility be determined by a paper process?
- If there are in-person interviews, should there be full-functional testing for everyone?
- Should the 30-day temporary eligibility be continue as a "safety net"?
- Should eligibility have term limits?
- Should the eligibility determinations be conducted in-house or contracted out?

The consultants are seeking input from the board on the above areas, and will incorporate comments and suggestions before proceeding to present them to the public in February. The consultants will then receive public input and return in March with a full report and a request for Board approval.

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

Funds have been budgeted for this project, but actions taken as a result of this study will have budgetary impact.

#### **V. ATTACHMENTS**

**Attachment A: Nelson Nygaard November 9, 2000 Technical Memorandum**

**Attachment B: Key Issues and Recommendations**

## MEMORANDUM

**To:** Les White

**From:** Richard Weiner

**Date:** November 9, 2000

**Subject:** ADA Paratransit Certification: Key Issues and Recommendations

---

This technical memorandum is a companion to the previous memorandum which identified the problems with the current eligibility certification process. In this document, we present the four main models of paratransit eligibility certification that are used nationwide, and discuss the key elements of these models that must be addressed in the proposed recertification program for Santa Cruz METRO. For each element, we discuss the policy tradeoffs that should be considered by the Board in order to provide direction to the consultant team in the development of the final package. We also include the team's recommendation for each element.

Following direction from the Board, the team plans to more fully develop the recommended model and present this to a community forum for final input from the community. We will incorporate these final modifications, develop the materials associated with the final model, and present the whole program to the Board for final approval.

## ELIGIBILITY MODELS IN OTHER TRANSIT SYSTEMS

In 1997 the consultant conducted a national study of ADA paratransit eligibility certification models in which four primary models were identified. In order to understand the distinctions among the different approaches that are being considered in the development of a certification process for Santa Cruz, the four models are described briefly below.

### **The "Self-Certification Plus Professional Verification" Model**

In this model, eligibility is determined based on an application form and verification with a professional on an as-needed basis. The Santa Cruz certification process most closely follows this model, although, as mentioned in the previous memorandum, there is almost no follow-up verification with professionals. At the time of the study, this

model remained the most prevalent throughout the country. In the past three years, however, there has been a definite trend away from this model, as transit systems have understood its limited ability to provide accurate eligibility information.

### **The “Interview” Model**

Eligibility is based on an in-person interview. Physical and cognitive tests of functional ability are limited to the appeals process. The underlying assumption of this model is that the information available on an application form is too limited to provide an accurate determination, and there is no need for every applicant to undergo a functional test.

### **The “Full Functional Assessment” Model**

Eligibility is based on in-person functional assessments for all applicants. The assessment is conducted by a physical therapist (PT) in a room with a mock-up of a curb cut, a ramp, and a flight of stairs that are exact replicas of those found on a fixed-route bus. The PT also accompanies the applicant on a walk over rough terrain around the building where the process occurs. Pittsburgh, which pioneered this model, has also developed a test for those with cognitive disabilities that can be conducted by transit agency staff with no formal training as psychiatric professionals.

### **The “Hybrid” Model**

This approach was first implemented in Las Vegas in the late 1990’s. Rather than have all applicants undergo the functional assessment, they are first interviewed by transit staff to determine if they are clearly eligible or ineligible. Those whose eligibility cannot be clearly determined on the basis of the interview are referred to rehabilitation professionals in the same building to undergo the functional assessment, which is a process similar to Pittsburgh’s. Only one visit is necessary for this process, and eligible individuals are photographed and given an ID card during the same visit.

The eligibility outcomes of these various models indicate that, where an in-person component is incorporated into the process, there are more likely to be individuals who are determined to be conditionally eligible or denied eligibility.

## **WHAT WE HEARD FROM THE COMMUNITY IN RESPONSE TO VARIOUS ELIGIBILITY PROPOSALS**

The consensus of community forum participants, in addition to those who were interviewed on an individual basis, is that there is a need for more accurate eligibility determinations. There was strong support for an in-person component, although opinions varied widely in how this should be implemented. Following is a sampling of some of the views that were expressed on the proposed eligibility models (some points are contradictory when there was no consensus or an important dissenting viewpoint was expressed):

- Keep the application form short.

## **ADA Paratransit Certification: Key Issues and Recommendations**

**November 9, 2000**

**Page 3**

- Make the process user-friendly. People are tired of being forced to go through many hoops.
- In-person interview is a good opportunity to inform applicants of other services that may be available to them.
- Combine interview with other agency screenings to ensure “one-stop shop”.
- Consider existing paperwork from other agencies.
- Don’t require everyone to come in as some people’s disabilities will never change.
- Some people’s disabilities may change over time, so there shouldn’t be permanent eligibility for anyone.
- In-person may be too overwhelming
- A combination of a simple question and answer form and functional assessment would be preferable
- The applicant should just have to call for an appointment without filling out a form first.
- The interview can provide different options to the applicant that can’t be done with a paper application alone.
- Making the interview mandatory may be intimidating
- Interviews for all is preferred except in cases of severe mental conditions such as Alzheimer’s, when the applicant should not be required to come in.
- Getting turned down on the basis of a paper application may provide an incentive for an in-person interview.
- Use Community Based Organizations/social service providers as evaluators to increase comfort level of applicants.
- Having a very brief one-page application with general information will first provide a paper trail, then this can be followed through by an interview.
- There are misperceptions about credibility of community input – will it really be used?
- Photo ID on-the-spot would be a good incentive to come in
- Make sure that if someone is determined temporarily eligible they are immediately offered mobility training

## **ADA Paratransit Certification: Key Issues and Recommendations**

**November 9, 2000**

**Page 4**

- Increased marketing will make buses more attractive
- Grandparenting is OK
- Everyone should have to re-certify, you can phase it in slowly. The time frame should depend on how complex the new certification process is
- It is only fair to re-certify and renew all
- A new re-certification and renewal system should be phased in slowly so that current service is not negatively impacted.
- When those who have other transportation options use the system (fixed route, driving, and rides from others), it degrades service for those who do not have other options and must use Lift Line
- A postcard should be mailed to each registrant to see how many are actually still here in the service area and still need the service.
- Important to provide multiple sites for in-person assessments
- 30-day grace period should continue - without the 30-day grace period, there would be pressure on other service providers (medical trips)
- It should be made clear that it is only for 30 days and the certification decision should be made within that time.
- 30-day temporary registration can give service to those who do not qualify and less service for those who need it.
- The 30-day service is for those who have no other options and by the time they apply they need the service immediately, usually that day.
- Three year intervals are appropriate for eligibility renewal
- There should be some recognition that there are certain medical conditions that will never change and will prevent some people from ever using a fixed route bus – people with these conditions should have permanent certification to reduce the burden on the passenger and on the certification system.

## **KEY ISSUES THAT NEED TO BE ADDRESSED**

The next step for the consulting team will be to recommend a conceptual eligibility certification process to the Board before soliciting final input from the community. Based on community input, we will then present a comprehensive eligibility determination process to the Board early in 2001.

Before developing the conceptual model, the consulting team seeks input from the Board regarding some of the key issues described below. On a practical level, we would like to determine the District's position regarding expanded community education (on fixed-route accessibility) and an expanded travel-training program.

Guidance from the Board may be influenced by the following important consideration: Since METRO's goal is to expand transportation opportunities to seniors and people with disabilities, it should be recognized that a more accurate (or "strict") certification process will inevitably result in some current registrants being denied future access to the ADA paratransit program. Since there are limited alternatives for senior transportation in the community, the District may need to seriously consider providing additional service, such as a senior shuttle or community bus route, in order to serve the needs of the non-ADA eligible seniors. The cost implications of providing such alternatives weighed against the savings from more accurate screenings will be examined further in the Final Report.

However, in order to provide an order of magnitude of the cost reductions that could result from more accurate eligibility screenings, we offer the following two examples. In Tacoma, Washington, where the paratransit budget was approaching 25% of the total budget for Pierce Transit in the mid-1990's, the agency implemented in-person assessments for a portion of the applicants, with a greater emphasis on conditional eligibility determinations. As a result, 10 percent of the applicants were denied eligibility and 9 percent were granted eligibility for feeder service only. The annual cost savings were estimated at \$826,000, or 7.3% of the total ADA paratransit budget.

In Las Vegas, when the transit agency recertified all 18,000 registrants, close on one-half did not reapply or were denied eligibility. Although ridership in the year following recertification was only about eight percent less than the previous year, it was significantly less than had been projected with the high registration base. We may conclude that a certain portion of the previous registrants had either moved out of the county or were deceased; many decided they would not be eligible; some may have been intimidated by the more rigorous process; and those who were recertified were actually able to take more trips than before. The agency implemented community bus routes to address the needs of some of those who were not recertified. The lower rate of ridership than had been previously projected represented a savings of \$1.1 million.



## ADA Paratransit Certification: Key Issues and Recommendations

November 9, 2000

Page 6

**Issue #1: Should current registrants be granted automatic eligibility rather than requiring all registrants to undergo a recertification process?**

Arguments in Favor	Arguments Against
"Grandparenting" (automatic eligibility for current registrants) would be administratively simpler	Unfair to future applicants who would have to undergo a more rigorous test. Also unfair to current registrants who receive less than full ADA service due to capacity constraints
Less likely to encounter community opposition	For each applicant who is currently using paratransit rather than the fixed-route system, the cost to METRO is very significant
A proportion of the applicants would probably be found eligible anyway	As registrations continue to grow, the capacity of the system to provide ADA level of service will become increasingly constrained

**Recommendation #1:** All current registrants should be required to undergo the recertification process. Priority should be given to the most frequent users of the program. The recertification process should be completed within a reasonable period of time, say one year.

**Issue #2: Should the eligibility process continue to be limited to paper applications?**

Arguments in Favor	Arguments Against
Process is familiar	Paper applications provide very limited information to make accurate determinations
Reorganization of Certification Office and improved training could enhance accuracy of certifications	Useful follow-up with professionals to verify certification can be just as time-consuming to staff as an in-person interview
Politically (potentially) less challenging to grassroots community as process won't appear to be significantly changed	Agency does not have the opportunity to inform applicants about other services and to accurately determine candidacy for mobility training
Possibly easier to administer	Increased accuracy will result in far greater cost savings that could be used to enhance service to those who truly need it

## ADA Paratransit Certification: Key Issues and Recommendations

November 9, 2000

Page 7

In-person assessments can be intimidating to some applicants, particularly seniors or those with depression	
Cheaper to implement in short-term	

**Recommendation #2: Certification should be based on an in-person assessment rather than a paper application**

**Issue #3: If a form of in-person assessment is selected, should all applicants (or those being recertified) be required to come in for the assessment rather than allowing some to be certified through a paper process?**

Arguments in Favor	Arguments Against
Requiring all current registrants to come in is more equitable and avoids getting into arguments of why one person's application is more clearly eligible than another's	Some individuals have disabilities, which will always prevent them from riding fixed-route. Why put them through the bother of an in-person assessment?
Allows everybody to hear about other services available to them	Universal in-person assessments is more costly (at least in the short term) than selective interviews
Paratransit eligibility is so valuable that it is not too much to expect an individual to come in for one interview	It would lengthen the process of recertification to have everyone come in
If the person is unable to come in for an interview, how will they be able to use paratransit service if they are found eligible?	

**Recommendation #3: All applicants should be required to come in for an in-person assessment, with the exception of a small number of hardship cases (criteria to be determined later). METRO should provide free transportation to the assessment site.**

**Issue #4: Should an in-person process entirely eliminate the need for a paper application?**

Arguments in Favor	Arguments Against
Major benefit of in-person assessment is that evaluator can assist the applicant in filling out the form	Paper application could be very short and create a paper trail

## ADA Paratransit Certification: Key Issues and Recommendations

November 9, 2000

Page 8

Elimination of paper application will assist those with language disabilities	Applicants should be willing to at least take the step of filling out a form since they will not be required to go to a doctor as under current process
---	---

**Recommendation #4:** There should be no requirement for applicants to fill out an application form before coming in for the assessment. A different process for the small number of hardship cases may involve the use of a application form or a fax from a health care professional

**Issue #5:** Should an in-person process be limited to those who have appealed a determination?

Arguments in Favor	Arguments Against
Substantially limits the scope of the eligibility infrastructure that would need to be set up	Requiring all current registrants to come in is more equitable
If paper process is thorough enough, would be using in-person assessment dollars in a much more targeted manner	Allows everybody to hear about other services
	Would greatly expand the need to conduct an appeals process
	Generally a limited percentage of applicants are likely to be denied certification, so the benefits of in-person assessments would be significantly limited
	Could be considered in conjunction with an interview if a full-fledged functional assessment is not selected

**Recommendation #5:** The in-person assessment should not be limited to those who have appealed their determination. However, the use of a more accurate certification process reinforces the need for a well-developed appeals process.

**Issue #6:** If an in-person process is selected, should it be limited to an interview or should the assessment include actual functional tests such as mock-ups or the presence of a METRO bus?

## ADA Paratransit Certification: Key Issues and Recommendations

November 9, 2000

Page 9

Arguments in Favor	Arguments Against
An interview provides sufficient information to make a determination	Verbal discussion does not get to the heart of the issue, which is the person's ability to actually ride the bus
Does not require arranging a bus or creating a whole setup with simulated rides	Functional assessments have been proven to be extremely accurate
Can be more easily provided in a number of decentralized locations in the county	Systems such as L.A. that used interviews have moved to a more functional assessment mode
Full functional assessment has greater capital costs	Reinforces the concept of this being a transit ability assessment rather than a medical diagnosis

**Recommendation #6:** The in-person assessment should be based on an interview rather than a full functional assessment. METRO may want to consider the installation of the appropriate accessories (or making a bus available) for functional assessments at one site that can be used for appeals.

**Issue #7:** Should METRO continue the practice of providing 30-day temporary eligibility certifications?

Arguments in Favor	Arguments Against
Considered a high community value	Huge opportunity for abuse of the system
Provides a valuable emergency service to small number who really need it	Other alternatives could be created to serve those with immediate needs
	Creates significant administrative confusion
	Creates customer confusion
	Not required under the ADA

**Recommendation #7:** METRO should discontinue the practice of providing 30-day temporary eligibility certifications in its current form. For those individuals who need emergency next day service on a one-time or short term basis, a waiver of the certification process may be allowed. This decision will be made by the eligibility

**ADA Paratransit Certification: Key Issues and Recommendations**

**November 9, 2000**

**Page 10**

certification coordinator, and may require other supporting documentation.

**Issue#8: Should eligibility continue to be indefinite rather than setting term limits?**

Arguments in Favor	Arguments Against
Familiar to the public	Eligibility term limits are standard practice throughout the country
Administratively easier	Persons who have been incorrectly certified will be able to use this valuable service for the rest of their lives
	Allows the opportunity to purge files of those who are deceased or have left the county
	Fails to recognize METRO's efforts to increase the accessibility of fixed-route service, which could result in a change in eligibility status
	Fails to recognize individual's changing ability to use fixed-route transit

**Recommendation #8:** Eligibility should be limited to three year term limits, with a simple renewal process available in the majority of cases. This could take the form of submission of a one-page form indicating that there have been no changes in the registrants' functional ability or residential location that would impact on their ADA eligibility status.

**Issue #9: Should the process be conducted by METRO staff rather than contracting some or all of this function out to an outside agency/ies?**

Arguments in Favor	Arguments Against
Using METRO staff would be consistent with current practice	Using outside agency could have greater credibility in the disability community (e.g. CCCIL) and address potential political concerns
Could result in greater control of eligibility outcomes	Outside agencies already have trained staff in place with expertise in rehabilitation therapy
Would avoid adding administrative burden	Allows for greater geographic

**ADA Paratransit Certification: Key Issues and Recommendations**

**November 9, 2000**

**Page 11**

associated with contract selection and monitoring	decentralization of certification process
	Need to hire and train additional METRO staff could significantly delay the process
	Keeps METRO staff at arms length from issue of the accuracy of specific determinations

Recommendation #9: The eligibility certification function should be contracted out to an agency that has rehabilitation professionals on staff and credibility in the disability or senior community. This agency may need to subcontract out certain functions such as review of applications from individuals with visual or cognitive impairments if the appropriate expertise is unavailable in-house. Further, METRO must hire a staff person (or dedicate a significant portion of an existing staff person's time) to monitor the eligibility screening contract and oversee the appeals function.



**Santa Cruz METRO**  
**ADA Paratransit**  
**Recertification Program**

# **Key Issues and Recommendations**

**JANUARY 19, 2001**





**Santa Cruz METRO  
ADA Paratransit  
Recertification  
Program**

**Key Issues and  
Recommendations**

**January 19, 2001**

## **PROBLEMS WITH CURRENT PROCESS**

- **All who apply are approved**
- **Customers are confused**
- **METRO and Lift Line staff efforts are duplicated**
- **Staff are undertrained**
- **Registrants are eligible for life**
- **File information is inaccurate and inadequate**





**\* C**  
**METRO**

**Santa Cruz METRO**

**ADA Paratransit  
Recertification  
Program**

**Key Issues and  
Recommendations**

**January 19, 2001**

 **Nelson\Nygaard**  
consulting associates

## **FOUR ELIGIBILITY MODELS**

- **Self-certification with professional verification**
- **Interview**
- **Functional Assessment**
- **Hybrid**



**Santa Cruz METRO**

**ADA Paratransit  
Recertification  
Program**

**Key Issues and  
Recommendations**

**January 19, 2001**



## **WHAT WE HEARD FROM THE COMMUNITY**

- **Eligibility determinations need to be more accurate**
- **Differences of opinion on “grandparenting”**
- **Strong support for in-person component (some may be overwhelmed)**
- **Make the process user-friendly (waivers for some, multiple sites)**
- **Use in-person interview as opportunity to inform of other services**
- **Use Community Based Organizations as evaluators**



Santa Cruz METRO

ADA Paratransit  
Recertification  
Program

Key Issues and  
Recommendations

January 19, 2001



## WHAT WE HEARD FROM THE COMMUNITY (Cont'd)

- Applicant should just call for an appointment (but need paper trail)
- Increase accessible fixed-route marketing
- 30-day grace period should continue - otherwise would be pressure on other service providers (medical trips)
- 30-day temporary registration could give service to those who do not qualify and less service for those who need it.
- Three year intervals are appropriate for eligibility renewal



Santa Cruz METRO  
ADA Paratransit  
Recertification  
Program

**Key Issues and  
Recommendations**

**January 19, 2001**



## KEY ISSUES

### 1. Should eligibility process continue to be limited to paper applications?

#### Arguments in Favor

Familiar

Office reorganization could enhance accuracy of paper reviews

Less challenging to grassroots community

Easier to administer

Intimidating to some

Cheaper in short-term

#### Arguments Against

Limited information

Useful follow-up on paper applications time-consuming

No opportunity to inform about other services and identify mobility trainees

Use cost savings to enhance service

**Recommendation #1:  
Certification should be in-person assessment**



**Santa Cruz METRO  
ADA Paratransit  
Recertification  
Program**

**Key Issues and  
Recommendations**

January 19, 2001



## 2. If in-person process, should it be limited to an interview or include actual functional tests?

### Arguments in Favor

Interview provides sufficient information

Does not require creating whole setup

Can be more easily provided in a number of decentralized locations in the county

Full functional has greater capital costs

### Arguments Against

Verbal discussion cannot accurately determine if person's able to ride the bus

Functional assessments very accurate

Other systems that used interviews moved to more functional assessment

Reinforces concept of transit ability assessment rather than medical diagnosis

### Recommendation #2:

- In-person assessment should be based on an interview rather than a full functional assessment
- METRO should consider installing appropriate accessories (or making a bus available) for functional assessments at one site that can be used for appeals.



Santa Cruz METRO  
ADA Paratransit  
Recertification  
Program

Key Issues and  
Recommendations

January 19, 2001



### 3. Should current registrants be granted automatic eligibility rather than requiring all registrants to undergo a recertification process?

#### Arguments in Favor

Administratively simpler

Less community opposition

A proportion would probably be found eligible anyway

#### Arguments Against

Unfair to current and future applicants

Inaccurate certifications are costly

System will become overstrained

#### Recommendation #3:

- All should undergo recertification
- Priority given to most frequent users
- Process completed within reasonable period of time



Santa Cruz METRO  
ADA Paratransit  
Recertification  
Program

**Key Issues and  
Recommendations**

January 19, 2001



## 4. If in-person process is selected, should all applicants come in for the assessment rather than allowing some to be certified through a paper process?

### Arguments in Favor

Equity

Information on other services

Very valuable resource

If can't come in for interview,  
how can they use paratransit  
if found eligible?

### Arguments Against

Some will never be able to ride  
fixed-route

Universal in-person  
assessments more costly (at  
least in the short-term)

Would lengthen process

### Recommendation #4:

- All applicants should come in, except small number of hardship cases (criteria to be determined later)
- METRO should provide free transportation to the assessment site.



METRO

**Santa Cruz METRO**

**ADA Paratransit  
Recertification  
Program**

**Key Issues and  
Recommendations**

**January 19, 2001**

## **5. Should an in-person process entirely eliminate the need for a paper application?**

### **Arguments in Favor**

Evaluator can help fill out the form

Will assist those with language disabilities

### **Arguments Against**

Make application short, creates paper trail

Should be willing to fill out form since no longer required to go to doctor

### **Recommendation #5:**

- Application form not required
- Different process for the small number of hardship cases may involve use of application form or a fax from a health care professional





METRO

**Santa Cruz METRO  
ADA Paratransit  
Recertification  
Program**

**Key Issues and  
Recommendations**

**January 19, 2001**



## **6. Should eligibility continue to be indefinite rather than setting term limits?**

### **Arguments in Favor**

Familiar to the public

Administratively easier

### **Arguments Against**

Term limits are standard practice

Incorrectly certified can use valuable service for the rest of their lives

Can purge files of those who are deceased or have left the county

Fails to recognize METRO's improved accessibility of fixed-route service, which could result in a change in eligibility status

Fails to recognize individual's changing ability to use fixed-route transit

### **Recommendation #6:**

- **Eligibility should be limited to three year term limits, with simple renewal process in majority of cases**
- **Renewal could be one-page form indicating no changes in functional ability or residential location that would impact on ADA eligibility status**



**Santa Cruz METRO  
ADA Paratransit  
Recertification  
Program**

**Key Issues and  
Recommendations**

**January 19, 2001**



## **7 Should METRO continue providing 30-day temporary eligibility certifications?**

### **Arguments in Favor**

High community value

Valuable emergency service to small number who really need it

### **Arguments Against**

Huge opportunity for abuse

Other alternatives could be created to serve those with immediate needs

Creates administrative confusion

Creates customer confusion

Not required under the ADA

### **Recommendation #7:**

- **METRO should discontinue providing 30-day temporary eligibility certifications in current form**
- **For emergency situations, a waiver of the certification process may be allowed - decision will be made by the eligibility certification coordinator, and may require other supporting documentation**



**Santa Cruz METRO  
ADA Paratransit  
Recertification  
Program**

**Key Issues and  
Recommendations**

**January 19, 2001**



## **8. Should process be conducted by METRO staff or contracted out?**

### **Arguments in Favor**

- Consistent with current practice
- Greater control of eligibility outcomes
- Avoid adding administrative burden from contract selection and monitoring

### **Arguments Against**

- Greater credibility in disability community
- Already have trained staff with expertise in rehabilitation therapy
- Allows greater geographic decentralization of certification process
- Need to hire and train additional METRO staff could significantly delay process
- Keeps METRO staff at arms length from issue of accuracy of determinations

### **Recommendation #8:**

- **Should be contracted out to an agency that has rehabilitation professionals on staff and credibility in the disability or senior community**
- **May need to subcontract some functions (visual or cognitive impairments)**
- **METRO must hire a staff person to monitor eligibility screening contract and oversee the appeals function**



METRO

Santa Cruz METRO

ADA Paratransit  
Recertification  
Program

Key Issues and  
Recommendations

January 19, 2001



## OTHER KEY ISSUES THAT NEED TO BE ADDRESSED

- How will safety net be provided?
- How will cost savings be used?
- Will community education on **fixed-route accessibility** be expanded?
- Will travel-training program be expanded?



**Santa Cruz METRO  
ADA Paratransit  
Recertification  
Program**

**Key Issues and  
Recommendations**

**January 19, 2001**



## **NEXT STEPS**

- **Develop recommended model and present to community organizations**
- **Incorporate final modifications from community input**
- **Develop materials associated with final model**
- **Present comprehensive program to the Board for final approval in March**
- **Train evaluators or METRO contract manager**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 16, 2001  
**TO:** Board of Directors  
**FROM:** Elisabeth Ross, Manager of Finance  
**SUBJECT: ACCEPTANCE OF FINANCIAL STATEMENTS AND REPORTS OF INDEPENDENT AUDITOR FOR YEAR ENDING JUNE 30, 2000**

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors formally accept the audited financial statements and reports prepared by the firm of Grant Thornton LLP, for the year ending June 30, 2000.**

## II. SUMMARY OF ISSUES

- The financial statements and reports of independent certified public accountants present the District's financial position at June 30, 2000, with a comparison to the position at June 30, 1999. The auditors have found that the District's financial statements present fairly the financial position of the District.
- The auditors found the District to be in compliance with the financial reporting requirements for grants and other financial assistance.
- In the schedule of findings and questioned costs, the auditors had one finding regarding fixed assets.
- Note L in the financial statements shows an increase in total available net assets from the previous year.

## III. DISCUSSION

The firm of Grant Thornton LLP has provided an "unqualified" opinion on the District's financial statements based on its audit (page 3 of the document in Attachment A). This type of opinion is the highest level of opinion, and indicates that the financial statements are consistent with generally accepted accounting principles for governments in all material respects.

While the financial statements describe the District's financial position in detail, key pages provide indicators of the District's financial situation at June 30, 2000.

The District's retained earnings (accumulation of earnings and losses over the years) is \$19,619,198 at June 30, 2000 (page 5), up \$5,859,236 from the prior year. This increase is largely due to the deletion of the FEMA/OES estimated liability in the amount of \$3,076,147.

The statements of revenues and expenses (page 6) indicate net income in the amount of \$4,367,306 for the year ending June 30, 2000, again due to the reversal of the FEMA/OES liability. The net income is used to assist in funding the District's capital improvement program, including the District's share of capital projects that were not completed in FY 99-00 and will be carried over into FY 00-01.

The statements of operating expenses (page 21) indicate that the District's total operating expenses increased by \$2,545,748 or 11% from the prior year. The largest changes in operating expense are a \$1,170,335 increase in wages and benefits (8%) due to staffing increases and operation of the Highway 17 Express in-house for part of the year, a \$436,623 increase in professional and technical services (88%) due to a one-time reclassification of MetroBase services to the operating budget, a \$375,374 increase in fuels and lubricants (70%) due to price increases and expanded service, \$452,895 increase in purchased transportation for paratransit services (25%) and a \$152,472 increase in depreciation expense (9%) due to addition of new buses and property. The District realized a decrease of \$491,532 in purchased transportation services for the Highway 17 Express.

The balance sheets (pages 4-5) provide an overall summary of the District's position. To determine the amount of available net assets for cash flow and funding capital projects in the adopted Transportation Improvement Program (TIP), staff has worked with the auditors to develop the schedule in Note L (Page 18). At June 30, 2000, this schedule shows total available net assets of \$16,202,795, comprised of a cash flow reserve of \$2,600,000, a workers compensation reserve of \$730,000, an insurance reserve of \$375,000, a bus stop improvement reserve of \$300,000 and \$10,000,000 for the District's share of approved capital projects. This leaves a balance of \$2,197,795 in available net assets which will be added to the capital reserve fund.

In the schedule of findings and questioned costs (pages 28-29), the auditors had one finding regarding the physical count of fixed assets required by federal regulations. Due to staffing shortages and incomplete computer asset records, the count was not completed prior to the end of the audit. The District has since completed the count and is now in compliance with the regulations.

Attachment B is a standard letter that the auditors are required to prepare addressing certain topics. The letter defines their responsibilities, significant audit adjustments and changes in accounting principles. In the letter they also reported that they had no disagreements with management or difficulties performing the audit. The journal entries mentioned are available from staff.

Attachment C is a letter from Grant Thornton, LLP, containing two management advisory comments. The first is a reiteration of the audit finding regarding the fixed asset physical count. The second is a series of recommendations on the District's IT program developed by Grant Thornton's computer specialist. These recommendations will be considered by the District's IT Manager.

Kim McCormick of Grant Thornton LLP will review the audit results at the Board meeting on Friday, February 16, 2001.

I would like to recognize Marilyn Fenn, Assistant Finance Manager, for her efforts in coordinating this year's audit with the team from Grant Thornton, and for making improvements to the District's accounting system. Patricia Korba, Accounting Specialist, and Liz Bytheway, Senior Accounting Technician, also made significant contributions in this year's audit process, which began in May of 2000.

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

There is no fiscal impact from the Board's acceptance of the financial statements and audit reports. However, in order to continue to receive Transportation Development Act (TDA) payments from the Santa Cruz County Regional Transportation Commission, the final audit must be submitted to the Commission.

#### **V. ATTACHMENTS**

- Attachment A:** Financial Statements and Reports of Independent Certified Public Accountants for the years ending June 30, 2000 and 1999
- Attachment B:** Letter from Grant Thornton LLP
- Attachment C:** Management Advisory Comments from Grant Thornton LLP



**SANTA CRUZ METROPOLITAN**  
**TRANSIT DISTRICT**

**Financial Statements and  
Reports of Independent Certified Public Accountants  
as Required by OMB Circular A-133**

**June 30, 2000 and 1999**

# CONTENTS

	<u>Page</u>
Report Of Independent Certified Public Accountants .....	3
GENERAL PURPOSE FINANCIAL STATEMENTS	
Balance Sheets.....	4
Statements Of Revenues And Expenses .....	6
Statement Of District Equity .....	7
Statements Of Cash Flows.....	8
Notes To Financial Statements .....	9
SUPPLEMENTARY INFORMATION	
Statements Of Operating Expenses .....	21
Schedule Of Expenditures Of Federal Awards .....	22
Notes To Schedule Of Expenditures Of Federal Awards .....	23
Report Of Independent Certified Public Accountants On Compliance And On Internal Control Over Financial Reporting Based On An Audit Of Financial Statements Performed In Accordance With <i>Government Auditing Standards</i> .....	24
Report Of Independent Certified Public Accountants On Compliance With Requirements Applicable To Each Major Program And Internal Control Over Compliance In Accordance With OMB Circular A-133.....	25
Report Of Independent Certified Public Accountants On Compliance With The Transportation Development Act .....	27
Schedule Of Findings And Questioned Costs .....	28

## **Report of Independent Certified Public Accountants**

Honorable Board of Directors  
Santa Cruz Metropolitan Transit District

We have audited the balance sheets of the Santa Cruz Metropolitan Transit District (the "District") as of June 30, 2000 and 1999, and the related statements of revenues and expenses, District equity, and cash flows for the years then ended. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Santa Cruz Metropolitan Transit District at June 30, 2000 and 1999, and the results of its operations and its cash flows for the years then ended, in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated September 8, 2000 on our consideration of the District's internal control structure over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Our audit was made for the purpose of forming an opinion on the financial statements taken as a whole. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the financial statements. In addition, the accompanying statements of operating expenses for the years ending June 30, 2000 and 1999 are presented for the purpose of additional analysis and are not a required part of the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements, and, in our opinion, is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

San Jose, California  
September 8, 2000

**Santa Cruz Metropolitan Transit District**

**BALANCE SHEETS**

**June 30,**

ASSETS		2000	1999
<b>CURRENT ASSETS</b>			
Cash and cash equivalents		\$ 18,597,494	\$ 14,105,022
Receivables		3,398,558	4,135,422
Inventory		840,948	821,651
Prepaid expenses		126,249	2,820
Total current assets		22,963,249	19,064,915
<b>RESTRICTED ASSETS</b>			
Cash and cash equivalents		6,182,487	6,856,013
<b>PROPERTY AND EQUIPMENT</b>			
Buildings and structures		10,050,818	10,042,980
Transportation vehicles		18,958,986	17,809,493
Operations equipment		1,175,929	1,112,427
Other equipment		1,091,094	1,091,094
Other vehicles		699,446	599,973
Office equipment		1,252,368	1,120,564
		33,228,641	31,776,531
Less accumulated depreciation		(17,398,014)	(15,950,184)
		15,830,627	15,826,347
Construction in progress		111,073	257,865
Land		3,763,500	3,763,502
Net property and equipment		19,705,200	19,847,714
<b>TOTAL ASSETS</b>		<b>\$ 48,850,936</b>	<b>\$ 45,768,642</b>

See accompanying notes to financial statements.

9-A-4

**Santa Cruz Metropolitan Transit District**

**BALANCE SHEETS (continued)**

**June 30,**

**LIABILITIES**

	2000	1999
<b>CURRENT LIABILITIES</b>		
Accounts payable	\$ 1,053,762	\$ 814,479
Accrued payroll liabilities	2,090,702	2,273,467
FEMA/OES settlement liability	354,725	354,724
FEMA/OES estimated liability in excess of restricted assets		2,067,324
Other accrued liabilities	2,222,665	2,419,632
Security deposits	10,364	8,764
Deferred revenue	61,039	108,073
Total current liabilities	<u>5,793,257</u>	<u>8,046,463</u>
<b>Liabilities payable from restricted assets</b>		
FEMA/OES estimated liability		1,008,823
Damage and health claims	160,000	159,999
Deferred revenue - settlement agreement with contractor	6,022,487	5,682,053
-Accrued interest		5,138
Total liabilities payable from restricted assets	<u>6,182,487</u>	<u>6,856,013</u>
<b>LONG-TERM PORTION OF WORKERS' COMPENSATION LIABILITY</b>	1,543,000	1,543,000
<b>LONG-TERM PORTION OF FEMA/OES SETTLEMENT LIABILITY</b>		<u>354,725</u>
Total liabilities	<u>13,518,744</u>	<u>16,800,201</u>
<b>DISTRICT EQUITY</b>		
Contributed capital, net of accumulated amortization		
Federal grants	8,511,272	8,788,166
State grants	6,270,126	5,513,965
Local grants	910,064	860,148
Other	21,532	46,200
Total contributed capital, net of accumulated amortization	<u>15,712,994</u>	<u>15,208,479</u>
Retained earnings	<u>19,619,198</u>	<u>13,759,962</u>
Total District equity	<u>35,332,192</u>	<u>28,968,441</u>
<b>TOTAL LIABILITIES AND DISTRICT EQUITY</b>	<u>\$ 48,850,936</u>	<u>\$ 45,768,642</u>

See accompanying notes to financial statements.

9-A-5

**Santa Cruz Metropolitan Transit District**  
**STATEMENTS OF REVENUES AND EXPENSES**

Year ended June 30,

	2000	1999
<b>OPERATING REVENUES</b>		
Passenger fares	\$ 3,753,062	\$ 3,140,519
Special transit fares	1,559,392	1,561,023
Purchased transportation revenues	341,585	691,309
	5,654,039	5,392,851
<b>OPERATING EXPENSES</b>		
Wages and benefits	16,577,939	15,407,605
Materials and supplies	2,121,313	1,631,223
Purchased transportation services	2,674,552	2,713,189
Other operating expenses	3,174,515	2,403,026
Depreciation	1,869,604	1,717,132
	26,417,923	23,872,175
Total operating expenses		
	(20,763,884)	(18,479,324)
<b>NON-OPERATING REVENUES (EXPENSE)</b>		
Sales and use tax	14,807,812	13,354,858
Transportation Development Act assistance	4,824,062	4,605,128
Section 8/5303 planning funds	34,963	
Section 9/5307 operating assistance	505,614	-
Section 18/5311 operating assistance	36,918	
Other federal assistance	438,046	
Other state operating assistance	63,993	62,523
Other local assistance	28,152	20,000
Investment income	958,795	684,923
Rental income	113,282	155,560
Other	243,406	108,931
Reversal of FEMA/OES contingency	3,076,147	
	25,131,190	18,991,923
Total nonoperating revenue, net		
	\$ 4,367,306	\$ 512,599
<b>NET INCOME</b>		

See accompanying notes to financial statements.

9-A-6

Santa Cruz Metropolitan Transit District

STATEMENT OF DISTRICT EQUITY

Two years ended June 30, 2000

	Contributed Capital				Retained Earnings	Total
	Federal	State	Local	Other		
BALANCES, June 30, 1998	7,033,449	4,855,685	862,173	53,728	12,072,481	24,877,516
Net income					512,599	512,599
Net additions for contributed capital	2,795,029	783,297				3,578,326
Depreciation and amortization on contributed capital	(1,040,312)	(125,017)	(2,025)	(7,528)	1,174,882	
BALANCES, June 30, 1999	8,788,166	5,513,965	860,148	46,200	13,759,962	28,968,441
Net income					4,367,306	4,367,306
Net additions for contributed capital	831,351	1,118,206	64,208	(17,320)		1,996,445
Depreciation and amortization on contributed capital	(1,108,245)	(362,045)	(14,292)	(7,348)	1,491,930	
BALANCES, June 30, 2000	<u>\$ 8,511,272</u>	<u>\$ 6,270,126</u>	<u>\$ 910,064</u>	<u>\$ 21,532</u>	<u>\$ 19,619,198</u>	<u>\$ 35,332,192</u>

See accompanying notes to financial statements.

9-A-10

**Santa Cruz Metropolitan Transit District**

**STATEMENTS OF CASH FLOWS**

**Year ended June 30,**

	2000	1999
CASH FLOWS FROM OPERATING ACTIVITIES:		
Operating loss	\$ (20,763,884)	\$ (18,479,324)
Adjustments to reconcile net operating loss to net cash used in operating activities:		
Depreciation	1,869,604	1,717,132
Loss on disposition of equipment	155,498	78,275
Changes in assets and liabilities:		
Receivables	248,751	462,431
Inventory	(19,297)	54,476
Prepaid expenses	(123,429)	627
Accounts payable	239,283	109,184
Other liabilities	(383,269)	(117,697)
Net cash used in operating activities	<u>(18,776,743)</u>	<u>(16,174,896)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:		
Operating grants received, including sales and use tax	23,960,365	18,110,212
Other nonoperating	<u>(3,430,872)</u>	<u>(354,724)</u>
Net cash provided by noncapital financing activities	<u>20,529,493</u>	<u>17,755,488</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:		
Proceeds from sale of property and equipment	50,657	52,451
Capital grants received	2,880,810	3,093,496
Capital expenditures	<u>(1,933,245)</u>	<u>(3,803,939)</u>
Net cash used in capital and related financing activities	<u>998,222</u>	<u>(657,992)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Investment and rental income received	<u>1,067,974</u>	<u>842,439</u>
Net cash provided by investing activities	<u>1,067,974</u>	<u>842,439</u>
NET INCREASE IN CASH AND CASH EQUIVALENTS	3,818,946	1,765,039
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	<u>20,961,035</u>	<u>19,195,996</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>\$ 24,779,981</u>	<u>\$ 20,961,035</u>

See accompanying notes to financial statements.

9-A-8



**Santa Cruz Metropolitan Transit District**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2000 and 1999**

**NOTE A - OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

1. Description of Organization

The Santa Cruz Metropolitan Transit District (the "District") was formed February 9, 1969, following a favorable election in conformity with Section 9800 *et. seq.* of the Public Utilities Code. The transit system serves the general public in the cities of Santa Cruz, Watsonville, Scotts Valley, Capitola, and the unincorporated areas of Santa Cruz County. The District is governed by a Board of eleven directors, and one Ex-Officio director representing the University of California, Santa Cruz.

At June 30, 2000, the Directors were as follows:

Chairperson:	Jan Beutz		
Vice Chair:	Mike Rotkin		
Members:	Jeff Almquist	Tim Fizmaurice	Mike Keogh
	Bruce Arthur	Bruce Gabriel	Oscar Rios
	Katherine Beiers	Michelle Hinkle	Sheryl Ainsworth
Ex-Officio:	Kenneth Burch		

2. Reporting Entity

The District and the Santa Cruz Civic Improvement Corporation (the "Corporation") have a financial and operational relationship, which meets the reporting entity definition criteria of GASB Statement No. 14, *The Financial Reporting Entity*, for inclusion of the Corporation as a component unit of the District. Accordingly, the financial activities of the Corporation have been included in the financial statements of the District. For the years ending June 30, 2000 and 1999, this activity was minimal.

*Scope of Public Service:*

The Corporation is a nonprofit, public benefit corporation incorporated under the laws of the State of California and recorded by the Secretary of State in July 1986. The Corporation was formed for the sole purpose of providing financial assistance to the District for construction and acquisition of major capital facilities.

The following are those aspects of the relationship between the District and the Corporation, which satisfy GASB Statement No. 14 criteria.

Accountability:

1. The Corporation's Board of Directors were appointed by the District's Board of Directors.
2. The District is able to impose its will upon the Corporation, based on the following:
  - All major financing arrangements, contracts, and other transactions of the Corporation must have the consent of the District.

**Santa Cruz Metropolitan Transit District**  
**NOTES TO FINANCIAL STATEMENTS (continued)**  
**June 30, 2000 and 1999**

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Accountability: (continued)

- The District exercises significant influence over operations of the Corporation as it is anticipated that the District will be the sole lessee of all facilities owned by the Corporation. Likewise, it is anticipated that the District's lease payments will be the sole revenue source of the Corporation.
3. The Corporation provides specific financial benefits or imposes specific financial burdens on the District based upon the following:
- The District has assumed a "moral obligation", and potentially a legal obligation, for any debt incurred by the Corporation.
3. Basis of Accounting

The District maintains its records on the accrual basis of accounting whereby revenues are recognized when earned and expenses are recognized when the related liability is incurred. The District follows all GASB accounting standards and all applicable FASB accounting standards.

4. Cash and Cash Equivalents

The District considers all highly liquid investments with a maturity date within three months of the date acquired to be cash equivalents. The District deposits funds into an external investment pool maintained by the County of Santa Cruz. These deposits are considered cash equivalents. The County of Santa Cruz Pooled Investment Fund is authorized to invest in obligations of the U.S. Treasury agencies and instrumentalities, commercial paper rated A-1 by Standard and Poor's Corporation or P-1 by Moody's Commercial Paper Record, banker's acceptances, repurchase agreements, and the State Treasurer's investment pool. Cash and cash equivalents are stated at fair value. For purposes of the statement of cash flows, the District considers all highly liquid investments (including restricted assets) to be cash equivalents.

5. Inventory

Inventory is carried at the lower of cost (determined on the average cost basis) or market value. The Inventory held by the District consists of spare bus parts and supplies that are consumed by the District and are not for resale purposes.

**Santa Cruz Metropolitan Transit District**  
**NOTES TO FINANCIAL STATEMENTS (continued)**

**June 30, 2000 and 1999**

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

6. Restricted Assets

Certain resources are set aside for payment of damage and health claims. Proceeds from the Federal Emergency Management Agency and the Office of Emergency Services are restricted for specific projects relating to damage or expenses incurred as a result of the October 1989 earthquake or for return to those agencies as described in Note G. The cash resulting from a settlement agreement represents proceeds restricted by governmental agencies as described in Note F. Restricted assets at June 30, are as follows:

	2000	1999
Cash and cash equivalents		
FEMA/OES contingent liability	\$ -	\$ 1,008,823
Damage and health claims	160,000	159,999
Settlement agreement with contractor	6,022,487	5,682,053
Interest earned on federal/state funds	-	5,138
	\$ 6,182,487	\$ 6,856,013

7. Property and Equipment

Property and equipment are recorded at cost. Depreciation for all such assets is computed on a straight-line basis. Estimated useful lives of assets are as follows:

Buildings and structures	20-30 years
Revenue vehicles	12 years
Other vehicles and equipment	3-10 years

The District has completed and capitalized the Scotts Valley Transit Center in fiscal 1999. Expenditures for this facility totaled \$4,063,634, which was funded by federal, state and local funds. The Scotts Valley Redevelopment Agency (the "Agency"), a political subdivision of the state of California, was one of the District's funding sources for this project and has retained an interest in the property. The title to the property is retained by both the District and the Agency as tenants in common with each party holding an individual interest in proportion to each party's financial participation in the project. The Agency's portion of the property is 13.87%. The Agency's portion is not recorded in the District's financial statements.

8. Sales and Use Tax

The District receives a .5% sales and use tax levied on all taxable sales in Santa Cruz County, which is collected and administered by the California State Board of Equalization. Additionally, the District is allocated, through the Santa Cruz County Regional Transportation Commission, a portion of the .25% sales and use tax levied by the Transportation Development Act.

**Santa Cruz Metropolitan Transit District**  
**NOTES TO FINANCIAL STATEMENTS (continued)**

**June 30, 2000 and 1999**

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

9. Self Insurance

The District is self-insured for the first \$100,000 of general and vehicular liability. For settlements in excess of \$100,000, the District has total coverage up to \$20,000,000 per occurrence. Additionally, the District is self insured up to \$350,000 for workers' compensation claims. The District has recorded a liability for estimated claims to be paid including incurred but not reported claims.

10. Employee Benefits

Vacation and medical leave benefits are accrued when earned and reduced when used. Any paid medical leave accrued beyond 96 hours may, at employee option, be converted to annual leave and credited to the employee's annual leave schedule or paid in cash, depending on the bargaining unit, at 100% of the earned rate. Employees are paid accrued and unused annual leave at the time of separation from District service.

11. Payroll

The District contracts with the Santa Cruz County Auditor-Controller to provide payroll processing services.

12. Use of Estimates

In preparing financial statements in conformity with accounting principles generally accepted in the United States of America, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements, as well as revenues and expenses during the reporting period. Actual results could differ from those estimates.

**NOTE C - CASH AND CASH EQUIVALENTS**

Cash and cash equivalents consists of the following at June 30,:

	2000	1999
Cash on hand	\$ 21,485	\$ 42,384
Time and demand deposits	308,713	283,510
Deposits in Santa Cruz County Pooled Investment Fund	24,449,783	20,635,141
	<b>\$ 24,779,981</b>	<b>\$ 20,961,035</b>

The bank balance of time and demand deposits at June 30, 2000 and 1999 was \$123,510 and \$23,028. Of the bank balance, \$100,000 was covered by federal depository insurance or by collateral held by the District's agent.

**Santa Cruz Metropolitan Transit District**  
**NOTES TO FINANCIAL STATEMENTS (continued)**  
**June 30, 2000 and 1999**

**NOTE D - RECEIVABLES**

Receivables consisted of the following at June 30,:

	2000	1999
Federal grants	\$ 346,734	\$ 1,320,001
State grants	479,128	408,370
Local grants	20,619	24,000
Sales tax revenue	2,306,700	2,134,300
Other	245,377	248,751
	\$ 3,398,558	\$ 4,135,422

**NOTE E - COMMITMENTS**

The District leases a number of its facilities under operating leases extending through 2006. For the years ended June 30, 2000 and 1999, rental expense relating to the leases was \$484,245 and \$397,747, respectively. The District also leases to others retail space in their transit facilities under noncancelable agreements. Minimum lease payments and receipts for existing operating leases are as follows:

Year ending June 30,	Future Payments	Future Receipts	Net
2001	\$ 461,763	\$ 92,811	\$ 368,952
2002	463,600	61,383	402,217
2003	413,730	55,096	358,634
2004	307,802	56,748	251,054
2005	309,656	43,378	266,278
Thereafter	242,085	2,251	239,834
			\$ 1,886,970

**NOTE F - WATSONVILLE FLEET MAINTENANCE FACILITY**

The District's fleet maintenance facility in Watsonville was damaged in the Loma Prieta earthquake (the "earthquake") in October 1989. An engineering study concluded that the demolition of the existing facility and construction of a new facility was the most practical course of action. Therefore, the net book value of the facility was written off the books in a prior year.

**Santa Cruz Metropolitan Transit District**

**NOTES TO FINANCIAL STATEMENTS (continued)**

**June 30, 2000 and 1999**

**NOTE F - WATSONVILLE FLEET MAINTENANCE FACILITY (continued)**

In addition, due to design and construction deficiencies by the design and building contractors involved in the original project, the District initiated litigation against the contractors and came to a settlement agreement with said contractors on May 30, 1995. In accordance with this agreement, the contractors remitted \$4,776,858 (including \$171,538 in costs) to the District during fiscal year 1996, representing damages less attorney fees. The use of these proceeds, and the interest earned thereon, is restricted by the various governmental agencies that originally contributed the monies to build the fleet maintenance facility. Accordingly, the net restricted amount of \$6,022,487 and \$5,682,053 is reflected on the balance sheet as deferred revenue at June 30, 2000 and 1999, respectively. The District is currently working with those entities to determine the ultimate use of the proceeds. The District has decided to build a new facility in Santa Cruz.

**NOTE G - CONTINGENCIES**

On September 11, 1995, the Federal Emergency Management Agency ("FEMA") initiated an audit of claims paid by FEMA to the District as a result of damages incurred in the 1989 earthquake. In connection with this audit, on July 25, 1996, the District was contacted by the United States Attorney's Office and advised that it was under investigation for making fraudulent claims to FEMA regarding soil contamination cleanup and removal of a tank field, bus washer and fuel island at the Watsonville Maintenance and Operations Facility. The District met with FEMA officials, agreed to repay \$1,772,716 representing ineligible funds received plus approximately \$896,358 in penalties. A total of \$1,772,716 was repaid in April 1997 with the penalties due in eight semi-annual payments of \$112,045 beginning January 1998. The State of California Office of Emergency Services ("OES") is also requiring repayment of \$1,220,079 in monies the District was ineligible to receive and \$522,539 in penalties. A total of \$1,220,079 was repaid in April 1997 to the State of California with the penalties due in four annual payments of \$130,634 beginning January 1998. The total funds received from FEMA and OES to date are \$6,072,937. This includes the \$2,992,795 which has been disallowed and subsequently returned to FEMA and OES. Up until fiscal 2000, FEMA continued to audit the remaining \$3,080,142 of funds advanced. The District had recorded a liability in the amount of \$3,076,147 as an estimate of amounts that could be disallowed as a result of the audit.

During fiscal 2000, the District was notified that the FEMA and OES audit concluded with no liability to the District. Accordingly, the \$3,076,147 liability has been reversed from the District's books in fiscal 2000.

The District has received other state and federal funds for specific purposes that are subject to review and audit by grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, the District believes that any required reimbursement will not be material.

Additionally, the District is party to various claims and litigation in the normal course of business. In the opinion of management and in-house counsel, any ultimate losses have been adequately provided for in the financial statements.

**Santa Cruz Metropolitan Transit District**

**NOTES TO FINANCIAL STATEMENTS (continued)**

**June 30, 2000 and 1999**

**NOTE H - PENSION PLAN**

*Plan Description* – The District’s defined benefit pension plan, the Miscellaneous Plan for Santa Cruz Metropolitan Transit District (the “Plan”), provides retirement and disability benefits, annual cost-of living adjustments, and death benefits to plan members and beneficiaries. The Plan is part of the Public Agency portion of the California Public Employees’ Retirement System (“CalPERS”), an agent multiple-employer plan administered by CalPERS, which acts as a common investment and administrative agent for participating public employers with the State of California. A menu of benefit provisions as well as other requirements is established by State statutes within the Public Employees’ Retirement Law. The District selects optional benefit provisions from the benefit menu by contract with CalPERS and adopts those benefits through Board action. CalPERS issues a separate comprehensive annual financial report. Copies of the CalPERS’ annual financial report may be obtained from the CalPERS Executive Office – 400 P Street – Sacramento, CA 95814.

*Funding Policy* – There are 293 active plan members in the Fund as of June 30, 2000 which are required to contribute a percent of their annual covered salary. In lieu of salary increases and for employees who agreed to salary reductions in certain prior years, the District agreed to pay a portion of the employee contribution, based on negotiated formulas. The District is also required to contribute the actuarially determined remaining amounts necessary to fund the benefits for its members. The actuarial methods and assumptions used are those adopted by the CalPERS Board of Administration. The required employer contribution rate for the fiscal year ended June 30, 2000 was 0.000%. The contribution requirements of the plan members are established by State statute and the employer contribution rate is established and may be amended by CalPERS.

*Annual Pension Cost* – For fiscal year ended June 30, 2000 the District’s annual pension cost of \$693,649 was equal to the District’s required and actual contributions. This includes the District’s contribution to the employee contribution requirement. The required contribution for fiscal year ended June 30, 1999 was determined as part of the June 30, 1996 actuarial valuation using the entry age normal actuarial cost method with the contributions determined as a percent of pay. The actuarial assumptions included (a) 8.25% investment rate of return (net of administration expenses); (b) projected salary increases that vary by duration of service ranging from 3.75% to 14.2% for miscellaneous members, and (c) 3.75% cost-of-living adjustment. Both (a) and (b) include an inflation component of 3.5%. The actuarial value of the Plan’s assets was determined using a technique that smoothes the effect of short-term volatility in the market value of investments over a three year period. The Plan’s unfunded actuarial accrued liability (or excess assets) is being amortized as a level percentage of projected payroll on a closed basis. The remaining amortization period at June 30, 2000 was 20 years.

**Santa Cruz Metropolitan Transit District**

**NOTES TO FINANCIAL STATEMENTS (continued)**

**June 30, 2000 and 1999**

**NOTE H - PENSION PLAN (continued)**

**Three-Year Trend Information for the Fund**

Three-year trend information, with respect to the District's participation in CalPERS is as follows:

Fiscal Year Ending	Annual Pension Cost (APC)	Percentage of APC Contributed	Net Pension Obligation
6/30/98	\$904,455	100%	\$ 0
6/30/99	\$945,978	100%	\$ 0
6/30/00	\$693,649	100%	\$ 0

Supplementary information is intended to show the progress made towards funding benefit obligations. Required three year supplemental information, available to date, for the District is as follows:

**Funded Status of Plan**

Valuation Date	Entry Age	Actuarial Value of Assets	Unfunded/ (Overfunded) Liability	Funded Ratio	Annual Covered Payroll	UAAL As a % of Payroll
	Normal Accrued Liability					
6/30/96	26,028,999	26,936,691	(907,692)	103.5%	9,217,894	(9.847%)
6/30/97	27,127,127	33,583,405	(6,456,278)	123.8%	9,201,439	(70.166%)
6/30/98	29,651,308	41,065,136	(11,413,828)	138.5%	9,751,513	(117.047%)

**NOTE I - JOINT POWERS AUTHORITY**

The District participates in a joint powers authority ("JPA"), the California Transit Insurance Pool ("Cal TIP"). The relationship between the District and the JPA is such that the JPA is not a component unit of the District for financial reporting purposes.

Cal TIP arranges for and provides property and liability insurance for its 25 members. Cal TIP is governed by a board that controls the operations of Cal TIP, including selection of management and approval of operating budgets, independent of any influence by the member districts. Each member district pays a premium commensurate with the level of coverage requested and shares in surpluses and deficits proportionate to their participation in Cal TIP.

Condensed unaudited financial information of Cal TIP for the year ended April 30, 2000 is as follows:

Total assets	\$ 10,462,963
Total liabilities	<u>7,348,564</u>
Fund balance	<u>\$ 3,114,399</u>
Total revenues	\$ 3,698,337
Total expenditures	<u>4,165,202</u>
Net decrease in fund balance	<u>\$ (466,865)</u>

The District's share of year-end assets, liabilities, or fund balance has not been calculated by Cal TIP.



**Santa Cruz Metropolitan Transit District**

**NOTES TO FINANCIAL STATEMENTS (continued)**

**June 30, 2000 and 1999**

**NOTE J - DEFERRED COMPENSATION PLAN**

The District offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457 and the provisions of the Government Code of the State of California. The plan, available to all district employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, or unforeseeable emergency. The District employees participate in two such plans, the Great-West Life and Annuity Insurance (“Great-West”) plan and the other through CalPERS.

At June 30, 2000, all amounts held under the Great-West plan and the CalPERS plan are held in trust and are not reflected on the accompanying balance sheet as required under Statement No. 27 of the Governmental Accounting Standards Board, *Accounting Standards for Pensions by State and Local Governmental Employers*.

**NOTE K - RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the District carries commercial insurance. The District has established limited risk management programs for workers’ compensation, and general and vehicular liability, as described in Note A, as well.

Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported (IBNR). The IBNR for worker’s compensation was based on an actuarial study dated November 16, 1998. Claim liabilities are calculated considering the effects of inflation, recent claim settlement trends including frequency and amount of pay-outs and other economic and social factors. Changes in the balances of claims liabilities during the past year are as follows:

	<u>2000</u>	<u>1999</u>
Unpaid claims, beginning of fiscal year	\$ 3,950,268	\$ 3,837,108
Incurred claims (including IBNR)	941,749	1,005,309
Claim payments	<u>(981,141)</u>	<u>(892,149)</u>
Unpaid claims, end of fiscal year	<u>\$ 3,910,876</u>	<u>\$ 3,950,268</u>

**Santa Cruz Metropolitan Transit District**  
**NOTES TO FINANCIAL STATEMENTS (continued)**  
**June 30, 2000 and 1999**

**NOTE L - AVAILABLE NET ASSETS**

An analysis of the District available net assets at June 30, is as follows:

	2000	1999
Current assets	\$ 22,963,249	\$ 19,064,915
Current liabilities	<u>(5,793,257)</u>	<u>(8,206,462)</u>
Working capital	17,169,992	10,858,453
Less:		
Inventory	(840,948)	(821,651)
Prepaid expenses	<u>(126,249)</u>	<u>(2,820)</u>
Total available net assets	16,202,795	10,033,982
Net assets designated for the following:		
Cash flow	(2,600,000)	(2,600,000)
Workers' compensation reserve	(730,000)	(430,000)
Insurance reserve	(375,000)	(75,000)
Bus stop improvements	(300,000)	-
Net assets required to fund Transportation Improvement Program for fiscal years 1999 - 2003	<u>(10,000,000)</u>	<u>(14,800,000)</u>
Total designated net assets	<u>(14,005,000)</u>	<u>(17,905,000)</u>
Excess (deficiency) of available net assets over (under) designated net assets	<u>\$ 2,197,795</u>	<u>\$ (7,871,018)</u>

**NOTE M - POST-RETIREMENT BENEFITS**

The District provides post-retirement benefits to its employees who have completed at least ten years of full-time service with the District, have reached the age of fifty and have retired under the provisions of CalPERS while an employee of the District. The District pays the premiums for medical insurance for retirees and eligible dependents. The District also provides dental, vision and life insurance plan coverage of retirees and eligible dependents until the retiree attains the age of 65. Bus operators who retired and reached the age of 65 prior to June 30, 1994 will continue to receive dental and vision coverage beyond age 65. Life insurance is not provided to management retirees. The costs of providing these benefits are recognized when paid. The District has recognized approximately \$258,000 and \$320,000 of expense for these benefits for the years ending June 30, 2000 and 1999, respectively.

**Santa Cruz Metropolitan Transit District**

**NOTES TO FINANCIAL STATEMENTS (continued)**

**June 30, 2000 and 1999**

**NOTE N - TRANSPORTATION DEVELOPMENT ACT/CALIFORNIA ADMINISTRATIVE CODE**

The District is subject to compliance with the Transportation Development Act provisions, Sections 6634 and 6637 of the California Administrative Code and Sections 99267, 99268.1 and 99314.6 of the Public Utilities Code.

Section 6634

Pursuant to Section 6634, a Transit claimant is precluded from receiving monies from the Local Transportation Fund and the State Transit Assistance Fund in an amount which exceeds the claimant's capital and operating costs, less the required fares, and local support. The District did not receive Transportation Development Act or State Transit Assistance revenues in excess of the prescribed formula amounts.

Section 6637

Pursuant to Section 6637, a claimant must maintain its accounts and records in accordance with the Uniform System of Accounts and Records for Transit Operators adopted by the State Controller. The District did maintain its accounts and records in accordance with the Uniform System of Accounts and Records for Transit Operators.

Sections 99267 and 99268.1

Pursuant to the Transportation Development Act, the District is defined as an older operator and is not required to meet the fare box ratio requirement of the Act. The District has met the 50% expenditure limitation requirement.

**NOTE O – NEW ACCOUNTING PRONOUNCEMENT**

In June 1999 the Governmental Accounting Standards Board issued Statement No. 34 "Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments". The requirements of the Statement become effective for the District for the year ending June 30, 2003. The new Statement will require the basic financial statements to include Management's Discussion and Analysis (MD&A), government-wide financial statements, fund financial statements, notes to the financial statements and required supplementary information. Management has not yet determined the effect of adopting this statement on the District's financial statements.

**SUPPLEMENTARY INFORMATION**

**Santa Cruz Metropolitan Transit District**

**STATEMENTS OF OPERATING EXPENSES**

**Year ended June 30,**

	2000	1999
Labor		
Operators' salaries and wages	\$ 4,859,665	\$ 4,132,211
Other salaries and wages	4,296,143	4,031,310
<b>Overtime</b>	1,070,853	818,519
Fringe Benefits		
Absence with pay	2,115,000	2,128,299
Pension plans	693,649	945,978
Vision, medical, dental plans	2,068,450	1,890,547
Workers' compensation insurance	1,044,228	1,107,297
Disability insurance	329,170	223,083
Other fringe benefits	100,782	130,361
Services		
Accounting	61,415	53,983
Administrative and banking	172,210	183,490
Professional and technical services	935,306	498,683
Security	322,408	212,825
Outside repairs	318,002	267,615
Other services	166,092	148,878
Materials and supplies consumed		
Fuels and lubricants	915,027	539,653
Tires and tubes	152,440	89,680
Vehicle Parts	576,473	553,822
<b>Other materials and supplies</b>	477,373	448,068
Utilities	265,263	253,445
Casualty and liability costs	207,096	197,228
Taxes and licenses	33,934	38,317
Purchased transportation services		
Highway 17	412,827	904,359
Paratransit	2,261,725	1,808,830
Miscellaneous expenses	191,974	136,225
Equipment and facility lease	500,814	412,337
Depreciation:		
Property acquired with operator funds	377,674	542,250
Property acquired by federal, state or TDA funds	1,491,930	1,174,882
Total operating expenses	<b>\$ 26,417,923</b>	<b>\$ 23,872,175</b>

9-A-21

**Santa Cruz Metropolitan Transit District**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

**Year ended June 30, 2000**

Federal Transit Administration	Federal CFDA No.	Pass-Through Grantor's No.	Federal Expenditures from July 1, 1999 to June 30, 2000
Cluster defined by the Department of Transportation			
Section 3/5309 Consolidation - Preliminary Engineering	20.500*	CA-03-0413	279,431
Section 3/5309 Consoldation - Land Acquisition	20.500*	CA-03-0413	13,603
			<u>293,034</u>
Section 9/5307 Talking Buses - Capital	20.507"	CA-90-X625	13,318
Section 9/5307 MIS Hardware - Capital	20.507*	CA-90-X752	83,678
Section 9/5307 MIS Software - Capital	20.507*	CA-90-X752	9,233
Section 9/5307 Rebuild Buses - Capital	20.507*	CA-90-X806	773,449
Section 9/5307 Operating Assistance	20.507*	CA-90-X902	505,614
			<u>1,385,292</u>
			1,678,326
Section 8/5303 Service Realign Restructure	20.505	OWP-WE674	34,963
Section 18/5311 Bus Stop	20.509	646405	314
Section 18/5311 Operating Assistance	20.509	649068	36,604
			<u>36,604</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS			<u>\$ 1,750,207</u>

\* Major federal financial assistance program.

*9-A-22*

**Santa Cruz Metropolitan Transit District**

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

**June 30, 2000**

**NOTE A - GENERAL**

The accompanying Schedule of Expenditures of Federal Awards presents the activity of all federal financial assistance programs of the Santa Cruz Metropolitan Transit District (the "District"). Federal financial assistance received directly from federal agencies, as well as federal financial assistance passed through other governmental agents, is included on the schedule.

**NOTE B - BASIS OF ACCOUNTING**

The accompanying Schedule of Expenditures of Federal Awards is presented using the accrual basis of accounting.

**Report of Independent Certified Public Accountants on  
Compliance and on Internal Control Over Financial Reporting  
Based on an Audit of Financial Statements Performed in Accordance with  
Government Auditing Standards**

Honorable Board of Directors  
Santa Cruz Metropolitan Transit District

We have audited the financial statements of Santa Cruz Metropolitan Transit District (the “District”) as of and for the year ended June 30, 2000, and have issued our report thereon dated September 8, 2000. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Compliance**

As part of obtaining reasonable assurance about whether the District’s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the District’s internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of the Board of Directors, management, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

San Jose, California  
September 8, 2000



**Report of Independent Certified Public Accountants on  
Compliance with Requirements Applicable to Each Major Program and  
Internal Control Over Compliance in Accordance with OMB Circular A-133**

Honorable Board of Directors  
Santa Cruz Metropolitan Transit District

Compliance

We have audited the compliance of Santa Cruz Metropolitan Transit District (the "District") with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended June 30, 2000. The District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of the District's management. Our responsibility is to express an opinion on the District's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the District's compliance with those requirements.

As described in finding 00-1 in the accompanying schedule of findings and questioned costs, the District did not comply with requirements regarding equipment and real property management that are applicable to its major programs. Compliance with such requirements is necessary, in our opinion, for the District to comply with the requirements applicable to that program.

In our opinion, except for the noncompliance described in the preceding paragraph, the District complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2000.

Internal Control Over Compliance

The management of the District is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered the District's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on the internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts, and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of the Board of Directors, management, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

San Jose, California  
September 8, 2000

**Report of Independent Certified Public Accountants**  
**on Compliance with the Transportation Development Act**

Honorable Board of Directors  
Santa Cruz Metropolitan Transit District

We have audited the financial statements of the Santa Cruz Metropolitan Transit District (the "District") as of and for the year ended June 30, 2000, and have issued our report thereon dated September 8, 2000.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

Compliance with laws, regulations, contracts and grants applicable to the District is the responsibility of the management of the District. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the District's compliance with certain provisions of the Transportation Development Act, including Public Utilities Code Section 99245 as enacted and amended by statute through June 30, 2000, and the allocation instructions and resolutions of the Santa Cruz County Regional Transportation Commission as required by Section 6667 of the California Code of Regulations. However, our objective was not to provide an opinion on overall compliance with such provisions. Accordingly, we do not express such an opinion.

The results of our tests indicated that, with respect to the items tested, the District complied, in all material respects, with the provisions referred to in the preceding paragraph. With respect to items not tested, nothing came to our attention that caused us to believe that the District had not complied, in all material respects, with those provisions.

This report is intended for the information of the Board of Directors, management, the State Controller's Office, the U.S. Department of Transportation, and officials of applicable grantor agencies. However, this report is a matter of public record, and its distribution is not limited.

San Jose, California  
September 8, 2000

**Santa Cruz Metropolitan Transit District**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**Year ended June 30, 2000**

---

**SECTION I — SUMMARY OF AUDITOR’S RESULTS**

---

**Financial Statements**

Type of auditor’s report issued:..... unqualified

Internal control over financial reporting:

- Material weakness identified? ..... no
- Reportable conditions identified that are not considered to be material weaknesses? .....none reported

Noncompliance material to financial statements noted? ..... no

**Federal Awards**

Internal control over major programs:

- Material weakness identified? ..... no
- Reportable conditions identified that are not considered to be material weaknesses? .....none reported

Type of auditor’s report issued on compliance for major programs:..... unqualified

Any audit findings disclosed that are required to be reported in accordance with section 510(a) of Circular A-133? .....yes

**Identification of major programs:**

**CFDA Number**

**Name of Federal Program or Cluster**

20.500

Federal Transit Administration – Section 3

20.507

Federal Transit Administration – Section 9

Dollar threshold used to distinguish between type A and type B programs:..... \$300,000

Auditee qualified as low-risk auditee? .....no

Santa Cruz Metropolitan Transit District

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (continued)

Year ended June 30, 2000

---

**SECTION II — FINANCIAL STATEMENT FINDINGS**

---

No matters to report.

---

**SECTION III — FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

---

**Finding 00-1**

Equipment and Real Property Management

The District is required to perform a physical count of their fixed assets every two years as required by federal regulations. The District did not perform a physical count in prior year (fiscal year ending 6/30/99) and did not fully complete (note: they have started but have not completed the count as of 6/30/00 and as of the end of field work) the physical count in the current year.

Recommendation

As required by the federal regulations, we recommend the District complete a fixed asset count every two years.

Management Response

Subsequent to completion of audit field work, a physical count was completed for the Information Technology department, bringing the District into compliance with federal regulations. The District has also implemented enhanced internal control procedures to ensure accuracy of the physical count and fixed assets records. A physical count will be completed every two years as required.

---

**SECTION IV — STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS**

---

No matters to report.

SANTA CRUZ METROPOLITAN  
TRANSIT DISTRICT

**Report to the Board of Directors**

**Year Ended June 30, 2000**

November 30, 2000

Board of Directors  
Santa Cruz Metropolitan Transit District

Ladies and Gentlemen:

Professional standards require that we advise you of the following matters relating to our recently concluded audit. The **matters** discussed herein are those that we have noted as of September 8, 2000 and we have not updated our procedures regarding these matters since that **date** to the current date.

**Our Responsibility Under:**

- **Auditing Standards Generally Accepted in the United States of America (US GAAS)**
- **Government Auditing Standards issued by the Controller General of the United States of America**
- **Single Audit Act Amendments of 1996 and Office of Management and Budget Circular A-133, Audits of States, Local Government, and Non-Profit Organizations, collectively (OMB Circular A-133)**

---

As stated in our engagement letter dated May 1, 2000, our responsibility under US GAAS and Government *Auditing Standards* is to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement, whether caused by error or fraud. Additionally, in providing for an audit of compliance with the requirements of OMB Circular A-133 for each of the District's major federal award programs, OMB Circular A-133 requires the auditor to obtain reasonable, but not absolute, assurance that the District complied with those requirements. Accordingly, an audit is not a special examination designed to detect errors or fraud nor a guarantee of the accuracy of the financial statements or that the District complied with the requirements of each of its major federal award programs. An audit is subject to the inherent risk that errors, fraud, or illegal acts, if they exist, might not be detected. However, if you wish us to direct special auditing procedures to such matters, we would be pleased to work with you to develop a separate engagement for that purpose.

Also as required by *Government Auditing Standards*, we have rendered a report on the District's compliance and internal controls over financial reporting based on our audit performed in accordance with *Government Auditing Standards*. Such report is integral to the basic financial statements and is referred to **in our** report thereon. *Government Auditing Standards*, requires us to plan and perform our audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. Tests of compliance with laws, regulations, contracts, and grants and **internal** control over financial reporting in a financial statement audit contribute to the evidence supporting the rendering of our report on the financial statements. As part of obtaining reasonable assurance about whether the District's basic financial statements are free of material misstatement, we performed tests of the District's compliance with certain provisions of laws, regulations, contracts, and grants, in which noncompliance could have a **direct** and **material** effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we did not express such an opinion. Additionally, in planning and performing our audit, we considered the District's internal control over financial reporting in order to determine our auditing procedures for the purpose of rendering our report on the financial statements and not to provide assurance on the internal control over financial reporting. Therefore, our consideration of the internal control over financial reporting would not necessarily disclose all matters in the **internal** control over financial reporting that might be material weaknesses.

We could, however, as a separate engagement, be engaged to perform agreed-upon procedures or examine and report on management's written assertion about internal controls or that management complied with specified laws, regulations, contracts, and grants. Such engagements would be conducted in accordance with the American Institute of Certified Public Accountants ("AICPA") standards for attestation engagements.

Also, in accordance with OMB Circular A-133, we planned and performed the audit of the District to obtain reasonable assurance about whether noncompliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs could have a direct and material effect on a major federal program. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as considered necessary to render an opinion with respect to such compliance. However, our audit of compliance did not provide a legal determination of the District's compliance with those requirements. Our objective was the completion of the foregoing audit and the rendering of our report on the District's compliance, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2000.

Further, in planning and performing our audit, we considered the District's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures to test and report on the internal control over compliance in accordance with OMB Circular A-133. Our testing of the internal control over compliance does not necessarily disclose all matters in internal control that might be a material weakness as defined by US GAAS. Our tests were less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion was expressed in our report on internal control issued pursuant to OMB Circular A-133.

Even after we perform and report the results of additional tests of compliance and internal control over each major federal program, some reasonable needs of report users still may be ~~unmet~~. We could, as a separate engagement, be engaged to perform agreed-upon procedures or examine and report on management's written assertion about internal control or that management complied with laws and regulations. Such engagements would be conducted in accordance with AICPA standards for attestation engagements.



## **Management Judgments and Accounting Estimates**

Accounting estimates, based upon **management's** judgments, are an integral part of an entity's financial statements. Those judgments are normally based on knowledge and experience about past and current **events** and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future **events** affecting them may differ markedly from management's current judgments. Significant estimates include the following

- Liabilities incurred but not reported (IBNR) for worker's compensation
- Contingent liability for **claims** filed against the District

Management has informed us that in **determining** the appropriateness of the IBNR for worker's compensation was based on an actuarial study in which they believe is an accurate representation of the total obligation. Management has informed us that in determining the appropriateness of the accrual of contingent liability for claims filed against the District, they have reviewed the individual claims, and have assessed the accounting implication established by Financial Accounting Standards Board, Statement No. 5. We have performed tests of the estimates to satisfy ourselves as to the reasonableness in relation to the financial statements taken as a whole.

## **Significant Audit Adjustments**

During our audit, we recommended, and the District recorded several journal entries. These adjustments are attached. For purposes of this letter, professional standards define an audit adjustment, whether or not recorded, as a proposed correction of the **financial** statements that, in our judgment, may not have been detected except through our auditing procedures. The definition includes adjustments that were not recorded by the District because they are not material to the **current financial** statements, but might be potentially material to future financial statements. Management has represented to us that they believe uncorrected financial statement misstatements on the attached schedule are **immaterial**, both individually and in the aggregate, to the **financial** statements **taken** as a whole.

## **Disagreements with Management**

For purposes of this letter, professional standards **define** a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter which could be significant to the District's financial statements **or** the audit report. We are pleased to report that no such disagreements arose during the course of our audit.

## **Consultation with Other Accountants**

Management has informed us that they have not consulted with other accountants during the year about auditing and accounting matters.

\* \* \* \* \*

Should you desire further information concerning these matters, we will be happy to meet with you at your convenience.

This letter is intended solely for the internal use of the Board of Directors and management of the District and should not be distributed to any other persons or used for any other purpose.

Very truly yours,

GRANT THORNTON LLP

Attachments

**SANTA CRUZ METROPOLITAN**  
**TRANSIT DISTRICT**

**Client Advisory Comments**

**Year ended June 30, 2000**

September 8, 2000

Board of Directors  
Santa Cruz Metropolitan Transit District

Ladies and Gentlemen:

In planning and performing our audit of the financial statements of Santa Cruz Metropolitan Transit District for the year ended June 30, 2000, we considered its internal control in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on internal control.

However, during our audit we became aware of several matters that are opportunities for strengthening internal control and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters. The matters discussed herein are those that we have noted as of September 8, 2000 and we have not updated our procedures **regarding** these matters since that date to the current date.

We have previously discussed our observations and suggestions with various District personnel and would be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

Very truly yours,

GRANT THORNTON LLP

## Santa Cruz Metropolitan Transit District

### Client Advisory Comments

Year ended June 30, 2000

#### Fixed Assets

The District is required to perform a physical count of their fixed assets every two years as required by OMB Circular A-133. The District did not perform a physical count in prior year (fiscal year ending 6/30/99) and did not fully complete the physical count in the current year.

Furthermore, the **fixed** asset physical count portion that has been completed appears to lack certain controls to assure an accurate and complete count. The procedures in which the District follows are the following: they print out the **fixed** asset sub-ledger by department and hand it to the managers in each department. The manager is then responsible for tracing the items on the report to the warehouse and check off each item. Using this methodology for counting the **fixed** assets allows too much reliance and freedom to the manager, which has both, custody of the fixed assets and is responsible for counting the fixed assets.

*As required by the Circular A- 133, the District should complete the fixed asset count every two years at a minimum. Furthermore, the District should employ better controls over the physical count process. The accounting department has indicated that they are willing to perform spot tests on the results that are brought back from the department managers. These spot checks will serve as an appropriate compensating control over the physical count of fixed assets.*

#### Management Information System

We have reviewed the District's computer network and related controls in connection with the audit. The following recommendations are a by-product of this review

- Management should correct all high- and medium-risk vulnerabilities found in our attack-and-penetration study as soon as possible (see the detailed attack-and-penetration study attached).
- Management should consider having its internal and external network security periodically tested to provide a reasonable, but not absolute, assurance that network controls operate effectively within the framework of the Organization's documented information systems policies and procedures and that potential external and internal network vulnerabilities are minimized.
- Management should develop, document and test a comprehensive disaster recovery plan (DRP) covering information technology as soon as possible to mitigate the risk of loss of data due to a system failure or *force majeure*.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 16, 2001

**TO:** Board of Directors

**FROM:** Bryant J. Baehr, Manager of Operations

**SUBJECT: CONSIDERATION OF SECOND READING AND ADOPTION OF AMENDMENT OF FARE ORDINANCE TO DELETE RESTRICTIONS ON HIGHWAY 17 FOR SENIOR AND DISABLED FARES**

## I. RECOMMENDED ACTION

**Staff is recommending that the Board of Directors amend the District Fare Ordinance by deleting the time restriction on the senior / disabled fare on Highway 17 service.**

## II. SUMMARY OF ISSUES

- On December 15, 2000 the Board of Directors voted affirmatively to remove the time restriction on the use of the senior / disabled fare for the Highway 17 service. This is the only service offered by the Transit District that has a time restriction on the senior / disabled fare.
- On January 19, 2001 the Board of Directors held a public hearing to receive input from the public on this issue. None was received.
- This is the final step to remove the time restriction placed on the use of the senior / disabled fare on the Highway 17 service.

## III. DISCUSSION

At the December 15, 2000 Board of Directors meeting the Directors voted affirmatively to remove the time restriction on the senior / disabled fare. The use of the senior / disabled fare is restricted to 9:30am to 2:30pm on the Highway 17 service. This restriction is only on the Highway 17 service operated by the Transit District. The District's other services do not have a time restriction on the use of a senior / disabled fare.

At the January 19, 2001 Board of Directors Meeting a Public Hearing was held to solicit public input concerning the proposed change. No public input was received.

This is the final step to remove the time restriction placed on the use of the senior / disabled fare for the Highway 17 service.

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

Over the last 2 months an average of 175 customers have taken advantage of the senior / disabled reduced fare during the hours of 9:30am to 2:30pm. It is anticipated that the use of the reduced fare during all hours of operation will not have a significant impact on farebox revenue.

#### **V. ATTACHMENTS**

**Attachment A: Staff report for December 15, 2000**

**Attachment B: Staff report for January 19, 2001**

**Attachment C: Amended Fare Ordinance**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** December 15, 2000

**TO:** Board of Directors

**FROM:** Bryant J. Baehr, Manager of Operations

**SUBJECT: CONSIDERATION OF REMOVAL OF REDUCED FARE RESTRICTIONS ON THE HIGHWAY 17 EXPRESS FOR SENIORS AND THE DISABLED RIDERS**

## I. RECOMMENDED ACTION

**Staff is recommending that the Board of Directors remove the reduced fare restrictions on the Highway 17 express for seniors and the disabled riders.**

## II. SUMMARY OF ISSUES

- The Transit District began direct operation of the Highway 17 express service on October 11, 1999.
- The Transit District and VTA have been working to apply common scheduling, rules, policies and procedures to Highway 17 service that is reflective of the service that both systems operate.
- VTA agrees that the senior and disabled reduced fare restriction should be eliminated.

## III. DISCUSSION

On October 11, 1999 the Transit district began direct operation of Highway 17 express service operated under a Joint Powers Agreement with the Valley Transportation Authority. SCMTD and VTA staff has been working to apply common scheduling, rules, policies and procedures to the service.

With the exception of Highway 17 express service, the Transit District does not have a restriction on the senior and disabled reduced fare. On Highway 17 service, the senior and disabled reduced fare is only allowed between 9:30am to 2:30pm.

District staff met with VTA staff and discussed this issue. VTA staff supports removing the restriction on the Highway 17 express service.

**IV. FINANCIAL CONSIDERATIONS**

Over the last 2 months an average of 175 customers have taken advantage of the senior / disabled reduced fare during the hours of 9:30am to 2:30pm. It is anticipated that the use of the reduced fare during all hours of operation will not have a significant impact on farebox revenue.

**V. ATTACHMENTS**

**None**



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** January 19, 2001

**TO:** Board of Directors

**FROM:** Bryant J. Baehr, Manager of Operations

**SUBJECT: CONSIDERATION OF AMENDMENT OF FARE ORDINANCE TO DELETE RESTRICTIONS ON HIGHWAY 17 FOR SENIOR AND DISABLED FARES**

## I. RECOMMENDED ACTION

That the Board of Directors hold a public meeting for reading of the Fare Structure Ordinance and to accept public comment regarding the proposed amendments.

## II. SUMMARY OF ISSUES

- On December 15, 2000 the Board of Directors approved the elimination of the 9:30am to 2:30pm time restriction on the senior / disabled fare.
- A public hearing must be held to receive public comment on the fare structure change.
- A public hearing is scheduled for Friday, January 19, 2001 at 9:00am.

## III. DISCUSSION

On December 15, 2000 the Board of Directors approved revising the fare structure on the Highway 17 service eliminating the 9:30am to 2:30pm senior / disabled reduced fare time restriction.

When the Board of Directors changes the fare structure, a public hearing must be held to be in compliance with the District's rules, policies and procedures.

A public hearing is scheduled for January 19, 2001 at 9:00am for the Board of Directors to receive public input regarding the proposed fare change.

## IV. FINANCIAL CONSIDERATIONS

None

## V. ATTACHMENTS

**Attachment A:** Staff report from December 15, 2000

**Attachment B:** Current Transit District Fare Ordinance

**ORDINANCE NO. 84-2-1 As Amended**

**AN ORDINANCE OF THE  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
ESTABLISHING SCHEDULE FOR BUS FARES**

Be it enacted by the Board of Directors of the Santa Cruz Metropolitan Transit District as follows:

**SECTION I: FARE SCHEDULE - SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**A. Fixed Route Service**

Regular Bus Fare	1.00
Discount Bus Fare - Senior Passenger/Individual with Disability *	.40
Regular Day Pass	3.00
Discount Day Pass - Senior Passenger/Individual with Disability *	1.10
Regular Five Day Pass	15.00
Discount Five Day Pass - Senior Passenger/Individual with Disability *	5.00
Student Five Day Pass	15.00
Regular Monthly Pass	40.00
Discount Monthly Pass - Senior Passenger/Individual with Disability *	14.00
Student Monthly Pass	30.00
School Student Field Trip Rate	17.00

\* To obtain Discount Fare passenger must produce District Photo I.D. Card or other approved identification.

**B. Highway 17 Express Bus Service Options**

Regular Express Bus Fare (One Way)	2.25
Discount Bus Fare-Senior Passenger/Individual with Disability	1.00
Regular Day Pass	4.50
Regular Day Pass with surrender of SCMTD Day Pass	3.50
Regular Day Pass with surrender of T.A. Day Pass	3.50
Regular Day Pass with Cal Train Monthly Ticket & Peninsula Pass	2.50
Monthly Pass	65.00

**C. Paratransit Service**

Regular Paratransit Fare (One Way)	2.00
------------------------------------	------

**D. Group Pass Contract Rate**

Fares for individuals of the group are determined through negotiations between the group and the District and are set forth in the contract.

**E. Service Charge on Return Checks**

The service charge on returned checks is \$15.00.

---

---

Ordinance No. 84-2-1 of the Santa Cruz Metropolitan Transit District is hereby amended and shall become effective on February 16, 2001.

Passed and adopted by the Board of Directors on this 16<sup>th</sup> day of February 2001, by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSENT:** Directors -

**ABSTAIN:** Directors -

ATTEST: \_\_\_\_\_  
LESLIE R. WHITE  
Secretary/General Manager

APPROVED: \_\_\_\_\_  
SHERYL AINSWORTH  
Chairperson

APPROVED AS TO FORM:

\_\_\_\_\_  
MARGARET GALLAGHER  
District Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 16, 2001  
**TO:** Board of Directors  
**FROM:** Bryant J. Baehr, Manager of Operations  
**SUBJECT:** CONSIDERATION OF SERVICE IMPROVEMENTS FOR SPRING 2001

## I. RECOMMENDED ACTION

Staff is recommending that the Board of Directors approve the service enhancements as attached to this report effective March 29, 2001.

## II. SUMMARY OF ISSUES

- The District has the financial resources to expand service in Spring 2001.
- The Service Review and Planning Committee has developed a list of service changes that address some of the pressing customer requests.
- The United Transportation Union Local 23 has agreed to extend the bus operator bidding process by two (2) weeks so the implementation of the service changes can be accomplished prior to the Summer 2001 bid.
- The total cost of the service expansion proposal is \$522,140.00

## III. DISCUSSION

The Service Planning and Review Committee would like to propose to the Board of Directors the following service enhancements:

### **Route 71 - Weekdays**

Add nine (9) additional Trips from Santa Cruz to Watsonville and from Watsonville to Santa Cruz. As detailed on the attached proposed schedule, additional trips are provided to assist with increased customer demand. This additional service will increase the frequency of buses traveling to and from Watsonville from every 30 minutes to every 15 minutes between the hours of 2:00pm to 6:00pm. Additional recovery time has been added at the Watsonville Transit Center to enhance the District's on-time performance on this route.

In addition, The route 71 will begin to serve Pennsylvania to Green Valley and Arthur to Alta Vista. The current route 70's, as a part of this plan, from 2:00pm to 6:00pm will be extended to Watsonville and re-designated as route 71 trips to better service our customers between Cabrillo College and the Watsonville Transit Center.

Cost for the proposed Route 71 change is: \$209,641.00

### **Route 2, 3A, 65, 66 and 67 Weekdays / Weekends**

The proposed changes of the Route 2 and 3A restore hourly service to the westside of Santa Cruz on weekends. Currently, service is scheduled every other hour. The Routes 65,66 and 67 are included as part of the proposed service improvement due to the fact that all these routes will be interlined. Buses will perform a Route 2,3A or 3B and then transition into a Route 65,66 or 67. Intra-city service between communities is improved by this format.

The second half of the proposed change is the creation of expanded running times and variable departure schedules for Routes 65,66 and 67 on weekends. Currently, these Routes leave the Metro Center or Capitola Mall at pre-designated times each hour which remain the same all day. After 12:00 noon, traffic increases to the extent that buses are not arriving at the end point on time, thus leaving for their next trip late. The Service Planning and Review Committee is proposing a variable departure time to assist with on-time performance. Buses will depart their starting point at a common time in the morning and then switch to a new common time after 12:00 noon.

This concept was introduced on the weekday Live Oak Routes in Spring 1999 and has proven to be successful. Customers have commented favorably concerning the advantage of more accurate and predictable departure times, especially during congested peak periods.

In addition, the Service Planning and Review Committee is proposing to extend the current variable departure time schedule on weekday Routes 65,66 and 67 to begin at 12:00 noon. Buses are currently running late due to traffic delays and high customer demand. This proposal will improve on-time performance, and, coupled with the improvement to the same routes on weekends, will cause a consistent schedule to be in place 7 days a week. This will enhance ease of comprehension by the public.

Cost for the proposed 2,3A,65,66 and 67 changes on weekends: \$88,920.00

Cost for the proposed improvement to 65,66 and 67 on weekdays: \$52,555

### **Route 69W**

The proposal on the Route 69W is to extend the last two (2) weekend trips to Watsonville. Currently the 7:37pm and 8:37pm trips travel from Santa Cruz to Soquel / Daubenbiss. The proposal is to extend those trips to the Watsonville Transit Center. Several customer requests are received by the Dispatch Center each week to extend the Route 69W to Watsonville. Currently they are dropped off at the Route 71 bus stop and must, at times, wait up to 25 minutes for another bus.

Cost for the proposed changes to the Route 69W is: \$11,856.00

### **Route 1 – Westside**

The Route 1 – Westside idea started in early 1999 when the Santa Cruz Metropolitan Transit District and the University of California at Santa Cruz (UCSC) met to examine the effectiveness of the transit service provided to the university and to explore new routing to increase ridership. One area of interest was the Delaware / Western Drive corridor. UCSC, using GIS data, looked at where students and staff resided and the potential of providing direct service to the university from the Delaware / Western Drive corridor.

As a result of those meetings, the Transit District and UCSC developed the Route 1 – Westside. This route travels on Delaware Avenue and Western Drive. A marketing campaign was launched and the ridership stands at an average of 44 passengers per hour. Five trips are performed on the Route 1 – Western per day. There was no additional expansion money at the time the Route 1 – Westside became operational so resources were diverted from the existing supplemental service provided to UCSC.

The Service Planning and Review Committee is proposing to add two (2) additional trips and allocate the resources to the Route 1 – Westside so this service can be published in “Headways” and formalized. This service will operate on weekdays during the UCSC Fall, Winter and Spring school terms.

At the January 2001 City of Santa Cruz Transportation Commission meeting, City Commissioners voted to approve the installation of five (5) bus stops along Western Drive for this route.

Cost for the proposed Route 1 – Westside is: \$90,062.00. Supplemental service that was directed to the Route 1 – Westside will be restored as supplemental service to UCSC.

### **Highway 17 Service**

The proposed changes on the Highway 17 service consist of:

Extending the 3:00pm, 3:25pm and 3:50pm trips from San Jose to the Soquel Park and Ride. Currently these trips travel as far as the Scotts Valley Transit Center and Stop. Several requests have been received to extend more trips to the Soquel Park and Ride in the afternoon. In the existing schedule, the earliest a customer could get to the Soquel Park and Ride after 9:40am from San Jose is 5:30pm.

The proposal also contains the addition of a 4:25pm, 5:00pm and a 6:15pm trip from the Soquel Park and Ride to San Jose. The additional trips are for customers wishing to travel to San Jose from Santa Cruz later in the day. A 7:30pm southbound trips from San Jose to the Soquel Park and Ride is also added.

The cost for the Highway 17 improvement is: 75,285.00. The Valley Transportation Authority has agreed to pay for half of the cost that lowers the District's cost to \$37,642.00.

### **Route 1 – Supplemental Service**

The proposed changes consist of an additional 12 hours of supplemental service to UCSC for the Spring 2001 session. Supplemental service is not listed in the “Headways” and is designed to handle increased customer demand on the existing Route 1's. These buses travel along a Route 1 route and pick up customers that were not able to board the bus. This is to mitigate the Mission Street Widening Construction Project impact.

The cost for the Route 1 – Supplemental service for Spring 2001 is: \$31,464

## **IV. FINANCIAL CONSIDERATIONS**

The total liability to the Transit District for the above listed service changes is: \$522,140.00

## **V. ATTACHMENTS**

- Attachment A: Proposed Route 71 Weekday Schedule to Watsonville**
- Attachment B: Proposed Route 71 Weekday Schedule to Santa Cruz**
- Attachment C: Proposed Route 2 Mission / Western Weekend Schedule**
- Attachment D: Proposed Route 3A Mission / Lighthouse Weekend Schedule**
- Attachment E: Proposed Route 65 Weekday / Weekend Schedule**
- Attachment F: Proposed Route 66 Weekday / Weekend Schedule**
- Attachment G: Proposed Route 67 Weekday / Weekend Schedule**
- Attachment H: Proposed Route 69W Weekend Schedule**
- Attachment I: Proposed Route Route 1 – Westside Weekday Schedule**
- Attachment J: Proposed Highway 17 Weekday Schedule**

**ROUTE 71 TO WATSONVILLE**  
**PROPOSED WEEKDAY CHANGES FOR SPRING 200 1**

S C M C	Soquel/ Hage- mann	Domin. Hosp.	Soquel/ Daub- enbiss	Cabrillo College	Soquel/ Rancho Del Mar	Soquel/ Frdm	Frdm/ Airport	Arthur/ Alta Vista	Crest- view	Penn/ Main	Cliff/ Penn	W'ville T.C.
06:10	06:15	06:20	06:26	06:33	06:36	06:44	06:54	---	07:01	---	---	07:13
06:45	06:52	06:58	07:05	07:15	07:18	07:26	07:42	---	---	---	07:48	08:00
07:15	07:22	07:28	07:35	07:45	07:48	07:56	08:12	---	08:18	---	---	08:30
07:45	07:52	07:58	08:05	08:15	08:18	08:26	08:42	---	---	---	08:48	09:00
08:15	08:22	08:28	08:35	08:45	08:48	08:56	09:12	---	09:18	---	---	09:30
08:45	08:52	08:58	09:05	09:15	09:18	09:26	09:42	---	---	---	09:48	10:00
09:15	09:22	09:28	09:35	09:45	09:48	09:56	10:12	---	10:18	---	---	10:30
09:45	09:52	09:58	10:05	10:15	10:18	10:26	10:42	---	---	---	10:48	11:00
10:15	10:22	10:28	10:35	10:45	10:48	10:56	11:12	---	11:18	---	---	11:30
10:45	10:52	10:58	11:05	11:15	11:18	11:26	11:42	---	---	---	11:48	12:00
11:15	11:22	11:28	11:35	11:45	11:48	11:56	12:12	---	12:18	---	---	12:30
11:45	11:52	11:58	12:05	12:15	12:18	12:26	12:42	---	---	---	12:48	01:00
12:15	12:22	12:28	12:35	12:45	12:48	12:56	01:12	---	01:18	---	---	01:30
12:45	12:52	12:58	01:05	01:15	01:18	01:26	01:42	---	---	---	01:48	02:00
01:15	01:22	01:28	01:35	01:45	01:48	01:56	02:12	---	02:18	---	---	02:30
01:45	01:52	01:58	02:05	02:15	02:18	02:26	02:42	---	---	---	02:48	03:00
<b>02:00</b>	<b>02:07</b>	<b>02:13</b>	<b>02:20</b>	<b>02:30</b>	<b>02:33</b>	<b>02:41</b>	<b>02:57</b>	---	---	<b>03:03</b>	---	<b>03:15</b>
02:15	02:22	02:28	02:35	02:45	02:48	02:56	03:12	---	03:18	---	---	03:30
<b>02:30</b>	<b>02:37</b>	<b>02:43</b>	<b>02:50</b>	<b>03:00</b>	<b>03:03</b>	<b>03:11</b>	<b>03:27</b>	<b>03:33</b>	---	---	---	<b>03:45</b>
02:45	02:52	02:58	03:05	03:15	03:18	03:26	03:42	---	---	---	03:48	04:00
<b>03:00</b>	<b>03:07</b>	<b>03:13</b>	<b>03:20</b>	<b>03:30</b>	<b>03:33</b>	<b>03:41</b>	<b>03:57</b>	---	---	<b>04:03</b>	---	<b>04:15</b>
03:15	03:22	03:28	03:35	03:45	03:48	03:56	04:12	---	04:18	---	---	04:30
<b>03:30</b>	<b>03:37</b>	<b>03:43</b>	<b>03:50</b>	<b>04:00</b>	<b>04:03</b>	<b>04:11</b>	<b>04:27</b>	<b>04:33</b>	---	---	---	<b>04:45</b>
03:45	03:52	03:58	04:05	04:15	04:18	04:26	04:42	---	---	---	04:48	05:00
<b>04:00</b>	<b>04:07</b>	<b>04:13</b>	<b>04:20</b>	<b>04:30</b>	<b>04:33</b>	<b>04:41</b>	<b>04:57</b>	---	---	<b>05:03</b>	---	<b>05:15</b>
04:15	04:22	04:28	04:35	04:45	04:48	04:56	05:12	---	05:18	---	---	05:30
<b>04:30</b>	<b>04:37</b>	<b>04:43</b>	<b>04:50</b>	<b>05:00</b>	<b>05:03</b>	<b>05:11</b>	<b>05:27</b>	<b>05:33</b>	---	---	---	<b>05:45</b>
04:45	04:52	04:58	05:05	05:15	05:18	05:26	05:42	---	---	---	05:48	06:00
<b>05:00</b>	<b>05:07</b>	<b>05:13</b>	<b>05:20</b>	<b>05:30</b>	<b>05:33</b>	<b>05:41</b>	<b>05:57</b>	---	---	<b>06:03</b>	---	<b>06:15</b>
05:15	05:22	05:28	05:35	05:45	05:48	05:56	06:12	---	06:18	---	---	06:30
<b>05:30</b>	<b>05:37</b>	<b>05:43</b>	<b>05:50</b>	<b>06:00</b>	<b>06:03</b>	<b>06:11</b>	<b>06:27</b>	<b>06:33</b>	---	---	---	<b>06:45</b>
05:45	05:52	05:58	06:05	06:15	06:18	06:26	06:42	---	---	---	06:48	07:00
<b>06:00</b>	<b>06:07</b>	<b>06:13</b>	<b>06:20</b>	<b>06:30</b>	<b>06:33</b>	<b>06:41</b>	<b>06:57</b>	---	---	<b>07:03</b>	---	<b>07:15</b>
06:15	06:22	06:28	06:35	06:45	06:48	06:56	07:12	---	07:18	---	---	07:30
06:45	06:51	06:56	07:00	07:10	07:11	07:17	07:27	---	---	---	07:32	07:45
07:15	07:21	07:26	07:30	07:40	07:41	07:47	07:56	---	08:02	---	---	08:15
07:45	07:51	07:56	08:00	08:10	08:11	08:17	08:27	---	---	---	08:32	08:45
08:15	08:21	08:26	08:30	08:40	08:41	08:47	08:56	---	09:02	---	---	09:15
08:45	08:51	08:56	09:00	09:10	09:11	09:17	09:27	---	---	---	09:32	09:45
09:15	09:21	09:26	09:30	09:40	09:41	09:47	09:56	---	10:02	---	---	10:15
09:45	09:51	09:56	10:00	10:10	10:11	10:17	10:27	---	---	---	10:32	10:45
10:45	10:51	10:56	11:00	11:10	11:11	11:17	11:27	---	---	---	11:32	11:45
11:45	11:51	11:56	12:00	12:10	12:11	12:17	12:27	---	---	---	12:32	12:45

**NEW TRIPS INDICATED BY BOLD/SHADED.**



ROUTE 71 TO SANTA CRUZ  
PROPOSED WEEKDAY CHANGES FOR SPRING 2001

W'ville T.C.	Crest- view	Arthur/ Alta Vista	Cliff/ Penn	Penn/ Main	Frdm/ Airport	Soquel/ Frdm	Soquel/ State Park	Cabrillo College	Soquel/ Daub- enbiss	Domin. Hosp.	Water/ Poplar	SCMC
05:45	---	---	05:52	---	06:06	06:10	06:15	06:21	06:25	06:29	06:33	06:45
06:10	06:15	---	---	---	06:26	06:40	06:45	06:51	06:57	07:02	07:07	07:25
06:40	---	---	06:49	---	06:58	07:10	07:15	07:21	07:27	07:32	07:37	07:55
<b>06:55</b>	---	<b>07:00</b>	---	---	<b>07:11</b>	<b>07:25</b>	<b>07:30</b>	<b>07:36</b>	<b>07:42</b>	<b>07:47</b>	<b>07:52</b>	<b>08:10</b>
07:10	07:15	---	---	---	07:26	07:40	07:45	07:51	07:57	08:02	08:07	08:25
<b>07:25</b>	---	---	---	<b>07:30</b>	<b>07:41</b>	<b>07:55</b>	<b>08:00</b>	<b>08:06</b>	<b>08:12</b>	<b>08:17</b>	<b>08:22</b>	<b>08:40</b>
07:40	---	---	07:49	---	07:58	08:10	08:15	08:21	08:27	08:32	08:37	08:55
<b>07:55</b>	---	<b>08:00</b>	---	---	<b>08:11</b>	<b>08:25</b>	<b>08:30</b>	<b>08:36</b>	<b>08:42</b>	<b>08:47</b>	<b>08:52</b>	<b>09:10</b>
08:10	08:15	---	---	---	08:26	08:40	08:45	08:51	08:57	09:02	09:07	09:25
<b>08:25</b>	---	---	---	<b>08:30</b>	<b>08:41</b>	<b>08:55</b>	<b>09:00</b>	<b>09:06</b>	<b>09:12</b>	<b>09:17</b>	<b>09:22</b>	<b>09:40</b>
08:40	---	---	08:49	---	08:58	09:10	09:15	09:21	09:27	09:32	09:37	09:55
09:10	09:15	---	---	---	09:26	09:40	09:45	09:51	09:57	10:02	10:07	10:25
09:40	---	---	09:49	---	09:58	10:10	10:15	10:21	10:27	10:32	10:37	10:55
10:10	10:15	---	---	---	10:26	10:40	10:45	10:51	10:57	11:02	11:07	11:25
10:40	---	---	10:49	---	10:58	11:10	11:15	11:21	11:27	11:32	11:37	11:55
11:10	11:15	---	---	---	11:26	11:40	11:45	11:51	11:57	12:02	12:07	12:25
11:40	---	---	11:49	---	11:58	12:10	12:15	12:21	12:27	12:32	12:37	12:55
12:10	12:15	---	---	---	12:26	12:40	12:45	12:51	12:57	01:02	01:07	01:25
12:40	---	---	12:49	---	12:58	01:10	01:15	01:21	01:27	01:32	01:37	01:55
01:10	01:15	---	---	---	01:26	01:40	01:45	01:51	01:57	02:02	02:07	02:25
01:40	---	---	01:49	---	01:58	02:10	02:15	02:21	02:27	02:32	02:37	02:55
02:10	02:15	---	---	---	02:26	02:40	02:45	02:51	02:57	03:02	03:07	03:25
02:40	---	---	02:49	---	02:58	03:10	03:15	03:21	03:27	03:32	03:37	03:55
03:10	03:15	---	---	---	03:26	03:40	03:45	03:51	03:57	04:02	04:07	04:25
03:40	---	---	03:49	---	03:58	04:10	04:15	04:21	04:27	04:32	04:37	04:55
<b>03:55</b>	---	<b>04:00</b>	---	---	<b>04:11</b>	<b>04:25</b>	<b>04:30</b>	<b>04:36</b>	<b>04:42</b>	<b>04:47</b>	<b>04:52</b>	<b>05:10</b>
04:10	04:15	---	---	---	04:26	04:40	04:45	04:51	04:57	05:02	05:07	05:25
<b>04:25</b>	---	---	---	<b>04:30</b>	<b>04:41</b>	<b>04:55</b>	<b>05:00</b>	<b>05:06</b>	<b>05:12</b>	<b>05:17</b>	<b>05:22</b>	<b>05:40</b>
04:40	---	---	04:49	---	04:58	05:10	05:15	05:21	05:27	05:32	05:37	05:55
<b>04:55</b>	---	<b>05:00</b>	---	---	<b>05:11</b>	<b>05:25</b>	<b>05:30</b>	<b>05:36</b>	<b>05:42</b>	<b>05:47</b>	<b>05:52</b>	<b>06:10</b>
05:10	05:15	---	---	---	05:26	05:40	05:45	05:51	05:57	06:02	06:07	06:25
<b>05:25</b>	---	---	---	<b>05:30</b>	<b>05:41</b>	<b>05:55</b>	<b>06:00</b>	<b>06:06</b>	<b>06:12</b>	<b>06:17</b>	<b>06:22</b>	<b>06:40</b>
05:40	---	---	05:49	---	05:58	06:10	06:15	06:21	06:27	06:32	06:37	06:55
<b>05:55</b>	---	<b>06:00</b>	---	---	<b>06:11</b>	<b>06:25</b>	<b>06:30</b>	<b>06:36</b>	<b>06:42</b>	<b>06:47</b>	<b>06:52</b>	<b>07:10</b>
06:10	06:15	---	---	---	06:26	06:40	06:45	06:51	06:57	07:02	07:07	07:25
06:40	---	---	06:49	---	06:58	07:10	07:15	07:21	07:27	07:32	07:37	07:55
07:00	07:05	---	---	---	07:13	07:25	07:30	07:36	07:40	07:44	07:48	08:00
07:30	---	---	07:37	---	07:45	07:55	08:00	08:06	08:10	08:14	08:18	08:30
08:00	08:05	---	---	---	08:13	08:25	08:30	08:36	08:40	08:44	08:48	09:00
08:30	---	---	08:37	---	08:45	08:55	09:00	09:06	09:10	09:14	09:18	09:30
09:00	09:05	---	---	---	09:13	09:25	09:30	09:36	09:40	09:44	09:48	10:00
09:30	---	---	09:37	---	09:45	09:55	10:00	10:06	10:10	10:14	10:18	10:30
10:30	---	---	10:37	---	10:45	10:55	11:00	11:06	11:10	11:14	11:18	11:30

NEW TRIPS INDICATED BY BOLD/SHADED.

ROUTE 2 MISSION/WESTERN  
PROPOSED WEEKEND CHANGES FOR SPRING 2001

SCMC	Mission/ Bay	Western/ High	Mission/ Grandview	Mission/ Bay	SCMC
08:20	08:25	08:32	08:39	08:41	08:55
<b>09:20</b>	<b>09:25</b>	<b>09:32</b>	<b>09:39</b>	<b>09:41</b>	<b>09:55</b>
10:20	10:25	10:32	10:39	10:41	10:55
<b>11:20</b>	<b>11:25</b>	<b>11:32</b>	<b>11:39</b>	<b>11:41</b>	<b>11:55</b>
12:20	12:25	12:32	12:39	12:41	12:55
<b>01:20</b>	<b>01:25</b>	<b>01:32</b>	<b>01:39</b>	<b>01:41</b>	<b>01:55</b>
02:20	02:25	02:32	02:39	02:41	02:55
<b>03:20</b>	<b>03:25</b>	<b>03:32</b>	<b>03:39</b>	<b>03:41</b>	<b>03:55</b>
04:20	04:25	04:32	04:39	04:41	04:55
<b>05:20</b>	<b>05:25</b>	<b>05:32</b>	<b>05:39</b>	<b>05:41</b>	<b>05:55</b>
06:20	06:25	06:32	06:39	06:41	06:55

**New Service Indicated in Shaded Bold Print.**

ROUTE 3A MISSION/LIGHTHOUSE  
PROPOSED WEEKEND CHANGES FOR SPRING 2001

SCMC	Mission/ Bay	Almar/ Rankin	Delaware/ Woodrow	Delaware/ Columbia	Mission/ Bay	SCMC
09:00	09:06	09:14	09:20	09:25	09:28	09:33
<b>10:00</b>	<b>10:06</b>	<b>10:14</b>	<b>10:20</b>	<b>10:25</b>	<b>10:28</b>	<b>10:33</b>
11:00	11:06	11:14	11:20	11:25	11:28	11:33
<b>12:00</b>	<b>12:06</b>	<b>12:14</b>	<b>12:20</b>	<b>12:25</b>	<b>12:28</b>	<b>12:33</b>
01:00	01:06	01:14	01:20	01:25	01:28	01:33
<b>02:00</b>	<b>02:06</b>	<b>02:14</b>	<b>02:20</b>	<b>02:25</b>	<b>02:28</b>	<b>02:33</b>
03:00	03:06	03:14	03:20	03:25	03:28	03:33
<b>04:00</b>	<b>04:06</b>	<b>04:14</b>	<b>04:20</b>	<b>04:25</b>	<b>04:28</b>	<b>04:33</b>
05:00	05:06	05:14	05:20	05:25	05:28	05:33

**New Service Indicated in Shaded Bold Print.**

ROUTE 65  
WEEKDAY TIMEPOINT CHANGES FOR SPRING 2001

SCMC	7 <sup>th</sup> /Cap	Port/30th	Cap Mall
06:40	06:48	06:56	07:05
07:40	07:50	08:00	08:11
08:40	08:50	09:00	09:11
09:40	09:50	10:00	10:11
10:40	10:50	11:00	11:11
11:40	11:50	12:00	12:11
12:40	<b>12:55</b>	<b>01:07</b>	<b>01:23</b>
01:40	<b>01:55</b>	<b>02:07</b>	<b>02:23</b>
02:40	<b>02:55</b>	<b>03:07</b>	<b>03:23</b>
03:40	03:55	04:07	04:23
04:40	04:55	05:07	05:23
05:40	05:55	06:07	06:23
06:40	06:55	07:07	07:23

Cap Mall	Port/30th	7 <sup>th</sup> Cap	SCMC
06:40	06:45	06:51	07:05
07:40	07:46	07:54	08:16
08:40	08:46	08:54	09:16
09:40	09:46	09:54	10:16
10:40	10:46	10:54	11:16
11:40	11:46	11:54	12:16
<b>12:50</b>	<b>12:58</b>	<b>01:08</b>	<b>01:33</b>
<b>01:50</b>	<b>01:58</b>	<b>02:08</b>	<b>02:33</b>
<b>02:50</b>	<b>02:58</b>	<b>03:08</b>	<b>03:33</b>
03:50	03:58	04:08	04:33
04:50	04:58	05:08	05:33
05:50	05:58	06:08	06:33
06:50	06:58	07:08	07:25

ROUTE 65  
WEEKEND TIMEPOINT CHANGES FOR SPRING 2001

SCMC	7 <sup>th</sup> /Cap	Port/30th	Cap Mall
07:40	07:50	08:00	08:11
08:40	08:50	09:00	09:11
09:40	09:50	10:00	10:11
10:40	10:50	11:00	11:11
11:40	11:50	12:00	12:11
12:40	<b>12:55</b>	<b>01:07</b>	<b>01:23</b>
01:40	<b>01:55</b>	<b>02:07</b>	<b>02:23</b>
02:40	<b>02:55</b>	<b>03:07</b>	<b>03:23</b>
03:40	<b>03:55</b>	<b>04:07</b>	<b>04:23</b>
04:40	<b>04:55</b>	<b>05:07</b>	<b>05:23</b>
05:40	<b>05:55</b>	<b>06:07</b>	<b>06:23</b>
06:40	<b>06:55</b>	<b>07:07</b>	<b>07:23</b>

Cap Mall	Port/30th	7 <sup>th</sup> Cap	SCMC
07:40	07:46	07:54	08:16
09:40	09:46	09:54	10:16
10:40	10:46	10:54	11:16
11:40	11:46	11:54	12:16
<b>12:50</b>	<b>12:58</b>	<b>01:08</b>	<b>01:33</b>
<b>01:50</b>	<b>01:58</b>	<b>02:08</b>	<b>02:33</b>
<b>02:50</b>	<b>02:58</b>	<b>03:08</b>	<b>03:33</b>
<b>03:50</b>	<b>03:58</b>	<b>04:08</b>	<b>04:33</b>
<b>04:50</b>	<b>04:58</b>	<b>05:08</b>	<b>05:33</b>
<b>05:50</b>	<b>05:58</b>	<b>06:08</b>	<b>06:33</b>
<b>06:50</b>	<b>06:58</b>	<b>07:08</b>	<b>07:25</b>

NEW RUNNING TIMES INDICATED BY SHADED, BOLD PRINT.

ROUTE 66  
WEEKDAY TIMEPOINT CHANGES FOR SPRING 2001

S C M C	7 <sup>th</sup> /Cap	Port/30th	Cap Mall
---	---	---	---
07:00	07:10	07:17	07:25
08:00	08:10	08:20	08:35
09:00	09:10	09:20	09:35
10:00	10:10	10:20	10:35
11:00	11:10	11:20	11:35
12:00	<b>12:15</b>	<b>12:27</b>	<b>12:43</b>
01:00	<b>01:15</b>	<b>01:27</b>	<b>01:43</b>
02:00	<b>02:15</b>	<b>02:27</b>	<b>02:43</b>
03:00	I 03:15	03:27	I 03:43
04:00	04:15	04:27	04:43
05:00	05:15	05:27	05:43
06:00	06:15	06:27	06:43
07:00	07:10	07:20	07:30
08:00	08:10	08:20	08:30
09:00	09:10	09:20	09:30
10:00	10:10	10:20	10:30
---	---	---	---

Cap Mall	Port/30th	7 <sup>th</sup> Cap	SCMC
06:00	06:05	06:12	06:25
07:00	07:05	07:12	07:25
08:00	08:06	08:14	08:33
09:00	09:06	09:14	09:33
10:00	10:06	10:14	10:33
11:00	11:06	11:14	11:33
<b>12:10</b>	<b>12:18</b>	<b>12:28</b>	<b>12:53</b>
<b>01:10</b>	<b>01:18</b>	<b>01:28</b>	<b>01:53</b>
<b>02:10</b>	<b>02:18</b>	<b>02:28</b>	<b>02:53</b>
<b>03:10</b>	<b>03:18</b>	<b>03:28</b>	<b>03:53</b>
04:10	04:18	04:28	04:53
05:10	05:18	05:28	05:53
06:10	06:18	06:28	06:53
07:00	07:07	07:15	07:30
07:35	07:42	07:50	08:05
08:35	08:42	08:50	09:05
10:40	10:45	10:52	11:05

ROUTE 66  
WEEKEND TIMEPOINT CHANGES FOR SPRING 2001

SCMC	7 <sup>th</sup> /Cap	Port/30th	Cap Mall
07:00	07:10	07:17	07:25
08:00	08:10	08:20	08:35
09:00	09:10	09:20	09:35
10:00	10:10	10:20	10:35
11:00	11:10	11:20	11:35
12:00	<b>12:15</b>	<b>12:27</b>	<b>12:43</b>
01:00	<b>01:15</b>	<b>01:27</b>	<b>01:43</b>
02:00	<b>02:15</b>	<b>02:27</b>	<b>02:43</b>
03:00	<b>03:15</b>	<b>03:27</b>	<b>03:43</b>
04:00	<b>04:15</b>	<b>04:27</b>	<b>04:43</b>
05:00	<b>05:15</b>	<b>05:27</b>	<b>05:43</b>
06:00	<b>06:15</b>	<b>06:27</b>	<b>06:43</b>
07:00	07:10	07:20	07:30
08:00	08:10	08:20	08:30
09:00	09:10	09:20	09:30
10:00	10:10	10:20	10:30
---	---	---	---

Cap Mall	Port/30th	7 <sup>th</sup> Cap	SCMC
07:00	07:05	07:12	07:25
08:00	08:06	08:14	08:33
09:00	09:06	09:14	09:33
10:00	10:06	10:14	10:33
11:00	11:06	11:14	11:33
<b>12:10</b>	<b>12:18</b>	<b>12:28</b>	<b>12:53</b>
<b>01:10</b>	<b>01:18</b>	<b>01:28</b>	<b>01:53</b>
<b>02:10</b>	<b>02:18</b>	<b>02:28</b>	<b>02:53</b>
<b>03:10</b>	<b>03:18</b>	<b>03:28</b>	<b>03:53</b>
<b>04:10</b>	<b>04:18</b>	<b>04:28</b>	<b>04:53</b>
<b>05:10</b>	<b>05:18</b>	<b>05:28</b>	<b>05:53</b>
<b>06:10</b>	<b>06:18</b>	<b>06:28</b>	<b>06:53</b>
07:00	07:07	07:15	07:30
07:35	07:42	07:50	08:05
08:35	08:42	08:50	09:05
09:35	09:42	09:50	10:05
10:40	10:45	10:52	11:05

**New Running Times Indicated by Shaded, Bold Print.**

ROUTE 67  
WEEKDAY TIMEPOINT CHANGES FOR SPRING 2001

SCMC	7 <sup>th</sup> /E.Cliff	Port/41th	Cap Mall
06:20	06:28	06:38	06:45
07:20	07:28	07:40	07:53
08:20	08:28	08:40	08:53
09:20	09:28	09:40	09:53
10:20	10:28	10:40	10:53
11:20	11:28	11:40	11:53
12:20	<b>12:31</b>	<b>12:45</b>	<b>01:00</b>
01:20	<b>01:31</b>	<b>01:45</b>	<b>02:00</b>
02:20	<b>02:31</b>	<b>02:45</b>	<b>03:00</b>
03:20	03:31	03:45	04:00
04:20	04:31	04:45	05:00
05:20	05:31	05:45	06:00
06:20	06:31	06:40	06:53
---	---	---	---

Cap Mall	E.C. Vill	Mur/Mott	SCMC
06:15	06:25	06:29	06:40
07:15	07:26	07:31	07:48
08:20	08:35	08:40	08:53
09:20	09:35	09:40	09:53
10:20	10:35	10:40	10:53
11:20	11:35	11:40	11:53
<b>12:30</b>	<b>12:48</b>	<b>12:55</b>	<b>01:08</b>
<b>01:30</b>	<b>01:48</b>	<b>01:55</b>	<b>02:08</b>
<b>02:30</b>	<b>02:48</b>	<b>02:55</b>	<b>03:08</b>
<b>03:30</b>	<b>03:48</b>	<b>03:55</b>	<b>04:08</b>
04:30	04:48	04:55	05:08
05:30	05:48	05:55	06:08
06:30	06:45	06:50	07:03
07:30	07:45	07:50	08:03

ROUTE 67  
WEEKEND TIMEPOINT CHANGES FOR SPRING 2001

SCMC	7 <sup>th</sup> /E.Cliff	Port/41th	Cap Mall
08:20	08:28	08:40	08:53
09:20	09:28	09:40	09:53
10:20	10:28	10:40	10:53
11:20	11:28	11:40	11:53
12:20	<b>12:31</b>	<b>12:45</b>	<b>01:00</b>
01:20	<b>01:31</b>	<b>01:45</b>	<b>02:00</b>
02:20	<b>02:31</b>	<b>02:45</b>	<b>03:00</b>
03:20	<b>03:31</b>	<b>03:45</b>	<b>04:00</b>
04:20	<b>04:31</b>	<b>04:45</b>	<b>05:00</b>
05:20	<b>05:31</b>	<b>05:45</b>	<b>06:00</b>
06:20	<b>06:31</b>	<b>06:40</b>	<b>06:53</b>
---	---	---	---

Cap Mall	E.C. Vill	Mur/Mott	SCMC
08:20	08:35	08:40	08:53
09:20	09:35	09:40	09:53
10:20	10:35	10:40	10:53
11:20	11:35	11:40	11:53
<b>12:30</b>	<b>12:48</b>	<b>12:55</b>	<b>01:08</b>
<b>01:30</b>	<b>01:48</b>	<b>01:55</b>	<b>02:08</b>
<b>02:30</b>	<b>02:48</b>	<b>02:55</b>	<b>03:08</b>
<b>03:30</b>	<b>03:48</b>	<b>03:55</b>	<b>04:08</b>
<b>04:30</b>	<b>04:48</b>	<b>04:55</b>	<b>05:08</b>
<b>05:30</b>	<b>05:48</b>	<b>05:55</b>	<b>06:08</b>
<b>06:30</b>	<b>06:45</b>	<b>06:50</b>	<b>07:03</b>
<b>07:30</b>	<b>07:45</b>	<b>07:50</b>	<b>08:03</b>

New Running Times Indicated by Shaded,, Bold Print.

ROUTE 69W TO WATSONVILLE  
PROPOSED WEEKEND CHANGES FOR SPRING 2001

SCMC	Capitola Road/ 7 <sup>th</sup> Ave.	Capitola Mall	Soquel/ Daub- enbiss	Cabrillo College	Soquel/ State Park	Main/ Green Valley	Main/ Penn	Rodriguez/ Main	Watsonville T.C.
07:37	07:46	08:00	---	---	---	---	---	---	---
08:37	08:46	09:00	09:05	09:15	09:17	09:27	09:28	09:29	09:37
09:37	09:46	10:00	10:05	10:15	10:17	10:27	10:28	10:29	10:37
10:37	10:46	11:00	11:05	11:15	11:17	11:27	11:28	11:29	11:37
11:37	11:46	12:00	12:05	12:15	12:17	12:27	12:28	12:29	12:37
12:37	12:46	01:00	01:05	01:15	01:17	01:27	01:28	01:29	01:37
01:37	01:46	02:00	02:05	02:15	02:17	02:27	02:28	02:29	02:37
02:37	02:46	03:00	03:05	03:15	03:17	03:27	03:28	03:29	03:37
03:37	03:46	04:00	04:05	04:15	04:17	04:27	04:28	04:29	04:37
04:37	04:46	05:00	05:05	05:15	05:17	05:27	05:28	05:29	05:37
05:37	05:46	06:00	06:05	06:15	06:17	06:27	06:28	06:29	06:37
06:37	06:46	07:00	07:05	07:15	07:17	07:27	07:28	07:29	07:37
07:37	07:46	08:00	<b>08:05</b>	<b>08:15</b>	<b>08:17</b>	<b>08:27</b>	<b>08:28</b>	<b>08:29</b>	<b>08:37</b>
08:37	08:46	09:00	<b>09:05</b>	<b>09:15</b>	<b>09:17</b>	<b>09:27</b>	<b>09:28</b>	<b>09:29</b>	<b>09:37</b>

**New Service Indicated by Shaded, Bold Print.**

**PROPOSED ROUTE 1 WESTSIDE SCHEDULE**  
**SPRING 2001**

	<b>SCMC</b>	<b>MISSION WESTERN</b>	<b>BAY HIGH</b>	<b>APPLIED SCIENCES</b>	<b>MISSION WESTERN</b>	<b>SCMC</b>
<b>M-F</b>	<b>07:23</b>	<b>07:37</b>	<b>07:44</b>	<b>07:53</b>	<b>08:03</b>	<b>08:18</b>
<b>M-F</b>	<b>08:56</b>	<b>09:10</b>	<b>09:17</b>	<b>09:26</b>	<b>09:37</b>	<b>09:52</b>
<b>M-F</b>	<b>10:23</b>	<b>10:37</b>	<b>10:44</b>	<b>10:53</b>	<b>11:03</b>	<b>11:18</b>
<b>M-W-F</b>	<b>11:54</b>	<b>12:08</b>	<b>12:15</b>	<b>12:23</b>	<b>12:35</b>	<b>12:48</b>
<b>T-TH</b>	<b>11:25</b>	<b>11:39</b>	<b>11:46</b>	<b>11:55</b>	<b>12:07</b>	<b>12:20</b>
<b>M-F</b>	<b>01:23</b>	<b>01:37</b>	<b>01:44</b>	<b>01:53</b>	<b>02:03</b>	<b>02:18</b>
<b>M-F</b>	<b>03:45</b>	<b>03:59</b>	<b>04:06</b>	<b>04:15</b>	<b>04:25</b>	<b>04:40</b>
<b>M-F</b>	<b>04:45</b>	<b>04:59</b>	<b>05:06</b>	<b>05:15</b>	<b>05:25</b>	<b>05:40</b>
<b>M-F</b>	<b>---</b>	<b>---</b>	<b>05:50</b>	<b>05:59</b>	<b>06:09</b>	<b>06:25</b>

New Trips Indicated by Shaded Print.



## PROPOSED CHANGES FOR SPRING 2001

### HIGHWAY 17 SCHEDULE

REV: 01/22/01

HWY 1 SOQUEL DRIVE	PASA- TIEMPO	NORTHBOUND			
		SCOTTS VALLEY TRANSIT CENTER	FRUITDALE & SOUTHWEST EXPWY	SAN JOSE CALTRAIN STATION	SAN FNDO & 5th
4:40	4:45	4:53		5:40	5:45
5:10	5:15	5:23		6:10	6:15
5:40	5:45	5:53		6:40	6:45
5:55	6:00	6:08		6:55	7:00
6:10	6:15	6:23		7:10	7:15
6:25	6:30	6:38		7:25	7:30
6:40	6:45	6:53		7:45	7:50
6:55	7:00	7:08		8:00	8:05
7:10	7:15	7:23		8:15	8:20
7:25	7:30	7:38		8:30	8:35
---	---	7:55		8:45	8:50
---	---	8:05		8:55	9:00
8:12	8:17	8:25		9:15	9:20
---	---	9:00		9:45	9:50
---	---	10:00		10:45	10:50
10:00	10:05	10:13		10:58	11:03
---	---	11:00		11:45	11:50
---	---	12:00		12:45	12:50
---	---	1:00		1:45	1:50
---	---	2:00		2:45	2:50
---	---	2:25		3:10	3:15
---	---	3:10		3:55	4:00
---	---	3:30		4:15	4:20
---	---	4:15*	4:55	5:00	5:05
4:25	4:30	4:38		5:23	5:28
5:00*	5:05	5:15	5:55	6:00	6:05
5:42*	5:47	5:55	6:35	6:40	6:45
6:15	6:20	6:28		7:13	7:18
6:42*	6:47	6:55	7:35	7:40	7:45

5 <sup>th</sup> & SAN FNDO	SAN JOSE CALTRAIN STATION	SOUTHBOUND			
		FRUITDALE & SOUTHWEST EXPWY	SCOTTS VALLEY TRANSIT CENTER	PASA- TIEMPO	HWY 1 SOQUEL DRIVE
6:00*	6:05	6:10	6:55	---	---
7:00*	7:05	7:10	7:55	---	---
7:45*	7:50	7:55	8:35		
8:00*	8:05	8:10	8:50	---	---
8:30	8:35		9:20	9:25	9:40
9:00	9:05		9:50	---	---
9:15	9:20		10:05		
10:00	10:05		10:50	---	---
11:00	11:05		11:50	---	---
12:00	12:05		12:50	---	---
1:00	1:05		1:50	---	---
2:00	2:05		2:50	---	---
3:00	3:05		3:50	3:58	4:15
3:25	3:30		4:20	4:28	4:45
3:50	3:55		4:45	4:53	5:15
4:10	4:15		5:00	5:08	5:30
4:25	4:30		5:15	5:23	5:45
4:40	4:45		5:30	5:38	6:00
4:55	5:00		5:45	5:53	6:15
5:10	5:15		6:00	6:08	6:30
5:25	5:30		6:15	6:23	6:40
5:45	5:50		6:35	6:43	6:55
6:15	6:20		7:05	7:13	7:25
7:00	7:05		7:45	7:53	8:05
7:30	7:35		8:15	8:23	8:35
8:00	8:05		8:45	8:53	9:05
9:15	9:20		10:00	10:08	10:20
10:15	10:20		11:00	11:08	11:20

- All Trips to and from Soquel Park and Ride serve Pasatiempo Bus Stop
- \*Asterisked SOUTHBOUND trips at 6:00am, 7:00am, 7:45am and 8:00am serve the Park & Ride Lot at K-Mart on Fruitdale, and the Granite Creek Business Park on Scotts Valley Drive, and the Disc Drive Bus Stop on Scotts Valley Drive.
- \*Asterisked NORTHBOUND trips at 4:15pm, 5:00pm, 5:42pm and 6:42pm serve the Disc Drive Bus Stop on Scotts Valley Drive, the Granite Creek Business Park on Scotts Valley Drive, and the Park & Ride Lot at K-Mart on Fruitdale.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 16, 2001

**TO:** Board of Directors

**FROM:** Bryant J. Baehr, Manager of Operations

**SUBJECT: CONSIDER AUTHORIZATION TO OPERATE A SHUTTLE FOR THE UNITED TRANSPORTATION UNION (UTU) SENIOR DINNER**

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors authorize the operation of a shuttle for the United Transportation Union (UTU) senior dinner held in April 5<sup>th</sup> 2001.**

## II. SUMMARY OF ISSUES

- For the last six (6) years the United Transportation Union (UTU) Local 23 has sponsored a Senior Dinner for our senior customers.
- This event provides approximately 250 dinners to our senior customers.
- The Transit District will provide one (1) bus and one (1) bus operator for this event.
- This event promotes team building between the staff-union members and provides a positive interaction with our senior customers.

## III. DISCUSSION

For the last six (6) years the United Transportation Union (UTU) Local 23 has sponsored a Senior Dinner for senior citizens in the Santa Cruz County area. The union members and volunteers provide dinner and entertainment for a group of approximately 250 seniors. Food, plates and utensils are provided by local markets and/or purchased by the UTU. Union members and volunteers prepare the meals.

Each year the Transit District has allowed the use of one (1) bus and one (1) bus operator for the provision of shuttle services. The bus transports seniors from around the county to the dinner location and back. The Transit District provides the bus and operator so our insurance policies cover the trip.

The date for this year's event will be on April 05, 2001. This is a very positive event that not only brings the staff and union members together, but also provides a positive interaction with our customers.

Staff is recommending Board Approval for one (1) bus and one (1) paid bus operator for this event.

**III. FINANCIAL CONSIDERATIONS**

The cost for one (1) bus and one (1) bus operator for this event is \$171.00.

**IV. ATTACHMENTS**

**Attachment A: Shuttle Policy adopted by the Board of Directors on April 16, 1996**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-1009

Computer Title: shuttle.doc

Effective Date: March 1, 1992

Pages: 2

**TITLE: POLICY ON SPECIAL SHUTTLES**

---

## Procedure History

<b>REVISION DATE</b>	<b>SUMMARY OF REVISION</b>	<b>APPROVED</b>
April 16, 1996	Revise format without content change	

---

## **I. POLICY**

- 1.01 The District may grant request for operation of special shuttles, provided that the following conditions are met:
- A. The District must be fully reimbursed for all costs of providing the service, and shall be paid in accordance with the Board-adopted pricing policy set forth herein.
  - B. The routing must conform to current District routing corridors and hours of operation.
  - C. Operation of the service by the District must not cause unfair competition with private sector providers.
  - D. The District must have sufficient number of bus operators and coaches available so that operation of the District's regular, fixed-route service is not compromised.
  - E. The service must be open-door and not "charter" service, because operation of charter service by the District is prohibited by the Public Utilities Code.
- 1.02 Any exception to the above conditions must be approved by the District's Board of Directors.

## **II. APPLICABILITY**

2.01 This policy applies to all requests for Special Shuttles.

## **III. PRICING:**

3.01 In May 1991, the District's Board adopted a policy on shuttle and commuter services which uses an incremental cost formula and allows for the opportunity to add any unforeseen costs. The policy provides that each contract will be negotiated on a case-by-case basis. In addition, the policy requires that indirect and direct costs and a contingency fee be included in long-term contracts.

3.02 The District may, at its own discretion, require payment in advance. On long-term contracts, the District's finance department will set the payment schedule.

## **IV. PROCEDURE:**

4.01 All requests for special shuttle service shall be directed to the Service Planning Supervisor, who will determine if the service requested meets conditions set forth above, generate a cost quotation, and provide notice to all affected departments (Operations, Finance, Information Services, etc.). All requests shall be made at least one month prior to the event.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 9, 2001

**TO:** Board of Directors

**FROM:** Margaret Gallagher, District Counsel

**SUBJECT: CONSIDERATION OF APPROVAL OF CONTRACT EXTENSION WITH FOOD AND NUTRITION SERVICES FOR PARATRANSIT SERVICES INCLUDING A 4% COST OF LIVING INCREASE, MODIFICATION OF THE PERCENTAGE OF TAXI RIDES OUT OF THE TOTAL PARATRANSIT RIDES AND OTHER MODIFICATIONS**

## **I. RECOMMENDED ACTION**

Consider extending the Paratransit Contract with Food and Nutrition Services through December 31, 2001 with a CPI adjustment of 4% and a reopener clause regarding the implementation of any District approved recommendations from the Auditors, the potential increase in costs as a result of collective bargaining by Food and Nutrition and /or the modification of the taxi percentage of total paratransit rides, including a monthly certification statement and implementation of certain tasks recommended by the ADA paratransit consultants as more particularly set forth in the attached Amendment.

## **II. SUMMARY OF ISSUES**

- Food and Nutrition Services entered into a contract with the Santa Cruz Metropolitan Transit District for paratransit brokerage and administration services commencing on January 1, 1998 and which was set to expire on December 31, 2000. The parties agreed at the December and January Board meetings to extend the contract month to month pending negotiations regarding the contract extension and investigation into FNS' billing practices. The contract allows for two 1-year extensions.
- The Transit District has retained consultant firms to conduct a comprehensive operational and financial audit and a certification study of the Transit District's ADA paratransit program.
- The final audit and study recommendations by Multisystems were presented to the Board of Directors at the January 19, 2001 meeting. Nelson Nygarrd is scheduled to provide a report regarding the certification study at the February 9, 2001 Board Workshop Meeting. The Board of Directors is scheduled to implement some of the Recommendations at the March 2001 meeting.
- Because more time is needed to review and consider the final audit recommendations and to prepare an implementation plan for the accepted recommendations, it is appropriate to extend the Food and Nutrition Services Agreement.
- One of the Audit Recommendations was to modify the percentage of rides the taxi companies are allocated, compared with all Paratransit rides.

### III. DISCUSSION

Food and Nutrition Services entered into a contract with the Santa Cruz Metropolitan Transit District for paratransit brokerage and administration services commencing on January 1, 1998 and which was set to expire on December 31, 2000. The parties agreed at the last Board meeting to extend the contract for thirty days pending negotiations between the parties regarding terms and conditions of a proposed contract extension and also to allow further investigation into FNS' billing practices.

The Transit District is currently reviewing the entire Paratransit Program through a Comprehensive Operational and Financial Audit and a certification study. The Multi-Systems' consultants presented their final recommendations (Task 14) to the Board of Directors at the January 19, 2001 meeting. Nelson Nygarrrd will be making a presentation regarding their certification study at their February 9, 2001 meeting. Time at the March Board meeting will be scheduled for Board consideration of adoption of some of the recommendations.

Because of the comprehensive nature of the two studies, it is anticipated that it may take staff a full year to review, consider, and implement the consultants' findings and recommendations. Therefore, it is necessary to extend the Food and Nutrition Services contract until December 31, 2001 in order to allow for the implementation of the consultants' recommendations.

If the Board of Directors allows for the requested contract extension, a cost of living increase adjustment must be calculated into the fee structure. The Manager of Finance has determined that the CPI is 4.7%. Because the contract only allows for a CPI adjustment of a maximum of 4%, only 4% will be implemented.

Food and Nutrition Services has also agreed to a reopener clause in the contract regarding any audit finding and approved recommendation. Therefore, the Transit District would not have to wait a full year for implementation of any of the approved recommendations. Approval of this contract amendment also includes certain recommendations from the consultants. These tasks have been set forth in Exhibit C to the contract extension. Food and Nutrition is currently reviewing Exhibit C.

Additionally, Food and Nutrition Services has asked that the reopener clause contain a provision that it be allowed to negotiate with the Transit District over potential increase costs depending on the results of their collective bargaining negotiations with the United Transportation Union.

At the direction given at the last Board Meeting, FNS has been putting together a proposal regarding the percentage of rides that are required to be assigned to the taxicab owners. Currently, according to the contract, the taxicabs are suppose to receive at least 70% of the paratransit rides. The consultants are recommending that new contract requirements allow for flexibility in trip assignment to take advantage of cost and service

quality benefits. Sam Storey, Executive Director for FNS, anticipated providing District staff with the proposal by February 7, 2001.

This Amendment also provides specific provisions regarding the manner in which ADA rides and non-ADA rides are billed. FNS and District staff have agreed to the language incorporated in Section 3.3 of the attached proposed Amendment to the Agreement.

Food and Nutrition and District staff worked out acceptable language regarding the monthly certification. That language is incorporated in Exhibit B which is attached to the contract extension. Language in Exhibit C is still being reviewed by FNS.

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

According to the Finance Manager, a 4% increase in the costs for the Food and Nutrition Services calculates to approximately \$55,000 a year.

#### **V. ATTACHMENTS**

Attachment A            Contract Extension including Exhibits B and C



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FIRST AMENDMENT TO AGREEMENT FOR PARATRANSIT SERVICES  
PROVIDED BY FOOD & NUTRITION SERVICES, INC.**

EFFECTIVE FEBRUARY 1, 2001, THIS FIRST AMENDMENT TO THE PARATRANSIT SERVICES CONTRACT between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, 370 Encinal Street, Suite 100, Santa Cruz, California, a political subdivision of the State of California, hereinafter called "District"; and FOOD & NUTRITION SERVICES, INC., hereinafter called "Contractor" is entered into by the parties who agree as follows:

**I. RECITALS**

- 1.1 District and Contractor entered into a Contract, hereinafter "Contract" on January 1, 1998, whereby Contractor agreed to fulfill District's obligation to provide paratransit services pursuant to the American with Disabilities Act which Contract is attached hereto as Exhibit A and incorporated herein by reference.
  
- 1.2 The purpose of this First Amendment is to amend the Contract in the following manner:
  - a. to extend the term of the Contract for one additional year;
  - b. to provide a monthly written certification filed with District by Contractor providing assurances that the ADA paratransit program is in compliance with federal regulations for required ADA complimentary paratransit services;
  - c. to provide a cost of living increase of 4% to the cost of an ADA ride provided by Lift Line and the Dispatch rate only;
  - d. to allow for a reopener clause which would include implementation of District Board approved recommendations from the District sponsored paratransit program audit and study;
  - e. to allow for negotiations between Contractor and District over potential increases in the costs of the Contract depending on the results of the labor negotiations between Contractor and the United Transportation Union, Local 23; and
  - f. to allow for the District to modify the percentage of rides required to be allocated to the taxi cab owners.
  - g. to incorporate Exhibit C which contains some of the ADA paratransit Consultants recommendations.
  
- 1.3 Article 5 of the Contract requires that any amendment to the contract be in writing and signed by duly authorized representatives of both parties.

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FIRST AMENDMENT TO AGREEMENT FOR PARATRANSIT SERVICES  
PROVIDED BY FOOD & NUTRITION SERVICES, INC.**

Therefore, District and Contractor amend the Agreement as follows:

**II. TERM**

- 2.1 The term of the Contract is extended for one year commencing on January 1, 2001 and extending through December 31, 2001.

**III. COST INCREASE OF CONTRACT**

- 3.1 The costs paid to the Contractor for the dispatch rate and for an ADA ride provided by Lift line rendered pursuant to this paratransit services contract and this amendment shall be increased by 4%.
- 3.2 Contractor shall be allowed to negotiate with District for potential cost increases depending on the results of the labor negotiations between Contractor and the United Transportation Union, Local 23.
- 3.3 When taxi subcontractors combine an ADA with a Medi-Cal ride on the same trip (either as one individual or as two or more individuals), the District shall be considered the payor of last resort and Contractor shall credit the District for any Medi-Cal payment received by Contractor up to an amount not to exceed the total cost of the taxi subcontractor charge for that trip. This credit shall be subject to the ongoing approval of the local Medi-Cal administrator (Alliance).

When taxi subcontractors combine ADA riders with locally funded riders such as riders under the Transportation Development Act (TDA) Medical Ride Program, Cabrillo Stroke Center Ride Program, or an Elderday Ride Program, the costs associated with providing the ride shall be fairly allocated between the District and the other funding sources based on PASS Calculated mileage and wait time charges. District shall reimburse FNS based on the ADA riders percentage share of the total miles allocated based on the PASS Program for each of the riders' individual miles traveled. This percentage shall be used to calculate the cost of the ADA ride based on the total meter rate for all rides less the discount and less the \$2.00 fare. For example:

Taxi Ride Total Charge: \$15.00 (ADA cost: \$5.18; Non-ADA cost: \$6.82)

ADA PASS calculated mileage: 6 miles (Percentage Share of total miles 54.5%) Non-ADA PASS calculated mileage: 5 miles (Percentage Share of total miles 45.5%) Total PASS Mileage: 11 miles

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FIRST AMENDMENT TO AGREEMENT FOR PARATRANSIT SERVICES  
PROVIDED BY FOOD & NUTRITION SERVICES, INC.**

**ADA cost: \$8.18 - \$1.00 (discount) - \$2.00 (fare)= \$5.18**

Grouping rides shall be subject to future standards set by the Transit District.

Contractor's report to the District shall show the total taxi charge, the PASS calculated mileage for each rider and the amount of any applicable credits or allocations of charges with all necessary supporting documentation to verify and audit the billings including manifests, driver charge slips/logs and PASS Program documentation for each ride."

**IV. MONTHLY COMPLIANCE CERTIFICATION**

- 4.1 District has prepared a document entitled Monthly Compliance Certification, which is attached hereto as Exhibit B and incorporated herein by reference. By the terms of the Paratransit Services Contract and this amendment, Contractor is required to meet or exceed the legal requirements mandated by the ADA and its implementing regulations for required Paratransit Programs.

Contractor shall complete the Monthly Compliance Certification on the attached form Exhibit B and shall provide it to District with the monthly billings. If the Certification establishes that Contractor has failed to meet one or more legal requirements of the program, Contractor shall provide District with a written explanation of its failure(s) and a written implementation plan to correct any deficiencies including a timeline. After a review of the presented documentation the General Manager of the District shall determine whether Contractor should be penalized in a reasonable amount not to exceed \$1000 for such failure taking into account Contractor's past performance and any other information that Contractor wishes to provide. If the Contractor objects to the General Manager's determination, the matter shall be agendized at the next available Board of Directors' meeting for their review and consideration. The Board of Directors shall determine whether the penalty should be imposed. The determination of the Board of Director's shall be final. If Contractor has three or more violations wherein it failed to provide comparable paratransit services as required to fulfill the District's legal obligation under the ADA and its implementing regulations then the matter shall be agendized at the next available Board of Director's meeting for its review and consideration.

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FIRST AMENDMENT TO AGREEMENT FOR PARATRANSIT SERVICES  
PROVIDED BY FOOD & NUTRITION SERVICES, INC.**

**V. AUDIT AND STUDY APPROVED RECOMMENDATIONS  
IMPLEMENTATION**

- 5.1 Contractor agrees to allow District to implement District Board of Director approved recommendations from the Paratransit Operational and Financial Study Audit and Paratransit Recertification Study as they are approved. Contractor shall be allowed to negotiate increasing the costs of this contract for any recommendation that includes additional work beyond the current scope of work and which actually increases Contractor's expenses. Upon notification of the approved recommendation, Contractor shall at the discretion of the District have 15 days to implement recommendation or provide a timetable for its implementation. Such implementation shall be verified through the monthly compliance certification.
- 5.2 Contractor agrees to implement the ADA paratransit consultant's recommendations set forth in Exhibit C which is attached hereto and incorporated herein by reference.

**VI. DISTRICT DISCRETION**

- 6.1 District, with input from the Contractor, shall have the discretion to modify the percentage of rides required to be allocated to the taxi cab owners, and Contractor shall have a reasonable time for implementation of any such modification considering the magnitude of the change.

**VII. REMAINING TERMS AND CONDITIONS.**

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

**VIII. AUTHORITY**

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

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FIRST AMENDMENT TO AGREEMENT FOR PARATRANSIT SERVICES  
PROVIDED BY FOOD & NUTRITION SERVICES, INC.**

IN WITNESS THEREOF, this First Amendment to the Paratransit Service Contract is executed by the District and the Contractor has affixed his or her signature the day and year first hereinabove written.

FOOD AND NUTRITION SERVICES, INC.

BY: \_\_\_\_\_  
Sam Storey, Executive Director

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BY: \_\_\_\_\_  
Leslie White, General Manager

Approved as to form:

BY: \_\_\_\_\_  
Margaret Gallagher, District Counsel

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**MEMORANDUM**  
**Exhibit B**

Date:

To: Margaret Gallagher, District Counsel

From: Sam Storey, General Manager, Food and Nutrition Services, Inc.

Subject: Paratransit Services Monthly Compliance Certificate

Food and Nutrition certifies as follows:

Yes  No

**1. Food and Nutrition Services, Inc. provided complementary paratransit service to the ADA paratransit eligible individuals, those certified by the Transit District within the County of Santa Cruz to receive the service, described in paragraph (e) of Section 37.123 of the Code of Federal Regulations.**

If not, please attach a written explanation including the date, time and explanation why service was not provided and a correction and implementation plan with a timeline.

Yes  No

**2. Food and Nutrition Services, Inc. provided complementary paratransit service to one other individual, not a personal care attendant, when accompanying the ADA paratransit eligible individual.**

If not, please attach a written explanation including the date, time and explanation why service was not provided and a correction and implementation plan with a timeline.

Yes  No

**3. Food and Nutrition Services, Inc. made the paratransit service available to visitors as provided for in Code of Federal Regulation section 37.127.**

If not, please attach a written explanation including the date, time and explanation why service was not made available and a correction and implementation plan with a timeline.

Yes  No

**4. Food and Nutrition Services, Inc. provided paratransit service pursuant to Transit District's Board adopted Paratransit Plan and its amendments and updates within the County of Santa Cruz as provided for in the Food and Nutrition Services Paratransit Contract with the Transit District.**

If not, please attach a written explanation including the date, time and explanation why service was not provided and a correction and implementation plan with a timeline.

Yes  No

**5. Food and Nutrition Services, Inc. made reservation services available during at least all normal business hours of the Santa Cruz Metropolitan Transit District's administration offices (Monday through Friday, 8:00am-5:00pm) as well as during times, comparable to normal business hours, on a day when the Transit District's administration offices were not open before a service day.**

If not, please attach a written explanation including the date, time and explanation why reservation service was not provided and a correction and implementation plan with a timeline.

Yes  No

**6. Food and Nutrition Services, Inc. while allowed to negotiate pickup times with the ADA individual, did not require an ADA paratransit eligible individual to schedule a trip to begin more than one hour before or after the individual's desired departure time.**

If not, please attach a written explanation including the date, time and explanation why service was not provided and a correction and implementation plan with a timeline.

Yes  No

**7. Food and Nutrition Services, Inc. charged an ADA paratransit eligible user of the complementary paratransit service not more than twice the fare that would be charged to an individual paying full fare (i.e., without regard to discounts) for a trip of similar length, at a similar time of day, on the Transit District's fixed route system which is \$1.00.**

If not, please attach a written explanation including the date, time and explanation why service was not provided and a correction and implementation plan with a timeline.

Yes  No

**8. Food and Nutrition Services, Inc. charged an individual, not a personal care attendant, accompanying an ADA paratransit eligible individual, who are provided service under Code of Federal Regulations Section 37.123 (f), the same as for the ADA paratransit eligible individual(s) they were accompanying.**

If not, please attach a written explanation including the date, time and explanation why such fare was not charged appropriately and a correction and implementation plan with a timeline.

Yes  No

**9. Food and Nutrition Services, Inc. did not charge a personal care attendant for complementary paratransit services.**

If a fare was charged, please attach a written explanation including the date, time and explanation why a fare was charged and a correction and implementation plan with a timeline.

Yes  No

**10. Food and Nutrition Services, Inc. did not impose restrictions or priorities based on trip purpose.**

If restrictions on trip purpose were imposed, please attach a written explanation including the date, time and explanation why such restrictions were imposed and a correction and implementation plan with a timeline.

Yes  No

**11. Food and Nutrition Services, Inc. made the complementary paratransit service available throughout the same hours and days as the Transit District's fixed route service.** The District's fixed route service does not operate on Christmas, New Years Day, Thanksgiving Day, Memorial Day, 4<sup>th</sup> of July, and Labor Day otherwise it operates seven days a week. The Transit District expects that Food and Nutrition will operate the paratransit service on Memorial Day, 4<sup>th</sup> of July, and Labor Day. Weekday and weekend service operates on the days and hours set forth in the Headways which is attached hereto and incorporated herein by reference.

If not, please attach a written explanation including the date, time and explanation why service was not made available throughout



the same hours and days as the Transit District's fixed route service and a correction and implementation plan with a timeline.

Yes  No

**12. Food and Nutrition Services, Inc. did not limit the availability of complementary paratransit service to ADA paratransit eligible individuals by any of the following: 1) restrictions of the number of trips an individual was provided; 2) waiting lists for access to the service; or 3) any operational pattern or practice that significantly limited the availability of service to ADA paratransit eligible persons. Such patterns or practices include, but are not limited to, the following A) substantial numbers of significantly untimely pickups for initial or return trips; B) substantial numbers of trip denials or missed trips; C) Operational problems attributable to causes beyond the control of the entity (including, but not limited to, weather or traffic conditions affecting all vehicular traffic that were not anticipated at the time a trip was scheduled) shall not be a basis for determining that such a pattern or practice exists.**

If the complementary paratransit service was limited for any reason including those described above, please attach a written explanation including the date, time and explanation why service was limited and a correction and implementation plan with a timeline if the limitations imposed were in violation of the ADA and/or its federal implementing regulations.

I, Sam Storey, have read and reviewed the completed responses set forth above and any additional written explanations attached and provided hereto and have reviewed all relevant and appropriate documentation in good faith and certify to the best of my ability based on information I have received that the information provided is true and correct.

Date \_\_\_\_\_

\_\_\_\_\_  
**Sam Storey**  
**Executive Director**  
**Food and Nutrition Services**

# **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

## **Exhibit C**

Contractor shall perform the following tasks at no extra charge to District during the term of this contract amendment:

1. Contractor shall utilize the Trapeze PASS program's capabilities to its full capacity including for reconciling trips and accounting for number of passengers, fares collected, Personal Care Attendants, and companions. Contractor's employees shall be properly trained in utilization of the Trapeze PASS program capabilities.
2. Contractor shall require all drivers, including the subcontractors, in the paratransit program to submit driver manifests to dispatch weekly for reconciliation purposes.
3. Contractor shall verify the appropriateness, accuracy, and reasonableness of trips billed by the subcontractors.
4. Contractor shall in conjunction with District and the subcontractors agree on a standard "wait time" charge for the taxicabs which shall be implemented as soon as possible. Contractor shall work with the District to determine a verifiable method for taxicab charges such as straight mileage, or a flat per-trip or per-passenger rate. When this determination is completed Contractor shall implement it as soon as possible but no later than 30 days after such determination is agreed upon.
5. Contractor, subject to District's approval, shall within 10 days design a Lift Line Charge Log that will be used by all subcontractors in the paratransit program. The log shall be used by each individual driver to record the following information: fare collected, discounts, actual pick-up and drop-off addresses, actual pick-up and drop-off times for each passenger, the actual mileage utilized for each passenger whether a coupon, voucher or MediCal voucher was used by the passenger, the meter read, the total charge, the vehicle number, the driver name and number and the number of passengers. Contractor shall require the Lift Line Charge Log to be completely filled out by the subcontractors in order to receive reimbursement for the trip. Additionally, the ADA passenger shall be required to sign his/her name where indicated on the Log including their paratransit program Metro Identification Number. If the passenger is unable to sign the Log the driver shall legibly print the passenger's name and Metro Identification Number.
6. Contractor shall require subcontractors to utilize available technology to print receipts for each trip that show miles and times. These receipts shall be attached to the corresponding Lift Line Charge Slip.

7. Contractor shall include in all the subcontractors' contracts sufficient language to expect performance of service within acceptable standards of quality. Specific reporting, management and dispatch standards shall also be included.
8. Contractor shall insure that all drivers including those who work for the subcontractors are held to the same standard. Specific language setting forth driver performance standards shall be included within the subcontractors' contracts. If a driver is not meeting the standards either the District or the Contractor shall have the ability to prohibit him/her from performing work in the paratransit program. Contractor shall monitor the performance of all drivers utilized in the paratransit program. Contractor is required to insure that all drivers meet the safety standards set. Contractor will conduct audits, driver evaluations, and shall insure that drug and alcohol testing is being completed in accordance with federal law. Additionally, contractor shall insure that each driver in the program is certified for CPR and First Aid if such certifications are required by federal or state law in order to operate in a paratransit program.
9. Contractor shall collect more detailed trip information that can be used to validate trip charges. Contractor shall conduct a review during each two-week billing period including the pick-up date, pick-up address, drop-off address, pick-up time, drop-off time, meter read, ADA fare, discount total, driver cab number, trip mileage, number of passengers, and passenger signature. Additionally, one day shall be selected at random during every two week period and the trip charges shall be checked against the Contractor-provided trip list to ensure that all trips billed have been authorized. This review shall also include a review of trip miles and times and the total meter charges to verify that charges are reasonable and accurate. The Transit District shall be provided all information collected and the results of the audits that Contractor conducts.
10. Contractor shall use the capabilities of the new scheduling software to assist with trip charge validation. The master trip lists generated by Contractor and delivered to the subcontractors shall contain the "estimated miles" for each trip assigned. The current software can easily generate this mileage. Contractor shall then check the mileage against the mileage reported by the drivers for significant variations. All documentation shall be copied to the District.
11. Contractor shall enter actual trip information into the Trapeze PASS system to generate monthly reports.
12. Before changing from manual to computer assisted scheduling, Contractor shall establish a simulation environment (SE) in accordance with Multisystems' recommendations. In that environment, Contractor can experiment with software parameters that affect scheduling, with affecting trips in real-time. Once Contractor

and District are satisfied with changes made to the scheduling software, the transition shall be made to using PASS for live scheduling.

13. Contractor shall use PASS for the following tasks: analyzing subscription (perm) trips; tracking and analyzing trip denials; calculating on-time performance; examining on-board ride time and ensuring reasonable travel times for trips; and tracking cancellations and no-shows and implementing the late cancellation and no-show policies.
14. Contractor shall use the Trapeze reports package.
15. Contractor shall review templates for subscription trips on a monthly basis to improve efficient grouping of regular passengers and vehicle deployment to the service area where demand requests are most likely to occur during off-peak times.
16. Contractor shall use the Trapeze On-time Performance Report and shall provide District with a copy every month.
17. Contractor shall track cancellations and no-show regularly. Contractor shall use the Cancel and No-show Report. Contractor shall provide a copy to District each month.
18. Contractor shall run the following reports monthly and shall provide a copy to District: Trip Hours Productivity Report, Daily Operations Report, Trip Miles Productivity Report, Trip Miles Productivity Report, Ride Denials Report, Ride Length Report, Cancellations, Incidents, Missed Trips, Complaints, Compliments, and Trip Miles.and Optimizer Report. Contractor shall also run these reports after each change in parameters on the simulation environment to determine the impact of proposed changes on their service with a copy to the District.
19. After each day has been completed, Contractor shall run the Slack Report to determine when cancellations occur throughout the day. Contractor shall increase booking to routes to match the time of day where free time on routes has been identified.
20. Contractor shall perform a study to determine whether actual hours exceed scheduled hours. The study shall examine specific days of the week, specific routes and the gaps identified between actual and scheduled hours. The study shall be reported to District.
21. Contractor shall incorporate settings for Speed by Distance and Time as recommended by Multisystems. Contractor shall customize each distance to take full advantage of the speed by distance factor. Contractor shall audit the driver

manifests to determine the optimal speed area for each setting. Optimal speeds shall be obtained from a driver who exhibits average speeds.

22. Contractor shall use the MAX OBT table to set the times for clients in accordance with the Multisystems' recommendations.
23. Contractor shall use Group Scheduling whenever feasible.
24. Contractor shall encourage its reservations staff to use the "help" files located in the software. Contractor shall also take advantage of the Trapeze training center and the 6 training days associated with the maintenance agreement. Contractor shall join and participate in the Trapeze Users E-mail group. Contractor shall have its employees participate in refresher training for Trapeze.
25. Contractor shall perform the following tasks: begin using batch automated scheduling features of PASS; begin better reconciliation of manifests to PASS data; establish a simulation environment to test scheduling theories; begin using Trapeze Reports package to address District concerns; and investigate feasibility of acquiring Trapeze Pass CERT module to run the District's certification process.
26. Contractor shall authorize the District to purchase PASS modules utilizing the software licenses of Contractor to facilitate the District being able to connect to the PASS server at Contractor's office.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 9, 2001

**TO:** Board of Directors

**FROM:** Mark Dorfman, Assistant General Manager

**SUBJECT: CONSIDERATION OF SUBMITTING COMMENTS TO THE SCCRTC ON THE REGIONAL TRANSPORTATION PLAN "ACTION ELEMENT" LIST OF PROJECTS.**

## I. RECOMMENDED ACTION

**Consider long-range transit projects and authorize staff to submit comments to the SCCRTC on the likely list of projects for the Regional Transportation Plan Action Element.**

## II. SUMMARY OF ISSUES

- The Santa Cruz County Regional Transportation Commission (SCCRTC) is updating the Regional Transportation Plan to program transportation projects through 2025.
- In August, 2000, at the direction of the METRO Board, staff submitted project details for a list of projects to be considered in the "Action Element" of the Regional Transportation Plan.
- The SCCRTC considered the METRO submissions and compiled "likely" lists of financially constrained and unconstrained projects along with a list of transit deficiencies identified by SCCRTC staff for METRO review and comment.
- METRO staff examined the "likely" lists and deficiencies and submits a review (Attachment D) to the Board to consider for a response to the SCCRTC on the lists of "likely" transit projects in the Regional Transportation Plan.
- Upon authorization of the Board, and including any additional directions of the Board, staff will submit comments on the project lists for the Regional Transportation Plan to the SCCRTC with a cover letter.

## III. DISCUSSION

The Santa Cruz County Regional Transportation Commission is updating the Regional Transportation Plan, a planning document which establishes goals, objectives and strategies to implement transportation projects through the year 2025. Federal, state and regional agencies which subsidize public transit funding require that METRO develop transit projects in a continuing, comprehensive planning process coordinated with the Regional Transportation Planning Agency (SCCRTC) and the Metropolitan Planning Organization (AMBAG). Listing

METRO's long range transit projects in the Regional Transportation Plan is an essential first step in securing financial assistance.

In August, METRO staff submitted to the SCCRTC a list of projects (Attachment A) developed from public input with direction from the Board. The SCCRTC considered METRO's projects and developed the "likely" lists of financially constrained and financially unconstrained projects (Attachment B) based upon estimated revenue available to Santa Cruz County through 2025. In addition, SCCRTC staff brought forward projects listed in the 1994 Regional Transportation Plan, the Major Transportation Investment Study and the Highway 17 Transportation Improvement Study to suggest transit network "gaps" (Attachment C) for METRO's further review and comment.

METRO staff reviewed the project lists and the rationale behind the identified "gaps" in the transit network in consideration of additional projects. Attachment D lists recommended changes to assist your instruction to the staff for comments on SCCRTC's proposed project lists. Based upon the Board's direction, staff will revise the list and submit it under the accompanying cover letter as comments to the SCCRTC on the proposed projects to be included in the Regional Transportation Plan Action Element.

The METRO Board will have continuous opportunities to review and comment upon the Regional Transportation Plan as it develops. The SCCRTC will hold a public hearing on the project lists on March 1. SCCRTC anticipates distributing the *draft Regional Transportation Plan* in May with a public hearing June 7 and will accept comments until June 28. The SCCRTC plans a public hearing to adopt the *final Regional Transportation Plan* on September 6, 2001.

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

Submitting projects to the SCCRTC has no direct financial impact. Obtaining federal, state and regional funds depends upon METRO's transit projects conforming to existing regional plans such as the RTP.

#### **V. ATTACHMENTS**

**Attachment A:** *Project Detail Forms Report* submitted in August for the RTP Action Element.

**Attachment B:** *SCCRTC Regional Transportation Plan (2000-2025) Preliminary Draft Project List*

**Attachment C:** *Identified Possible Gaps in Preliminary Draft RTP Project List*

**Attachment D:** Cover letter and draft list of comments on projects to SCCRTC: *Comments on the likely RTP Action Element Project Lists*

# Project Detail Forms Report

Attachment A

<i>Priority</i>	<i>Project Title</i>	<i>Proj Desc/Scope</i>	<i>TimeFrame</i>	<i>Est total proj cost</i>
High	Bus Replacements	Replace diesel buses which will not meet CARB emission standards in January, 2003	2004-2005	\$25,500,000.00
High	Metro Center Rehabilitation	Rehabilitate Metro Center to accommodate additional bus lanes. Add ROW to include expanded layover area for buses.	2002-2003	\$6,000,000.00
High	Consolidated Operations Fa	Construct a new facility at a centralized location to consolidate the District's seven operating, maintenance and administrative facilities at one location.	2002-2003	\$37,153,000.00
High	ADA Service Expansion	Add capacity to increase same-day trip opportunities.	Other (specify)	\$11,680,000.00
High	Maintain Transit Level of Ser	Maintain current transit level of service through 2020.	Other (specify)	\$769,000,000.00
Low	Bus Stop Improvements	Install/replace shelters and benches throughout the system with enhanced equipment which protects waiting passengers from the weather.	2006-2010	\$7,500,000.00
Low	Park & Ride Lots	Purchase land and construct Park & Ride lots for commuter access to public transit shuttles.		\$4,000,000.00
Low	Automated Customer Servic	Install advanced customer information telephone system which would automate delivery of route and schedule information.	2004-2005	\$200,000.00
Low	Local Service Expansion	Expand local service within the San Lorenzo Valley, the City of Santa Cruz and Watsonville.		\$25,760,000.00
Low	Bus Rapid Transit	Construct park & ride lots, transit centers and operate grade-separated bus rapid transit to reduce congestion on Highway 1.	Other (specify)	\$25,920,000.00
Low	ADA Paratransit Fleet	Replace vans for ADA paratransit fleet	2011-2015	\$3,479,000.00
Medium	Highway 17 Express Expans	Add weekend and holiday service hours for Highway 17 express. Extend trips to Metro Center in Santa Cruz.	Other (specify)	\$51,360,000.00
Medium	UCSC Service Expansion	Increase frequency on routes serving UCSC to eliminate standing loads.	Other (specify)	\$38,560,000.00



<i>Priority</i>	<i>Project Title</i>	<i>Proj Des&amp;cope</i>	<i>TimeFrame</i>	<i>Est total proj cost</i>
Medium	AVL/Talking Bus/Rado	Install new radios, Automatic Vehicle Locator system and bus stop annunciators on all METRO buses. AVL drives annunciators and ATMS equipment. Existing radio system needs upgraded to improve communication between coach operators and dispatch.		\$5,350,000.00
Medium	Replacement Fareboxes	Electronic registering fareboxes will be eligible for replacement by 2013	2011-2015	\$2,000,000.00
Medium	Bus Replacements	Replace 103 bus transit fleet at the end of normal bus lifetime.	2016-2020	\$40,000,000.00

**SCCRTC Regional Transportation Plan (2000 - 2025) - Preliminary Draft Project List:**

Based on projects submitted by local agencies (e.g. CO-PI) and projects already programmed in the WI IP (e.g. CO 1)

**LIKELY CONSTRAINED LIST**

ID	Project Title	Project Description/Scope	Est TOTAL Project Cost
AIR-P1	Lump Sum Watsonville Airport Projects	Includes new access, lights, runway extensions, and maintenance from 1999 CIP	\$7,428
CAP-P21	Bay Avenue Sidewalk and Bike Lane Project	Install sidewalks and bike lanes.	\$150
CAP-P8	Bay Avenue/Capitola Avenue Improvement Project	Improvements to Intersection	\$150
CAP-P22	Brommer Street Sidewalk and Bike Lane Project	Install sidewalk and bike lanes.	\$250
CAP-P2	Capitola Avenue Bridge Replacement	Widen bridge over Hwy 1 to provide sidewalks and bike lanes in each direction.	\$2,500
CAP-PI 8C	Capitola Intra-City Rail Trolley Project using P116 \$	Construct & Operate Weekend Tourist Rail Trolley Service: stations, track work, capital	\$11,000
CAP-PI 3	Capitola Road Pedestrian Crossing at 42nd Ave.	Construct safe, accessible ped x-ing, plus traffic calming devices	\$250
CAP 6	Capitola Road Rehab	Overlay and reconstruction of Capitola Road from Clares Street to the City Limits. Project also includes installation of transit bus turn-outs and replacement of curb ramps to meet current ADA requirements.	\$385
CAP 4	Capitola Village Multi-Modal Enhancement Phase 283	Installation of widened sidewalks, bike lanes, bike lockers, and improved transit facilities in Capitola Village along Stockton Avenue, Esplanade, San Jose Avenue and Capitola Avenue. Project includes landscaping and beautification.	\$3,080
CAP-P6	Citywide General Maintenance and Reconstruction	Overlay and reconstruction of various streets.	\$3,750
CAP-PI4	Clares Street Pedestrian Crossings @ 42nd and 46th Av	Construct safe, accessible ped x-ing at two intersections and add medians/traffic calming devices on the road	\$350
CAP-P16	Clares Street Pedestrian Crossing #3	Construct signalized ped x-ing	\$100
CAP-P23	McGregor Drive Park and Ride Lot Improvement Project	Install paving, lighting and drainage improvements at existing park and ride lot.	\$330
CAP-P12	Monterey Avenue Multi-modal Improvement Project	Installation of sidewalks and bike lanes in area near school and parks.	\$350
CAP 1	Widen Gross Rd	Funded project for left turn lane, bike lane, sidewalk and re-phase signal on Gross Rd.	\$170
CAP-P3	Upper Capitola Avenue Improvements	Installation of bike lanes and sidewalks on Capitola Avenue from Bay Avenue to State Route 1. Installation of sidewalks on Hill Street from Bay Avenue to Capitola Avenue.	\$1,300
CO-P21	30th Avenue Improvements: E Cliff to Capitola Rd	Road rehab and maintenance, left turn pockets at Roland Drive, Brommer Street, and Capitola Avenue. Also add bike lanes, transit turnouts, sidewalks, landscaping where gaps. Drainage improvements, merge lanes, and intersection improvements may also be needed	\$1,500
CO-PI	7th Ave Improvements	Transit turnouts, sidewalks, 2-way left turn lanes (Eaton to Capitola), rehab. merge lanes, intersection improvements, maintenance, drainage improvements, landscaping.	\$2,500
CO-P2	Airport Blvd Improvements	Major rehab, addition of bike lanes, transit turnouts, merge lanes, intersection improvements, sidewalks, drainage. and landscaping.	\$1,000
co 34	Amesti Road Storm Damage Repair	Road pavement slipout. The entire road is destroyed and will require the construction of the roadway embankment to reopen the travel way.	\$2,000
CO-P4	Bear Creek Road Improvements	Major rehab, add bike lanes, transit turnouts, merge lanes, and intersection improvements. Some landscaping and drainage improvements also.	\$4,000
co 31	Ben Lomond Streetscape	The Ben Lomond Streetscape Project will provide for the construction of a pedestrian walkway and landscaping strip on both sides of Highway 9 from the San Lorenzo Bridge at lower Mill Street to the upper Mill Street Intersection.	\$628
CO-P5	Brommer Street Improvements	Sidewalks, left turn pockets at El Dorado Ave. 7th Ave, Chanticleer Ave. and 30th Ave. rehab and maintenance	\$3,000
co 17	Calabasas Road Improvements (Phase 182)	Will provide bike lanes and continuous curb, gutter and sidewalk on the south side of Calabasas Road from Calabasas Elementary School to Buena Vista Drive; curb, gutter and sidewalk on the north side from Bowker Road to Buena Vista Drive. and drainage improvements at the intersection of Calabasas Road and Buena Vista Drive.	\$1,100
co 1	Capitola Road Widening	This improvement will include curb, gutter, and sidewalk; turn pockets; bike lanes; bus turnouts; modification and interconnection of existing traffic signals; street lights; road reconstruction and overlay; storm drainage improvements, and medians or other landscape improvements.	\$6,100
CO-P23	College Road Improvements	Major road rehab. add left turn pocket at Cutter Drive. Also add bike lanes, transit turnouts, sidewalks, landscaping. Drainage Improvements. merge lanes, and Intersection Improvements may also be needed.	\$1,000

LIKELY CONSTRAINED LIST			Est TOTAL
ID	Project Title	Project Description/Scope	Project Cost
CO-CTSC-PIC	Community Traffic Safety Coalition	Community group focused on reducing traffic-related injuries & promoting use of alternatives. Programs include: bike violators diversion program, ped and bike safety education at elementary schools, promoting development of safe routes to school, Walk a Child to School Day, driver safety committee, helmet distribution, south county programs, red light running ed campaign, red light camera enforcement program advocacy.	\$2,500
CO-P8	Corralitos Road Rehab and Improvements	Major rehab. plus left turn pocket at Bradley Elementary. transit, bike, and ped facilities. May also include drainage, merge lanes, and intersection improvements.	\$1,000
CO-P35C	Countywide General Road Maintenance and Rehab	General roadway and roadside maintenance and rehabilitation.	\$75,000
CO 24	East Cliff Drive Bike/Ped Path	Construct bicycle and pedestrian pathway along East Cliff Drive between 32nd Avenue and 41st Avenue	\$820
CO-P9	East Cliff Drive Improvements	Roadway rehab, add left turn pockets at 26th and 30th Ave, fill gaps in bikeways and sidewalks, add transit turnouts, merge lanes. Some landscaping and drainage improvements.	\$4,000
co 18	East Cliff Drive Rehabilitation	The 1991 Pavement Management System categorized this portion of East Cliff Drive as being in very poor condition and called for immediate rehabilitation of the roadway. Rehabilitation will be done through repair and overlay. Periodic rehabilitation of existing roadways is necessary to maintain safety and minimize vehicular emissions.	\$277
c o 3	East Cliff Drive Restoration	Restore East Cliff from 33rd to 38th Av (funds to construct sea wall not included in RTP)	\$339
co 35	El Rancho Rd Storm Damage Repair	Roadway slipout and road closure. An entire segment of the road was destroyed and will require the construction of an earth retention system to reopen the travel way.	\$1,500
CO-P11	Freedom Blvd Multimodal Improvements	Add bike lanes, sidewalks on some segments, transit turnouts. Left turn pockets at Corralitos, Bowker, Day Valley, and Valencia. Also includes merge lanes, intersection improvements, major rehabilitation and maintenance, drainage improvements.	\$2,500
co 29	Freedom Blvd Rehab	Pavement rehabilitation by the placement of a new 0.25 overlay, and the dig out and replacement of a number of failed sections of pavement.	\$300
CO 38	Graham Hill Road @Treetop	It will widen Graham Hill Road at this critical location in order to provide for a southbound left-turn lane with transitional lane improvements, shoulder improvements for future bike lanes, drainage improvements and transit stop improvements.	\$365
c o 2	Graham Hill Road Safety Improvements	Shoulder widening, two-way left turn lane, bike lanes, drainage and lighting near Big Trees	\$2,200
CO-P12	Graham Hill Road Multimodal improvements	Bike lanes, sidewalks, transit turnouts, left turn pockets at Lockewood Ln and at Roanng Camp Road), two way left turn lane, merge lanes, and intersection improvements. Road work also includes major rehabilitation and maintenance. Drainage improvements may also be required	\$5,600
CO-P13	Green Valley Road Improvements	Add two-way left turn lanes from Mesa Verde to Pinto Lake on Green Valley Rd. Also includes some road rehab and maintenance, bike lanes, sidewalks, transit facilities.	\$3,500
co 39	Holohan Road Phase 1&2	Bike lanes and road improvements	\$585
CO-P14	La Madrona Dr Improvements	Bike lanes, sws. transit turnouts, left turn pockets at Sims Road, Highway 17, and El Rancho Road), merge lanes, and intersection improvements. Also includes major rehabilitation and maintenance.	\$3,000
co 30	Lake/5th Ave sidewalks	Project will include the installation of concrete curb, gutter and sidewalk on the west side of Lake Ave and Fifth Ave. In addition, landscaping will be installed, pedestrian crossings will be improved, on-street parking will be optimized, and the existing bike route will be maintained	\$450
CO-P15	Lakeview Road improvements	Major road rehab add left turn pocket at College Road, intersection improvements. Also add bike lanes, new transit facilities, landscaping. Drainage improvements, merge lanes, and intersection improvements may also be needed.	\$1,000
CD-P24	Lockewood Lane Improvements	Major road rehab, add bicycle lanes, sidewalks, some transit facilities, and intersection improvements.	\$500
co 33	Lump Sum Storm Damage	Project repairs damages to roadways	\$5,133
co 37	MT Hermon/Graham Hill Rd	Intersection Modifications (turn lanes, acceleration lanes, signal modifications/timing, drainage, landscaping, improved ped and bike facilities)	\$300
CO-P22	Paul Sweet Road Improvements	Major road rehab and maintenance. Also adds bike lanes, sidewalks, landscaping. Drainage improvements, merge lanes, and intersection improvements, and new transit facilities may also be needed.	\$500
co 25	Portola Drive Improvements	Project will provide sidewalks, bike lanes. bus stop improvements, and crosswalks on Portola Drive. Dedicated turn lanes will be provided at major intersections where necessary. In addition, the street will be overlaid with a new asphalt concrete surface, and street trees and other landscaping will be installed. Street lighting will be installed in conjunction with a utility undergrounding project.	\$1,150
CO 32	Sanctuary Scenic Trail	Interpretive bike/ped trail from Wilder Ranch to New Brighton State Beach	\$148
co 70	Santa Cruz Co. Planning Dept Permit Center	Establish permit center in valley and co county	5129
CO 8	Scott Creek Beach	This project will provide a bus transit stop. Also, improving circulation safety with acceleration and deceleration lanes, improving turn-around areas, shoulder parking improvements, and post & cable barrier. Also including support facilities such as a 7' long bicycle rack, handicapped accessible Trex Boardwalk and vista point, handicapped accessible vault toilet restrooms, highway signage, and interpretive signage in conjunction with the vista point. Project will also restore 2 acres of sensitive habitat associated with the nearby sand dunes and preserving year-round habitat areas for the snowy plover	\$600
co 27	Six Road Rehabilitation Projects: Bear Creek...	The project will rehabilitate roads.	\$1,331
CO-P18	Soquel Ave Improvements: City of SC to Gross Rd	Transit turnouts, sidewalks, Z-way lt turn lanes (Chanticleer to Mattison), major rehabilitation. merge lanes, and intersection improvements, maintenance, perhaps drainage improvements. Roadside: landscaping, and new transit facilities.	\$2,500

# Attachment B

## LIKELY CONSTRAINED LIST

IO	Project Title	Project Description/Scope	Est TOTAL Project Cost
CT-P18	RT 17 -ITS	ITS (Intelligent Transportation Systems) involves the use of advanced electronics and information technologies to increase the safety and efficiency of the surface transportation system. Proposed additional ITS related Transportation System Management (TSM) components include CCTV Cameras, vehicle detection loops, extinguishable message signs, ramp meters and highway advisory radio. These will be controlled by a Transportation Management Center (TMC), which serves as a single point of contact for emergency services, media and the traveling public. Estimate includes loop and CCTV installations @ 1/2 mile intervals, 2 HAR transmission stations and 2 EMS.	\$5,400
CT 24	Remodel Santa Cruz Maintenance Station	Existing SHOPP project	\$1,415
CT-P17	Revise Holohan/College Road Intersection	Operational Improvements at Holohan/College Road. Includes replacement of outdated signal, lengthening of turn lanes on Holohan, College and 152. channelization, and drainage improvements.	\$1,300
CT-P24	Route 1 Median Widening and Overlay	Widen median and construct a.c. overlay for Route 1 from River to Chestnut.	\$1,200
CT-P20	Route 1/9 Intersection Improvements and Park and Ride lot	Hwy 1/9 intersection improvements including: add left-turn lane on Rte 1 SB, twelve foot through lane with eight foot shoulder Rte 9 NB from Route 1 Lo Encinal, extend raised median on Rte 9 to Coral St, signalization of Fern St, construct park and ride lot at NE quadrant of intersection.	\$4,192
MTD 2	ADA Paratransit Bus Replacements	Vans for ADA paratransit fleet	\$3,479
MTD-P11	ADA Service Expansion	Add capacity to increase same-day trip opportunities (2010-2025).	\$17,520
MTD-P16	Automated Customer Service	Install advanced customer information telephone system which would automate delivery of route and schedule information.	\$200
MTD 3	Bus Replacements 2002-2005	Replace diesel buses which will not meet CARB emission standards in January 2003	\$25,500
MTD-P4	Bus Replacements 2016-2020	Replace fleet buses at the end of normal bus lifetime.	\$40,000
MTD-P9	Bus Stop Improvements	Install/replace shelters and benches throughout the system with enhanced equipment which protects waiting passengers from the weather.	\$9,375
MTD 1	Consolidated Operations Facility	Construct a new facility at a centralized location to consolidate 7 facilities.	\$37,153
MTD 12	Fleet Preventative Maintenance	General fleet maintenance. Funds approved in Governor's 00/01 budget.	\$1,140
MTD 14	Highway 17 Buses	Purchase up to 10	\$3,750
MTD-P12C	Highway 17 Express Bus Expansion	Add weekend and holiday service, extend trips to Metro Center in Santa Cruz.	\$32,000
MTD-P14	Local Service Expansion	Expand service w/in SLV, City of SC, and Watsonville.	\$32,200
MTD-P10C	Transit Service Operations and Maintenance	Maintain transit level of service through 2025, includes paratransit (based on \$29M/yr budget).	\$731,744
MTD 13	Metro Center Rehabilitation	Rehabilitate Metro Center to accommodate additional bus lanes. Add ROW for layover area.	\$6,000
RTC 13	Bike Parking Subsidy Program	The project provides some free bicycle racks and subsidies for some bicycle racks, bicycle lockers and bicycle cages. Businesses schools, government agencies and non-profit organizations are all eligible. Recipients are responsible for installation and maintenance of the equipment.	\$625
RTC 21C	Bike/Pedestrian Path Along SC Branch Rail Line	Construction of a bicycle/pedestrian path adjacent to the Santa Cruz Branch rail line. A rails with trails facility	\$15,000
RTC-Eco Action	Bike To Work Project	Educational program to encourage bicycle commuting. Coordinates efforts with local businesses and community organizations to promote bicycling on a regular basis. Provides referrals to community resources.	\$1,550
RTC-PI	Call Box System Maintenance and Upgrades	Motorist aid system of telephone call boxes along state highways,	\$6,000
RTC 20	Don't Drive One in Five Rideshare Promotion	Advertising campaign to address congestion and air quality impacts of automobiles.	\$1,000
RTC 19	Electric Bicycle Commuter Incentive Program	Administered by Ecology Action: provide a combination of attractive financial incentives, infrastructure support promotion and education to encourage residents to use an electric bike instead of commuting by car.	\$1,272
RTC 1	Freeway Service Patrol: Maintain and Expand	Tow truck patrols providing free service to stranded motorists during commute hours and on a limited basis on weekends Work with the CHP to quickly clear collisions, and remove debris from travel lanes to keep incident related congestion to a minimum and keep traffic moving.	\$6,000
RTC-P14C	Park and Ride Lot Development	Identify and Develop additional park and ride lot locations throughout the county. Work with planning and developers to come up with guidelines for including park and ride space in new and existing developments. Work with private landowners to continue existing park and ride agreements and to augment the current supply.	\$4,000
RTC-P3	Rail/Trail Authority Operations	Operating expenses for rail/trail authority that will oversee purchase and maintenance of the Santa Cruz Branch Rail Line and the design, environmental review and construction of the adjacent bike/pedestrian path.	\$5,000

LIKELY CONSTRAINED LIST			Est TOTAL
ID	Project Title	Project Description/Scope	Project Cost
CO-P19	Soquel Drive Improvements: Soquel Ave to Freedom	Left turn In at Winkle Av and Dover Dr. Major rehab. transit turnouts, fill swalk&bike gaps. some landscaping	\$6,000
co 36	State Park Drive Improvements	Project will enhance pedestrian, bicycle and transit operations.	\$960
CO-P34	SR 1Bike/Ped bridge at Mar Vista or b/t Cabrillo and NBSB	Construct bikelped bridge over Hwy 1 (New Brighton State Beach -Cabrillo College).	\$3,000
CO-P20	State Park Drive Improvements Phase 2	Roadway improvements: transit turnouts, two way left turn lane, merge lanes, and intersection rmpvements. Fill gaps in bike and ped facilities. Road work: major rehabilitation and maintenance, drainage improvements, landscaping.	\$1,000
co 40	Summit Rd Pavement Rehab	Asphalt concrete pavement will receive an asphalt concrete overlay of considerable depth due to its overall age with digouts of ail pavement failed areas and the placement of a pavement fabric throughout.	\$1,220
co 16	Wilder Ranch Bike/Ped Path	Construction of a Class 1 bike/ped pathway that would parallel Hwy 1. Bike lockers will be provided.	\$953
CT-P6	Highway 1 ITS Deployment-TSM Implementation	Changeable message signs, coordination of freeway service patrols, ramp metering, and CCTV Cameras, Vehicle detection loops, extinguishable message signs, and Highway Advisory Radio. These are controlled by a Transportation Management Center (TMC), which serves as a single point of contact for emergency services, media, and the traveling public.	\$2,850
CT-P7C	Highway 1 Widening: HOV/HOT Lanes Phase I	Project development for HOV/HOT lanes on Highway 1: Santa Cruz to Aptos	\$46,000
CT3	Highway 1117 Interchange Project	Reconstruct Interchange	\$37,300
CT 18	Highway 1/Harkings Slough	This project will improve the current half interchange. New bridge will meet current State clearance req., and include bicycle lanes and a sidewalk. It will also include seismic retrofitting and widening of bridge	\$8,488
CT2	Highway 1/Mission Street Project	Widen Mission Street to 2 lanes in each direction from Chestnut to Swift. Add left turn lanes at Walnut, Laurel, Bay and Younglove/Almar intersections. Reconstruct existing pavement, sidewalks Improve drainage facilities.	\$11,157
CT-P1	Hwy 1 Ramp Metering	Installation of Ramp Meters at 7 Interchanges (Freedom,Rio Del Mar, State Park Road, Park Avenue, Bay/Porter Avenue, 41 st avenue, Soquel Road,Morrissey Boulevard, and Ocean St) to reduce congestion and travel time by more efficiently Integrating merging during peak hour congestron. Includes widening ramps as needed, ramp meter signals, and controllers The ramp meter PSR will consider HOV bypass lanes at all ramp meter locations.	\$2,400
CT 19	Hwy 1 median barrier near Watsonville, Roache Rd	median barrer	\$1,780
CT 23	Hwy 152 Signal Upgrades and Interconnectrons	Upgrade and install interconnected signals, includes mast arm installation at several locations.	\$1,465
CT-P.5	Hwy 1 North Coast Operational Improvements	It is proposed to provide a paved pull out and parking area for high use beach access at PM 23 69 (north of Dimeo Lane), install left turn channelization at Post Mile 34.9 at park entrance, and install left turn channelization for entrance to Waddeil Beach at Post Mile 36 3 Locations for additional shoulder widening will also be reviewed for the benefit of bicyclists, errant drivers, and disabled vehicles	\$300
CT 25	Hwy 129 at Rogge Ln: Channelization/Acceleration Lanes	Channelization and acceleration lanes on Hwy 129 near Watsonville at Rogge Lane	\$1,200
CT 26	Advance exit guide signs on SR 1 and 17	Install advance exit guide signs on SR 1 and 17 in and near Santa Cruz	\$2,361
CT-P21	Highway 1/Mission Street ITS Enhancement	1 Hwy Advisory Radio Transmission Station, 2 Emergency Msg Signs (EMS), 1 CMS	\$320
CT-P22	Highway 9 Highway Advisory Radio System	4 HAR transmission stations, 4 EMS	\$360
CT-P10	Hwy 17 Operational Improvements	Shoulder widening, curve realignment and concrete guard rail near Scotts Valley	\$28,000
CT-PI 6	Rte 152: Install MBGR and Widen Shoulders	Widen Shoulders and install metal beam guardrail (MBGR)	\$1,500
CT7	Lump Sum Maj/Minor PE and Construction	CT Lump SHOPP - Still being balanced with projected SHOPP revenues	\$84,000
CT15	Minor Program under \$750	minor safety improvements	\$33,000
CT14	Local 130-Rail Crossing Protection	Lump Sum, repairs RR xgs	\$6,000
CT 13	Lump Sum HES Projects	Ongoing program to eliminate hazards and improve safety on highways	\$5,133
CT-P26	Lump Sum HBRR Projects	Painting, Barrier Rail Replacement, Low Water Crossing, Rehab. and Replacement bridges	\$26,800
CT 21	Hwy 9 slope stabilization near Santa Cruz	Slope stabilization at Sidehitt Viaduct Bridges	\$3,026
CT 20	Planting on Hwy 1 and 17 near SV, SC, and Capitola	Highway planting restoration	91,497
CT-P14	Hwy 129 Operational Improvements	Operational Improvements to provide for channeilization.	\$3,500
CT-PI 9	Pajaro Rail Station Design and Construct	Passenger parking and station facilities and existing track upgrade to accommodate the extension of Caltrain Peninsula Rail service to Salinas and possible high speed rail through state.	\$2,000
CT-P7a	Cabrillo - New Brighton Bike/Ped Bridge over Hwy 1	Construction of bikelped bridge over Highway 1 connecting New Bnghton State Beach and Cabrillo College.	\$2,000

# Attachment B

## LIKELY UNCONSTRAINED LIST

ID	Project Title	Project Description/Scope	Est TOTAL Project cost
		Felton Empire Road (entire length to State Hwy 9)	\$2,000
		Holohan Rd (Green Valley Rd to State Hwy 152)	\$1,500
		Pine Fiat Rd (entire length-Bonny Doon Rd to Empire Grade Rd)	\$1,000
		Soquel Wharf Rd (entire length)	\$500
		Thurber Ln (entire length)	\$500
		Varni Rd (Corratitos Rd to Amesti Rd)	\$1,000
CO-P16	Robertson Street Improvements	Left turn pocket at Soquel Wharf Rd. Add bike lanes, transit turnout, sidewalks, and rehabilitation and maintenance, drainage improvements. Roadside: sidewalks, landscaping, and new transit facilities.	\$3,000
CO-P17	Sims Road Improvements	Road rehab and maintenance, intersection improvements. Add bike and ped facilities also.	\$500
CT-P3	Hwy 1 Southbound & Northbound Auxiliary Lanes	Auxiliary lanes between a) Park Avenue and Bay Avenue, b) 41 st Avenue and Soquel Avenue, c) Soquel Avenue and Morrissey Boulevard for both the Northbound and Southbound directions. Auxiliary Lanes connect the freeway entrance ramp directly with the next exit ramp.	\$16,000
CT-PI 1	Highway 17 widening	Widen freeway to 6 lanes from Hwy 1/17 Junction to Vinehill Road.	\$70,000
CT-P7U	Highway 1 Widening: HOV/HOT Lanes Phase 2	High Occupancy Lanes (HOV/T) of Highway 1 in both the northbound and southbound directions. Bike/ped/ADA overcrossings also	\$139,000
CT-P8	Junction 1/9 Intersection Improvements	Reconstruction and expansion of the intersection.	\$50,000
CT-P2	Hwy 1 Revise Interchanges	Interchange ramp modifications to provide for direct turning movements at the crossroads and greater storage and replacement Of interchanges which are not long enough to accommodate future widening alternatives of Route 1 along this corridor.	\$5,000
CT-P13	Hwy 17 Safety and Operational Improvements	Reconstruct non standard intersection: correct skew, lengthen turn pocket, and prohibiting left turns onto Route 17 from an adjacent driveway.	\$10,000
CT-P12	Hwy 17 Interchanges/Separations	Construction of a diamond interchange or grade separation improvement.	na
CT-P9	Hwy 9 Operational Improvements	Shoulder widening, turnouts for buses, and turn lanes at spot localions.	\$650
MTD-P6	AVL/Talking Bus/Radio	Install new radios, Automatic Vehicle Locator system and bus stop annunciators on all METRO buses. AVL drives annunciators and ATMS equipment. Existing radio system needs upgraded to improve communication between coach operators and dispatch.	\$5,350
MTD-P15	Bus Rapid Transit	Construct park & ride lots, transit centers and operate grade-separated bus rapid transit to reduce congestion on Highway 1.	\$25,920
MTD-PI 2U	Highway 17 Express Bus Expansion (unconst)	Add weekend and holiday service. extend trips to Metro Center in Santa Cruz.	\$32,200
MTD-P5	Replacement Fareboxes	Electronic registering fareboxes will be eligible for replacement by 2013	\$2,000
MTD-P10U	Transit Service Operations and Maintenance (unconst)	Maintain transit level of service through 2025, includes paratransit (based on additional \$9.5M/yr budget).	\$237,500
MTD-P13	UCSC Service Expansion	Increase frequency on routes serving UCSC to eliminate standing loads.	\$46,200
RTC-P20	Bike Activated Traffic Signals	Traffic signal equipment to ensure that the traffic signals will detect bicycles.	\$1,000
RTC 21U	Bike/Pedestrian Path Along SC Branch Rail Line (unconst)	Construction of a bicycle/pedestrian path adjacent to the Santa Cruz Branch rail line.	\$5,000
RTC-P10	Clean Air Alternatives Promotion	Promote, through public outreach, alternative transportation options emphasizing alternative fuels for vehicles as well as bikes, scooters, buses, etc.	\$500
RTC-P21	Coin-Operated Bike Lockers	Provide coin operated bicycle lockers to satisfy on-demand high security bicycle parking needs at key destinations throughout the county.	\$500
RTC-PI2	Electric Vehicle Recharging Stations	Demonstration Program to install electric vehicle recharging stations at select locations throughout the county (most likely at park and ride and other parking lots/spots)	\$2,000
RTC-P14U	Park and Ride Lot Development (unconst)	Identify and Develop additional park and ride lot locations throughout the county	\$4,000
RTC 17U	Santa Cruz Area TMA: TDM Planning and Promotion(U)	Community organization that promotes alternative commute choices.	\$1,250
RTC-P18	Study of Regional Transportation Impact Fee	Study to determine the efficacy of instituting a regional transportation impact fee for all new developments within the county of santa cruz to help fund regional improvements (ie to Highways, rail corridor, transit, etc)	\$100
RTC-P15U	TDA Demonstration Program (unconst)	Demonstration grant program that funds a variety of projects.	\$1,000
RTC 15U	Regional Vanpool Subsidy Program (unconst)	Assist in start up and retention of vanpools using a variety of subsidies/incentives	3400
SC-P21	Brookwood Drive Bike Path	Provide 2-way bicycle travel on a I-way roadway.	\$59
SC-P22	Chestnut Pathway	Install a Class 1 bicycle/pedestrian facility to connect Neary Lagoon Park with the Beach/Boardwalk area.	\$80

LIKELY UNCONSTRAINED LIST

ID	Project Title	Project Description/Scope	Est TOTAL Project Cost
		Center Ave/Seacliff Dr (State Park Dr to Aptos Beach Dr [?])	\$1,000
		Chanticleer Ave (entire length-ending at State Hwy 1))	\$2,000
		East Zayante Rd (Lompico Rd to just before Summit Rd [SC/SC county border])	\$1,500
		Et Rancho Dr (North Plymouth [?] to Glenn Canyon/State Hwy 17)	\$2,000
		Eureka Canyon Rd (Hames Rd to Highland Way)	\$2,000
		Glen Canyon Rd (Branciforte Dr to State Hwy 17)	\$2,500
		Glenwood Dr (entire length-Bean Creek Rd to State Hwy 17)	\$2,500
		Gross Rd (41st to S. Rodeo Gulch Rd)	\$1,000
		Mattison Ln (Chanticleer Ave to 17th Ave)	\$1,250
		Mt. Hermon Rd (Lockwood Ln to Felton Empire Grade)	\$ 2 , 5 0 0
		Porter St. (entire length-Bay Ave @State Hwy 1 to Soquel Dr)	\$1,500
		Seascape Blvd(entire length-Sumner Ave to San Andreas Rd)	\$500
		Soquel-SJ Rd (entire length-Sequel Dr to Summit Rd)	\$1,500
		Summit Rd. (Soquel-SJ Summit Rd to ? [does not show])	\$2,500
CO-P29	Med Priority Minor Collector Imprvmts	Multimodal improvements on 9 collectors (\$7,200 total)	
		14th Ave (entire length)	\$1,000
		Bonita Dr (entire length-Rio Del Mar Blv to San Andreas Rd)	\$1,000
		Cliff Dr. (entire length-Rio Del Mar to just before Sumner Ave)	\$500
		Kinsley St. (entire length-17th Ave to end)	\$1,000
		Maciel Ave. (entire length-Capitola Rd to Mattison Ln)	\$1,200
		Paul Minnie Ave. (entire length-Rodriguez St. to Soquel Ave)	\$500
		Polo Dr. (Rio Del Mar Blvd to North Dr Extens. [?])	\$1,000
		Webster St. (entire length-San Jose Ave to 16th Ave)	\$500
		W. Walnut St. (entire length-Roberston St to Porter St)	\$503
CO-P27	Med Priority Major Collector Imprvmts	Multimodal improvements on 12 major collectors (\$10,750 total)	
		39th Ave (entire length-to Capitola Rd)	\$1,000
		Aptos Beach Dr (entire length to Rio Del Mar Blvd)	\$1,000
		Corcoran Ave (Portola Dr to Capitola Rd)	\$500
		Main St (Soquel San Jose Rd to Soquel Dr)	\$1,500
		Merrill St (entire length)	\$500
		Mill St (Glenn Canyon to Granite Creek Rd)	\$250
		Mt View Rd (Branciforte Dr to Rodeo Gulch Rd)	\$1,000
		Paulsen Rd (Green Valley Rd to Casserly Rd)	\$1,000
		Pinehurst Dr (entire length)	\$500
		Seacliff Dr (entire length)	\$1,500
		Sprecktes Dr (small portion off of Aptos Beach Dr)	\$1,000
		Winkle Ave (entire length from Soquel Dr)	\$1,000
CO-P28	Med Priority Minor Arterials	Multimodal improvements on 9 minor arterials (\$9,300 total)	
		Bean Creek Rd (Scotts Valley Rd to Glenwood Dr)	\$1,500
		Capitola Ave (entire length-ending at Soquel Dr)_	\$800
		Commercial Way (entire length-ending at Thurber Ln)	\$500

Identified Possible Gaps in Preliminary Draft RTP Project List
--

01/02/00

Possible Lead Project Name	Description	Cost Est.
<b>Projects from 1994 RTP Action Element (C:constrained; U:unconstrained) that were not completed or dropped :</b>		
Caltrans:		
CT: U7	Hwy 1: Greyhound Rock	Widen to provide northbound left turn lane. \$400,000
CT: U9	Hwy 9: Scenic Drive	Widen for northbound left turn channelization. No cost estimate available.
CT: U10	Hwy 9: Pleasant Way and Madrona Road	Provide for right turn to Pleasant Way and left turn channelization. No cost estimate available.
CT: U11	Hwy 9 at Junction Route 236	Widen northbound left turn lane and improve sight distance. No cost estimate available.
CT: U21	Hwy 236: Brook Lane to Jamison Creek Road	Re-align highway and replace Boulder Creek Bridge. No cost estimate available.
Cap: PU8	Soquel Creek Trail/Peery Park to State Route 1	Construct pedestrian pathway and add narrative signage. \$320,000.
Cap: C2	Install Access Ramps at all intersections and block crossing	Wheelchair access ramps citywide \$10,000. (Gas tax)
co: C1	Install Access Ramps at all intersections and block crossing	Wheelchair access ramps countywide \$2,000,000. (Gas tax, TIA)
co: U16	Soquel Drive/Robertson Drive	Signalize Intersection. \$300,000. (RDA, TIA)
co: U17	Soquel Drive/Willowbrook Lane	Signalize Intersection. \$150,000. (RDA, TIA)
co: U11	Loma Prieta Avenue	Bike lanes, pedestrian improvements. \$100,000
co: u25	State Park Drive/Searidge Road	Signalize Intersection. \$200,000.
co: U55	New O'Neill Ranch Road (Soquel Drive to Soquel High)	Preservation of right-of-way. \$3,000,000.
CO: U69	Murphy Road (Highway 129 to Monterey County line)	Improve roadway. \$1,000,000.
co: U19	Eastern Access/Rincon Road (Coolidge Drive to Highway 9)	Class I bikeway. \$300,000.
CO: Ped U5	Install Access Ramps at all intersections and block xings.	\$5,000,000. Partially completed
CO: Ped U6	County Wide -- Install sidewalks.	\$70,000,000
SCMTD	Accessible Taxi Program: \$168K	
SCMTD	Commuter/subscription bus purchase	\$241 K
SCMTD	MIS Computer System	\$13-46K/yr
SC:U33	Branciforte Avenue/Water Street Intersection -- Install interconnection with Ocean Street traffic control system.	\$50,000.
SC:U35	Laurel Street from Chestnut to San Lorenzo and Front Street from Laurel to Cooper -- Install vehicle loop detector, traffic signal hardware at ten traffic signals.	\$100,0
SC:U38	Neighborhood Traffic Management improvements -- Install traffic control devices and roadway design features to manage neighborhood traffic.	\$1,000,000.
SC:U39	City Traffic Management System	Program of traffic operation improvement projects \$500,000
SC:U40	Soquel Avenue Traffic Control System Interconnection from Branciforte to Morrissey -- Install interconnect and traffic signal hardware at two signals (Phase II).	\$100,0
SC:U42	Seabright Avenue/Water Street Intersection -- Install traffic signal and interconnection with Soquel Avenue traffic control system.	\$200,000.
SC:U45	Bay Drive/Meder Street Intersection -- Install traffic signal and interconnection with Bay Drive traffic control system.	\$175,000.
SC:U46	Branciforte/Goss/Isbel/Market Intersection -- Install traffic signal.	\$150,000.
SC:U47	Bay Street/West Cliff Drive Intersection -- Install traffic signal.	\$150,000.
SC:U48	Pacific Avenue/Washington Street Intersection -- Install traffic signal.	\$150,000.
SC:U49	Bay Street/California Street Intersection -- Install traffic signal.	\$150,000.
SC:U90	Third Street from Riverside to Beach -- Realign Third Street to improve tourist circulation, bike, pedestrian and shuttle access.	\$3,300,000.
SC:U91	City Wide -- Install emergency vehicle preemption equipment for various traffic signals.	\$300,030.
SC:U92	Laurel Street from Third Street to Front Street -- Repair Laurel Street Extension to reinstate two way traffic and pedestrian access.	\$1,200,000.
SC:U2	Santa Cruz Visitor/Employee Shuttle -- Capitalize and operate year round shuttle service for visitors and employees.	\$6,400,000.
SC:U27	Soquel Avenue/Branciforte Avenue Corridors -- Install bicycle loop detectors at nine signalized intersections.	\$70,000.
SC:U28	Soquel Avenue from Branciforte to Capitola and Branciforte Avenue from Water to Broadway -- Install bicycle loop detectors at nine signalized intersections.	\$70,000.
SC:U29	On all streets perpendicular to Mission Street from Western Drive to Chestnut Street -- Install bicycle loop detectors and traffic signal hardware at five signals on mino	
City of Watsonville		
Wat:U100	Riverside Drive (State Highway 129) from Union Street to Bridge Street --Widen from two to four lanes, reconstruct existing street.	\$8,000,000
WAT:U101	East Lake Avenue (State Highway 152) from Martinelli Street to Holohan Road -- Widen from two to four lanes.	\$1 ,000,000.



Possible Lead	Project Name	Description	Cost Est.
UCSC	UC:104	East Remote Parking Lot Access Road -- Construct access road from Coolidge Drive to East Remote Parking Lot. No cost estimate available	
	UC:37	Pogonip bikeway -- Construct bikeway between Pogonip and Campus. \$200,000.	
	UC:12	Helter Drive -- Construct pedestrian underpass, \$250,000.	
Local Js	TRO/TDM projects		
Vol Center	Specialized Transportation Operations.		\$1,360,030
<b>From E/D TAC</b>			
	CTSA	Same day medical transportation (CTSA)	Expand services for those trips that can't be sched in advance
SCMTD	CTSA	Expand Mobility Training Program	Hire additional staff, increase public outreach, incorp results of audit
	CTSA	Develop permanent Lift Line maintenance center/COF	
SCMTD	CTSA	Expand Talking/Display Bus program	
<b>Other Staff Identified Gaps</b>			
Caltrans	Caltrans	Hwy 9 Bike and Ped facility Study	Study of options for bike and ped access in SLV on Highway 9
Caltrans	Caltrans	Hwy 1 Bike Lanes or path: Wilder Ranch to SM Co line	
Caltrans/SC	Caltrans/SC	Hwy I/Mission St Bike Lanes - Chestnut Street to city limits	
CaltransNVat	CaltransNVat	Hwy 152/Main St Bike Lanes - GV Rd to Mont Co line	
CaltransNVat	CaltransNVat	Hwy 129 bike lanes: Lee to Lakeview Road	
CaltransNVat	CaltransNVat	Hwy 152/West Beach St bike lanes: Walker to Lincoln St,	
CaltransNVat	CaltransNVat	Hwy 152/E. Lake Ave bike lanes - Main St to fairgrounds	
CaltransNVat	CaltransNVat	Hwy 1 bike connection: Beach Rd to Salinas Rd	
Caltrans	Caltrans	Hwy 129 ITS: Hwy Advisory Radio system	2 HAR trans stations and 2 EMS (Hwy 1 to Co line) \$180,000
Caltrans	Caltrans	Hwy 152 ITS: HAR system and EMS	2 HAR. 2 EMS (City of Wat to Co line) \$180,000
Caltrans	Caltrans	Local Arterial EMS System (10 signs)	System of signs on major arterial to advise motorists re: hwy cond \$300,000
Caltrans	Caltrans	Urbanized Area HAR System (5 stations)	System of HAR stations in urbanized areas \$300,000
Capitola	Capitola	Clares Street bike path - Capitola Road to Wharf Road	
Business Com	Business Com	Freight Projects	Project to focus on goods movement
County	County	Countywide Neighborhood Traffic Calming projects	
County	County	Granite Creek Bike Path (City of SC to City of SV)	
County	County	Lake Avenue bike path - Eaton Street to East Cliff Drive	
County	County	Pajaro River Levee/Salsipuedes Creek bike path	Class I bikeway. (in general plan)
<b>Misc</b>			
Local Js	Local Js	Countywide Bike Activated Signals	50/yr
Local Js	Local Js	Make storm drain inlets bike safe	Convert storm damage inlet grates on all roads to bike safe style
Local Js	Local Js	Countywide Talking Intersections	50/yr
State Parks	State Parks	Bikeway along Seacliff Beach from park HQ to Esplanade	
Schools	Schools	School Bus replacements	CNG bus purchases
CHP	CHP	Highway Safety Program	Expand CHP Safety programs
SCCRTC	SCCRTC	Pajaro Station Operating Funds (new source of \$ - SCCRTC, TAMC)	
SCCRTC	SCCRTC	Countywide Ped Facilities Plan	50
SCCRTC	SCCRTC	Safe Routes to Schools Assessment	100
SCCRTC	SCCRTC	Transportation Project Enhancements	Special landscaping grant program 100/yr
SCCRTC	SCCRTC	Car sharing organization	100/yr

# Attachment C

Possible Lead	Project Name	Description
SCMTD	Expand Hwy 17 Express service south of Soquel	
SCMTD	Break Hwy 17 Express service into different routes	
SCMTD	Interconnect Hwy 17 Express service with other routes	
SCMTD	Subscription Bus Service program	

**Project ideas from Public Not in Initial Project Lists or Above**

Possible Lead	Idea	# of People
RTC/MTD/DICT	Rail to, from, or within Santa Cruz County	70
RTC/MTD/CT/Loc	Personal Rapid Transit system	7
RTC/MTD/CT/Loc	Solar powered train	8
CT/CHP	Commercial vehicle removal from Hwy 17 (for those over 85)	
SCMTD	Busway from Lennox St to Swift St	
SCMTD	Free Bus Transfers for people who have to take 2 buses	1
SCMTD	web-based bus system directions (similar to mapquest)	2
SCMTD/UCSC	Bike station at Capitola Mall and bus to UCSC	1
SCMTD	Smaller buses (for travel through residential neighborhoods)	3
ucsc	UCSC Student Housing project at Lipton site	
City of SC	repave Front Street	
City of SC	Market St, Gross Av, Isbell Dr circulation improvements	
City of SC	Laurel at Center: Left turn light	
City of SC	Intersection Safety Improvement Bay St & Lighthouse, SC	1
City of SC	Market St Speed Bumps	1
City of SC	One-way streets in Seabright neighborhood	1
City of SC	Market St curve removal for improved visibility	1
City of SC	Soquel Av/Frederick St intersection improvements	1
UCSC/City of SC	UCSC Eastern access aerial tram	
Local Js	Coin Operated Bike Rental (Similar to airport cart system)	
Local Js/CT	Sound proof asphalt & landscaping	
Local Js	Land use changes: Transit oriented development, zoning cha	2

Possible Lead Project Name	Description	Cost Est.
Santa Cruz	Mission St/Bay St Ped xg	Add crosswalk for Bay St peds crossing Mission on east side of intersection
Santa Cruz	Graham Hill Rd Bike/Ped facilities	Bike/ped facilities on GH - Ocean St to Tanner Hts
Santa Cruz	E. Cliff Ped Crossing at Oceanview	Crossing on East Cliff from end of Oceanview Park ped path to River Levee
Santa Cruz	Mission St/Chestnut Ped Xg	Add crosswalk for Mission St ped crossing Chestnut on northeast side of intersection
Santa Cruz	Citywide Neighborhood Traffic Calming	
Santa Cruz	Fair Avenue bikeway - Delaware Avenue to West Cliff Drive	
Santa Cruz	Almar Avenue bikeway - Mission Street to West Cliff Drive	
Santa Cruz	Seaside Street bikeway- Bay Street to Delaware Avenue	
Santa Cruz	Escalona Drive bikeway - Storey Street to Bay Street	
Santa Cruz	Walnut Avenue bikeway - Mission Street to Escalona Drive	
Santa Cruz	California Street bikeway - Laurel Street to Walnut Avenue	
Santa Cruz	Bike connection: River and Encinal Sts to Coolidge Dr (UCSC)	
Santa Cruz	Bikeway: Emeline Avenue to Plymouth Street	
Santa Cruz	Plymouth St bikeway (Emeline to El Rancho)	
Santa Cruz	Chilverton Avenue bikeway - Branciforte Ave to Poplar Ave	
Scotts Vly	Citywide Neighborhood Traffic Calming	
Scotts Vly	La Madrona Bikeway (Mt. Hermon to City limits)	
Watsonville		
Watsonville	(South) Green Valley Rd bike path: Harkins Slough to Loma	From bike plan
Watsonville	Arthur Dr bike lanes - Autocenter Dr to Freedom Boulevard	
Watsonville	Autocenter Dr bike lanes - Main Street to Arthur Drive	
Watsonville	Beach Rd bikeway - San Andreas to N. or Hwy 1	
Watsonville	Citywide wheelchair access ramps	
Watsonville	Freedom Blvd bike lanes - Green Valley Rd to Main St	
Watsonville	Lincoln St. bike lanes - Freedom Blvd to Riverside	
Watsonville	Rodriguez St bike lanes - W. Lake to Riverside Dr.	In bike plan too
Watsonville	West Lake Avenue bike lanes - Rodriguez to Main Street	\$130,000
SCMTD <b>Gaps</b>	(Included in existing RTP projects?)	
SCMTD	Develop long range transit plan	
SCMTD	Expand express bus service within Santa Cruz County	
SCMTD	Additional 5 years of: Replacement buses (ADA, Hwy 17, and regular)	
SCMTD	Bus service to SJ Airport	
SCMTD	Bus service to the future Pajaro Rail Station	
SCMTD	Express bus service between Mid-Co and SV	
SCMTD	Improved bus service from mid-co to major industrial areas (Harvey West and N. Bridges)	
SCMTD	t-Bus	intelligent" bus
SCMTD	Links to Out-of-County transit	Expand express service to Monterey, San Benito, Santa Clara Co's
SCMTD	Eco-Pass Type Program	25/yr
<b>From Hwy 17 Study</b>		
SCMTD	Prepaid Card Fare Collection	
SCMTD	In Vehicle Communication	
SCMTD	Signal priority/pre-emption	
SCMTD	Real time bus arrival/departure displays at stops	
SCMTD	Automatic Vehicle Location System	
SCMTD	Intelligent Trans System: Display at Smart Parks	
SCMTD	Bus Accel/Decel	
SCMTD	Improved bikes on buses program	
SCMTD	CMS; Roadside Route Displays	
SCMTD	Hwy 17 Express incremental Trip Augmentation	

February 12, 2001

Ms. Linda Wilshusen  
Executive Director  
Santa Cruz County  
Regional Transportation Commission  
1523 Pacific Avenue  
Santa Cruz, CA 95060

ATTN: Rachel Moriconi

RE: COMMENTS ON LIKELY PROJECT LISTS FOR THE 2025 RTP

Dear Ms. Wilshusen,

Thank you for the opportunity to review the proposed list of “likely” projects for the SCCRTC 2025 Regional Transportation Plan. METRO staff reviewed the proposed lists and requests changes to the lists based upon estimates for various transit services and the District’s priorities over the long term. The Attachment to this letter lists the individual projects which should be modified, deleted or moved to another list in the Action Element of the Regional Transportation Plan for 2025.

METRO appreciates the extensive work of your staff in compiling the comprehensive list of transportation projects for Santa Cruz County through 2025. Please call Thomas Hiltner if you have any questions about the revisions requested to these preliminary lists. METRO looks forward to reviewing the SCCRTC draft Regional Transportation Plan.

Sincerely,

LESLIE R. WHITE  
General Manager

Attachment

## Comments on the likely RTP Action Element Project Lists

### Likely Constrained List

1. MTD-12 *Fleet Preventative Maintenance*: This project is funded through the FTA §5307 Urbanized Formula Funding Program. Please change the Project Description/Scope accordingly.
2. MTD-12C *Highway 17 Express Bus Expansion*: The revised the cost estimate of **\$10,500,000** consists of \$7,300,000 for weekend and holiday operating costs and \$3,200,000 in capital costs to purchase a 4 bus expansion fleet and replace it one time at the end of its useful life in 2016.
3. MTD-P12U *Highway 17 Express Bus Expansion*: This project consists of \$7,300,000 in operating costs and additional expansion buses at \$3,200,000 to extend weekday, weekend and holiday Highway 17 Express Bus service to Soquel Avenue and South County. Change the total project cost to **\$10,500,000**.
4. MTD-P14 *Local Service Expansion*: The \$32,200,000 for local service expansion is based upon \$25,000,000 in operating costs for a 10% service expansion through 2025 and \$7,200,000 for the capital costs to purchase an expansion fleet of 9 buses and replace it one time in 2016.

### Likely Unconstrained List

5. MTD-P6 *AVL/Talking Bus/Radio*: This is a high priority project for METRO patrons and should be moved to the constrained list. Reduced estimates for service expansions in MTD-P13 and MTD-12C enable this project to be moved to the financially constrained list.
6. MTD-P10U *Transit Service Operations and Maintenance (unconst)*: Project MTD-P10C in the constrained list accommodates METRO's current transit service level through 2025. Service expansions, including \$17,520,000 in MTD-P11 for ADA Service Expansion, are listed as separate projects. Please delete this project.
7. MTD-P13 *UCSC Service Expansion*: This project is a high priority for both the District and for UCSC. Due to reduced cost estimates for this and the Highway 17 Express service expansion project MTD-12C, please move this project to the financially constrained list. Staff estimates costs for this service at \$7,500,000 for a 33% expansion of current UCSC service for 23 years from 2003-2025 and \$4,800,000 to acquire and replace a fleet of 6 expansion buses for a total project cost estimate of **\$12,300,000**.

Identified Possible Gaps in Preliminary Draft RTP Project List8. *from 1994 RTP Action Element:*

- A. Accessible Taxi Program: This is no longer a METRO objective. Please delete.
- B. Commuter/Subscription Bus purchase: This project purchases up to 3 buses for \$1,200,000 between 2005 and 2025 and provides \$800,000 in operating subsidy for an employer-operated bus pool between Santa Cruz and the SF Bay region. Please add **MTD-18** to the **Unconstrained List** with a total estimated cost of **\$2,000,000**.
- C. MIS Computer System: Updates will be funded locally. Please delete.

9. *from E/D TAC*

- A. Same day medical transportation (CTSA): METRO provides paratransit service complementary to its fixed-route service with 24 hour reservations. This project would be within the purview of the CTSA. Please delete.
- B. Expand Mobility Training Program: Funds an additional accessible services coordinator, support and supplies for 15 years at a cost of **\$1,200,000**. Please add to the **constrained list**.
- C. Expand Talking/Display Bus program. This is included in MTD-P6. Please delete.

10. *Other Staff Identified Gaps*

- A. Santa Cruz -Watsonville Corridor rail service: This is a **new** project with a joint lead of SCMTD and the SCCRTC to purchase right-of-way and train sets for commuter rail transit service between Watsonville and Santa Cruz in the Highway 1 Corridor. A new funding source must be identified. Please add this to the **Unconstrained List**.

11. *SCMTD Gaps*

- A. Develop Long Range Transit Plan: METRO will perform this responsibility within the scope of its Overall Work Program projects in FY2001-2002. Please delete.
- B. All of the bus and service expansion projects are included in other expansion projects listed in either the constrained or unconstrained list. Please delete.
- C. METRO responsibility for the I-BUS is complete. Please delete.

- D. Links to Out-of-County transit and Eco-Pass Type Program are actually policy decisions on fares which would not be assessed as an independent project with external funding sources. Please delete.
12. *From Highway 17 Study*
- A. Prepaid Card Fare Collection needs a policy decision on fares, not an independent project with external funding sources. Please delete
  - B. In Vehicle Communication; Real time bus arrival/departure systems; Automatic Vehicle Location System and related ITS applications are within the scope of MTD-P6, *AVL Talking Bus* or within MTD-P9, *Bus Stop Improvements*. Please delete.
  - C. Signal priority/pre-emption: This project enables coach operators to actuate traffic signals to prolong green or change red lights to improve transit running time. Please add to the **Unconstrained List** for **\$2,000,000**.
  - D. Hwy 17 Express Incremental Trip Augmentation; Expand south of Soquel; Break into different routes; and Interconnect with other routes are included within MTD-12C and MTD-P12U. Please delete.
  - E. Infrastructure projects such as Bus Accel/Decel and CMS Roadside Route Displays would be the purview of the respective land-use jurisdiction or Caltrans. Please delete from SCMTD service gaps.
  - F. Subscription Bus Program: This duplicates 8.B, above. Please delete.
13. *Project Ideas from Public Not in Initial Project Lists or Above:*
- A. Busway from Lennox St. to Swift St.: This was part of the Westside MetroBase site plan no longer under consideration. Please delete.
  - B. Free Bus Transfers: This policy decision on fares would not be assessed as an independent project with external funding sources. Please delete.
  - C. Web based route/travel info. This project delivers door-to-door travel information via the Internet using geographic information software. Please add to the **Unconstrained List** for **\$300,000**.
  - D. Bike Station at Capitola Mall: This is not a METRO priority since bikes can be carried on buses serving both UCSC and the Capitola Mall. Please delete.
  - E. Smaller buses (for travel through residential neighborhoods) would require maintaining another fleet of buses for peak-period capacity. Delete.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 16, 2001

**TO:** Board of Directors

**FROM:** Mark J. Dorfman, Assistant General Manager

**SUBJECT: CONSIDERATION OF ACCEPTANCE OF CONDITIONS FROM THE CALIFORNIA AIR RESOURCES BOARD (CARB) FOR IMPLEMENTATION OF THE URBAN BUS REGULATION**

## I. RECOMMENDED ACTION

**Authorize staff to prepare a letter for the Board Chair to sign that accepts the conditions from the California Air Resources Board (CARB) for the Implementation of the Urban Bus Regulation.**

## II. SUMMARY OF ISSUES

- Staff was directed to enter into discussions with CARB staff to request a waiver from the Implementation of the Urban Bus Regulation so as to allow the District to purchase “convertible” Clean Diesel buses while choosing the Alternative Fuel Path.
- A letter has been received from Mr. Michael P. Kenny, Executive Officer of CARB that will allow for this request if the District abides with six (6) conditions.
- The purpose of this report is to ensure that the Board is aware of and fully agrees to the assurances that must be made.

## III. DISCUSSION

The Board of Directors directed staff to work with the staff of the California Air Resources Board (CARB) to determine if Santa Cruz METRO could choose the Alternative Fuel Path but purchase “convertible” diesel buses which would then be converted to an alternative fuel source at the time of the first overhaul. Discussions have been ongoing for the past three months and it appears that there is resolution to the District’s request. A letter has been received from Mr. Michael P. Kenny, Executive Officer of CARB (Attachment A) that contains six (6) conditions for the District to abide by for the approval to be valid.

- 1. Provide a Board Commitment to the Alternative Fuel Path and to the conversion of these buses as expeditiously as possible*

By the action of the Board, Staff will prepare a letter for the Chair’s signature that will provide the commitment to the Alternative Fuel Path and to the conversion of the new diesel buses purchased through the one-time exemption.



**2. *Provide information that these buses are being manufactured to facilitate conversion to natural gas***

Staff will be directed by the Board to include in the vehicle specifications for the next purchase language that will request the necessary modifications to the vehicle that will facilitate the conversion to an alternative fuel at the time of first overhaul. These specifications will be submitted to CARB prior to bids being solicited.

**3. *Provide information that the new maintenance and refueling facility is being manufactured to sufficiently service a full fleet of natural gas buses***

The letter prepared for the Chair's signature will include an assurance that in the design of the new facility, there will be the capability to handle an entire fleet of alternatively fueled vehicles. Facility construction specifications will be provided to CARB prior to bids being solicited.

**4. *Provide and maintain conversion schedule for the buses that will result in the conversion to natural gas by the first rebuild***

Attachment B shows a financial analysis of how the buses to be purchased will be converted to Alternative Fuel. This schedule assumes a delivery time of 18 months, and the start of the conversions to occur in the third year of operation. It is also assumed that the rebuilds will occur in three equal phases over a three-year period. We are projecting a total of 42 buses that will be covered by this program. Using a present value of \$60,000, the cost to convert the buses will be \$72,930 in FY 2004/05, \$76,577 in FY 2005/06, and \$80,406 in FY 2006/07. The total cost to convert the buses will total \$3,218,782 over the three-year period. It will be necessary for the District to create a reserve fund in the next 2001/2002 Budget to begin the process of accumulating the funds for the conversions. Assuming a 6% interest rate, if the District placed \$462,000 each year starting in July to a reserve fund, it will accumulate \$3,222,597 by the end of the program. This will provide the necessary funds to finance the conversions.

**5. *Provide information on funding sources and financing strategies to achieve the conversions***

The above discussion shows the financing requirements for the conversion program. Funding sources for the program can be STA funds from the state, Moyer Incentive funds from the Air District, one-time TDA funds, federal FTA funds that can be directed to this program, and local sales tax funds.

**6. *Provide annual reports to the ARB on progress of the maintenance/refueling facility and bus conversions***

Staff will also be directed to comply with the request to keep the ARB updated on an annual basis as to the progress of the maintenance/refueling facility project and the bus conversion program.

**IV. FINANCIAL CONSIDERATIONS**

This action commits the District to an Alternative Fuel Repower project for all of the new buses purchased as they are in need of new engines. It is estimated that the cost will be approximately \$60,000 in today's dollars, and will total \$3,222,597 over the three-year program. In order to facilitate the financing of this project it will be necessary to create a Reserve Account for this project and place funds in the amount of \$462,000 in this account on an annual basis. This action also commits the District to have a fueling and maintenance facility on line and operational in time to operate the converted vehicles.

**V. ATTACHMENTS**

**Attachment A:** Letter from CARB

**Attachment B:** Financial Analysis



Winston H. Hickox  
Agency Secretary

# Air Resources Board

Alan C. Lloyd, Ph.D.  
Chairman

1001 I Street • P.O. Box 2815 • Sacramento, California 95812 • www.arb.ca.gov



Gray Davis  
Governor

**DRAFT**

Mr. Leslie R. White  
General Manager  
Santa Cruz Metropolitan Transit District  
375 Encinal Street, Suite 100  
Santa Cruz, California 95060

Dear Mr. White:

This letter is in response to your request that the Air Resources Board (ARB) allow the Santa Cruz Metropolitan Transit District (SCMTD) to purchase "convertible" buses, as an interim step, in lieu of natural gas buses, to comply with the alternative fuel bus purchase requirement as specified in the urban bus regulation.

I applaud the SCMTD Board for adopting the policy decision to transition to a natural gas bus fleet, in spite of the many difficult challenges that the SCMTD must inevitably face due to your unique situation. I recognize that one of those challenges, the absence of a natural gas fueling station and bus maintenance facility, has led to your decision to pursue an interim strategy of buying "convertible buses". However, as you know, the urban bus regulation generally considers buses that are powered by non-diesel fuel to be alternative fuel buses. According to this definition, "convertible buses", as proposed by the SCMTD, are strictly not alternative fuel buses.

However, in light of the strong commitment made by the SCMTD Board to pursue an alternative fuel path and in recognition of the SCMTD's needs to purchase new buses immediately to replace your oldest buses, I am prepared to allow the SCMTD to make a one-time purchase of "convertible buses". In order to be assured that these "convertible buses" will be converted to operate on natural gas as soon as possible, the SCMTD must abide with the following conditions:

1. Provide a Board commitment to the alternative fuel path and to the conversion of these buses as expeditiously as possible;
2. Provide information that these buses are being manufactured to facilitate conversion to natural gas;
3. Provide information that the new maintenance and refueling facility is being manufactured to sufficiently service a full fleet of natural gas vehicles;
4. Provide and maintain conversion schedule for the buses that will result in the conversion to natural gas by the first rebuild;

California Environmental Protection Agency

Printed on Recycled Paper

**DRAFT**  
15-A-1

**DRAFT**  
Mr. Leslie R. White  
Page 2

- 5. Provide information on funding sources and financing strategies to achieve the conversions; and
- 6. Provide annual reports to the ARB on progress of the maintenance/refueling facility and bus conversions.

I hope that we can continue to work together to achieve our common objectives. Please call me at (916) 445-4383, or Mr. Robert H. **Cross**, Chief of the Mobile Source Control Division, at (626) 575-6806, if we can be of further assistance.

Sincerely,

**DRAFT**

Michael P. Kenny  
Executive Officer

cc: Mr. Douglas Quentin, Air Pollution Control Officer,  
Monterey Bay Unified Air Pollution Control District  
24580 Silver Cloud Court  
Monterey, California 93940-6536

Ms. Jan Beautz, Chair,  
Santa Cruz Metropolitan Transit District  
375 Encinal Street, Suite 100  
Santa Cruz, California 95060

15-A-2

## Attachment B

### FINANCIAL ANALYSIS

	<b>Fiscal Year</b>	<b>Repower Cost</b>	<b>Amount to Reserve</b>	<b>Cumulative Funds</b>
	2000/01	60,000		
	2001/02	63,000	462,000	
	2002/03	66,150	462,000	951,720
	2003/04	69,458	462,000	1,470,823
0.33	2004/05	72,930	462,000	2,021,073
0.33	2005/06	76,577	462,000	2,604,337
0.33	2006/07	80,406	462,000	3,222,597

Amount to Reserve

Interest Projection

Number of Diesel Buses

<b>Repower Cost</b>	<b>Number</b>	<b>Cost</b>
72,930	14	1,021,025
76,577	141	1,072,077
80,406	14	1,125,680
		3,218,782

*15-B-1*

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 16, 2001  
**TO:** Board of Directors  
**FROM:** Mark J. Dorfman, Assistant General Manager  
**SUBJECT: CONSIDERATION OF AGREEMENT WITH THE SANTA CRUZ SEASIDE COMPANY FOR THE PROVISION OF LATE-NIGHT SERVICE**

## I. RECOMMENDED ACTION

That the Board authorize staff to enter into an agreement with the Santa Cruz Seaside Company to subsidize the operation of Late-Night Service on Route 71.

## II. SUMMARY OF ISSUES

- For the past two years the District operated a late-night trip on Route 71.
- The Boardwalk guaranteed the costs of the extra service that operated from the Boardwalk.
- The service was extremely successful and the Boardwalk is again interested in the service.

## III. DISCUSSION

Two years ago, the District was approached by Boardwalk staff to see if there was interest in extending the starting point for the last Route 71 trip to the Boardwalk. Their interest was due to the fact that a large number of their employees are young students living in Watsonville and the Metro bus service ended before the end of the evening shift. They were willing to “guarantee” that the District would not incur costs by agreeing to fund the cost of the route extension.

The Boardwalk has again contacted us with interest in this service. The Operations Department feels strongly that for consistency the service should run through the entire bid. The service will operate for 87 days, from June 8<sup>th</sup> to September 12<sup>th</sup>. The Boardwalk requires the late service for less than that period, but they have agreed to fully underwrite the cost of the service extension to the Beach area for the entire bid.

The total cost for the service is estimated at just under \$1,800.

## IV. FINANCIAL CONSIDERATIONS

There is no financial impact on the District as the Boardwalk is picking up the full cost of the extension for the entire bid.

**V. ATTACHMENTS**

**Attachment A:** None